



MINUTES

FVWDB Executive Committee Meeting

2:30 pm Thursday, September 19, 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 Consent Agenda (*Action Item*): A motion was made by Mr. Kaminske, and seconded by Mr. Walker, to approve the Consent Agenda, which included the 9/19/24 Meeting Agenda; Minutes of the 8/15/24 Executive Committee Meeting; and the final 2024 WIOA Local and Regional Plans; motion carried.

Strategic Programs Committee Report of 9/5/24 Meeting (*Action Item*): Ms. Pantol and Mr. Snyder presented the minutes of the 9/5/24 Strategic Programs Committee Meeting, which included details on a tour of the Forward Service Corporation offices in Oshkosh; a discussion on workforce engagement and labor shortages, as well as Board efforts to address; a review of grant performance from Program Year 2023; a discussion about the WIOA State, Regional and Local Plans; and an opportunity to test out the virtual reality headsets being by FSC with Board clients. **Motion was made by Mr. Walker, and seconded by Mr. Kaminske, to accept the report of the Strategic Programs Committee as presented; motion carried**

Finance & Personnel Committee Report of 9/16/24 Meeting (*Action Item*): Ms. Hall and Mr. Snyder presented the report of the 9/16/24 Finance & Personnel Committee meeting, which included a 2023 Audit Closeout Letters from DHS and DWD; an update to our Congressionally Directed Spending Project; Recommendation to contract with Wegner CPAs for our Annual Audit; Update to our Employee Termination Issue; a Recommendation to issue a formal RFP for PY24 accounting services in accordance with Board procurement policies; a discussion about Board handbook policies, including mileage reimbursement and a recording policy; a review of June and July 2024 Fiscal Reports, July 2024 Credit Card Statement and the July 2024 Checks Over \$5,000; and a discussion of the PY24 budget. **Motion was made by Ms. Pantol, and seconded by Ms. Hall, to accept the report of the Finance & Personnel Committee as presented; motion carried**

Program Year 2024 Budget Adoption (*Action Item*): Ms. Hall and Mr. Snyder shared information on the challenges associated with crafting the PY24 budget and indicated some additional work needed to be done by staff, Wipfli outsourced accountants and the Finance & Personnel Committee before a full budget could be adopted. However, Mr. Snyder asked the Executive Committee to approve the Training and Support requirements included in our contracts for the WIOA grants, Pathways Home 4, Windows to Work and QUEST. **Motion was made by Ms. Pantol, and seconded by Ms. Hall, to adopt the contracted training and support numbers, as**

contracted, for the WIOA cluster, Pathways Home 4, Windows to Work and QUEST, and extended the PY23 for one additional month; motion carried

Resurrect Collaborate as a FVWDB Activity: Ms. Pantol and Mr. Snyder discussed the past success of a ticket event not held since 2021 which could be resurrected as a way to connect with employers and begin to be a source of non-grant revenue. After discussion, the Executive Committee asked Mr. Snyder to explore a relaunch of a ticketed education event sometime after 7/1/25.

Committee Discussion/Round Robin: Mr. Snyder shared that a WARN notice had just been received on the closure of the Mayville Engineering Company site in Waushara County with a full closure by November 2024. The Board would be taking the lead on Rapid Response for what is about 35 employees.

Adjournment: The meeting was adjourned at 3:29 pm.

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