

## **Workforce Development Board of South Central Wisconsin, Inc. Executive Committee Meeting Minutes**

**Monday, April 10, 2017**

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

**Workforce Development Board  
3513 Anderson Street, Suite 104  
Madison, WI 53704**

**Members Present:** Pam Christenson, Chair, Paul Dietmann, Ed Clarke, Kathy Cromey, Randy Guttenberg, Alan Langeteig

**Via Phone:** Laura Cataldo, Brian Pulford

**Staff Present:** Pat Schramm, Lameece Tyne

Christenson called the meeting to order at 8:40 a.m. and noted a quorum was present.

### **Agenda Item 1 – Welcome**

Christenson welcomed everyone.

### **Agenda Item 2 – Review and approval of the December 13, 2016 Executive Committee Meeting Minutes**

Christenson asked for a motion to approve the minutes of the December 13, 2016 Executive Committee meeting as presented. Clarke moved to approve the minutes as presented. Guttenberg offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

### **Agenda Item 3 – Discussion and Approval to request of the Department of Workforce Development (DWD) the transfer of \$50,000 of Program Year 15 Dislocated Worker Funds to the Adult PY15 Fund.**

Schramm presented the request to transfer \$50,000 from the PY15 Dislocated Worker Program to the PY15 Adult Program. Schramm explained that the demand for services continues to be with Adult Population. Schramm stated that once the Kraft Heinz dislocation is complete we expect that this need will shift but not until at least the first quarter of PY17.

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

Next Schramm asked that Lameece Tyne, the WDB's Director Finance, to review the draft corporate budget before the committee moved to closed session to discuss the personnel schedule and Executive Competencies. Tyne reviewed the budget and explained that there are several line items that were reduced based on historical expenses. The areas are noted on the corporate budget document. Schramm reviewed the expected grant revenues that are also stated on the bottom of the corporate budget document.

MOTION: After discussion, Christenson asked for a motion to enter into closed session to discuss the PY17 personnel schedule and the new draft Executive Competencies. Dietmann moved that the committee move into closed session, Pulford offered the second. The vote was unanimous in favor of the motion.

The committee discussed personnel schedule and draft executive competencies

After discussion and approval of the PY17 personnel schedule and an agreement to review the draft Executive Competencies by May 15, 2017 for use as part of the June Executive Evaluation, Christenson asked for a motion to move out of closed session. Langeteig moved to return to open session, Clarke seconded. The vote was unanimous in favor of the motion

The Executive Committee returned to closed session. Christenson asked for a motion to approve the corporate budget with the caveat that the Executive Committee would examine the Executive Compensation as part of the June 2017 evaluation. Dietmann moved to approve the budget, Guttenberg second. The vote was unanimous in favor of the motion.

Christenson then asked for a motion to adjourn. Pulford moved, Dietmann seconded. The vote was unanimous in favor of the motion.

Meeting was adjourned at 9:30 am.

Respectfully Submitted:

Brian Pulford  
Board Secretary  
Workforce Development Board of South Central Wisconsin, Inc.

Attachment for Board Records:

- Agenda
- Minutes from December 13, 2016
- Draft Corporate Budget