

Southwest Wisconsin Counties Consortium Meeting

February 23, 2021

Meeting Minutes

The Southwest Wisconsin Counties Consortium meeting was held on Tuesday, February 23, 2021 via conference call. 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

The meeting of the Southwest Wisconsin Counties Consortium (SWCC) was called to order by Mr. Carter at 11:39 a.m.

1. Approval of Agenda

The meeting agenda of the February 23, 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 February 23, 2021 SWCC meeting agenda. **Motion carried unanimously.**

2. Approval of Minutes

The meeting minutes of the November 24, 2020 SWCC meeting were distributed and reviewed by SWCC members.

Motion made by Mr. Podzilni, seconded by Mr. Keeney, to approve the minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on November 24, 2020. **Motion carried unanimously.**

3. Program Year 2020-21 Financial Reports, Quarter 2

Ms. Thousand presented the financial statements to SWCC members. The draft financial statements include the Balance Sheet and Statement of Operations as of December 31, 2020.

The Balance Sheet is current through Quarter 2 (October 1 – December 31). It shows that SWWDB is in good shape financially and that no new accounts have been created since the last meeting. Revenues are exceeding expenditures by \$99,108.21. Ms. Thousand asked if there were any questions. There were none.

The Statement of Operations shows the details of revenue and expenses through SWWDB's second quarter. The goal is to be around 50% spent in the column labeled "Pct". Total revenue is 45.65% and total expenditures is at 46.79%. Ms. Thousand noted that the budget modifications approved at the last meeting are included in these numbers. Overall, all accounts are in line.

Ms. Thousand went over a few accounts that appear to deviate from the 50% mark. Account 6119-Fringes is showing as being -72.97% spent. This is the offset account for SWWDB's flexible spending benefit. The account balance depends how much is sitting in the account to draw from.

Some of the COVID-19 impacted accounts include those related to travel: 6140-Travel in WDA, 6155-Meals, and 6156-Lodging. These accounts are low because staff are not traveling far due to the offices still being closed. However, there are some accounts that are increasing because of COVID-19: 6250-Office Supplies and 6261-Equipment Under \$5,000. SWWDB has purchased printers and continues to purchase supplies and other equipment, as needed, for staff to be more efficient working from home. The conference call line (account 6255-Audio/WISLINE) is also affected as meetings are being held virtually.

Accounts 6273-IT Equipment-Other and 6274-Licenses are accounts for annual expenses and will come into play at year-end. Account 6343-Board includes board meeting expenses. Since meetings are held virtually via GoToMeeting and via teleconference, SWWDB does not have these expenses. Account 6351-Cell Phone shows being 100.12% spent. Phones were upgraded early and is simply a timing issue because of grants.

Account 6370-Advertising is showing as being 171.56% spent. This is because of job fairs. SWWDB has been helping with more due to the pandemic. Accounts 6603-Company Car Gas and 6604-Company Car Maintenance are showing 0% because when staff do not travel, there is no need for gas or maintenance to the company car.

Account 6703-Assessments shows being only 9.72% spent. This depends on the number of customers being enrolled into programs. Most assessments are related to the Foodshare Employment and Training (FSET) program. Account 6709-Incentives is a big change and is showing being 390% spent. This is mainly due to the Youth Apprenticeship (YA) program. Stipends are sent to school districts with YA participants. There are two (2) payments per year and the first payment went out early in the year.

Mr. Keeney asked why the SWCC meetings are held via teleconference. Specifically, he asked about the Audio/WISLINE account. He asked why the SWCC does not meet via Zoom. SWWDB purchased GoToMeeting over Zoom and had the first virtual SWCC meeting via GoToMeeting. It did not go well so the meetings have been held via teleconference ever since. GoToMeeting is used for such activities as orientations, staff meetings, and Board meetings. It is used throughout the organization for not only administrative activity, but programmatic activity as well.

The Budget Modifications shows changes to the budget since December. The newest change is the transfer of funds between the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker programs. With the Department of Workforce Development's (DWD's) approval, \$17,000 was transferred.

Motion made by Mr. Keeney, seconded by Mr. Meyers, to approve the Program Year (PY) 2020-21 financial statements, including the Budget Modifications, for the period ending December 31, 2020 as presented. **Motion carried unanimously.**

4. Board Member Applications

Over the course of the last few months, Ms. Suda has been working with local chambers of commerce and technical colleges to find replacements for retiring board member Chuck Elliott. Mr. Elliott has indicated that he would like to retire, but would remain on the Board until his replacement is found. Clinton Chamber of Commerce nominated Jason Aarud, owner of J.M. Aarud Mechanical and Piping. Mr. Aarud will fill Mr. Elliott's term.

Barb Tucker from Southwest Wisconsin Technical College (SWTC) indicated her intent to retire on March 5. Jason Wood, President of SWTC, nominated Heather Fifrick, SWTC Career Services Manager, to serve as Ms. Tucker's replacement.

SWCC members were presented with Mr. Aarud's and Ms. Fifrick's SWWDB Nomination Form, SWWDB Member Applicant Form, and resume for review and consideration.

Motion made by Mr. Meyers, seconded by Mr. Podzilni, to approve to appoint Jason Aarud and Heather Fifrick to the Southwest Wisconsin Workforce Development Board (SWWDB) Board of Directors. **Motion carried unanimously.**

5. Southwest Wisconsin Workforce Development Plan

On January 11, SWWDB received notification that the Department of Workforce Development (DWD) accepted SWWDB's 2021 Local Plan. The local plan is effective July 1, 2020 through June 30, 2024.

