

Executive Committee Meeting Minutes

**Wednesday, June 29, 2016
9:00 a.m. to 10:00 a.m.**

**Workforce Development Board
3513 Anderson Street, Suite 104
Madison, WI 53704
Webinar/Conference Call**

Members Present In-Person: Alan Langeteig, Chair

Members Present Via Webinar: Ed Clarke, Howard Teeter, Pam Christenson, Kathy Cromey

Staff Present: Pat Schramm, Lameece Tyne, Erin Bechen

Langeteig called the meeting to order at 9:02 a.m. and noted a quorum was present.

Agenda Item 1 – Welcome

Langeteig welcomed everyone.

Agenda Item 2 – Review and Approval of the June 2, 2016 Committee Meeting Minutes –

Langeteig asked for a motion to approve the minutes of the June 2, 2016 Executive Committee meeting as presented. Teeter moved to approve the minutes as presented. Clarke 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 New Financial and Personnel Policies and Procedures

Tyne reported on the Financial Policy changes.

Gift Acceptance: The Gift Acceptance Policy was re-presented reflecting requested changes from the March 3, 2016 Executive Committee meeting. A change was made under the Categories of Gifts to remove the word “only” in regards to accepting gifts. The Committee felt that this was too limiting. Another change was made under the same category to remove the \$5,000 limit on Personal property value that would be accepted. Tyne stated that the policy has been updated with the recommendations of the Committee.

Budget Modifications: Tyne provided an overview of the Budget Modifications Policy. The policy change was based on going from a percentage (20%) to a dollar amount limit (\$5,000 - \$25,000) that would allow for budgetary changes to be made with internal approval by the Director of Finance and/or the CEO before having to go the Executive Committee. The policy continues to state that changes over the \$25,000 would require approval of the Executive Committee.

Cell Phones: Tyne reviewed the Cell Phone Policy. The policy reflects a new statement in regards to the benefit of having an employer owned phone as not being a taxable benefit. It is considered a de-minimis working condition fringe. The policy also now states that using a device in hands-on mode is prohibited. This statement is made in accordance with federal and state statements regarding texting and driving. The Cell Phone Plans section has been added to show that the handling and decision making in regards to the phones and plans are rest with WDBSCW management. The Committee agreed to remove the notation that cell phones shall not be used while driving under the Issuance of Corporate Cell Phones section because it is also noted in the Cell Phone Use section.

Intangible Assets: Tyne reviewed the Intangible Assets Policy. She noted that this is not a policy the Organization currently has. She reviewed how we may acquire intangible assets and how to properly account for and document them. The Committee discussed how the Board produces items internally for printing and reproduction that were paid for with federal dollars and are not considered assets due to that fact. Tyne also reviewed the Amortization Policy. She stated that with intangible assets, the items are amortized not depreciated according to accounting principles.

Notes Payable: Tyne shared that the general policy states that the WDBSCW requires that all notes payable be approved by the Executive Committee and signed by the Chief Executive Officer. It is not a policy that we currently have, but we also don't have any outstanding notes. She discussed how under the Recordkeeping section it stated how it would be documented and tracked. Under Accounting and Classification, Tyne talked about financial reporting and accounting standards that come along with having a note payable. Tyne stated that the Non-Interest-Bearing Notes Payable is also a new policy. She reviewed the policy and the proper recording of the note and reporting of financial information.

Schramm reported on the Personal Policies and Procedures changes.

Whistleblower Protection: Schramm reviewed the new policy and noted that it is more robust and detailed then the Board's current policy.

Demotions: Schramm reviewed the policy on demotions and noted this a new policy for us. The policy states that the WDBSCW may find it necessary or in the employee's best interest to transition an employee through demotion. The Organization provides a fair and equitable process in addressing demotion.

Lactation/Breastfeeding Breaks: Schramm shared that this is a new policy and it states that the Board will accommodate mothers who wish to pump during the work day. She reviewed the policy and procedure. A change was discussed to make number three state "will be" available instead of "is available."

Domestic Partner Benefits: Schramm shared that this is a new policy for us and the policy states that the Board acknowledges the needs of diverse workforce and fairness in providing benefits to our employees, their dependents, and their spouses and domestic partners. Therefore, the

Organization provides the same benefits to domestic partners as are available to spouses of employees, including medical insurance, dental insurance, beneficiary designation on retirement plans, family and medical leave, and bereavement leave.

MOTION: Langeteig asked for a motion to approve the updated Fiscal Policies and the Personal Policies and Procedures with the changes discussed at today's meeting. Clarke moved to approve the motion as presented. Christenson offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 4 - Adjournment

Langeteig moved for adjournment. The meeting adjourned: 9:45 a.m.

Respectfully Submitted:

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

Attachment for Board Records:

- Agenda
- Minutes from June 2, 2016
- Fiscal and Personnel Policy Updates