

MEMORANDUM



Date: February 16, 2021

From: Art Carter, Chief Local Elected Official

To: **Local Elected Officials**

Mr. Marty Brewer

Mr. Robert Keeney

Mr. John Meyers

Mr. Russ Podzilni

Mr. Jack Sauer

RE: **Southwest Wisconsin Counties Consortium (SWCC) Meeting Notice**

Tuesday, February 23, 11:30 a.m. to 1:00 p.m.

This meeting will be a conference call.

Call-in Number: **1-888-273-3658**

Access Code: **3107524**

The next meeting of the Local Elected Officials, Southwest Wisconsin Counties Consortium is scheduled for Tuesday, February 23, 2021, at the time and location listed above. The agenda for the meeting is included for your review.

All county board chairs are urged to attend the meeting. If you cannot attend, please arrange for an alternate to represent your county.

If you are unable to attend the meeting, please contact Katie Gerhards at k.gerhards@swwdb.org or (608) 314-3300 two days prior to the meeting date.

SWWDB is an equal opportunity employer and service provider. Upon advance request, reasonable accommodations will be made for persons with disabilities. If special accommodations are needed, please contact Katie Gerhards (k.gerhards@swwdb.org) or (608) 314-3300 at least two days prior to the meeting.

A proud partner of the American Job Center network

Southwest Wisconsin Counties Consortium

Tuesday, February 23, 2021

11:30 a.m. to 1:00 p.m.

Conference Call Dial-In Instructions:

Call-in Number: **1-888-273-3658**

Access Code: **3107524**

Agenda

1. Approval of Agenda – (Action)

Approval of the February 23, 2021 meeting agenda is requested.

2. Approval of Minutes – (Action)

Minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on November 24, 2020 are contained in [Enclosure 1](#). Approval meeting minutes is requested.

3. Program Year 2020-21 Financial Reports, Quarter 2 – (Action)

Danielle Thousand will share the SWWDB financial statements representing a draft of the financial condition of the organization through December 31, 2020. 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 current program year are listed in [Enclosure 4](#).

Approval of the Program Year (PY) 2020-21 financial statements and budget modifications for PY 2020-21 is requested.

4. Board Member Applications – (Action)

Chuck Elliot from Johnson Bank indicated his desire to retire from the Board once his replacement is found. Jason Aarud, of J.M. Aarud Mechanical and Piping, has been nominated by the Clinton Chamber and would fill Mr. Elliot's term.

Barb Tucker from Southwest Wisconsin Technical College (SWTC) will be retiring from the college on March 5, 2021. SWTC is nominating Heather Fifrick, SWTC Career Services Manager, as her replacement.

Application and nomination papers for both candidates are provided as [Handout 1](#).

Action is requested to appoint Jason Aarud, representing Business, and Heather Fifrick, representing Education, to the Southwest Wisconsin Workforce Development Board.

5. Southwest Wisconsin Workforce Development Plan

The Wisconsin Department of Workforce Development (DWD) approved the 2020-2023 Southwest Wisconsin Workforce Development Plan on January 11, 2021 ([Enclosure 5](#)).

6. **Request for Proposals – WIOA One-Stop Operator and Workforce Services Provider** – (Information)
As required by the Workforce Innovation and Opportunity Act (WIOA), SWWDB is requesting proposals from interested and qualified candidates to serve as the One-Stop Operator and Workforce Services Provider for the six-county area. Rhonda Suda will review the status of the procurement, which was published on February 17, 2021.
7. **2021 Monitoring** – (Information)
The Department of Workforce Development (DWD) will be conducting annual program monitoring the week of May 17, 2021. Rhonda Suda will address questions relating to this annual obligation.
8. **Save the Date: Virtual Governance Training – Part 2** (Information)
The Department of Workforce Development (DWD) will continue hosting Workforce Innovation and Opportunity Act (WIOA) governance information sessions for Board Chairs and local elected officials. The following dates have been scheduled for the next three (3) sessions:

May 5, 2021 (Wed), 9:00 a.m. – 10:00 a.m.

Session 1: Understanding and Securing Financial Liability under WIOA

May 11, 2021 (Tue), 9:00 a.m. – 10:00 a.m.

Session 2: Understanding and Effectively Executing the CEO's Role in Establishing High-Impact Local Workforce Development Boards

May 19, 2021 (Wed), 9:00 a.m. – 10:00 a.m.

Session 3: Using Data to Oversee an Effective Workforce System

9. **Job Center Reopening Plans** – (Information)
Rhonda Suda will provide an update regarding plans to re-open the job centers.
10. **Leased Employee Program** – (Information)
SWWDB has maintained a leased employee program for several years. The program has been primarily serving local county governmental entities and non-profits who are in need of limited-term employees. All employees placed through this program have access to all SWWDB benefits, which are determined by their full- or part-time status.

Danielle Thousand will provide an update on SWWDB's leased employee program ([Handout 2](#)).

11. **Adjournment**
The next meeting of the Southwest Wisconsin Counties Consortium is tentatively scheduled for May 25, 2021.

Southwest Wisconsin Counties Consortium Meeting

November 24, 2020

Meeting Minutes

The Southwest Wisconsin Counties Consortium meeting was held on Tuesday, November 24, 2020 via conference call. Attendance was as follows:

Members Present:

Mr. Marty Brewer
Mr. Art Carter
Mr. Robert Keeney

Mr. John Meyers
Mr. Russ Podzilni

Members Absent:

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 11:30 a.m.

1. Approval of Agenda

The meeting agenda of the November 24, 2020 SWCC meeting was reviewed by SWCC members. No corrections or changes were made.

Motion made by Mr. Brewer, seconded by Mr. Meyers, to approve the November 24, 2020 SWCC meeting agenda. **Motion carried unanimously.**

2. Approval of Minutes

The meeting minutes of the August 25, 2020 SWCC meeting were distributed and reviewed by SWCC members.

Motion made by Mr. Meyers, seconded by Mr. Podzilni, to approve the minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on August 25, 2020. **Motion carried unanimously.**

3. Program Year 2020-21 Financial Reports, Quarter 1

Ms. Thousand presented the financial statements to SWCC members. The draft financial statements include the Balance Sheet and Statement of Operations as of September 30, 2020.

The Balance Sheet is current through Quarter 1 (July 1 – September 30). Since the last SWCC meeting, a new account has been added: account 1252-Prepaid Flexible Spending. The provider of SWWDB's flexible spending account is now sending monthly invoices rather than annual invoices per SWWDB's request. SWWDB administration plans on switching providers once the current contract ends. Ms. Thousand noted that revenues are exceeding expenditures by \$46,601.48.

The Statement of Operations shows the details of revenue and expenses through SWWDB's first quarter. The goal is to be around 25% spent in the column labeled "Pct". Total revenue is 25.13% and total expenditures is at 23.68%. Accounts are looking good. Ms. Thousand reminded members that the budget for 2020-21 was approved by the full Board at their June meeting.

