

## **Executive Committee Meeting Minutes**

**March 3, 2016**

**9:45 a.m. to 10:45 a.m.**

**Madison College – Administration Building**

**1701 Wright Street**

**Madison, WI 53704**

**Members Present:** Alan Langeteig, Chair; Ed Clarke, Paul Dietmann, Randy Guttenberg, Howard Teeter, Clay Tschillard

**Staff Present:** Pat Schramm, Seth Lentz, Erin Bechen, Jackie Hall

Langeteig called the meeting to order at 9:46 a.m. and noted a quorum was present.

### **Agenda Item 1 – Welcome**

Langeteig welcomed everyone.

### **Agenda Item 2 – Review and Approval of the December 11, 2015 Committee Meeting Minutes**

Langeteig asked for a motion to approve the minutes of the December 11, 2015 Executive Committee meeting as presented. Teeter moved to approve the minutes as presented. Tschillard offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

### **Agenda Item 3 – Fiscal Report and Review of Form 990**

Schramm reviewed the fiscal report. She shared that Lameece has been pushing people to file their invoices. Clarke asked about the grant revenue at 25%. Schramm shared that is funds coming in. She stated that the state is using People Soft software and it delayed the collection of funds so that is catching up.

Schramm reported that Wipfli prepares the 990. She shared that it is built off the audit and the 990 has become a compliance document. She reviewed the 990.

**MOTION:** Langeteig asked for a motion to approve the 990. Dietmann moved to approve the motion as presented. Guttenberg offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Clarke asked about the grants listed and the contract with Milwaukee Area Workforce Board. Schramm shared that is for Skills Wisconsin.

### **Agenda Item 4 – Review Changes to the By-Laws and Procedure for Making Changes**

Schramm shared that we need to amend our By-Laws. The process of By-Law amendment is stated in the current Board By-Laws. Changes must be sent to the full Board 10 days before the meeting where they will be discussed. Then, we need to wait for the next full meeting to vote. We must have 2/3 vote of the full Board to pass a By-laws change.

- a. The Executive Committee will discuss changes on March 3, 2016.
- b. The changes will be sent on March 11, 2016 to the Full Board to be discussed on March 28, 2016.
- c. Then the Board will take a vote on the changes at the May 24, 2016 Board meeting (2/3 vote of the full Board is required for a By-Laws change).

There are four changes to the By-Laws as a result of the changes to WIOA.

#### Changes to the By-Laws

- a. Change in Federal legislative reference from Workforce Investment Act to Workforce Innovation and Opportunity Act (throughout the document)
- b. Change in reference of public law 105-220 to public law 113-128
- c. Change from referring to Youth Committee as Youth Council to Youth Committee. In the new law, they are allowing non Board members to serve on the Youth Committee; we changed the language to say “may” in case we would like to have non-members at the table but we don’t plan to incorporate them at this time.
- d. Removing reference to Youth Council being appointed by the Chief Elected Officials (not required under WIOA).

Clarke asked about the mission statement and if recent changes were incorporated. After discussion, the committee agreed that it makes most sense to remove the mission statement from the By-Laws.

#### **Agenda Item 5 - Update on Grant Applications that We Expect to Prepare**

Schramm shared that we have some grants in the cue. She stated that we will be preparing a Blueprint for Prosperity Grant with MATC for a biotech academy. The other one would be with the DCSC in an automotive and construction training. This would include a consortium of western schools. She stated that we were going to submit a large DOL youth grant but we were unable to meet the points required in the needs statement so we will wait for future opportunities. Lentz shared that we are working on expansion of the Windows to Work program.

#### **Agenda Item 6 - Approval of the New Financial Procedures**

Schramm shared that we have been working our way through the Financial Procedures and the Personnel Policies and Procedures using the Wipfli templates. She shared that we have very few things not in our policies.

#### ***Gift Acceptance Policy in the Financial Procedures***

She reviewed the policy and recommended that we only accept marginal risk. She noted that we cannot accept a gift in which we would be endorsing a product or business.

Clarke stated that the amount of \$5,000 seems low. He asked if we have received any gifts in the past. Schramm stated that we received some ITV equipment in the amount of \$3,000 for example. She stated this policy pertains to receiving something that is cash or equipment that is depreciable.

Clarke stated that under Categories of Gifts, we should remove the word “only” so that it doesn’t limit the ability to accept gifts. The policy should read: “The Chief Executive Officer of the Board is authorized to accept for the organization that represent marginal risk.” Any gifts that are offered to the board that represent more than a marginal risk will be evaluated and determined if they will be accepted the Executive Committee,

### ***Revenue Recognition Policies in the Financial Procedures***

Fee-for-Service Income – We haven’t done Fee for Service but added a policy notation in case we do. The policy states “recognized as income when services are rendered unless collection of amounts due is in question. In this case, revenue is recognized when payments are received.

**MOTION:** Langeteig asked for a motion to approve the changes and policies as discussed. Clarke moved to accept the policy recommendations as presented with the change allowing potential acceptance to evaluate and approve gifts above marginal risk. Tschillard offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

### **Agenda Item 7 – Review and Discussion Making Timeline through June 30, 2016**

Schramm shared the following timeline.

March 3, 2016 – Planning and Development recommendation to set WorkSmart System Design in place will be presented to the Full Board. We will go to bid around March 14, 2016. The bid will come back the last week of April Committees will review the proposals the first week of May and those recommendations will come to the Board on May 24, 2016.

The Out of School Youth work is already under contract and planning is in the works. March 3, 2016 - In School Youth recommendation will be presented to the Full Board. This will set in place the Middle College and some prototype work. We will ask to also hold some money that will catch up in May.

We also took all the pieces approved so far for the WIOA Strategic Plan. We published a draft of the strategic plan on March 3, 2016.

We want to have a webinar to review the strategic plan prior to March 28, 2016 Full Board Meeting; probably March 23/24.

We would like to ask each peer group to bring one question to the Full Board Meeting to discuss at the March 28 Board meeting. Clarke asked the intent behind doing so. Schramm stated that the Board is very new so we have been trying to do more opportunity for engagement. Clarke stated that you want the questions ahead of time so the answers are deliberate and strategic.

### **Agenda Item 8 – Adjournment**

The meeting adjourned: 10:49 a.m.

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Respectfully Submitted:

Laura Cataldo  
Board Secretary  
Workforce Development Board of South Central Wisconsin, Inc.

Attachment for Board Records:

- Agenda
- Minutes from December 11, 2015
- Financials
- Form 990
- By-Laws
- Revenue Recognition Policy
- Gift Acceptance Policy