



MINUTES

FVWDB Executive Committee Meeting

2:30 pm Thursday, June 20, 2024

Via Microsoft Teams

Members Present: Laura Biehn, Dale Walker, Sarah Pantol, Jo Ann Hall, and Brian Kaminske.

Members Excused: John Jarvis (Ex-Officio).

Others Present: Anthony Snyder – FVWDB.

Meeting Call to Order: Chair Biehn called the Executive Committee to order at 2:33 pm.

Approval of Meeting Agenda (*Action Item*): Chair Biehn introduced the Executive Committee agenda.

Motion by Mr. Walker, and seconded by Mr. Kaminske, to approve the agenda as presented; motion carried.

Approval of Minutes from 5/16/24 Board of Directors Meeting (*Action Item*): Chair Biehn presented the meeting minutes. **Motion was made by Ms. Pantol, and seconded by Mr. Kaminske, to approve the minutes as presented; motion carried.**

Strategic Programs Committee Report of 6/6/24 Meeting (*Action Item*): Ms. Pantol (Committee Chair) and Mr. Snyder presented the report of the 6/6/24 Strategic Programs Committee meeting, which included a new One Stop Operator Monitoring Policy; a recommendation to change the Supportive Service Maximum to \$4,000 Lifetime Limit and retroactive for all existing clients; the addition of a Supportive Service Application which will allow staff to streamline the voucher accounting coding when necessary; a new policy that requires enrolled clients to contact their career planner before dropping a course or any drop fees become the client's responsibility; a review of program enrollments; a review of job center visits and the success of the Fox Cities Job Fair; and information regarding a possible delay in the relocation of the Menasha Job Center to Oshkosh due to inability to find a location within the state's budget. **Motion was made by Mr. Kaminske, and seconded by Ms. Hall, to accept the report of the Strategic Programs Committee as presented; motion carried**

Finance & Personnel Committee Report of 6/13/24 Meeting (*Action Item*): Ms. Hall (Committee Chair) and Mr. Snyder presented the report of the 6/13/24 Finance & Personnel Committee meeting, which included a discussion about our outsourced accounting contract; an update to the Program Year 2023 Job Center Memorandum of Understanding and Local Plan; an update to the status of an employee termination; an update to the Congressionally Directed Spending Project, now expected to begin by 2/1/25; the creation of a new position to serve our increased Senior Community Service Employment Program beginning 7/1/24; an update to the Board's Accounting & Financial Policies Manual; and a review of the April financial documents.

In addition, because the Board has not received contracts for PY24 for a majority of its grants, the Board Finance & Personnel Committee agreed that we were unable to create a budget for PY24. However, in order to allow the

FVWDB to operate, the committee recommended a continuing resolution, extending the PY23 budget for the months of July and August. In addition, the following were specifically recommended:

- Extend the contract for our subrecipient (Forward Service Corporation) for the same rate as PY23 for July and August;
- Issue a One Stop Operator contract to the WDA4 Management Consortium, for a second full year at the same rate of \$3,500;
- Renew the CEO contract for the full fiscal year at the PY23, future increase to be negotiated once budget is developed;
- Renew the Wipfli contract at the same rate for July and August; and
- Include a 3% raise for a staff member that was not given in previous fiscal year due to extenuating circumstances, retroactive to 5/1/24.

Motion was made by Ms. Pantol, and seconded by Mr. Walker, to accept the report of the Finance & Personnel Committee as presented; motion carried

Board Updates: Mr. Snyder presented the following items for discussion:

- **Approval of Joint Agreement for Program Year 2024 (*Action Item*):** Motion was made by Mr. Walker, and seconded by Ms. Pantol, to approve the joint agreement as presented; motion carried.
- **Update to Board Bylaws (*Action Item*):** Motion was made by Mr. Walker, and seconded by Mr. Kaminske to remove incorrect language from the Treasurer description in the Board Bylaws; motion carried.
- **Office Roles Discussion** - The members of the Executive Committee congratulated Mr. Walker on his 7/15/24 retirement and the committee discussed his possible continuation on the Executive Committee. No action was taken.
- **Future Meetings** – The Executive Committee decided to keep all meetings on their existing cadence going forward.

Committee Discussion/Round Robin: Chair Biehn opened the floor for committee members to share workforce activities with their employer or in their agency. The committee thanked Chair Biehn for hosting the 5/16/24 Board Meeting at the Sargento Foods Inc., facility in Hilbert.

Adjournment: The meeting was adjourned at 3:30 pm.

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