Ms. Thousand pointed out that account 6119-Fringes is showing as being -325.22% spent. This is the offset account for SWWDB's flexible spending benefit. More staff are submitting reimbursements now so this is why this account appears a little off. Account 6122-Unemployment Insurance is low at 7.05% because most staff have met the \$14,000 taxable threshold, but this limit starts over January 1. Travel-related accounts 6140-Travel in WDA, 6155-Meals, and 6156-Lodging are low due to COVID-19 as staff are working from home and not traveling as much. Account 6261-Equipment Under \$5,000 is reporting high at 118.95% because SWWDB continues to purchase equipment for staff working from home. The equipment helps staff to be more efficient as well as functional and effective. Account 6343-Board is for expenses related to Board and SWCC meetings and is showing 0% spent. This is because the full Board and SWCC are meeting virtually and not in-person. Account 6370-Advertising is coming in high at 159.83% partly due to open leased employee position advertising and the drive-thru job fair event that was held in September. Ms. Thousand stated that the event was a big success. Account 6420-Audit will increase from 0% because the audit was held in October. Account 6503-Worker's Compensation is at 8.06% because staff are working from home. Since most SWWDB staff travel and are not doing so right now, the risk associated with travel is down. SWWDB is able to take advantage of a lower rate. SWWDB will make up for this in 2021 as rates will increase.

Mr. Carter asked if any of the equipment purchased is covered by the CARES Act. Ms. Thousand said not that she is aware of. Members were informed that there are a few staff using Emergency Paid Sick Leave (EPSL) now. Some leased employees have been using it as they cannot work from home as much. Additionally, SWWDB Finance staff have been attending trainings and webinars about the CARES Act and are not aware that equipment is covered. Ms. Suda stated that 20% of SWWDB's formula funds from the state can be used to cover some equipment in Program Year (PY) 2019, but not PY 2020.

The Budget Modifications show changes to the budget since September. The Wisconsin Workforce Development Association (WWDA) Pathways Home grant was removed as SWWDB did not receive it. However, SWWDB was awarded the Opioid grant and the Employment Recovery Dislocated Worker Grant (ERDWG). The funds from the ERDWG are interchangeable with Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker formula funds and allows for additional flexibility. The Opioid grant serves a special population and is very broad. Ms. Suda said it will allow SWWDB to serve individuals not only affected by the Opioid pandemic, but individuals affected by other kinds of substance abuse.

For the present year budget, SWWDB is coming out ahead with the new and removal of grants. There were no other questions from members.

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

4. **Fiscal Year 2019-20 Audit**

Ms. Thousand shared the results of the fiscal year (FY) 2019-20 audit with SWCC members. The audit was conducted by Wegner CPAs of Madison. Wegner staff conducted the audit virtually October 5 to October 7, 2020.

Ms. Thousand provides Wegner staff with the audit numbers and Wegner puts together the audited financial statements. Wegner has no proposed changes to internal controls or processes. Wegner made no changes to SWWDB's numbers.

Once Ms. Thousand receives a draft of the audit, it is carefully reviewed. This has already been done. The final draft shows an unmodified opinion, no material weaknesses, no significant deficiencies, and that SWWDB is in complete compliance with federal programs. SWWDB has the self-sustainability to keep going in the coming years. SWWDB has \$132,009 in excess revenue for FY 2019-20. This is unrestricted revenue primarily through Ryan Schomber's work with the Ticket to Work program. Mr. Schomber is SWWDB's Work Incentive Benefits Counselor-Ticket to Work-Local EO/EEO Officer and his work is on a fee-for-service basis.

As of today, Ms. Thousand approves the draft Form 990. The Form 990 must be completed as SWWDB is a 501(c)3 organization. It is a form that has to be filed annually with the IRS for income tax purposes. SWWDB's 501(c)3 status could be rejected if this does not get filed. Members were asked if they wanted to go through the draft audited financial documents or if there was any discussion. There was no discussion.

Motion made by Mr. Meyers, seconded by Mr. Keeney, to approve the fiscal year (FY) 2019-20 draft financial statements as presented, including the Form 990. **Motion carried unanimously.**

5. Reappointment of Board Members

SWWDB board members are appointed to three-year terms on a calendar year cycle. Therefore, the end of the calendar year (December 31, 2020) ends the appointed term of several board members. Currently, the board consists of 25 members.

The terms of the following board members below are due to expire December 31, 2020 and are recommended for reappointment:

Member	Title	Company / Organization	Industry / Representation
Brittni Ackley	HR Manager	Monroe Truck	Transportation
Art Carter	Chief LEO/Green County Board Chair	Green County	Government
Charles Elliott	Account Executive	Johnson Bank	Insurance/Banking
Kendal Garrison	HR Manager	Lactalis Cheese	Government
Gina Erickson	VP Employee Benefits	TRICOR	Insurance
Maria Lauck	Operations Manager	Amazon	Non-store Retail
Troy Marx	Director of HR	Upland Hills Health	Healthcare
James Otterstein	Economic Dev. Manager	Rock County	Economic Development
Tom Schmitt	Executive Director	Hodan Community Services	Community-Based Organization
Andrea Simon	Area Director	DVR/DWD	Government

Ms. Suda indicated that some of the members listed are required to serve and some are appointed by the state.

Motion made by Mr. Meyers, seconded by Mr. Brewer, to re-appoint the members above to a new three-year term beginning January 1, 2021 and ending December 31, 2023. **Motion carried unanimously.**

6. WIOA Performance Measurers - Update

On September 29, SWCC members met with SWWDB Executive Committee members to review the Workforce Innovation and Opportunity Act (WIOA) Performance Measures for Program Year (PY) 2020 and 2021. Committee and SWCC members approved the final numbers indicated below.

Performance Measures – PY 2020 and 2021	Goal
Adult Q2 Unsubsidized Employment	76%
Adult Q4 Unsubsidized Employment	74%
Adult Median Earnings	\$5000
Adult Credential Attainment Rate	66%
Adult Measurable Skill Gain	42%
Dislocated Worker Q2 Unsubsidized Employment	82%
Dislocated Worker Q4 Unsubsidized Employment	79%
Dislocated Worker Median Earnings	\$7500
Dislocated Worker Credential Attainment Rate	70%
Dislocated Worker Measurable Skill Gain	55%
Youth Q2 Employment/Education	70%
Youth Q4 Employment/Education	68%
Youth Median Earnings	\$3000
Youth Credential Attainment Rate	62%
Youth Measurable Skill Gain	34%

Within the contract with the service provider (Manpower), SWWDB expects the performance measure goals to be met within a 10% variance. If the service provider falls under this, corrective action needs to be taken.

SWWDB and the Department of Workforce Development (DWD) went back and forth a few times on these numbers. Ms. Suda stated that some of the numbers are higher in some areas of the state and lower in other areas. The numbers are based on labor market information in each local workforce area. Discussion and approval on performance measure goals is a function between the full Board and SWCC members. Ms. Suda said performance measure negotiations will not happen again until Spring 2022.

