

Members Present: Al Chaney, Angie Close, Jodi Gruhn, Paul Herold, Michael Tautges, and Amy Yessa.

Staff & Guests: John Cokl, Liberty Heidmann, Brian Kalish, and Ginger Keymer.

Minutes (approved)

1. **Call to Order/Roll Call** – Quorum established. Chaney called the meeting to order at 9:31am
2. **Approval of November 13, 2025, Executive Minutes** – Yessa made a motion to approve the Minutes from November 13, 2025; Gruhn seconded. Motion carried.
3. **Accept Treasurer's Report** – Gruhn made a motion to accept the Treasurer's Report. Herold seconded. Motion carried.
4. **401K Employer Match** – Tautges made a motion to approve the 401K Employer Match. Herold seconded. Motion carried.
5. **Approval of One-Stop Operator Firewall Policy** – Heidmann explains that with Keymer serving as the OSO for the WDA 6 Job Centers, a Firewall Policy is required to explicitly define and separate what Keymer can and cannot do, versus what AWE as the organization can do. As part of the OSO Contract, AWE must subcontract another WDA area to serve as its fiscal agent. WDA 7 will serve as the fiscal agent and will hold DWD funds and reimburse AWE for Keymer's staff time as OSO. Kalish clarifies that the firewall policy is largely a formality but will be required for monitoring and future oversight. Close made a motion to approve the Firewall Policy; seconded by Gruhn. Motion carried.
6. **Policy Updates (Information only)** – Heidmann shares that last November, DWD solicited feedback on draft policies which outline the timing of career planners' outreach during and after programs; the policies have not been finalized, and there was significant feedback, particularly on section 1.7.2, with concerns about specific timing requirements.
7. **Subrecipient Monitoring Results** – Heidmann met with FSC on January 4th to perform monitoring and file reviews. Packet provided an overview letter of that monitoring. John does the fiscal monitoring. Kalish clarified we are required by DWD to monitor our subrecipient, FSC.
8. **Approval of Procurement Process and Timeline** – Heidmann outlined a draft of the RFP Timeline for the next five or six months, noting this is the beginning of the process and looking for approval from the Executive team. Typically, in the past we have only had one response from this RFP and that has been from FSC. Kalish explained the need for volunteers from the Exec Committee to be part of the evaluation team. Team members will utilize a rubric to review proposals, compare notes, and select best option. Chaney volunteered to be part of the evaluation. Herold is a tentative yes, depending on scheduling. Gruhn made a motion to approve the procurement process and timeline; Herold seconded. Motion carried.

9. **Discussion and Possible Action on WATEA Donation** – Gelhar had a conflict and was unable to attend. This item was tabled to the next Executive Meeting.
10. **Discussion and Possible Action on Board Social Outing in June** – Kalish explained the benefit of offering opportunities for network and engagement among Board Members and the outing as a means to do so. Chaney agreed with the need and felt meetings alone do not provide a lot of time to socialize and get to know each other as a Board. Cost of the event would come from unrestricted funds. Gruhn suggested a weekday and made a motion to approve \$2500 towards group package without alcohol; Herold seconded. Motion carried.
11. **Approval of WPH6 Local Policy** – Kalish noted that with the earlier iteration of this grant, Wisconsin Pathways Home 4 (WPH4), we were the primary recipient. With WPH6, we are now a subrecipient of this grant. Kalish explained this policy outlines eligibility requirements for grant participation, services available pre and post release, what support services are allowed and not allowed, and procedures for specific types of assistance. Close made a motion to approve the WPH6 Local Policy; seconded by Yessa. Motion carried.
12. **Approval of New Board Member, Amanda Weber (Peterson)** – Gelhar continues to work with the CWIMMA Organization. Conney Edmonson, our former liaison. Amanda would be our new representative from the CWIMMA manufacturing space. Yessa made a motion to approve the addition of Weber (Peterson) as a Board Member; seconded by Gruhn. Motion carried.
13. **TDCon26** – Already 140 people have registered. In Green Bay this year. Topics vary. Chaney asked if AWE would cover registration or other travel expenses. Cokl and Kalish will discuss.
14. **AWE Updates** – Now that the audit is complete, AWE will begin steps toward changing name with IRS. Performance evaluations of AWE staff completed in January. MCJC moving a block away to 11 Scott Street; April 1st the current target move in date. Board Committee assignments complete and will be discussed at March Board meeting. DWD’s monitoring of us is complete. We have submitted our response letter to their monitoring results.
15. **Adjourn** – Gruhn made a motion to adjourn; Close seconded. Meeting adjourned at 10:41 a.m.

Next Exec Meeting – Thursday, April 9, 2026

[Strategic Plan Scorecard](#)

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Approved by Exec Committee on 04/09/2026