

# Southwest Wisconsin Workforce Development Board, Inc. Board Meeting

September 8, 2021

## Meeting Minutes

The Southwest Wisconsin Workforce Development Board met on Wednesday, September 8, 2021, via GoToMeeting. Attendance was as follows:

<b>Members Present:</b>	Ms. Maria Lauck, Chairperson	Mr. Troy Marx
	Mr. Jason Aarud	Ms. Lisa Omen
	Mr. Art Carter	Mr. James Otterstein
	Mr. Ivan Collins	Dr. Tracy Pierner
	Mr. Christopher Comella	Mr. Dale Poweleit
	Ms. Heather Fifrick	Mr. Dave Shaw
	Mr. Kendal Garrison	Ms. Andrea Simon
	Ms. Linda Hendrickson	Mr. Dave Smith
	Ms. Ela Kakde	Mr. Michael Williams
	Ms. Jill Liegel	
<b>Members Excused:</b>	Ms. Brittini Ackley	Mr. Dave Gaspar
	Mr. Jeff Ellingson	Ms. Heather McLean
	Ms. Gina Erickson	Mr. Tom Schmit
<b>Staff Present:</b>	Ms. Katie Gerhards	Ms. Rhonda Suda
	Ms. Gail Graham	Ms. Danielle Thousand
	Mr. Matt Riley	Mr. Jimmy Watson
<b>Other Guests:</b>	Ms. Tara Cowe-Spigai, DWD	Ms. Heather Leach, Manpower
	Ms. Casey Dobson, Manpower	

### 1. Welcome; Call to Order; Roll Call

Ms. Lauck called the meeting to order at 2:30 p.m. and welcomed members, staff, and guests.

### 2. Approval of Minutes of SWWDB Meetings

The minutes of the June 9, 2021, SWWDB meeting were presented to Board members for review and discussion. There was no discussion.

Motion made by Mr. Otterstein, seconded by Mr. Comella, to approve the June 9, 2021, meeting minutes.

**Motion carried unanimously.**

### 3. Financial Reports

Board members were presented with the financial reports through June 30, 2021. The financial reports include the Balance Sheet, Statement of Operations, and 2020-21 Budget Modifications.

The Balance Sheet represents a draft of the financial statements through the end of SWWDB's fiscal year (July 1 – June 30). It is not quite final. SWWDB finance staff are still processing June 30 expenses. The last check run for last fiscal year's expenses is this week.

## ENCLOSURE 1

Accounts 1100-Grant Cash Receivable and 3200-Accounts Payable will both see increases from this report. A new account will be added to the Balance Sheet next program year. It is related to the software project. Ms. Thousand is projecting revenues to exceed expenses.

The Statement of Operations was presented to Board members. At the last Board meeting in June, SWWDB administration requested approval on the new budget for the new year and to amend the current year budget in progress. Ms. Thousand explained that in June, SWWDB administration took expenses through March and annualized expenses. The largest discrepancies on the Statement of Operations have costs that come up in Quarter 4 instead of throughout the year.

Because SWWDB is through Quarter 4 of the fiscal year, the goal in the column labeled "Pct" is to be around 100% spent. The revenues show 102.36% and expenses are showing around 99.95% spent. The billing for leased employees in Quarter 4 was large as well as Ticket to Work and Benefit Analysis.

Account 6155-Meals is coming in at 214.36%. This is due to an in-person meeting in June for the Independent Living/Foster Care grant.

Account 6261-Equipment Under \$5,000 is showing 126.76% spent. SWWDB administration waits until June to make purchases for IT in order to receive a discount.

Account 6352-Internet is showing 114.14% spent. SWWDB staff received a limited term internet reimbursement from March 1, 2021 through May 31, 2021. This reimbursement was approved by Board members at the March meeting.

Account 6503-Worker's Compensation is showing 116.86% spent because SWWDB's office status has changed. SWWDB staff have started returning to the office to work and traveling.

Account 6709-Incentives is showing 397.52% spent. This is due to a modification SWWDB received in the Independent Living/Foster Care grant. Eligible youth can receive stimulus payments of \$1,000 per youth per month for six (6) months. The first payments were issued in June. Ms. Thousand asked if there were any questions. Mr. Comella thanked Ms. Thousand for the detailed report.

