



**Board of Directors  
Meeting**

**Monday, August 17, 2015  
3:00 – 5:00 p.m.**

**Workforce Connections, Inc. Offices  
2615 East Ave. South, Lower Level Conference Room  
La Crosse, WI 54601**

- I. Call to Order (3:00 to 3:05 pm)**
  - a. Announcement and Introductions
  - b. Additions to Agenda
  - c. Meeting Minutes
    - i. Approve June 1, 2015 Meeting Minutes Pages 1-3
  
- II. Organizational Fiduciary Responsibility (3:05 to 4:50 pm)**
  - a. WIOA Contract Status Pages 4-8
  - b. Executive Director's Report (Approve) Page 9
    - i. Update on Status of WIOA contract and discussion Pages 10-18
    - ii. Review and Discuss Business Plan Pages 19-31
    - iii. Review and Approve May Financial Reports Pages 32-44
    - iv. Review and Approve June Financial Reports Available at meeting
    - v. Review and Approve Grants and Contracts Report Pages 45-48
    - vi. Review and Approve Programs Report Pages 49-56
  - c. Board Membership
  
- III. Unfinished Business**
  
- IV. New Business**
  
- V. Adjournment**



## IMPORTANT MEETING INFORMATION

For quorum purposes, please RSVP your attendance to Kenda Fluegge at (608) 433-2778 or [fluegge@workforceconnections.org](mailto:fluegge@workforceconnections.org).

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<b>Officers</b>	Anna Boland, <i>Ingersoll-Rand</i>	Chairperson
	David Ring, <i>Kwik Trip</i>	Vice Chairperson
<b>and</b>	Kevin Zagrodnick, <i>River Bank</i>	Secretary/Treasurer
	Kurt Bear, <i>Mid City Steel</i>	Director
<b>Members</b>	Doug Billings, <i>Empire Screen Printing</i>	Director
	Marty Gaul, <i>IAMAW District Lodge 66</i>	Director
	Angela Menezes <i>Logistics Health, Inc.</i>	Director

<b>2015-16</b>	August 17, 2015—WCI Oversight Committee (Gaul/Zagrodnick/Menezes)
<b>Meeting</b>	August 17, 2015—Regular Board Meeting (ALL)
	October 19, 2015—Annual Meeting (ALL)
<b>Schedule</b>	January 18, 2016—Regular Board Meeting (ALL)
	March 21, 2016—Strategic Development Committee (Bear/Billings/Boland/Ring)
	March 21, 2016—Regular Board Meeting (ALL)
	May 16, 2016—Personnel and Compensation Committee (Gaul/Zagrodnick/Menezes)
	May 16, 2016—Regular Board Meeting (ALL)

*Board and committee meetings are held the 3<sup>rd</sup> Monday of the meeting month, unless otherwise noted (\*). Board committee meetings will be held at 2:00pm in the Workforce Connections, Inc. offices, and regular Board meetings will be held at 3:00pm in the Workforce Connections, Inc. offices.*

**Workforce Connections, Inc.**  
**BOARD OF DIRECTORS**  
**MINUTES OF MEETING**  
**Monday, June 1, 2015**

ATTENDANCE – Page 3

**I. CONSENT ITEMS**

**A. Call to Order and Introductions**

Bruce May called the meeting to order at 3:04 p.m. A quorum was present.

**B. Additions or Deletions to Agenda**

None

**C. Announcements**

Mr. May is stepping down as Dean at the UWL College of Business and the WCI Board of Directors.

**II. BOARD BUSINESS**

**A. Personnel and Compensation Committee Recommendations**

Mr. May and Teresa Pierce presented five recommendations made by the Personnel and Compensation Committee, as discussed at their May 18<sup>th</sup> meeting.

1. Recommendation 1: 2% 2014-15 Pay Plan Incentive Dollars.  
Mr. May stated that the organizational metrics show a score of 81, which is satisfactory. A 2% recommendation is in line with past years.
2. Recommendation 2: 3.5% 2015-16 Pay Plan Adjustment.  
Ms. Pierce indicated that 3.5% is not uncommon in this area, and it is important that the organization remain competitive in order to retain staff, attract new staff, and adjust for current staff wages.
3. Recommendation 3: 2015-16 Health Insurance Rates and Plan.  
Ms. Pierce informed the Board that, according to Fleis Insurance, this will be the last year that the current health insurance plan is available. Going forward, it appears that WCI will be moved to a metal plan. (i.e. Platinum, Gold, Silver or Bronze Plan) WCI would like to use this year as an educational year for staff, as some staff would have been adversely affected by changing plans at this time. The Personnel and Compensation Committee opted to approve the current health insurance plan, which will cost approximately \$24,000 per month for the 2015-16 policy year.
4. Recommendation 4: Accrued Leave Policy Adjustment.  
Ms. Pierce stated that WCI would like to adjust the accrued leave policy to reward staff for longevity. No staff will be negatively impacted by this adjustment.
5. Recommendation 5: Personal Leave Policy Adjustment.  
Ms. Pierce informed the Board that personal leave is the only policy currently based on the calendar year. The Personnel and Compensation Committee recommended adjusting personal leave to the fiscal year, to allow WCI to be more consistent across its leave policies.