7. WIOA Allocation Concerns

On October 21, 2020, Ms. Suda filed an appeal to the U.S. Department of Labor (DOL) regarding SWWDB's Workforce Innovation and Opportunity Act (WIOA) allocation concerns. The appeal was mailed to the Office of the Secretary in Washington D.C. and to the DOL-ETA Regional Office-Region 5 in Chicago. Both offices have confirmed that the appeal has been received. Ms. Suda also sent the allocation worksheet with the appeal. The offices have asked for additional information which Ms. Suda has already provided them with.

Ms. Suda and the SWWDB wants DOL to be aware of the errors found in the allocation worksheet. DOL indicated that they have 120 days to reply. A response should be received in March.

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

8. Leased Employee Program

Ms. Thousand presented a summary of SWWDB's leased employee program to SWCC members. As of November 16, 2020, SWWDB has four (4) contracts – one (1) with Grant County, one (1) with Green County, and two (2) with Richland County.

The leased employee information shared with SWCC members is current through SWWDB's first fiscal quarter (July 1 – September 30). The information compares the third calendar quarter numbers in 2018, 2019, and 2020. In 2018, there were 38 leased employees with a gross billing of around \$108,000. In 2019, there were 58 leased employees with around \$193,000 in gross billing. In 2020, there were 27 leased employees with around \$189,000 in gross billing. Ms. Thousand pointed out that the reason there were so many leased employees last year is because the Rock 5.0 internship program participants were included. SWWDB administration is seeing more full-time positions than part-time. Ms. Thousand still indicates whether the positions were created or laid off due to COVID-19. Some leased employees have returned from being laid off and some have resigned.

Ms. Thousand asked if there were any questions. Mr. Carter appreciates the program and stated that it gives the county some flexibility. Ms. Thousand thanked Mr. Carter for his comments and indicated that Richland County may look different next quarter and into next year as the county may hire some of the leased employees full-time.

9. Adjournment

Before adjourning, Ms. Suda informed SWCC members that SWWDB administration ordered the annual appreciation gift for Board members, SWCC members, and SWWDB staff as a thank you for their service throughout the year. Last year, members discussed donating the value of their gift, the gift itself, or keeping the gift. Ms. Suda gave members the same options this year. The gift can be mailed so members were asked to please let Ms. Suda know what they would like her to do with their gift.

As referenced earlier in the meeting, SWWDB was awarded the Opioid grant (also referred to as the Support to Communities grant). As a result, Marcia Galvan was hired as the Project Coordinator. Ms. Galvan is excited to get the grant up and running. The first meeting is in December and representation from all six counties is expected. The purpose of the grant is to help individuals affected by substance abuse and to build the workforce. If members see any issues, they were asked to let Ms. Suda know as she will be holding partner trainings and employer sessions.

Members were made aware that Annette Meudt, SWWDB's former Director of Finance, has been at the Department of Workforce Development (DWD) since leaving SWWDB in 2015. Ms. Meudt was the Section Chief and has been promoted to Director of the Bureau of Workforce Training. Ms. Meudt brings a lot of knowledge and experience to DWD and is a strong advocate for the local boards.


Mr. Carter asked if there were any more comments. There were none.

ENCLOSURE 1

The next meeting is scheduled for Tuesday, February 23, 2021. Motion made by Mr. Brewer, seconded by Mr. Meyers, to adjourn the meeting at 12:10 p.m. **Motion carried unanimously.**

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General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Balance Sheet

December 2020

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Date: 2/12/2021

Time: 2:02:45 PM

Account Description	Balance Amount	Totals
Assets:		
1000 CASH	\$531,543.07	
1100 GRANT CASH RECEIVABLE	\$607,602.40	
1201 PREPAID VISION INSURANCE	\$22.28	
1202 PREPAID PLATTEVILLE RENT	\$2,387.00	
1203 PREPAID CORP. INSURANCES	\$34,687.01	
1207 PREPAID SUBSCRIPTIONS	\$11,210.83	
1220 PREPAID RENT OTHER	\$1,859.00	
1240 LIFE,LTD INSUR PREPAID	\$577.72	
1245 DENTAL INSURANCE PREPAID	\$103.29	
1250 PREPAID HEALTH INSURANCE	\$29,448.18	
1251 PREPAID CUSTOMER SUPPORT	\$1,923.27	
1252 PREPAID FLEXIBLE SPENDING	\$186.00	
1310 PREPAID ROCK COUNTY RENT	\$4,165.00	
1500 AUTOMOBILE PURCHASE	\$25,708.38	
1501 ACCUMULATED DEPRECIATION	(\$117,689.07)	
1503 EQUIPMENT & FURNITURE	\$137,474.51	
Total assets		\$1,271,208.87
Liabilities:		
3003 ACCRUED VACATION	\$28,545.81	
3004 ACCRUED PAYROLL	\$82,719.55	
3089 FLEX PLAN MEDICAL	\$4,219.41	
3200 ACCOUNTS PAYABLE	\$64,610.41	
Total liabilities		\$180,095.18
Prior year fund balance	\$992,005.48	
Current fund balance	\$99,108.21	
Total liabilities and fund balance:		\$1,271,208.87
(Funds included: ALL)		

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

December 2020

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Date: 2/12/2021

Time: 2:17:57 PM

Revenues

Account	-----Monthly-----			-----YTD-----			Annual estimated	Unrealized	Pct
	Estimated	Actual	Pct	Estimated	Actual				
5100 REVENUE	\$339,564.00	\$595,947.61	175.50%	\$2,037,384.00	\$1,738,123.97	\$4,074,776.00	\$2,336,652.03	42.66%	
5110 LEASED EMPLOYEE REVENUE	\$53,196.00	\$247,011.12	464.34%	\$319,176.00	\$424,684.62	\$638,358.00	\$213,673.38	66.53%	
5140 TICKET TO WORK REVENUE	\$4,500.00	\$10,715.00	238.11%	\$27,000.00	\$28,753.00	\$54,000.00	\$25,247.00	53.25%	
5150 BENEFIT ANALYSIS REVENUE	\$6,750.00	\$3,300.00	48.89%	\$40,500.00	\$23,400.00	\$81,000.00	\$57,600.00	28.89%	
5300 REVENUE INTEREST INCOME	\$414.00	\$60.23	14.55%	\$2,484.00	\$564.07	\$4,975.00	\$4,410.93	11.34%	
Total Revenues	\$404,424.00	\$857,033.96	211.91%	\$2,426,544.00	\$2,215,525.66	\$4,853,109.00	\$2,637,583.34	45.65%	