The Budget Modifications shows changes in revenue since that last meeting in June. This document has two pieces: the bottom shows changes to Program Year (PY) 2020-21 (which affects planned reserve/carryover) and the top shows changes to PY 2021-22 funds.

The change to the Foster Care/Independent Living grant for PY 20-21 relates to the stimulus supportive services for direct stimulus payments. The Department of Corrections (DOC) is preparing to allow SWWDB staff to go back into the prisons. DOC worked with SWWDB administration to reimburse what was spent even though it was more than the contract amount.

The changes to PY 21-22 funds include adjustments to the DOC contract, the Rapid Response Annual Allotment, and Youth Apprenticeship. SWWDB received two (2) new grants: HUF COR Inc. Rapid Response Dislocation grant and Durr Universal Rapid Response Dislocation grant. Ms. Thousand asked if there were any questions. There were none.

Motion made by Mr. Comella, seconded by Dr. Pierner, to approve the Program Year (PY) 2020-21 financial statements for Quarter 4, including the Budget Modifications, as presented. **Motion carried unanimously.**

#### 4. New Business

##### A. **Wisconsin Pathways Home 2 Grant**

In March, SWWDB applied for the Wisconsin Pathways Home 2 grant. The grant will serve the re-entry population before release at the county and local levels. is a \$3.8 million grant that will serve 800 individuals in two (2) years. SWWDB is partnering with Fox Valley Workforce Development Board (WDB), Northwest WDB, and West Central WDB to provide these services.

SWWDB will sub-contract out approximately \$600,000 for training and about \$100,000 for support. Participants must exit the grant by December 2023 and will be provided with follow-up services in the final year of the grant. Marcia Galvan, SWWDB's Special Projects Supervisor, has taken the lead on this grant. It is effective July 1 and will show up in the budget at the December Board meeting.

So far, the Grant, Green, and Rock County jails have signed letters of commitment. The grant is very aggressive when it comes to enrollment. The grant is in the planning phase now and SWWDB administration hopes to start providing services October 1.

Mr. Comella congratulated SWWDB staff on receiving the grant and partnering/collaborating with others. He asked if the 800 target group is just for SWWDB or all parties involved. Ms. Suda responded that it is for all those involved. Each Board has committed to enrolling 200 individuals. If these individuals can get into the job centers, they can be connected to other programs and services beside the Pathways Home 2 grant.

Ms. Lauck asked if SWWDB has the personnel to take on this grant. Ms. Suda said that a Finance Intern was hired to work over the summer. He was asked to stay on board on a part-time basis to support the finance department. Another position was created to help provide services. SWWDB administration received five (5) applications. Out of these applicants, one (1) individual was hired. He will go through training and job shadowing. There is much data entry in this grant in the Department of Labor's (DOL) platform. Ms. Suda continued saying that if more assistance is needed, SWWDB may hire someone part-time or someone to work between 30 to 35 hours per week. Ms. Galvan has indicated she can take on more, but Ms. Suda is going to see how things go in Quarter 1. Two (2) other staff members will be trained in the "Makin' It Work" platform. It has been noted that participants must have the same Case Manager from pre-release to post-release.

SWWDB administration will also bring on a Youth Outreach Coordinator to help with activities in the Independent Living/Foster Care program. This person could also be training in the Pathways Home 2 grant as she has re-entry experience. Ms. Suda reminded Board members that SWWDB administration is leveraging funds and resources already on-hand.

##### B. **DWD Monitoring Update**

SWWDB administration tries to be as transparent as possible with Board members. This includes sharing monitoring reports. At the last meeting in June, there was approximately \$20,000 in questioned costs on the 2020-21 monitoring report. SWWDB is given the opportunity to address each issue.

Most of the issues had to do with the service provider (Manpower) forgetting to scan a document, obtain a signature, other scanning issues, etc. Once Manpower and Jimmy Watson, SWWDB's Workforce Operations Manager, have completed their review of the report, the results will be combined into a response and submitted to the Department of Workforce Development (DWD) for approval. In the event that DWD does not accept the response, the issues and disallowed costs will

## ENCLOSURE 1

fall on Manpower. Manpower has indicated to Ms. Suda that they have addressed all of the issues and it has come down to scanning issues and signatures not on forms. Some documents were received from participants via email due to the pandemic. The supporting documentation for these forms were not included in the scanning to DWD.

