

MEMORANDUM



Date: December 1, 2021
From: Maria Lauck, SWWDB Chairman
To: **SWWDB Members**

PRIVATE SECTOR

Name	Business/Organization	County
Mr. Jason Aarud	JM Mechanical Piping	Rock
Ms. Brittni Ackley	Monroe Truck	Green
Mr. Christopher Comella	Inclusa	Rock, Green
Mr. Ivan Collins	Rock County Central Labor Council	Rock
Mr. Jeff Ellingson	Edelweiss Chalet Country Club	Green
Ms. Gina Erickson	Tricor Insurance	Rock
Mr. Kendal Garrison	Lactalis American Group	Lafayette
Ms. Jill Liegel	Land's End	Iowa
Mr. Andrew Marcotte	Blain Supply	Rock-All
Mr. Troy Marx	Upland Hills Health	Iowa
Ms. Heather Mclean	Reddy Ag Service, Inc. /Ross Soil Service, LLC.	SW Counties
Ms. Lisa Omen	Forward Services Corporation	All
Mr. Dale Poweleit	Steamfitters Local #601	Green, Iowa, Lafayette, Richland, Rock
Mr. Tom Schmit	Hodan Community Services	Iowa
Mr. David Smith	Grant Regional Health Center	Grant
Mr. Michael Williams	Bricklayers and Allied Craftworkers	All

PUBLIC SECTOR

Name	Organization	County
Mr. Art Carter	Green County Board & CLEO	Green
Ms. Heather Fifrick	SW Wisconsin Technical College	SW Counties
Ms. Linda Hendrickson	Unemployment Insurance Benefit Center	Dane
Ms. Ela Kakde	Platteville Area Economic Development Corporation	Grant
Mr. James Otterstein	Rock County Economic Development Agency	Rock
Dr. Tracy Pierner	Blackhawk Technical College	Rock, Green
Mr. Dave Shaw	Bureau of Job Service	All
Ms. Andrea Simon	Division of Vocational Rehabilitation	All

RE: Southwest Wisconsin Workforce Development Board Meeting Notice
Wednesday, December 8, 2021 from 3:00 p.m. to 4:30 p.m.
Location: Edelweiss Chalet Country Club, <https://goo.gl/maps/Ye3trUe5jEn> (map)
W4764 Edelweiss Road, New Glarus, WI 53574

Board members may also call-in via SWWDB's conference line:
1-888-273-3658, Access Code: 3107524

Dinner will be served after the meeting.

Staff will bring tablets uploaded with the agenda and all enclosures to the meeting, eliminating the need for you to print the materials at your office.

The agenda for the meeting is attached and provides links to the enclosure documents. This will allow you to read the documents online or download them.

NOTE: All enclosures will be hyperlinked to SWWDB's website. They may be previewed and/or downloaded by clicking on the enclosure number.

In the interest of time, please direct questions regarding any of the agenda items or enclosures to Rhonda Suda at (608) 314-3300, Ext. 305 or r.suda@swwdb.org prior to the meeting.

If you are unable to attend the meeting, please contact Katie Gerhards at k.gerhards@swwdb.org or (608) 314-3300, Ext. 230 no later than **2:00 p.m., Tuesday, December 7, 2021.**

Southwest Wisconsin Workforce Development Board (SWWDB) is an Equal Opportunity Employer & Service Provider.

Auxiliary Aids and services are available to individuals with disabilities upon request. If you need this printed material interpreted to a language you understand or in a different format, or need assistance in using this service, please contact us.

For assistance, contact
SWWDB Equal Opportunity Officer
Ryan Schomber
1717 Center Ave.
Janesville, WI 53546
(608) 314-3300 Ext. 303
[Click Here to Email](#)

Deaf, hearing or speech-impaired callers may reach us by the Wisconsin Relay number 711.

AGENDA

Southwest Wisconsin Workforce Development Board, Inc.
Wednesday, December 8, 2021
3:00 p.m. to 4:30 p.m.