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6100 SALARIES	\$180,624.00	\$276,867.78	153.28%	\$1,083,744.00	\$1,126,349.04	\$2,167,489.00	\$1,041,139.96	51.97%	
6110 P/R TAX FICA	\$13,817.00	\$17,946.81	129.89%	\$82,902.00	\$79,320.86	\$165,813.00	\$86,492.14	47.84%	
6119 FRINGES	\$83.00	\$2,522.45	3039.10%	\$498.00	(\$729.71)	\$1,000.00	\$1,729.71	-72.97%	
6120 HEALTH INSURANCE	\$20,985.00	\$20,653.66	98.42%	\$125,910.00	\$130,014.74	\$251,828.00	\$121,813.26	51.63%	
6122 UNEMPLOYMENT INSURANCE	\$1,222.00	\$394.37	32.27%	\$7,332.00	\$2,264.20	\$14,675.00	\$12,410.80	15.43%	
6123 LIFE/DISABILITY INSURANCE	\$485.00	\$539.58	111.25%	\$2,910.00	\$3,226.03	\$5,820.00	\$2,593.97	55.43%	
6130 DENTAL INSURANCE	\$1,380.00	\$1,608.06	116.53%	\$8,280.00	\$9,781.92	\$16,567.00	\$6,785.08	59.04%	
6140 TRAVEL IN WDA	\$5,824.00	\$2,672.75	45.89%	\$34,944.00	\$17,517.30	\$69,891.00	\$52,373.70	25.06%	
6155 MEALS	\$125.00	\$0.00	0.00%	\$750.00	\$49.82	\$1,500.00	\$1,450.18	3.32%	
6156 LODGING	\$291.00	\$0.00	0.00%	\$1,746.00	\$0.00	\$3,500.00	\$3,500.00	0.00%	
6160 401(K)	\$6,250.00	\$6,390.18	102.24%	\$37,500.00	\$41,048.75	\$75,000.00	\$33,951.25	54.73%	
6170 STAFF TRAIN/DEVELOPMENT	\$333.00	\$199.00	59.76%	\$1,998.00	\$1,289.00	\$4,000.00	\$2,711.00	32.23%	
6172 DUES AND MEMBERSHIPS	\$485.00	\$110.00	22.68%	\$2,910.00	\$3,735.00	\$5,828.00	\$2,093.00	64.09%	
6250 OFFICE SUPPLIES	\$1,666.00	\$2,586.54	155.25%	\$9,996.00	\$18,137.98	\$20,000.00	\$1,862.02	90.69%	
6255 AUDIO/WISLINE	\$83.00	\$79.66	95.98%	\$498.00	\$707.23	\$1,000.00	\$292.77	70.72%	
6257 JOB FAIR EXPENSES	\$41.00	\$0.00	0.00%	\$246.00	\$100.00	\$500.00	\$400.00	20.00%	
6261 EQUIPMENT UNDER \$5000	\$1,250.00	\$3,423.68	273.89%	\$7,500.00	\$23,423.86	\$15,000.00	(\$8,423.86)	156.16%	
6267 COPIER RENTAL	\$458.00	\$422.95	92.35%	\$2,748.00	\$2,537.70	\$5,500.00	\$2,962.30	46.14%	
6270 IT SOFTWARE	\$1,083.00	\$1,125.00	103.88%	\$6,498.00	\$6,750.00	\$13,000.00	\$6,250.00	51.92%	
6272 IT EQUIPMENT - NETWORK	\$583.00	\$0.00	0.00%	\$3,498.00	\$2,797.00	\$7,000.00	\$4,203.00	39.96%	
6273 IT EQUIPMENT - OTHER	\$41.00	\$0.00	0.00%	\$246.00	\$60.40	\$500.00	\$439.60	12.08%	
6274 LICENSES	\$308.00	\$141.67	46.00%	\$1,848.00	\$850.02	\$3,700.00	\$2,849.98	22.97%	
6310 RENT	\$8,208.00	\$6,552.00	79.82%	\$49,248.00	\$48,816.00	\$98,500.00	\$49,684.00	49.56%	

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

December 2020

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Date: 2/12/2021

Time: 2:17:57 PM

Expenditures Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6311 STORAGE RENTAL	\$1,208.00	\$1,215.00	100.58%	\$7,248.00	\$7,200.00	\$14,500.00	\$7,300.00	49.66%	
6312 CLEANING/JANITORIAL	\$350.00	\$0.00	0.00%	\$2,100.00	\$180.00	\$4,200.00	\$4,020.00	4.29%	
6313 P.O. BOX RENTAL	\$33.00	\$0.00	0.00%	\$198.00	\$274.00	\$400.00	\$126.00	68.50%	
6330 TELEPHONE	\$625.00	\$311.25	49.80%	\$3,750.00	\$2,030.55	\$7,500.00	\$5,469.45	27.07%	
6331 GARBAGE REMOVAL	\$33.00	\$0.00	0.00%	\$198.00	\$0.00	\$400.00	\$400.00	0.00%	
6340 POSTAGE	\$833.00	\$227.67	27.33%	\$4,998.00	\$3,872.57	\$10,000.00	\$6,127.43	38.73%	
6341 SERVICE FEES	\$1,000.00	\$563.38	56.34%	\$6,000.00	\$3,095.29	\$12,000.00	\$8,904.71	25.79%	
6342 SUBSCRIPTIONS	\$183.00	\$120.00	65.57%	\$1,098.00	\$1,225.80	\$2,200.00	\$974.20	55.72%	
6343 BOARD	\$433.00	\$0.00	0.00%	\$2,598.00	\$0.00	\$5,200.00	\$5,200.00	0.00%	
6351 CELL PHONE	\$1,000.00	\$1,121.83	112.18%	\$6,000.00	\$12,014.91	\$12,000.00	(\$14.91)	100.12%	
6352 INTERNET	\$1,000.00	\$961.61	96.16%	\$6,000.00	\$5,701.32	\$12,000.00	\$6,298.68	47.51%	
6353 NETWORK CONNECTIVITY	\$4,166.00	\$475.00	11.40%	\$24,996.00	\$18,525.00	\$50,000.00	\$31,475.00	37.05%	
6370 ADVERTISING	\$183.00	\$258.10	141.04%	\$1,098.00	\$3,774.30	\$2,200.00	(\$1,574.30)	171.56%	
6371 BACKGROUND CHECKS	\$29.00	\$18.00	62.07%	\$174.00	\$131.00	\$350.00	\$219.00	37.43%	
6410 LEGAL	\$62.00	\$0.00	0.00%	\$372.00	\$0.00	\$750.00	\$750.00	0.00%	
6420 AUDIT	\$1,166.00	\$0.00	0.00%	\$6,996.00	\$13,000.00	\$14,000.00	\$1,000.00	92.86%	
6433 CONTRACTED SUPPORT	\$4,583.00	\$3,244.83	70.80%	\$27,498.00	\$24,556.48	\$55,000.00	\$30,443.52	44.65%	
6503 WORKER'S COMPENSATION	\$1,208.00	\$1,141.42	94.49%	\$7,248.00	\$4,593.12	\$14,500.00	\$9,906.88	31.68%	
6504 MULTI-PERIL	\$208.00	\$155.67	74.84%	\$1,248.00	\$947.02	\$2,500.00	\$1,552.98	37.88%	
6507 CORPORATE INSURANCES	\$916.00	\$879.42	96.01%	\$5,496.00	\$5,276.49	\$11,000.00	\$5,723.51	47.97%	
6580 DEPRECIATION	\$2,333.00	\$1,953.15	83.72%	\$13,998.00	\$10,187.19	\$28,000.00	\$17,812.81	36.38%	
6602 COMPANY CAR INSURANCE	\$154.00	\$134.33	87.23%	\$924.00	\$805.98	\$1,850.00	\$1,044.02	43.57%	
6603 COMPANY CAR GAS	\$60.00	\$0.00	0.00%	\$360.00	\$0.00	\$720.00	\$720.00	0.00%	
6604 COMPANY CAR MAINTENANCE	\$75.00	\$0.00	0.00%	\$450.00	\$0.00	\$900.00	\$900.00	0.00%	
6610 SUBCONTRACTOR EXPENSE	\$33,333.00	\$37,769.09	113.31%	\$199,998.00	\$216,483.11	\$400,000.00	\$183,516.89	54.12%	
6701 PARTICIPANT SUPPORT	\$46,666.00	\$14,111.11	30.24%	\$279,996.00	\$147,266.21	\$560,000.00	\$412,733.79	26.30%	
6703 ASSESSMENTS	\$2,250.00	\$455.00	20.22%	\$13,500.00	\$2,625.00	\$27,000.00	\$24,375.00	9.72%	
6709 INCENTIVES	\$83.00	\$0.00	0.00%	\$498.00	\$3,900.00	\$1,000.00	(\$2,900.00)	390.00%	
6735 35% TRAINING	\$16,250.00	\$3,235.60	19.91%	\$97,500.00	\$44,583.10	\$195,000.00	\$150,416.90	22.86%	
6736 35% TRAINING SUPPORT	\$10,833.00	\$3,961.47	36.57%	\$64,998.00	\$66,121.87	\$130,000.00	\$63,878.13	50.86%	
Total Expenditures	\$376,881.00	\$416,549.07	110.53%	\$2,261,286.00	\$2,116,417.45	\$4,522,781.00	\$2,406,363.55	46.79%	