Over the past year, SWWDB has had four (4) different Local Program Liaisons (LPL) from DWD and now has a new fiscal liaison. There has been much opportunity at DWD's level and moving around of staff. The 2020-21 monitoring report is not quite complete, but Ms. Suda wanted to make Board members aware of its status.

Mr. Comella asked if there are a variety of thresholds in the areas of concern. In other words, what threshold must be exceeded before it becomes a finding? Ms. Suda stated that she is not sure it is a number or a percentage threshold. DWD finds issues that impact performance and eligibility. All documents were scanned and uploaded to DWD which has not been done before. This can cause greater human error than ever before. If scanning errors happen again, SWWDB administration will be more careful.

Mr. Otterstein asked if other Boards had similar issues. Ms. Suda said yes. Other Boards had client files that were not completely scanned. Ms. Suda added that this monitoring took place in May 2021. Once it is complete, there will be a statewide report sent out that covers all of the Boards in the state.

### C. Daniel Hale Williams Rock County Resource Center

The Rock County Job Center is the comprehensive job center in SWWDB's workforce development area (WDA). It was located at 1900 Center Avenue in Janesville. Recently, Rock County purchased the old Pick-N-Save store across the street from the job center with plans to convert it into the new job center site. Moving into the new site began last week. The job center is made up of job center partners and Rock County Human Service providers. The space for staff is smaller and there is a lot of natural light. The job center is open to the public and SWWDB is still in the process of moving.

Ms. Suda discussed the Board's assets with members, disposing of items properly, and following property management policy to store, sell, or donate items. This is where a lot of work will come in.

Ms. Lauck asked if the business incubator could use any of the items. Ms. Suda will have to look at SWWDB's disposal procedure and plans to be relatively cautious. The first year at the new site will be a test to see if the space works for SWWDB.

Ms. Lauck asked if SWWDB employees working from home are in need of anything. Can staff be provided with anything to make working from home more ergonomic? Ms. Suda answered that this was one of the first topics discussed. Sorting furniture and other items will keep SWWDB staff busy for the month. Board members were asked to reach out to Ms. Suda with ideas on local business that need a donation of furniture.

### 5. Committee Updates

None.

### 6. Old Business

None.

### 7. Consent Agenda

## ENCLOSURE 1

The items on the consent agenda were presented to board members for review and discussion. Ms. Suda briefly went over the policies and performance reports.

SWWDB policy B-513 Fraternization is being revised as requested by the Department of Corrections (DOC).

The performance reports show performance through the end of June 2021 and close out last program year. Last year during the COVID-19 pandemic, Manpower did a great job enrolling participants into the Workforce Innovation and Opportunity Act (WIOA) Adult program.

Participation numbers in the WIOA Youth program continues to struggle. SWWDB was not able to access In-School Youth (ISY). Many ISY and Out-of-School Youth (OSY) fell out of the programs for many reasons: transportation issues, lack of interest, struggles with the online environment, or could not get help. Participants were offered computers, hotspots, and software to help. All across the state the Youth program suffered.

In the Dislocated Worker program, Manpower exceeded the goals set. A few large dislocations at the end of the year helped spend funds.

Performance numbers were affected by the COVID-19 pandemic. Adjustments will be made by the Department of Workforce Development (DWD) after considering unemployment numbers, COVID-19, etc. These adjustments will be submitted to the Department of Labor (DOL) for consideration.

The Foodshare Employment and Training (FSET) program exceeded goals. The FSET federal fiscal year operates October 1 through September 30 whereas WIOA is July 1 through June 30.

Motion made by Mr. Collins, seconded by Mr. Poweleit, to approve the items in the consent agenda as presented including updates to SWWDB policy B-513 Fraternization and the Workforce Innovation and Opportunity Act (WIOA) and Foodshare Employment & Training (FSET) performance and participation reports. **Motion carried unanimously.**

### 8. Organizational Information & Recurring Business

#### A. **Rapid Response Activity/Updates**

Board members were provided with an overview of layoff/closure activity since July 1, 2021 (Table 1). This information is provided at every Board meeting per the Board's request.

