

# Southwest Wisconsin Counties Consortium Meeting

August 24, 2021

Meeting Minutes

The Southwest Wisconsin Counties Consortium meeting was held on Tuesday, August 24, 2021, via conference call and at the SWWDB Administrative Office, 1370 North Water Street, Platteville, WI 53818. Attendance was as follows:

**Members Present:**

Mr. Art Carter  
Mr. Robert Keeney

Mr. John Meyers \*  
Mr. Russ Podzilni \*

**Members Absent:**

Mr. Marty Brewer

Mr. Jack Sauer

**Staff Present:**

Ms. Katie Gerhards  
Mr. Matt Riley

Ms. Rhonda Suda  
Ms. Danielle Thousand

\*Joined via conference call.

The meeting of the Southwest Wisconsin Counties Consortium (SWCC) was called to order by Mr. Carter at 11:30 a.m.

**1. Approval of Agenda**

The meeting agenda of the August 24, 2021, SWCC meeting was reviewed by SWCC members. No corrections or changes were made.

Motion made by Mr. Podzilni, seconded by Mr. Meyers, to approve the August 24, 2021, SWCC meeting agenda. **Motion carried unanimously.**

**2. Approval of Minutes**

The meeting minutes of the May 25, 2021, SWCC meeting were distributed and reviewed by SWCC members.

Motion made by Mr. Keeney, seconded by Mr. Meyers, to approve the minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on May 25, 2021. **Motion carried unanimously.**

**3. Program Year 2020-21 Financial Reports, Quarter 4**

Ms. Thousand presented the financial statements to SWCC members. The draft financial statements include the Balance Sheet and Statement of Operations as of June 30, 2021.

The Balance Sheet is a draft through Quarter 4 (April 1 – June 30). There are no new accounts, and everything is coming together nicely for year end. Revenues are exceeding expenditures by \$179,674.75. This number is not final as SWWDB finance staff are still processing June invoices and

cleaning-up customer vouchers. The final check run for invoices for last program year will be September 9 or 10. Invoices are expected to be received through September.

The Current Fund Balance of cash of almost \$180,000 is being used. SWWDB has started a big software project and wrote a check for almost \$50,000 for it. SWWDB also received a new grant where the funds cannot be recouped yet. SWWDB must front the money right now. It is important to have higher cash reserves for situations like this.

Since SWWDB is through Quarter 4, the goal on the State of Operations is to be around 100% spent. The column labeled "Pct" is showing revenues at 102.36%, and expenditures at 99.95%. The budget has been updated since the last meeting. Ms. Suda asked Ms. Thousand to explain the activity in account 6709-Incentives. The account is showing 397.52% spent. When SWWDB administration finalized the budget, it was unknown the extent of one of the grant modifications received. Eligible youth in the Independent Living/Foster Care grant could receive \$1,000 direct stimulus payments per month for six (6) months. Youth that have aged out of the foster care system can be enrolled in this program. The payment is intended to help with living costs.

Mr. Carter asked how many participants are enrolled in the Independent Living/Foster Care program. Ms. Suda said approximately 70.

**4. Program Year 2021-22 Budget Modification**

The Budget Modifications were presented to SWCC members. It shows changes to the budget from the last SWCC meeting in May and the June board meeting. Changes have been made to Program Year (PY) 2020 funds which affects planned carryover/reserve. These changes include the addition of stimulus payments in the Independent Living/Foster Care program and adjustments to the Department of Corrections (DOC) contract. SWWDB staff have not been able to physically be in the prisons due to COVID-19. Year end activity shows that SWWDB spent more than the contract amount and DOC was able to modify the contract to match what was spent.

Changes to PY 2021 funds are adjustments to actual. The DOC contract was more than expected, but the Rapid Response Annual Allotment was less. SWWDB received two (2) new Rapid Response dislocation grants: Durr Universal and Hufcor, Inc. There has been a lot of activity under these grants, so SWWDB administration plans on asking for more funds. Lastly, the Youth Apprenticeship grant funding increased because SWWDB exceeded enrollment numbers.

Ms. Thousand asked if there were any questions. There were none.

Motion made by Mr. Podzilni, seconded by Mr. Meyers, to approve the Program Year (PY) 2020-21 financial statements, including the Budget Modifications, for the period ending June 30, 2021, as presented. **Motion carried unanimously.**

**5. Board Member Applications**

Dave Gaspar is leaving so Ms. Suda is actively searching for a replacement. One (1) application has been received, but the location of the individual is in question.

