

Executive Committee Meeting Minutes

April 21, 2016

8:30 a.m. to 10:00 a.m.

Workforce Development Board Office

3513 Anderson Street, Suite 104

Madison, WI 53704

Members Present: Alan Langeteig, Chair; Ed Clarke, Paul Dietmann, Randy Guttenberg, Howard Teeter, and Laura Cataldo - Via Phone: Pam Christenson and Kathy Cromey

Staff Present: Pat Schramm, Seth Lentz, Lameece Tyne

Langeteig called the meeting to order at 8:36 a.m. and noted a quorum was present.

Agenda Item 1 - Welcome

Langeteig welcomed everyone.

Agenda Item 2 - Review and Approval of the March 3, 2016 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. Cataldo offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 3 - Discussion and Approval of Updated Fiscal Policies

Tyne provided a background on the new uniform guidance requirements which combined several previous guidance circulars. This new uniform guidance is leading us to review and update existing polices. Tyne shared that much of the current policies are consistent but during future reviews our auditors will seek the references within the WDBSCW policies to the new uniform guidance.

Tyne shared that there are some new definitions to the financial limits and thresholds for procurement. The committee discussed examples regarding the Small Purchase threshold. There are some situations which the Board approves as part of the annual budget process which may not require Executive Committee approval. The Committee agreed that there should be an edit to allow staff to proceed with purchases approved through the budget process that fall under the \$5,000 limit.

The committee discussed the utilization of the procurement scoring, recommendation and contract approval process. The policies do outline the criteria which can be used to make contracting decision. There may need to be some additional language eventually added to revise and further clarity.

The committee inquired about the engagement of our auditors to review our final version to ensure that the language and procedures are all encompassing and incorporate adequate safeguards. The committee also discussed and recommended that once finalized the staff work to package guidance tables and tools to assist staff interfacing with these activities to support documentation and compliance.

Clarke inquired about the WDBSCW having a Grievance Procedure. Schramm acknowledged that we do have a Grievance Procedure and all bidders are informed of the policy as part of the procurement and contracting process. Clarke inquired about the organization's current insurance coverage and noted that some procurement grievance procedures do not allow suit but require arbitration. This may be an issue to research through our current insurance policies or explore for future consideration.

Clarke inquired about the requirement for documented oversight and monthly financial submissions. Schramm confirmed that we do conduct monitoring and issue monitoring letters. Tyne confirmed that she does get monthly financial submission and supporting documentation which are compared to the approved budgets.

The remaining policies which were not discussed will be moved to the next meeting. The staff will bring back the revised policies which were discussed to the committee for consideration at the next meeting.

Agenda Item 4 – Recommendation of transfer of WIOA funds between Dislocated Worker and Adult Programs

Schramm shared that we have done an assessment of the current funding levels and based upon the populations being served we would like to request permission to transfer up to \$35,000 from the Dislocated Worker funds to the Adult funding category. If approved the WDBSCW staff would make this request to DWD.

MOTION: Langeteig asked for a motion to approve the funding transfer request as discussed. Clarke moved to approve the funding transfer request. Cataldo offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 5 – Discussion of new grant application

Schramm shared that we have a grant opportunity to engage and serve youth aging out of the foster care system. We would be part of a large region engaging two other Workforce Development Board Regions, the WOW and Southwest WDBs. Schramm shared that she has already reached out to those WDB Directors and they are willing to collaborate on the project. Schramm shared that she has also connected with the Dane County Human Services Director to seek collaboration and alignment of efforts. The WDBSCW would be the lead agency for the proposal. Schramm also shared that these youth are eligible for Chaffee Grant educational awards which can support their post-secondary educational engagement. This grant has significant alignment with our out of school youth program development efforts.

Agenda Item 6 – Closed Session

Langeteig noted that the next agenda item will be to move to closed session to discuss and approve the Board's personnel schedule.

MOTION: Langeteig asked for a motion to move to closed session. Guttenberg moved to transition to closed session. Teeter offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 7 - Open Session

MOTION: Langeteig asked for a motion to move to open session. Cataldo moved to transition to open session. Teeter offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Schramm reviewed the proposed corporate budget.

MOTION: Langeteig asked for a motion to approve the corporate budget. Cataldo moved to approve the corporate budget as presented. Clarke offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 8 - Adjournment

Langeteig moved for adjournment.

The meeting adjourned: 10:20 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Minutes from March 3, 2016
- Draft Policies and Procedures
- Budget