**Table 1**

<u>Program Year 2021-22</u>					
<b>Company Name</b>	<b>Layoff Date</b>	<b>Affected Employees</b>	<b>RR Sessions or Meetings Held</b>	<b>Attendance</b>	<b>Receiving Services in DW Program</b>
Durr Universal	8/31/2021	87	3 sessions -7/13/2021 Job Fair -7/22/2021	72	21
HUFCOR	8/3/2021	166	at Union Hall 6/27/2021 & 7/14/2021 Job fair 7/15/2021	120	19
Chrysler	7/23/2021	1,641	NA	NA	11

Durr Universal started laying off workers in August. This layoff affected 87 employees. Durr Universal is located in Richland County.

## ENCLOSURE 1

HUFCOR closed its doors and laid off 166 employees. The SWWDB Business Services teams provided Rapid Response services for those affected employees. Both Durr and HUFCOR are TAA (Trade Adjustment Assistance) eligible. TAA is a program that helps workers who lose their jobs due to foreign competition, including work being moved outside of the United States. TAA will eventually become 100% responsible for training these laid off employees. The Workforce Innovation and Opportunity Act (WIOA) will assist with supportive services to help these individuals get through training.

Chrysler in Belvidere, IL laid off 1,641 employees in July. The WIOA Dislocated Worker program is currently assisting 11 individuals from that dislocation.

Mr. Aarud asked if any of the affected employees from Chrysler are going back to work. Ms. Suda has not heard. Initially, it was a temporary layoff. Then Chrysler indicated employees may never get called back to work.

Ms. Lauck asked what HUFCOR does. Ms. Suda stated that they make large accordion walls at event centers. Production has moved to Mexico.

Mr. Comella recommended SWWDB think of Chrysler and its parent company. A similar comparison would be Case and New Holland in Racine. It may be to SWWDB's benefit to try and get information from the parent company.

Ms. Lauck added that SWWDB does not always get contacted when companies shut down. If Board members hear of something, they were asked to contact Ms. Suda as SWWDB might not know about it. Ms. Suda said yes and thank you. Some of the smaller employers are not required to issue a WARN notice. A WARN notice is required in some circumstances for businesses laying off workers employed in Wisconsin. It is advanced written notice of layoffs. If you see "Store Closed" signs, please let SWWDB know. SWWDB creates posts on Facebook, publishes public meeting announcements, etc. to let affected employees know there is help available.

### 9. CEO's Report

Ms. Suda reported on the hiring SWWDB administration has done recently. A Career Coach has been hired to assist in implementing the Pathways Home 2 grant, a Youth Outreach Coordinator for the Independent Living/Foster Care and the Pathways Home 2 grants, and Kauy Fargo, Finance Intern, will stay on board to assist in the finance department. If more assistance is needed in the Pathways Home 2 grant, another position will be considered in the future.

SWWDB was awarded part of the Workforce Advancement Initiative (WAI) grant. It is a \$1.6 million grant to offer subsidized employment and skills training opportunities with local employers whose previous employment has not come back post-pandemic, as well as those who were not attached to or were not successful in the labor market prior to the pandemic. Of the funds awarded, \$10,000 will stay with the Department of Workforce Development (DWD) to make workforce connections positions in Milwaukee and the Bay Area.

WAI is a \$20 million grant that workforce development boards (WDB) could apply for. SWWDB applied for \$1.26 million and received \$1.6 million. SWWDB will focus on Essential Child Care programs, Accelerated Industrial Maintenance, Power Skills: Transferable-Employability program, Truck Driver Short-Term Training, and Construction Up.

## ENCLOSURE 1

Retention incentives are being offered to keep child care providers in their positions. The Power Skills program will introduce individuals to the world of work and build soft skills. There is a workforce scarcity for Truck Drivers. Assistance to pay for training will get individuals into training and into the workforce. Construction Up is for apprentices. It will assist with tuition costs and provide an incentive of up to \$1,000 per apprentice after 1,000 hours of training.

### 10. Chairperson's Report

Ms. Lauck thanked everyone for attending. Board members need to do their best to connect individuals to SWWDB's resources.

### 11. Adjournment

Motion made by Mr. Comella, seconded by Mr. Aarud, to adjourn the meeting at 4:08 p.m. The next regularly scheduled board meeting will be Wednesday, December 8, 2021. **Motion carried unanimously.**