

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.**

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 x230 at least two days prior to the meeting.

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