



**WORKFORCE DEVELOPMENT  
BOARD, INC.**  
*Building a world class workforce*

## MINUTES

### FVWDB Board of Directors Meeting

2:30 pm Thursday, November 17, 2022

Via Zoom

**Members Present:** Chair Brian Kaminske, Vice Chair Laura Biehn, Secretary Dale Walker, Treasurer Brad Grant, Immediate Past Chair Jason Hendricks, Tony Beregszazi, Amy Groshek, Amanda Kopetsky, Jennifer Marks, Jeff Mikorski, Patty Milka, Sarah Pantol, Melina Roeder, Debbie Warga, Craig Wehner, and Mark Westphal.

**Members Excused:** Kasey Borkenhagen, Dustin Delsman, Russ Haase, JoAnn Hall, Aimee Hostettler, Rob Kleman, Larry Lautenschlager, and Jose Martinez.

**Others Present:** Derek Hilst – Wegner CPAs; Anne Mares and Lisa Piikkila – Coalesce; Kortni Smith – Wipfli; and Terri Green, Bobbi Miller, William Rogers and Anthony Snyder – FVWDB.

**Meeting Call to Order:** Chair Kaminske called the Board of Directors to order at 2:32 pm and all members introduced themselves.

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

**Approval of Minutes from 9/15/22 Executive Committee Meeting (*Action Item*):** Mr. Kaminske presented the meeting minutes. **Motion was made by Ms. Biehn, and seconded by Ms. Marks, to approve the minutes from the 9/15/22 Executive Committee Meeting as presented; motion carried.**

**Finance & Personnel Committee Report (*Action Item*):** Mr. Grant presented the report of the Finance & Personnel Committee. He introduced Mr. Hilst, who reviewed the Annual Audit Report from June 30, 2022. Mr. Grant then introduced Ms. Smith who reviewed the fiscal reports from September 2022, and shared the financial strength of the organization. Minutes of the 10/13/22 and 11/10/22 were reviewed, which included financial reports and checks over \$5,000 through September 2022, and credit card statements through October 2022. The report included information on the Board's line of credit, budget and staffing modifications to address some grant delivery goals and the need to do a Request for Proposal (RFP) for accounting services/retirement planning/timesheets and payroll effective 7/1/23. **Motion was made by Mr. Walker, and seconded by Mr. Beregszazi, to approve the Finance & Personnel Committee Report as presented; motion carried.**

**Strategic Programs Committee Report (*Action Item*):** Ms. Warga presented a report of the Strategic Programs Committee, which included an overview of activities at the Fox Cities Job Center – Menasha, workforce development activities at several local libraries, the delivery of mental health counseling to all grant enrollees paid for by the Board, a new obligation system for payments, results of mini job fairs, and a request for Board-provided direction to the committee. **Motion was made by Mr. Westphal, and seconded by Ms. Kopetsky, to accept the report of the Strategic Programs Committee as presented; motion carried.**

**Report of the Board CEO and Updates (*Action Item*):** Mr. Snyder presented a report of Board activities, which included a recommendation to submit a WIOA Local and Regional Plans Modification Attestation Form in lieu of edits to both plans. He invited Board staffers Ms. Green, Ms. Miller and Mr. Rogers to provide an overview of their

work. **Motion was made by Ms. Biehn, and seconded by Mr. Hendricks, to accept the report of the Board CEO and Updates as presented; motion carried.**

Adjournment: The meeting was adjourned at 4:30 pm.

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