



## MINUTES FVWDB Executive Committee Meeting

Thursday, May 20, 2021  
Via Phone

**Members Present:** Jason Hendricks, Brian Kaminske, Laura Biehn, Dale Walker, Sarah Pantol, and Allen Buechel (Ex-Officio)

**Members Excused:** Aimee Hostettler, and Waushara County (Due to Open Position).

**Others Present:** Anthony Snyder – FVWDB.

**Meeting Call to Order:** Chair Hendricks called the Executive Committee to order at 2:02 pm.

**Approval of Meeting Agenda (*Action Item*):** Motion by Mr. Walker and seconded by Ms. Biehn to approve the agenda as presented; motion carried.

**Approval of Minutes from 4/15/2021 Executive Committee Meeting (*Action Item*):** Motion was made by Ms. Pantol, and seconded by Mr. Walker, to approve the minutes from the 4/15/21 Executive Committee Meeting as presented; motion carried.

**Finance & Personnel Committee Report (*Action Item*):** Mr. Walker shared details from the 5/13/21 meeting of the committee which included a review and acceptance of the Wisconsin Department of Workforce Development Monitoring Reports, specifically a close out of 2019-2020 Monitoring with no disallowed costs; and a Preliminary Report of 2020-2021 with areas of concerns, strengths, and questioned costs. Board staff have 45 days to respond and we are fairly certain this monitoring will be resolved with minimal, if any, disallowed costs. The committee discussed a re-opening plan for the office and job centers, including staff vaccinations and protocols for opening. The committee reviewed and discussed the March 2021 financial statements and narrative, the most recent available; the April 2021 credit card statement; and March 2021 checks over \$5,000. Governor Evers had planned to include \$8 million in his budget to be sent directly to the 11 Wisconsin workforce boards. At this time, the legislature has removed this from the state budget. The Finance & Personnel Committee reviewed a letter from the Wisconsin Workforce Development Association (WWDA) supporting this budget item. The Executive Committee reviewed the letter and offered feedback. **Motion was made by Ms. Biehn, and seconded by Ms. Pantol, to accept the report of the committee and adopt all recommendations as presented; motion carried.**

**Reopening of Job Center/Creation of Receptionist Position (*Action Item*):** Due to a directive to re-open at least one comprehensive center in our region, a decision was made on staffing availability to reopen the Fox Cities Job Center – Menasha to walk-in traffic as of June 1. In order to do so, the Board will need to hire a full-time receptionist, with costs being split by all of the Required Partners. Mr. Snyder shared a copy of the job description and pay rate. **Motion was made by Mr. Walker, and seconded by Ms. Biehn, to authorize the creation of the position as listed in the packet; motion carried.**

Adjournment: The meeting was adjourned at 3:27 pm.

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