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All times are Approximate.

● = Action required

3:00 p.m.

1. Welcome; Call to Order; Roll Call

Katie Gerhards will conduct a roll call of members and guests. Please welcome new Board member, Andrew Marcotte, from Blain Supply.

3:05 p.m.

● **2. Approval of Minutes of SWWDB Meeting**

Minutes of the September 8, 2021, SWWDB meeting are contained in [Enclosure 1](#).

Approval of the minutes from the September 8, 2021, meeting is requested.

3:10 p.m.

● **3. Financial Reports**

Danielle Thousand will share the SWWDB financial statements representing a draft of the financial condition of the organization through September 30, 2021. The following reports are submitted for review and consideration:

- Balance Sheet – [Enclosure 2](#)
- Statement of Operations – [Enclosure 3](#)

Additionally, SWWDB receives grants and contracts throughout the year that either increase or reduce the originally approved fiscal year budget. Budget modifications for the 2021-22 Program Year are listed in [Enclosure 4](#).

Approval of the Program Year (PY) 2021-22 financial statements for the period ending September 30, 2021, including the Budget Modifications, is requested.

4. New Business

3:30 p.m.

● **A. Fiscal Year 2020-21 Audit**

SWWDB administration has received the final draft of the audit report ([Enclosure 5](#)) and the Form 990: Return of Organization Exempt from Income Tax ([Enclosure 6](#)).

As a recipient of federal funding and due to Single Audit Act guidelines, SWWDB is required to have an annual independent audit. Wegner CPAs of Madison conducted the audit of Fiscal Year (FY) 2020-21 records. Wegner staff members completed the audit virtually the week of October 4, 2021.

Danielle Thousand, SWWDB’s Finance Manager, prepared the organization’s internal financial statements, which were reviewed by Wegner for accuracy and compliance with GAAP standards. The initial draft of the audit does not contain any questioned costs, deficiencies, internal control issues, or accounting process issues.

Wegner CPAs, LLP also prepares the Form 990 titled Return of Organization Exempt from Income Tax. The Form 990 is the tax return form that 501(c) 3 non-profit organizations prepare annually to report their activities for the year.

Derek Hilst from Wegner CPAs, LLP will discuss the audit and answer any questions from board members. Approval of the Fiscal Year (FY) 2020-21 audit report is requested so that SWWDB staff can forward the report to all funding sources in compliance with federal regulations. The Form 990 also needs approval to be submitted to the Internal Revenue Service (IRS).

3:45 p.m. ● **B. WIOA Provider Contract Modifications**

This agenda item represents a “hold” to discuss and approve Workforce Innovation and Opportunity Act (WIOA) Service Provider contract modifications. SWWDB will propose modifications to the current contract/award based upon the October 2021 financial status report.

SWWDM administration is seeking approval to modify Manpower Government Solutions’ contract by the amounts listed below.

Type	Awarded	Proposed Modification	Modified Award
WIOA Adult	\$100,000	-	\$100,000
WIOA Dislocated Worker	\$50,000	\$15,000	
WIOA Youth	\$200,000	\$50,000 in WEX funds	
WIOA DWG: Employment Recovery	\$52,500	\$13,000	
WIOA DWG: Support to Communities	\$22,500	\$37,500	
One-Stop Operator	\$25,000	-	
	\$450,000	\$115,500	\$565,500

5. Committee Updates

3:55 p.m. ● **A. Executive Committee**

The Executive Committee meets in adherence to SWWDB Bylaws, Section 11-A: *The Executive Committee shall have full authority to act on behalf of the Board of Directors between meetings of the Board of Directors on such issues of urgency that cannot be held over and acted on by the full Board of Directors at the next regularly scheduled SWWDB meeting. Any action taken by the Executive Committee shall be reported to the full membership at the next regularly scheduled meeting.*

The Executive Committee met on September 22, 2021, ([Enclosure 7](#)) and November 5, 2021, ([Enclosure 8](#)). The minutes provide the details of those meetings. Rhonda Suda and committee members will review the minutes of those meetings and answer questions.