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

Page: Page 3 of 3

Date: 2/12/2021

Time: 2:17:58 PM

December 2020

Excess (Deficit)	\$27,543.00	\$440,484.89	\$165,258.00	\$99,108.21	\$330,328.00	\$231,219.79
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(Funds included: ALL)

SWWDB Budget Modifications Since the 12/9/2020 Board Meeting

Item	Admin	Program	Amount
2020.21 Budget - Approved Revenue	461,655	3,985,316	\$4,446,971
Changes to PY20 Funds (Adjust to Actual)			
Employment Recovery DWG - new	25,000	250,000	\$275,000
Opioid Recovery Grant - new	16,053	144,478	\$160,531
WWDA's Pathway Home - didn't get the grant	(7,205)	(64,840)	(\$72,045)
DPI/MadREP/CESA 5 - adjust to actual (Pathways services)	283	2,547	\$2,830
Data Dimensions Rapid Response Dislocation Grant - new	871	8,714	\$9,585
Shopko Modification #2 - additional funds	1,822	18,218	\$20,040
Rapid Response Annual Allotment - adjust to actual	(18)	(162)	(\$180)
WISE - add one participant position / adjust to actual	209	7,619	\$7,828
Foster Care / IL - Add Supportive Services for COVID-19 housing & basic needs		12,716	\$12,716
Youth Apprenticeship - adjust to actual award	(484)	(9,683)	(\$10,167)
Changes to PY19 Funds (Affects Planned Reserve / Carryover)			
WIOA PY19 DW - transfer to WIOA Adult		(17,000)	(\$17,000)
WIOA PY19 Adult - transfer from WIOA DW		17,000	\$17,000
WIOA PY19 DW - transfer to WIOA Adult		(30,000)	(\$30,000)
WIOA PY19 Adult - transfer from WIOA DW		30,000	\$30,000
WIOA PY19 Admin CARES Act, Sec 3515 adjust - increase admin from 10% to 20%	86,669		\$86,669
WIOA PY19 Admin CARES Act, Sec 3515 adj - Youth share		(32,640)	(\$32,640)
WIOA PY19 Admin CARES Act, Sec 3515 adj - DW share		(26,464)	(\$26,464)
WIOA PY19 Admin CARES Act, Sec 3515 adj - Adult share		(27,565)	(\$27,565)
			\$0
Modified Revenues	584,855	4,268,254	\$4,853,109
Net Change	123,200	282,938	406,138

Department of Workforce Development
Employment and Training Division
Administrator's Office
201 E. Washington Avenue
P.O. Box 7972
Madison, WI 53707
Email: dwdet@dwd.wisconsin.gov



Tony Evers, Governor
Amy Pechacek, Secretary-designee

A proud partner of the American Job Center network

January 11, 2021

Rhonda Suda, CEO
Southwest Wisconsin Workforce Development Board
1370 N. Water Street
P.O. Box 656
Platteville, WI 53818

Dear Ms. Suda:

Thank you for submitting your Workforce Innovation and Opportunity Act (WIOA) Local Plan.

This letter serves as notification of the Department of Workforce Development's official approval of Southwest Wisconsin Workforce Development Board's 2020 Local Plan. Southwest Wisconsin Workforce Development Board's local plan is effective from July 1, 2020 - June 30, 2024.

Please note that the Bureau of Workforce Training continues to update WIOA Title I policies as outlined in Admin Memo 17-02. Local WDBs need to address these policy updates as they become effective.

We look forward to continuing to work with you and your staff as you implement your local plan. If you have any questions, please contact your Local Program Liaison.

Sincerely,

DocuSigned by:
 Bruce Palzkill
C13A6B1799B64B4...

Bruce Palzkill

Cc: Art Carter
Maria Lauck



Southwest Wisconsin Workforce Development Board
 1370 N. Water Street, Platteville, WI 53818 • (608-) 342-4220

SWWDB Nomination Form

As mandated by the Workforce Innovation and Opportunity Act (WIOA) of 2014 (H.R. 803 Sec 107), individuals representing Business, Workforce, Adult Education and Literacy or Higher Education sectors on the Southwest Wisconsin Workforce Development Board (SWWDB) must be nominated by qualified organizations, as detailed below. To be considered for appointment to the SWWDB in the above mentioned categories, applicants provide a completed **Nomination Form**, along with a **resume** and completed **Application** to the SWWDB Chief Executive Officer (Rhonda Suda, r.suda@swwdb.org, Contact Number: 608-314-3300, Ext. 305). All appointments to the SWWDB are made by the Southwest Wisconsin Counties Consortium (SWCC). Organizations may nominate more than one candidate for SWCC consideration.

Nominee (Applicant) Information

Name:	Jason Aarud		
Telephone:	608-751-7369	Email:	jaarud@charter.net
WDB Membership Category:	<input checked="" type="checkbox"/> Business	<input type="checkbox"/> Higher Education	
	<input type="checkbox"/> Workforce / Labor	<input type="checkbox"/> Other	
	<input type="checkbox"/> Adult Education Literacy		

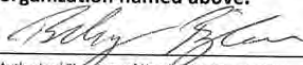
Nominating Organization: Please complete this section and return this form to the nominee/applicant for submission to the SWCC.

