

MEMORANDUM



Date: June 2, 2021
From: Maria Lauck, SWWDB Chairman
To: SWWDB Members

PRIVATE SECTOR

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

PUBLIC SECTOR

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

RE: Southwest Wisconsin Workforce Development Board Meeting Notice
 Wednesday, June 9, 2021 from 2:30 p.m. to 4:30 p.m.
 Location: Video Conference

<https://global.gotomeeting.com/join/148054357>

You can also dial in using your phone.
 United States: [+1 \(872\) 240-3412](tel:+18722403412)

Access Code: 148-054-357

The Southwest Wisconsin Workforce Development Board meeting is scheduled for Wednesday, June 9, 2021, at the time and place noted above. The agenda for the meeting is attached and

provides links to the enclosure documents. This will allow you to read the documents online or download them.

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

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

If you are unable to attend the meeting, please contact Katie Gerhards at k.gerhards@swwdb.org or (608) 314-3300, Ext. 230 no later than **2:00 p.m., Tuesday, June 8, 2021.**

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

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For assistance, contact
SWWDB Equal Opportunity Officer
Ryan Schomber
1900 Center Ave.
Janesville, WI 53546
(608) 314-3300 Ext. 303
[Click Here to Email](#)

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

Southwest Wisconsin Workforce Development Board, Inc.

Wednesday, June 9, 2021

2:30 p.m. to 4:30 p.m.

Video Conference
(Members can call in if they prefer)

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United States: +1 (872) 240-3412

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AGENDA

- All times are approximate -

2:30 p.m.

1. Welcome; Call to Order; Roll Call

Katie Gerhards will conduct a roll call of members and guests.

2:35 p.m.

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

Minutes of the March 10, 2021 SWWDB meeting are contained in [Enclosure 1](#).

Approval of the minutes from the March 10, 2021 meeting is requested.

2:40 p.m.

● **3. Financial Reports**

Danielle Thousand will share the SWWDB financial statements representing a draft of the financial condition of the organization through March 31, 2021. The following reports are submitted for review and consideration:

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

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

Approval of the Program Year (PY) 2020-21 financial statements for the period ending March 31, 2021, including the Budget Modifications, is requested.

4. New Business

2:50 p.m.

● **A. Program Year 2021-22 WIOA Title 1 Allocations**

The Department of Workforce Development (DWD) released the Program Year 2021-22 allocations ([Enclosure 5](#)) with the local areas on May 12, 2021. The Southwest Workforce Development Area (WDA 11) is seeing an increase in all three (3) programs: Adult, Dislocated Worker and Youth. Rhonda Suda will discuss the allocations shown in the table below.

State Allocation						
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Change</u>	<u>% Change</u>
Youth	\$11,197,879	\$10,091,692	\$9,204,676	\$12,040,412	\$2,835,736	30.81%
Adult	\$9,671,276	\$8,714,035	\$7,944,787	\$10,403,176	\$2,458,389	30.94%
Dislocated Worker	\$11,769,133	\$11,431,285	\$11,212,132	\$11,939,631	\$727,499	6.49%
Wagner Peyser	\$11,632,564	\$11,469,141	\$11,531,892	\$11,423,220	(\$108,672)	-0.94%
WF Info Grant	\$615,232	\$615,121	\$608,159	\$606,266	(\$1,893)	-0.31%
SWWDB Shares						
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Change</u>	<u>% Change</u>
Youth	4.08%	3.79%	3.75%	5.13%	1.38%	36.80%
Adult	3.99%	3.71%	3.67%	5.12%	1.45%	39.51%
Dislocated Worker	4.46%	3.86%	3.74%	5.66%	1.92%	51.34%
SWWDB Funding						
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Change</u>	<u>% Change</u>
Youth	\$388,124	\$325,436	\$293,022	\$453,388	\$160,366	54.73%
Adult	\$325,148	\$274,980	\$247,579	\$523,655	\$276,076	111.51%
Dislocated Worker	\$315,052	\$264,420	\$251,772	\$405,826	\$154,054	61.19%

Approval of the Program Year 2021-22 WIOA Title 1 Allocations is requested.