SWWDB administration is seeking Board approval of the September 22 and November 5, 2021, meeting minutes.

4:00 p.m. ● **B. Ad-Hoc Audit Committee**

The Ad-Hoc Audit Committee is formed to ensure the Board is engaged in the annual audit process and to have a formal platform to ask questions and share concerns with the auditors. Chaired by SWWDB Treasurer, James Otterstein, the Committee met on October 4 ([Enclosure 9](#)) and October 7, 2021 ([Enclosure 10](#)). Rhonda Suda and Committee members will review the minutes of those meetings and answer questions.

SWWDB administration is seeking Board approval of the October 4 and October 7, 2021, meeting minutes.

6. Old Business

4:05 p.m.

A. DWD Monitoring Update

The Department of Workforce Development (DWD) accepted many of the updates and replies addressing DWD concerns. However, several concerns remain. Manpower Government Solutions is developing the response, which will be submitted to DWD on December 10, 2021. Rhonda Suda will answer questions from Board members regarding the annual Workforce Innovation and Opportunity Act (WIOA) monitoring process and current status.

4:10 p.m.

7. Consent Agenda

SWWDB’s standard consent agenda includes policies and performance reports. These items can be approved in one action, rather than through the filing of multiple motions.

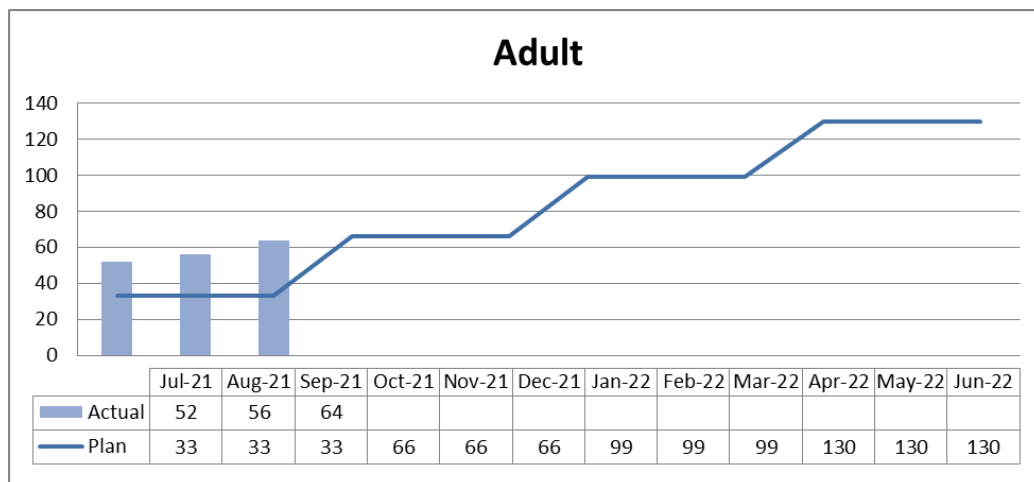
A. Approval of SWWDB Policies and Revisions