**6. 2021 Monitoring**

The Department of Workforce Development (DWD) conducted monitoring May 17, 2021, through May 20, 2021. The results show three (3) technical assistance needs, four (4) areas of concern, and 12 findings totaling \$18,870.67 in disallowed costs. The errors and payment thereof are that of Manpower. Mr. Carter asked if the errors are repetitive. Ms. Suda said yes. Manpower has some new staff that are not doing quality checks. Manpower will have to address each error and put steps in place to prevent these errors from happening again.

Ms. Suda continued by stating most of the errors were due to eligibility. Mr. Carter asked if Manpower has checklists. Ms. Suda confirmed they do. DWD reviewed approximately 40 client files. Monitoring is conducted internally by SWWDB administration prior to DWD's arrival. Eligibility is approved by two (2) Manpower staff. SWWDB administration has considered taking back the eligibility responsibility. However, Manpower has another three (3) weeks to get their response ready and sent to DWD. DWD will review the response and either accept or deny it.

It is written into Manpower's contract that any disallowed costs are Manpower's responsibility. However, SWWDB administration will do whatever possible to get DWD to see the errors differently. Mr. Carter asked why Manpower continues to make the same errors and if more training needs to be provided to staff. Ms. Suda stated that it has already been a hard year and the monitoring was conducted virtually. Therefore, all documents had to be scanned to DWD. It is possible that a page was missed and not scanned. Many pages had to be uploaded.

#### **7. Update to LEO Agreement**

During a recent meeting with the Department of Workforce Development (DWD), DWD indicated that all local boards must amend their Chief Elected Officials Consortium Agreement to comply with guidance provided by DWD. Section 8, Item 3 addresses disallowed/misspent costs. This is out of compliance and DWD cannot make any determinations "as to respective liabilities." If there was a misuse of funds, SWCC members would have to determine how to distribute costs.

Ms. Suda opened the floor for discussion. A modified agreement could be presented at the next meeting. SWCC members do not have to agree on a modification today. The topic is open for discussion.

Mr. Keeney suggested designating the reserves. The first step in resolving disallowed/misspent costs is to use reserves to offset the funds. If there are no funds in reserves, it is up to SWCC members to determine how to address costs. If SWCC members cannot come to an agreement, what is next? This question needs to be answered in the modified agreement as the decision will not be left to DWD.

Mr. Keeney suggested by dollars spent, or in other words expenditures by county. Mr. Podzilni and Mr. Meyers agreed. A vote is not necessary. A draft of the agreement with the indicated changes will be sent out to SWCC members for review. Ms. Suda will contact DWD to make sure no other updates or changes need to be made to the agreement.

#### **8. Leased Employee Program**

Ms. Thousand presented a summary of SWWDB's leased employee program to SWCC members. It is summarized by contract/department, not by person. As of August 18, 2021, SWWDB has four (4) contracts: one (1) with Grant County, one (1) with Green County, and two (2) with Richland County.

The leased employee summary compares the second calendar quarter in 2019, 2020, and 2021. In 2019, there were 59 employees, that included Rock 5.0 participants, with a gross billing of \$155,512.03. In 2020, there were 30 employees with a gross billing of \$197,228.20. In 2021, there were 28 employees with a gross billing of \$240,764.79. The biggest change has been an increase in full-time employees with benefits.

Ms. Thousand indicated the differences since the last meeting. There has been much turnover. Mr. Carter said the program still serves a good purpose and provides good flexibility.

## 9. **Adjournment**

Before adjourning, Ms. Suda informed SWCC members that SWWDB received a \$3.8 million grant to work with the county jails. So far, Grant, Green, and Rock Counties have signed on to participate. Other counties can be signed on if interested. The purpose of the grant is to provide pre-release services to the re-entry population. The individuals will have to go through assessments and behavioral training unless they already received some of these services from the jails.

This is a grant from the Department of Labor (DOL) and SWWDB is the lead. Three (3) other boards have joined the initiative. SWWDB is actively searching for someone to hire to help administer the grant. The eligible individual will provide training and must establish a connection before the individuals are released. SWWDB is willing to train an additional two (2) staff to conduct training in case one staff member cannot do it.

The goal is to serve 200 participants in two (2) years. The focus was more on rural and low-risk individuals, but there are more that are high- and medium-risk. There were no questions from SWCC members.

The next meeting is scheduled for Tuesday, November 23, 2021.

Motion made by Mr. Keeney, seconded by Mr. Meyers, to adjourn the meeting at 12:17 p.m. **Motion carried unanimously.**