Organization:	Clinton Chamber of Commerce		
Contact Name:	Brad Brigham	Title:	President
Telephone:	(608) 676-2279 / (608) 201-6150	Email:	brad@cougarlanes.com
Address:	204 Mill St, Clinton, WI 53525		

We hereby nominate the above named nominee in the membership category indicated and certify the following (*one or more categories may be selected as appropriate*):

- Business:**
 - a) We are a local business organization and/or business trade association.
 - b) The Nominee is (i) the owner, chief executive, or operating officer with optimum policy-making or hiring authority; (ii) from a business that provides employment opportunities in the region that include, at a minimum, high-quality, work-relevant training and development; and (iii) from a business that represents in-demand industry sector(s) or occupation(s) in the local area.
 - c) Nominee (*circle one*) DOES – or – DOES NOT represent a small business.
- Workforce / Labor:**
 - a) We are a local labor federation.
 - b) The Nominee is a representative of a labor organization.
- Adult Education / Literacy:**
 - a) We are an eligible provider administering adult education and literacy activities under Title II of WIOA.
 - b) The Nominee is a representative of an eligible provider administering adult education and literacy activities under Title II of WIOA.
- Higher Education:**
 - a) We are an institution of higher education providing workforce investment activities (including community colleges).
 - b) The Nominee is a representative of an institution of higher education providing workforce investment activities (including community colleges).
- Government** **Economic Development** **Community Development** **Community Based Organization**

I certify that all of the information above true and that I have the authority to make this nomination on behalf of the organization named above.


 Authorized Signature of Nominating Organization

1/21/21
 Date

SWWDB is an equal opportunity employer/service provider. Auxiliary aids and services are available upon request to individuals with disabilities.

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Board Nomination Form, updated 8.20.2018



Southwest Wisconsin Workforce Development Board
 1370 N. Water Street, Platteville, WI 53818 • (608) 342-4220

SWWDB Member Applicant Form

In accordance with the Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, the Southwest Wisconsin Workforce Development Area (Grant, Green, Iowa, Lafayette, Richland and Rock Counties) has established a Workforce Development Board (WDB) which assists in strategic planning, oversight, and evaluation of the local workforce development area. This includes promoting effective outcomes consistent with statewide goals, objectives, and negotiated local performance. WDB members are appointed by the Southwest Wisconsin Counties Consortium (SWCC) to represent specified categories of the community as listed below. Applicants may select more than one category.

Individuals interested in serving on the SWWDB must complete and submit this **Application** along with a copy of their **current resume** to the SWWDB Chief Executive Officer (Rhonda Suda, r.suda@swwdb.org, Contact Number: 608-314-3300, Ext. 305). In addition, this Application and the related Nomination Form(s), if any, may be subject to public disclosure.

Personal Information

Name:	Jason Aarud	County of Residence:	Rock
Address:	421 Westview Avenue Clinton, WI 53525		
Telephone:	608-751-7369	Email:	jaarud@charter.net

Occupational Information:

Industry Sector:	Steamfitter		
Employer:	J.M. Aarud Mechanical and Piping	Title:	Owner
Address:	241 Allen Street Clinton, WI 53525		
Telephone:	608-676-6264	Email:	jaarud@charter.net

Why are you interested in volunteering on the Southwest Wisconsin Workforce Development Board?

I am interested in volunteering for the Southwest Wisconsin Workforce Development Board position to assist in the growth and development of skilled industrial trades.

List any other local/national boards, committees or commissions you presently serve on.

Currently, I serve as a Trustee for the Clinton Village Board, a Member of the Clinton Fire Board, a Member of the Clinton Public Works Committee, a Member of Clinton Finance Committee, and a Member of Clinton Planning Commission.

Eligibility Certification (Indicate below each membership category for which you are applying. You may mark more than one category, however you must certify your qualifications for each category for which you are applying. Applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education must be accompanied by a completed Nomination form from an appropriate nomination organization.)

Business Member: I hereby certify, by my initials here: J.A., that I am: (i) The owner, chief executive, operating officer or other leader with optimum policy-making or hiring authority for the business (listed below); (ii) From a business that provides employment opportunities in the region (employees other than the owner) that include, at a minimum, high-quality, work-relevant training and development; (iii) From a business that represents an in-demand industry sector or occupation in the local area (to be verified by staff using labor market information); and (iv) Being nominated by a local business organization or business trade association.

Name of Business: J.M. Aarud Mechanical and Piping

Do you represent a "small business": Yes No

SWWDB is an equal opportunity employer/service provider. Auxiliary aids and services are available upon request to individuals with disabilities.

A proud partner of the American Job Center network

Board Applicant Form, updated 08.20.18

Labor Organization: I hereby certify, by my initials here: _____, that I am: (i) A member or training director of the labor organization listed below; and (ii) Being nominated by a local labor federation. (Nomination Form from must be attached to this Application.)
Name of Organization: _____

Joint Labor-Management Apprenticeship Program: I hereby certify, by my initials here: _____, that I am a representative from the joint labor-management apprenticeship or a representative of an apprenticeship program in the local area.
Name of Organization/Program: _____

Community-based Organization: I hereby certify, by my initials here: _____, that I am a representative of a community-based organization (listed below) with demonstrated experience and expertise in addressing the employment needs of (i) Individuals with barriers to employment, including an organization that serves veterans or provides or supports competitive integrated employment for individuals with disabilities; and/or (ii) Eligible youth, including representatives of organizations that serve out-of-school youth.
Name of Organization: _____

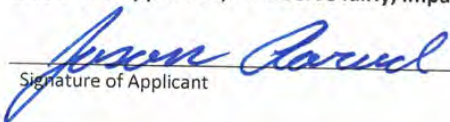
Adult Education and Literacy: I hereby certify, by my initials here: _____, that I am: (i) A representative of an eligible provider (listed below) administering adult education and literacy activities under Title II of WIOA; and (ii) Being nominated by a provider of adult education and literacy activities under Title II of WIOA. (Nomination Form from must be attached to this Application)
Name of Institution: _____

Higher Education: I hereby certify, by my initials here: _____, that I am (i) a representative of an institution of higher education (listed below) providing workforce investment activities (including community colleges); and (ii) Being nominated by an institution of higher education providing workforce investment activities (including community colleges). (Nomination Form from must be attached to this Application)
Name of Institution: _____

Economic and Community Development: I hereby certify, by my initials here: _____, that I am a representative of an economic and community development entity.
Name of Entity: _____

Other Required Board Membership by (state, federal or local) statute and/or as required and appointed by the SWCC:
State Employment Office / Job Service (appointed by Governor)
Vocational Rehabilitation (appointed by Governor)
Unemployment (appointed by Governor)
SWWC Chief Local Elected Official (SWCC By-Laws)

I hereby certify that all statements in this application are true and complete to the best of my knowledge. I further certify that if I am appointed, I will serve fairly, impartially and to the best of my ability.