Motion made (Gaul/Menezes) to approve recommendations 1-5, as approved by the Personnel and Compensation Committee on May 18, 2015.

Motion carried unanimously.

- B.** Ms. Pierce presented recommended adjustments to the Pay Plan for 2015-16. These changes include annual pay adjustments; a change to the mid-year incentive payment; and minor changes to position titles. The Personnel and Compensation Committee approved these changes.

Motion made (Menezes/Gaul) to approve the recommended changes to the Pay Plan for 2015-16.

Motion carried unanimously.

- C.** Ms. Pierce presented requested technical revisions to the 2015-16 Personnel Policies. The Personnel and Compensation Committee approved these changes.

Motion made (Ring/Zagrodnick) to approve the recommended changes to the Personnel Policies for 2015-16.

Motion carried unanimously.

- D.** Ms. Pierce informed the Board that WCI is preparing documents for a YouthBuild audit, which is due June 8<sup>th</sup>. WCI is also awaiting the release of the RFP from the WDB for WIOA. The WDB Executive Committee meets today, and the WCI budget discussion will be postponed until that is released.

- E.** Ms. Pierce presented the April financial reports and the Cash Flow Report. WCI has accessed the line of credit, and reimbursements for FSET expenses are expected.

WCI will be requesting a line of credit for the equity in the Connections House, to address June expenses. Discussion ensued.

Motion made (Zagrodnick) to approve the April financial reports. Further discussion ensued.

Motion seconded (Gaul) to approve the April financial reports.

Motion carried unanimously.

Mr. May recommended the formation of an ad-hoc cash-flow monitoring subcommittee, with members Dave Ring, Kurt Bear, Ann Boland, and Kevin Zagrodnick. Mr. Zagrodnick will chair this subcommittee.

Motion made (Gaul/Billings) to approve the formation of an ad-hoc cash-flow monitoring committee.

Motion carried unanimously.

Motion made (Menezes/Zagrodnick) to approve the Cash Flow Report.

Motion carried unanimously.

Motion made (Gaul/Ring) to approve the line of credit with River Bank.

Motion carried unanimously.

- F.** Sarah Westbrook is resigning in August 2015, and Kenda Fluegge has been hired as the Development Manager, to assist Ms. Pierce with grant writing.

- G.** Ms. Pierce walked the Board through the Operations Report.

Motion made (Ring/Zagrodnick) to approve the Operations Report. Motion carried unanimously.

- H. Motion made (Zagrodnick/Gaul) to table the 2015-16 Business Plan and Budget discussion until the September 2015 meeting.  
Motion carried unanimously.
- I. Ms. Pierce requested Board member nominations from Board members. Ms. Pierce will contact all nominees put forward by the Board. Mr. May will work with Ms. Pierce to find a candidate from UWL.
- J. Motion made (Menezes/Gaul) to enter closed session to discuss the Executive Director contract and personnel.  
Motion carried unanimously.
- K. Motion made (Gaul/Ring) to enter open session.  
Motion carried unanimously.
- L. Motion made to approve the Executive Director's updated compensation package.

**VIII. ADJOURN**

Motion made (Zagrodnick/May) to adjourn. Motion carried unanimously.  
Meeting adjourned at 4:28 p.m.

Respectfully submitted,

Bruce May  
Director

**ATTENDANCE**

<p><u>PRESENT</u> Kurt Bear, Mid-City Steel Doug Billings, Empire Screen Printing Marty Gaul, IMAAW District Lodge 66 Bruce May, UW-La Crosse Angela Menezes, LHI David Ring, Kwik Trip Kevin Zagrodnick, River Bank</p> <p><u>EXCUSED</u> Anna Boland, Computer Sciences Corp</p>	<p><u>OTHERS PRESENT</u> Teresa Pierce, Workforce Connections, Inc. Lisa Turnbull, Workforce Connections, Inc. Sarah Westbrook, Workforce Connections, Inc.</p>
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