3:00 p.m. ● **B. WIOA Title 1 Service Provision Contract/Award**

The Executive Committee reviewed the results of the Request for Proposals (RFP) evaluations and selected Manpower Government Solutions' proposal. SWWDB administration proposes issuing Manpower Government Solutions a contract inclusive of the following awards:

Type	Estimated Funding
WIOA Adult	\$100,000
WIOA Dislocated Worker	\$50,000
WIOA Youth <i>Note: this amount includes funds for youth work experience</i>	\$200,000
WIOA DWG: Employment Recovery	\$52,500
WIOA DWG: Support to Communities	\$22,500

Action is requested to contract with Manpower Government Solutions at the award levels indicated above.

3:10 p.m. ● **C. WIOA One-Stop Operator Award**

The contract awarded to Manpower Government Solutions will also encompass One-Stop Operator services, as indicated in the Request for Proposals (RFP).

Action is requested is to award Manpower Government Solutions \$25,000 to deliver One-Stop Operator services in the Southwest Wisconsin Workforce Development Area.

3:15 p.m. ● **D. Program Year 2021 Budget**

SWWDB administration has received funding notifications from almost all agencies. Rhonda Suda and Danielle Thousand will discuss the Program Year 2021-22 budget ([Enclosure 6](#)).

Approval to accept SWWDB's Program Year 2021-22 budget, including Program Year 2020 adjustments, is requested.

3:30 p.m. ● **E. CITRIX Upgrade**

To complete the server upgrade project, SWWDB's current version of CITRIX needed to be upgraded at an estimated cost of \$28,540 ([Enclosure 7](#)). As this exceeded the Rhonda Suda's purchasing authority, SWWDB's Chairperson Maria Lauck approved the purchase on April 13, 2021, as permitted in SWWDB's Procurement Procedures: *Noncompetitive procurements with a cost of \$25,000 or more require the approval of the SWWDB Board whenever feasible. When prior approval of the full Board is not possible, the SWWDB Chair may approve the purchase subject to confirmation by the full Board at its next regularly-scheduled meeting.*

Acknowledgment and confirmation of this purchase is requested.

3:35 p.m. ● **F. DWD Monitoring Update**

The Department of Workforce Development (DWD) completed monitoring on May 20, 2021, and will share the results within the next 60 days. Rhonda Suda will share the comments from the May 20, 2021 exit conference.

3:45 p.m. ● **G. Job Center Reopening Plans**

Rhonda Suda will provide an update regarding plans to re-open the Rock County Job Center.

3:55 p.m. ● **H. PAS (Payment Authorization System) Rewrite Project/RFQ**

On March 19, 2021, SWWDB released a Request for Quote (RFQ) relating to upgrading/rewriting the PAS (Payment Authorization System) program that is used to issue vouchers and track direct participants payments. Rhonda Suda and Danielle Thousand will provide an update on this project.

At the time of this agenda publication, SWWDB staff were evaluating the quotes and will present a quote for Board consideration and approval if the evaluation process is complete.

4:05 p.m. ● **5. Committee Updates**

The Executive Committee met on May 11, 2021 to discuss the WIOA/One-Stop Operator Proposals. The minutes of this meeting are presented as [Enclosure 8](#).

Acknowledgment of this meeting is requested.

6. Old Business

None.