Signature of Applicant

11/24/2020

Date

Southwest Wisconsin Counties Consortium

The members of the Southwest Wisconsin Counties Consortium (SWCC) has reviewed this nomination at the _____ (enter date) meeting of Consortium members.
The SWCC authorizes appointment: Yes No

Jason Aarud Career Overview

1994 - 1999: Apprentice
Steamfitters Training School, Inc.
Blackhawk Technical College

1999 - 2005: Foreman/Instructor
Local #601
Fabricator/Welder
Assisted in teaching welding night school at union hall.

2005 - Present: Self-Employed
Owner / Operator of J.M. Aarud Mechanical Piping

Boards and Committees:

- Trustee for Village of Clinton Finance Committee: 2020 - Present
- Chair for Village of Clinton Public Works Committee: 2020 - Present
- Trustee for Village of Clinton Fire Department Board: 2020 - Present



Southwest Wisconsin Workforce Development Board

1370 N. Water Street, Platteville, WI 53818 • (608-) 342-4220

SWWDB Nomination Form

As mandated by the Workforce Innovation and Opportunity Act (WIOA) of 2014 (H.R. 803 Sec 107), individuals representing Business, Workforce, Adult Education and Literacy or Higher Education sectors on the Southwest Wisconsin Workforce Development Board (SWWDB) must be nominated by qualified organizations, as detailed below. To be considered for appointment to the SWWDB in the above mentioned categories, applicants provide a completed **Nomination Form**, along with a **resume** and completed **Application** to the SWWDB Chief Executive Officer (Rhonda Suda, r.suda@swwdb.org, Contact Number: 608-314-3300, Ext. 305). All appointments to the SWWDB are made by the Southwest Wisconsin Counties Consortium (SWCC). Organizations may nominate more than one candidate for SWCC consideration.

Nominee (Applicant) Information

Name:	Heather Fifrick		
Telephone:	608-822-2414		
WDB Membership Category:	<input type="checkbox"/> Business	<input checked="" type="checkbox"/> Higher Education	
	<input type="checkbox"/> Workforce / Labor	<input type="checkbox"/> Other	
	<input type="checkbox"/> Adult Education Literacy		

Nominating Organization: Please complete this section and return this form to the nominee/applicant for submission to the SWCC.

Organization:	Southwest Wisconsin Technical College		
Contact Name:	Jason Wood	Title:	President
Telephone:	608-822-2300	Email:	jwood@gmail.com
Address:	1800 Bronson Ave Fennimore, WI		

We hereby nominate the above named nominee in the membership category indicated and certify the following (*one or more categories may be selected as appropriate*):

Business:

- We are a local business organization and/or business trade association.
- The Nominee is (i) the owner, chief executive, or operating officer with optimum policy-making or hiring authority; (ii) from a business that provides employment opportunities in the region that include, at a minimum, high-quality, work-relevant training and development; and (iii) from a business that represents in-demand industry sector(s) or occupation(s) in the local area.
- Nominee (*circle one*) DOES – or – DOES NOT represent a small business.

Workforce / Labor:

- We are a local labor federation.
- The Nominee is a representative of a labor organization.

Adult Education / Literacy:

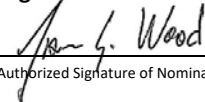
- We are an eligible provider administering adult education and literacy activities under Title II of WIOA.
- The Nominee is a representative of an eligible provider administering adult education and literacy activities under Title II of WIOA.

Higher Education:

- We are an institution of higher education providing workforce investment activities (including community colleges).
- The Nominee is a representative of an institution of higher education providing workforce investment activities (including community colleges).

Government **Economic Development** **Community Development** **Community Based Organization**

I certify that all of the information above true and that I have the authority to make this nomination on behalf of the organization named above.


 Authorized Signature of Nominating Organization

February 5, 2021
 Date

SWWDB is an equal opportunity employer/service provider. Auxiliary aids and services are available upon request to individuals with disabilities.

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Board Nomination Form, updated 8.20.2018



Southwest Wisconsin Workforce Development Board
 1370 N. Water Street, Platteville, WI 53818 • (608) 342-4220

SWWDB Member Applicant Form

In accordance with the Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, the Southwest Wisconsin Workforce Development Area (Grant, Green, Iowa, Lafayette, Richland and Rock Counties) has established a Workforce Development Board (WDB) which assists in strategic planning, oversight, and evaluation of the local workforce development area. This includes promoting effective outcomes consistent with statewide goals, objectives, and negotiated local performance. WDB members are appointed by the Southwest Wisconsin Counties Consortium (SWCC) to represent specified categories of the community as listed below. Applicants may select more than one category.

Individuals interested in serving on the SWWDB must complete and submit this **Application** along with a copy of their **current resume** to the SWWDB Chief Executive Officer ([Rhonda Suda, r.suda@swwdb.org](mailto:Rhonda.Suda@swwdb.org), *Contact Number: 608-314-3300, Ext. 305*). In addition, this Application and the related Nomination Form(s), if any, may be subject to public disclosure.

Personal Information

Name:	Heather Fifrick	County of Residence:	<i>Grant</i>
Address:	1860 Kennedy St, Fennimore, WI 53809		
Telephone:	608-988-7109	Email:	hfifrick@swtc.edu

Occupational Information:

Industry Sector:	Higher Education		
Employer:	Southwest Wisconsin Technical College	Title:	Career Services Manager
Address:	1800 Bronson Blvd., Fennimore, WI 53809		
Telephone:	608-822-2414	Email:	hfifrick@swtc.edu

Why are you interested in volunteering on the Southwest Wisconsin Workforce Development Board?

Throughout my years of work at Southwest Tech, I have valued my partnerships with the Job Center of Wisconsin, Department of Workforce Development, WIOA, and many others who strive to improve the lives of the students, community members, and employers we serve. As a member of the Southwest Wisconsin Workforce Development Board, I envision the partnerships I have with these agencies to grow and further develop in the areas of employment and training opportunities for workers. I also look forward to expanding and strengthening relationships with employers to help address their employment needs.

With over 20 years of experience in higher education, I bring to the board a proven track record of building positive relationships with employers, organizations, and community members. My passion is helping others succeed, whether it be an employer, student, alumni, or other member of our communities. I am excited about the possibility of strengthening this work as a member of the Southwest Wisconsin Workforce Development Board.

List any other local/national boards, committees or commissions you presently serve on.

Fennimore Area Chamber of Commerce, Board Member: 2012-present

Wisconsin Career Development Association, Professional Development Committee Member: January 2021-present

Eligibility Certification (Indicate below each membership category for which you are applying. You may mark more than one category, however you must certify your qualifications for each category for which you are applying. Applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education must be accompanied by a completed Nomination form from an appropriate nomination organization.)

- Business Member:** I hereby certify, by my initials here: _____, that I am: (i) The owner, chief executive, operating officer or other leader with optimum policy-making or hiring authority for the business (listed below); (ii) From a business that provides employment opportunities in the region (employees other than the owner) that include, at a minimum, high-quality, work-relevant training and development; (iii) From a business that represents an in-demand industry sector or occupation in the local

area (to be verified by staff using labor market information); and (iv) Being nominated by a local business organization or business trade association.