It was due in June 2020. Since then, SWWDB has undergone two (2) audits with DWD and has provided them with all of the additional information they have requested. Ms. Suda explained that at the local level, the plan is used to guide focus and activities for the next three (3) years. Ms. Suda's role is to keep all parties focused on what is in the plan.

6. Request for Proposals – WIOA One-Stop Operator and Workforce Services Provider

On February 17, SWWDB published the Request for Proposals (RFP) for the Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator and Workforce Services Provider. Like in the past, a single recipient will be awarded the contract to provide OSO services as well as WIOA Youth, Adult, and Dislocated Worker services.

Ms. Suda explained that it takes too much time to oversee multiple providers and conduct monitoring on every provider. Therefore, one provider will be awarded the contract. Manpower Government Solutions has been able to provide these services since July 1, 2017. The estimated price is around \$450,000. Proposals are due by noon on March 31, 2021. Technical evaluations will begin on April 1 with a recommendation being made to the full Board at their June meeting.

7. 2021 Monitoring

The Department of Workforce Development (DWD) will be conducting annual program monitoring the week of May 17, 2021. Jimmy Watson, SWWDB's Program Operations Manager, and Ms. Thousand have begun gathering information for it. All documents will be uploaded to DWD as monitoring will be

conducted virtually again this year. It sounds easy to simply upload the items DWD requires, but with staples, paper clips, and different sized papers, it is time consuming. The monitoring usually takes three (3) to five (5) days, but that may change as it is virtual.

DWD has a Sharepoint site that SWWDB will be given access to in order to upload the information. The time consuming part is the case file prep for scanning. Prep time takes a while anyway, but scanning it is now just an extra step. Mr. Carter asked if all case files need to be scanned. Ms. Suda said no. DWD randomly picks a few customer PINs for review. DWD also wants to see any SWWDB policies and procedures that have changed along with anything else they want to review. Furthermore, DWD may talk with a SWCC member and any board member.

Ms. Thousand offered DWD a suggestion to improve last year's virtual experience. Last year, SWWDB could only upload one file at a time and then there was a long pause in the download process. SWWDB administration asked for the ability to upload multiple files at once.

8. Save the Date: Virtual Governance Training – Part 2

For those SWCC members interested, the Department of Workforce Development (DWD) will continue hosting Workforce Innovation and Opportunity Act (WIOA) governance information sessions in May. Ms. Suda has only been provided the dates of the sessions. Once the invites are received, Ms. Suda will share them with SWCC members.

9. Job Center Reopening Plans

There are two (2) job centers in the Southwest Wisconsin Workforce Development Area (WDA) even though SWWDB and Case Managers meet customers in many locations. The Rock County Job Center in Janesville is the comprehensive job center and Southwest Wisconsin Technical College (SWTC) is an affiliate site. Most of the job centers in the state have different landlords. Rock County owns the Rock County Job Center building.

There has been a push from Job Service to reopen one (1) job center in each WDA. The state is working with Rock County to reopen the Rock County Job Center resource room by appointment only three (3) days per week for three (3) hours starting in March. No date has been set yet. At any given time, there cannot be more than nine (9) individuals in the resource room. This is only the first step in the process. Job Service will refer individuals to other programs if necessary.

10. Leased Employee Program

Ms. Thousand presented a summary of SWWDB's leased employee program to SWCC members. As of February 16, 2021, SWWDB has three (3) contracts – one (1) with Grant County, one (1) with Green County, and one (1) with Richland County.

The leased employee information shared with SWCC members compares the fourth calendar quarter in 2018, 2019, and 2020. In 2018, there were 20 leased employees with a gross billing of \$131,909.75. In 2019, there were 29 employees with a gross billing of \$183,697.50. In 2020, there were 27 employees with a gross billing of \$234,843.19. The increase in gross billing is due to more full-time employees and the benefits those employees choose to participate in.

The information presented also indicates whether the positions were created or laid off due to COVID-19. A contract with Richland County Emergency Management Services (EMS) started and some

positions ended. Ms. Thousand asked if there were any questions. Mr. Carter asked if there is more of a demand for leased employees. Ms. Thousand responded that there is a potential new contract in progress. For years SWWDB has had numerous contracts with Richland County but now only have one. The EMS contract was on hold until funding became available, but it is not on hold anymore. Richland County thought about moving all of their leased employees to County positions, but that did not happen. A few of their leased employees have been one for a few years now.

11. Adjournment

Before adjourning, Ms. Suda informed SWCC members that the Department of Labor (DOL) released another grant related to re-entry. SWWDB is looking at partnering with different Workforce Development Areas (WDAs) for two (2) areas: Rock County – South Central and Southeastern Wisconsin boards; and the more rural counties – Western, West Central, and Northwest boards. Instead of the focus being on individuals coming back from prison, staff would be working with individuals at the county jail level. Once released, services would continue with the Case Manager.

Ms. Suda asked for SWCC member's opinion on this. Will it bring value to the local operations? Mr. Carter said to give it a try to see if it is successful. SWWDB administration will put some information together later this week.

The next meeting is scheduled for Tuesday, May 25, 2021. Motion made by Mr. Meyers, seconded by Mr. Keeney, to adjourn the meeting at 12:12 p.m. **Motion carried unanimously.**