



## MINUTES FWWDB Executive Committee Meeting

Thursday, February 18, 2021  
Via Phone

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

**Members Excused:** Aimee Hostettler and Robert Sivick.

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

**Meeting Call to Order:** Chair Hendricks called the Executive Committee to order at 2:03 pm.

**Approval of Meeting Agenda (Action Item):** Mr. Hendricks introduced the Executive Committee agenda. **Motion by Ms. Biehn, and seconded by Mr. Kaminske to approve the agenda as presented; motion carried.**

**Approval of Minutes from 1/21/21 Executive Committee Meeting (Action Item):** Mr. Hendricks presented the meeting minutes. **A motion was made by Ms. Pantol to approve the minutes from the 1/21/21 Executive Committee Meeting as presented, and seconded by Ms. Biehn; motion carried.**

**Accept Resignation of Board Director Robert Sivick (Action Item):** Due to a change in employment and relocation, the Board has received a letter of resignation from Mr. Sivick, effective immediately. **A motion by Mr. Walker, and seconded by Mr. Kaminske to accept the resignation, with regret; motion carried.**

**Update on Paycheck Protection Program (PPP) Application:** Mr. Snyder informed the Executive Committee the Board has been approved for the second round of PPP funding. The Board will be receiving \$84,625 which converts to a grant if all dollars are used for staffing and overhead. Mr. Snyder will be working with Wipfli to ensure the dollars are used appropriately and to the maximum benefit of the Board.

**Update on Job Center Re-Opening:** Mr. Snyder informed the Executive Committee that the Menasha Job Center will be re-opening for limited, in-person appointments on March 1. Berlin, Waupaca and Wautoma have been permanently closed. Fond du Lac will re-open in the future. We continue to provide telephone and other virtual service.

**Finance & Personnel Committee Report and Budget Update (Action Item):** Mr. Walker, Treasurer and committee chair, reviewed the report of the committee which included: welcoming new committee member Jennifer Thomas (Envision Greater Fond du Lac); authorized Mr. Snyder to pursue contracts with Labor Education and Training Council (LETC) and Apricity to provide outreach and enrollment in the Support to Communities Grant; a review of recent financial reports, credit card statements and checks over \$5,000; and presented an updated Board budget including both the PPP and the Support to Communities grant income. **Motion by Mr. Kaminske and seconded by Ms. Biehn to accept the report of the committee as presented and adopt the updated budget; motion carried.**

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**Adopt Updated Authorizations and Purchasing Limits (*Action Item*):** Mr. Snyder shared updated Authorizations and Purchasing Limits recommended by the Wisconsin Department of Workforce Development (DWD) to bring the Board into compliance with Federal Uniform Guidance. **Motion by Mr. Walker and seconded by Ms. Pantol to adopt the updated Authorizations and Purchasing Limits; motion carried.**

**Individual Training Account (ITA) Addendum (*Action Item*):** Mr. Snyder shared an addendum to the Board's ITA policy to incorporate the Waiver of 20 CFR 681.550 to allow additional training and support dollars to In School Youth (ISY). This waiver was approved by the U.S. Department of Labor following a request by DWD to provide additional services to ISY during the pandemic. The policy addendum will begin immediately and remain in place until 6/30/22. **Motion by Mr. Kaminske and seconded by Ms. Walker to adopt this ITA policy addendum; motion carried.**

Adjournment: The meeting was adjourned at 2:37 pm.