Name of Business: _____

Do you represent a "small business": Yes No

Labor Organization: I hereby certify, by my initials here: _____, that I am: (i) A member or training director of the labor organization listed below; and (ii) Being nominated by a local labor federation. (Nomination Form from must be attached to this Application.)

Name of Organization: _____

Joint Labor-Management Apprenticeship Program: I hereby certify, by my initials here: _____, that I am a representative from the joint labor-management apprenticeship or a representative of an apprenticeship program in the local area.

Name of Organization/Program: _____

Community-based Organization: I hereby certify, by my initials here: _____, that I am a representative of a community-based organization (listed below) with demonstrated experience and expertise in addressing the employment needs of (i) Individuals with barriers to employment, including an organization that serves veterans or provides or supports competitive integrated employment for individuals with disabilities; and/or (ii) Eligible youth, including representatives of organizations that serve out-of-school youth.

Name of Organization: _____

Adult Education and Literacy: I hereby certify, by my initials here: _____, that I am: (i) A representative of an eligible provider (listed below) administering adult education and literacy activities under Title II of WIOA; and (ii) Being nominated by a provider of adult education and literacy activities under Title II of WIOA. (Nomination Form from must be attached to this Application)

Name of Institution: _____

Higher Education: I hereby certify, by my initials here: HMF, that I am (i) a representative of an institution of higher education (listed below) providing workforce investment activities (including community colleges) ; and (ii) Being nominated by an institution of higher education providing workforce investment activities (including community colleges). (Nomination Form from must be attached to this Application)

Name of Institution: Southwest Wisconsin Technical College

Economic and Community Development: I hereby certify, by my initials here: _____, that I am a representative of an economic and community development entity.

Name of Entity: _____

Other Required Board Membership by (state, federal or local) statute and/or as required and appointed by the SWCC:

State Employment Office / Job Service (appointed by Governor)

Vocational Rehabilitation (appointed by Governor)

Unemployment (appointed by Governor)

SWWC Chief Local Elected Official (SWCC By-Laws)

I hereby certify that all statements in this application are true and complete to the best of my knowledge. I further certify that if I am appointed, I will serve fairly, impartially and to the best of my ability.

Heather M. Justice

Signature of Applicant

2-4-2021

Date

Southwest Wisconsin Counties Consortium

SWWDB is an equal opportunity employer/service provider. Auxiliary aids and services are available upon request to individuals with disabilities.

A proud partner of the  American Job Center network

Board Applicant Form, updated 08.20.18

HANDOUT 1

The members of the Southwest Wisconsin Counties Consortium (SWCC) has reviewed this nomination at the _____ (enter date) meeting of Consortium members.

The SWCC authorizes appointment: Yes No

Heather M. Fifrick

1860 Kennedy Street
Fennimore, WI 53809
608.988.7109; fifrick@tds.net
<https://www.linkedin.com/in/heather-fifrick/>

PROFESSIONAL STATEMENT

Dedicated, innovative Career Services professional with over 20 years' experience in higher education. Skilled in student development and department and program management. Excel at building relationships with local employers and connecting students to those employers through networking opportunities.

EXPERIENCE

Southwest Wisconsin Technical College, Fennimore, WI ***Career Services Manager***

May 2015 to present.

- Manage the overall operations of career placement, employer relationships, and resident and student life, including the supervision of staff members across these functional areas.
- Develop and conduct seminars, workshops, and job fairs to support employment preparation.
- Organize the mock interview program; promote networking opportunities.
- Coordinate internship and experiential learning opportunities.
- Facilitate career development and job placement for students and alumni.
- Develop and maintain job search assistance programs and employment data.
- Cultivate partnerships with students, alumni, staff, and businesses.

Resident & Student Life Manager

July 2013 to May 2015.

- Operated and managed the on-campus student housing facilities consisting of nine buildings in which 108 students reside. This included developing and implementing policies and programs to enrich the lives of residents.
- Developed and implemented a student housing building and renovation plan that led to the successful purchase of one new apartment building and construction of two new apartment buildings in order to grow and enhance student housing.
- Utilized problem solving skills to help students address concerns and issues: AODA; roommate problems; medical, health, and financial issues.
- Demonstrated customer service skills to prospective students, current students, and community members.
- Hired, trained, and supervised three on-campus student housing Resident Assistants.
- Developed a comprehensive leadership program that supports emerging leaders with training and education, job or volunteer experience, and encourages community involvement and promotes service-learning.
- Served as the Athletic Director for the College.

Foundation Manager

July 2007 to June 2013.

- Demonstrated customer service skills annually to 108 on-campus housing students and their families as well other students and staff of the College.
- Successfully planned and implemented a \$900,000 construction project to house 32 additional students on campus.
- Stewardship of the Foundation stakeholders including donors, prospects, students, board members, and community members.
- Successfully grew the assets of the Foundation to over \$4.2 million.

- Responsible for managing the assets, reporting the financial position, and making recommendations at bi-monthly meetings of the Foundation Board of Directors.
- Effectively implemented a student housing Resident Assistant program; trained and supervised three Resident Assistants.
- Operated and managed the on-campus student housing facilities consisting of nine buildings in which 108 students reside. This includes developing and implementing policies and programs to enrich the lives of residents.

Foundation Assistant/Accounting Specialist

July 2000 to July 2007.

- Aided in the development of marketing and advertising materials including press releases, billboards, informational brochures, and fliers.
- Assisted in the development and implementation of special projects and programs.
- Collaborated with management in the preparation of yearly budgets.
- Responsible for the accounting procedures .

QUALIFICATIONS & RELEVANT SKILLS

- Possess effective active listening skills
- Knowledgeable regarding career planning, assessments, and placement
- Possess sound problem solving and conflict resolution abilities
- Maintain strong interpersonal skills
- Proven record of building positive relationships with co-workers and community members
- Possess sound written and oral communication skills
- Retain strong presentation skills
- Proficient in Microsoft Word, Excel, PowerPoint, Publisher, and various other computer programs
- Proven record of positive relationship building with students, alumni, and businesses

EDUCATION

Master of Science, Adult Education

University of Wisconsin – Platteville: Platteville, WI

Bachelor of Science, Business Management

Upper Iowa University: Fayette, IA

Graduated with summa cum laude honors. Named outstanding senior in management.

Associate's Degree, Leadership Development

Southwest Wisconsin Technical College: Fennimore, WI (Anticipated May 2022)

PROFESSIONAL AND COMMUNITY INVOLVEMENT

- Southwest Wisconsin Technical College
 1. Diversity Work Group Team Member
 2. Professional Development Project Team Member
- Wisconsin Career Development Association Member (WCDA)
- Professional Development Committee Member, WCDA
- Member of the Fennimore Chamber of Commerce Board, 2013 to present

CERTIFICATES AND ACHIEVEMENTS

- Global Career Development Facilitator Certification
- Certificate in Nonprofit Leadership Development