



## MINUTES

### FVWDB Executive Committee Meeting

2:30 pm Thursday, December 19, 2024

Via Microsoft Teams

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

**Members Excused:** Laura Biehn, and Jon Doemel, County Consortium Chair (Ex Officio).

**Others Present:** Derek Hilst – Wegner CPAs, and Anthony Snyder – FVWDB.

**Meeting Call to Order:** Vice Chair Walker 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 Ms. Hall, to approve and accept the Consent Agenda, which included the 12/19/24 Meeting Agenda; and the Minutes of the 11/21/24 Executive Committee Meeting; motion carried.

**Finance & Personnel Committee Report of 12/16/24 Meeting (*Action Item*):** Ms. Hall and Mr. Snyder presented the report of the 12/16/24 Finance & Personnel Committee meeting, which included the Acceptance of the Subrecipient Audit of Forward Service Corporation as of 6/30/24; Acceptance of Job Center and Re-Entry Specialist Job Description; FVWDB (401(k) November 2024 Plan Performance Results; FVWDB Life, Short-Term and Long-Term Disability Rates for 2025; Three updates to the FVWDB Accounting & Financial Policies Manual on Leverage, Procurement and Relocation; Recommendation to the Board for an Update the Budget for WIOA Youth for Program Year 2024; Update on the Accounting Transition from Wipfli to Dean Dorton as of 1/1/25; Information on the Board's Role as an Expert Witness after receiving a Subpoena in Matter of State of Wisconsin Department of Agriculture, Trade and Consumer Protection in the Matter of Special Events Custom Services, LLC, leading to the Board notifying our insurance provider and receiving reimbursement to cover attorney time in completing the response; Acceptance of Updates to the Board's Employee Personnel Manual; An Update on our Employee Termination Issue; an Update on our Congressionally Directed Spending Grant; An Update on the Resignation of our Part-time SCSEP Career Planner; a Review of October 2024 Fiscal Reports, Credit Card Statement and Checks Over \$5,000; and finally, a Review of our Annual Audit as of 6/30/24, noting no issues, by Derek Hilst, CPA. **Motion was made by Mr. Kaminske, and seconded by Ms. Hall, to accept the report of the Finance & Personnel Committee and all materials as presented; motion carried**

**Strategic Programs Committee Report of 12/5/24 Meeting (*Action Item*):** Mr. Snyder presented the minutes of the 12/5/24 Strategic Programs Committee Meeting, which included updates on job center activities in our region; information on a new Board role, funded by the Wisconsin Department of Corrections (DOC) to staff a full-time job center inside the Oshkosh State Correctional Institution (OSCI) as of 1/1/25; an Update to our Congressionally Directed Spending Grant; A discussion about PY24 Youth Funding and grant deliverables; a review of grant performance year to date; and an opportunity for all committee members and guests to share information on workforce development activities within their organizations. **Motion was made by Ms. Hall and**

**seconded by Mr. Kaminske, to accept the report of the Strategic Programs Committee as presented; motion carried**

**Announcement of New Grants:** Mr. Snyder announced that the Board had just received official word that it had been selected to receive \$1,026,745 in funding from the Wisconsin Department of Workforce Development (DWD) to serve individuals impacted by opioid misuse in our region. In addition, the Board also received two DWD Wisconsin Fast Forward Grants valued at more than \$303,000. Mr. Snyder thanked the Board staff and workforce partners who made these applications so robust.

**Committee Discussion/Round Robin:** The committee members shared information on workforce development issues within their organizations and area.

**Adjournment:** The meeting was adjourned at 3:34 pm.

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