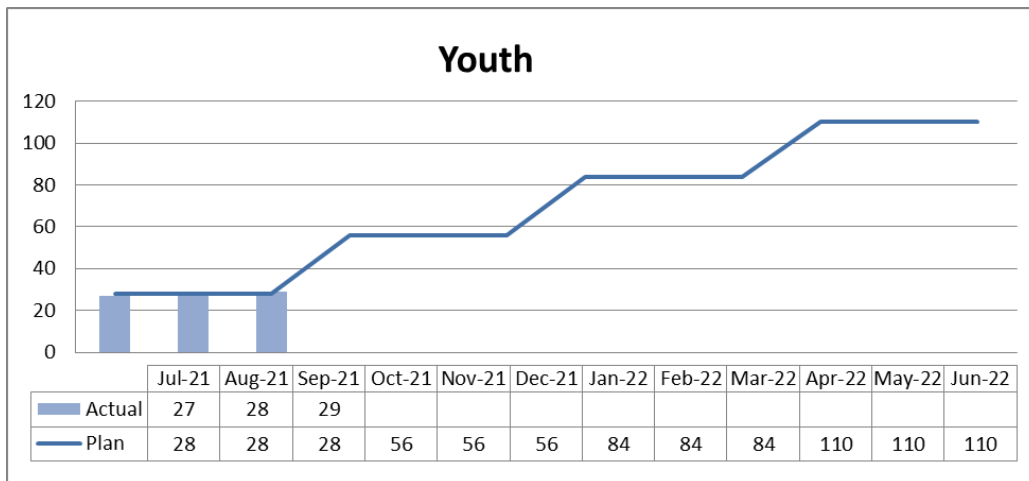
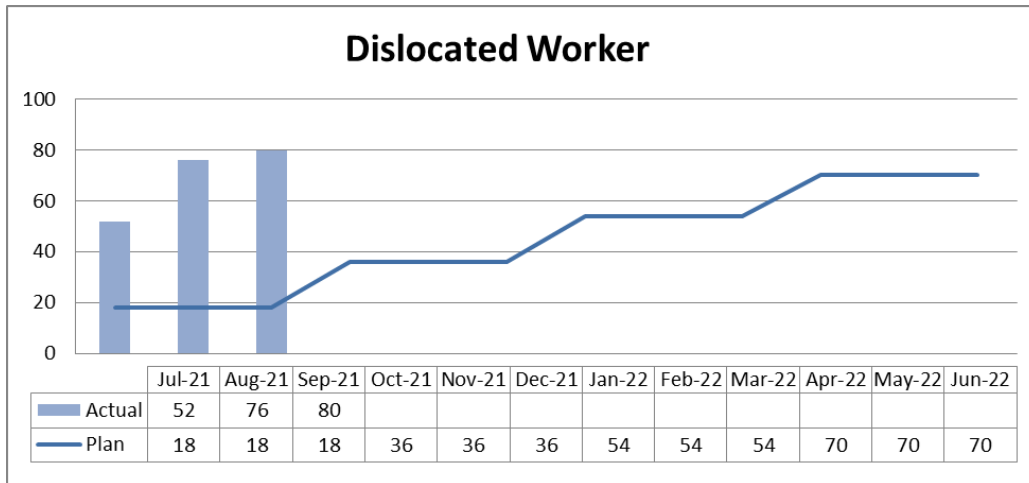
No policy updates.

B. Performance Reports

WIOA Planned Participation

The Workforce Innovation and Opportunity Act (WIOA) service provider contract includes participation goals. Failure to achieve the stated participation goals, within a 10% variance, requires a corrective action plan. Manpower struggled to meet the goals for the Youth program. This is not surprising given the effects of the pandemic.





WIOA Performance Measures

WIOA requires performance accountability. The U.S. Department of Labor (DOL) holds state and local areas accountable through the application of performance measures. These performance indicators are an assessment of the effectiveness of the public workforce system at the state and local levels. Every “Titled” program within WIOA utilizes the same performance measures/indicators. This performance period accounted for those who exited the program between April 1, 2019, through September 30, 2020. The results below represent the Rolling 4 Quarters model reported to DOL. It should be noted that the statistical adjustment model has not been implemented for the previous program year nor for the current program year. At this time, we do not know the exact date for which the model will make its adjustments; therefore, these performance results are not considered to be final.

2021.2022 Program Year	PY 2021 Plan	Actual Q1*	Exit Cohort	Performance Period
ADULT PROGRAM				
Q2 Unsubsidized Employment	76%	63.3%	10/1/19-9/30/20	4/1/20-3/31/21
Q4 Unsubsidized Employment	74%	66.9%	4/1/19-3/31/20	4/1/20-3/31/21
Q2 Median Earnings	\$5,000	\$6,669	10/1/19-9/30/20	4/1/20-3/31/21
Credential Attainment Rate	66%	65.8%	10/1/19-9/30/20	4/1/20-3/31/21
Measurable Skill Gains	42%	61.9%	10/1/20-9/30/21	10/1/20-9/30/21
DISLOCATED WORKER PROGRAM				
Q2 Unsubsidized Employment	82%	65.3%	10/1/19-9/30/20	4/1/20-3/31/21
Q4 Unsubsidized Employment	79%	70.6%	4/1/19-3/31/20	4/1/20-3/31/21
Q2 Median Earnings	\$7,500	\$6,447	10/1/19-9/30/20	4/1/20-3/31/21
Credential Attainment Rate	70%	82.1%	10/1/19-9/30/20	4/1/20-3/31/21
Measurable Skill Gains	55%	53.8%	10/1/20-9/30/21	10/1/20-9/30/21
YOUTH PROGRAM				
Q2 Unsubsidized Employment/Ed	70%	63.3%	10/1/19-9/30/20	4/1/20-3/31/21
Q4 Unsubsidized Employment/Ed	68%	66.2%	4/1/19-3/31/20	4/1/20-3/31/21
Q2 Median Earnings	\$3,000	\$3,413	10/1/19-9/30/20	4/1/20-3/31/21
Credential Attainment Rate	62%	46.9%	10/1/19-9/30/20	4/1/20-3/31/21
Measurable Skill Gains	32%	77.2%	10/1/20-9/30/21	10/1/20-9/30/21
	Exceed	5		
	Meet	5		
	Fail	5		

FoodShare Employment and Training (FSET)

Able-bodied adults without dependents who receive FoodShare benefits are required to meet 80 hours of work requirements every month. Participating in the FoodShare Employment and Training (FSET) program is one way individuals can be in compliance to this requirement. Additionally, any FoodShare recipient who is 16-years old or older can volunteer for the FSET program and receive services.

The table below provides an overview of SWWDB’s compliance to the Service Level Agreement goals indicated in the contract held with the Department of Health Services.

Service Level Agreement Goal 10/2020 to 6/2021	Plan	QTR 1	QTR 2	QTR 3	QTR 4
Average Monthly Enrollment to Referral Ratio	25%	22.4%	69.23%	64.71%	66.6%
Component Participation	40%	81.95%	82.48%	75.10%	77.18%
Education and Training Component	25%	48.44%	47.31%	56.02%	53.94%
Contacting Referrals	95%	100%	100%	100%	100%
Scheduling Appointments	95%	98.9%	100%	100%	100%

Board approval to accept the consent agenda as presented is requested.

8. Organizational Information & Recurring Business

4:15 p.m.

A. Rapid Response Activity/Updates

Upon notification of a company closing or significant layoff, SWWDB and job center partners organize Rapid Response events with the employer to introduce the affected employees to the services available within the public workforce system and to answer questions relating to

unemployment, retraining, local employment opportunities, etc. The table below provides an overview of layoff/closure activity since July 1, 2021.

No Board action is required.

Program Year 2021-22					
Company Name	Layoff Date	Affected Employees	RR Sessions or Meetings Held	Attendance	Receiving Services in DW Program
Durr Universal	8/31/2021	87	3 sessions -7/13/2021 Job Fair -7/22/2021	84	12
HUFCOR	8/3/2021	166	2 sessions at Union Hall 6/27/2021 & 7/14/2021 Job fair 7/15/2021	150	29
Chrysler	7/23/2021	1,641	Outside WDA	NA	12
TMD	1/23/2022	27			

4:20 p.m.

9. CEO's Report

4:25 p.m.

10. Chairperson's Report

4:30 p.m.

11. Adjournment & Dinner

The next SWWDB meeting is scheduled for March 9, 2022.

- **Action Requested**

All Times are Approximate