4:10 p.m. ● **7. Consent Agenda**

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

A. Approval of SWWDB Policies and Revisions

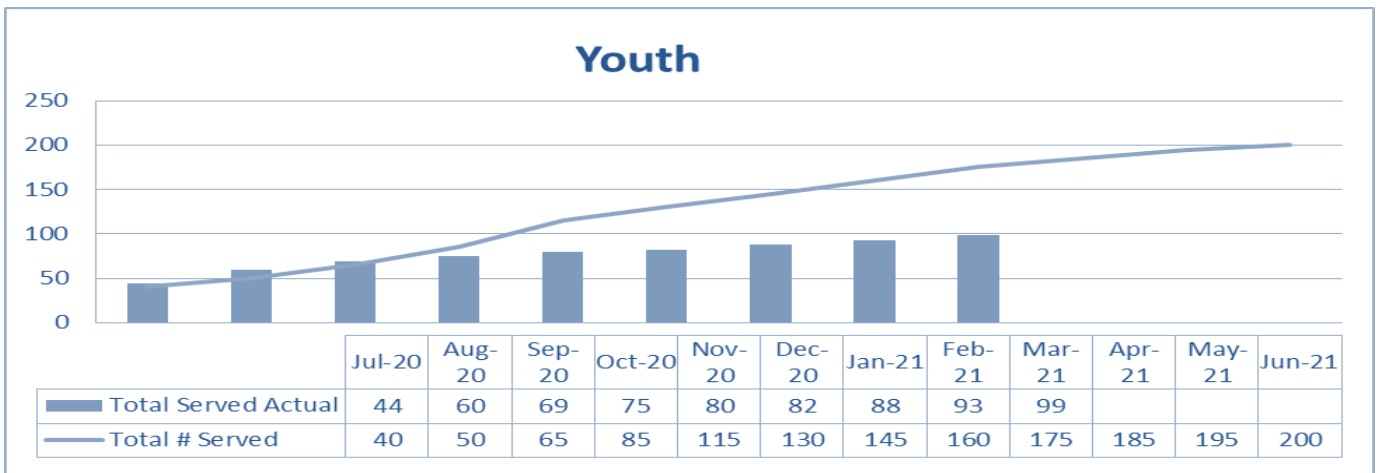
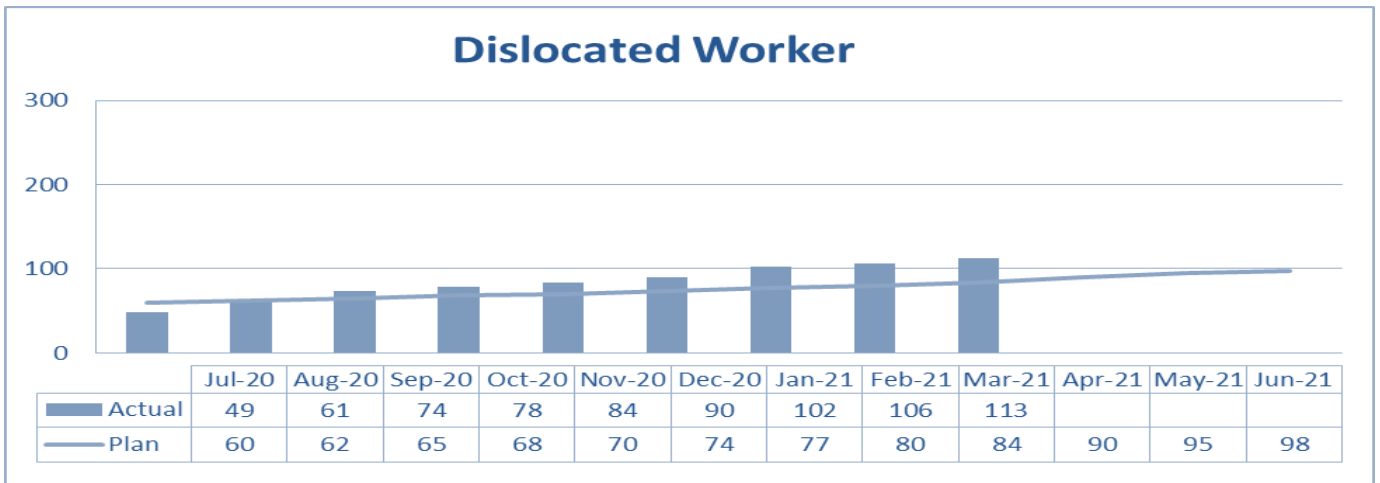
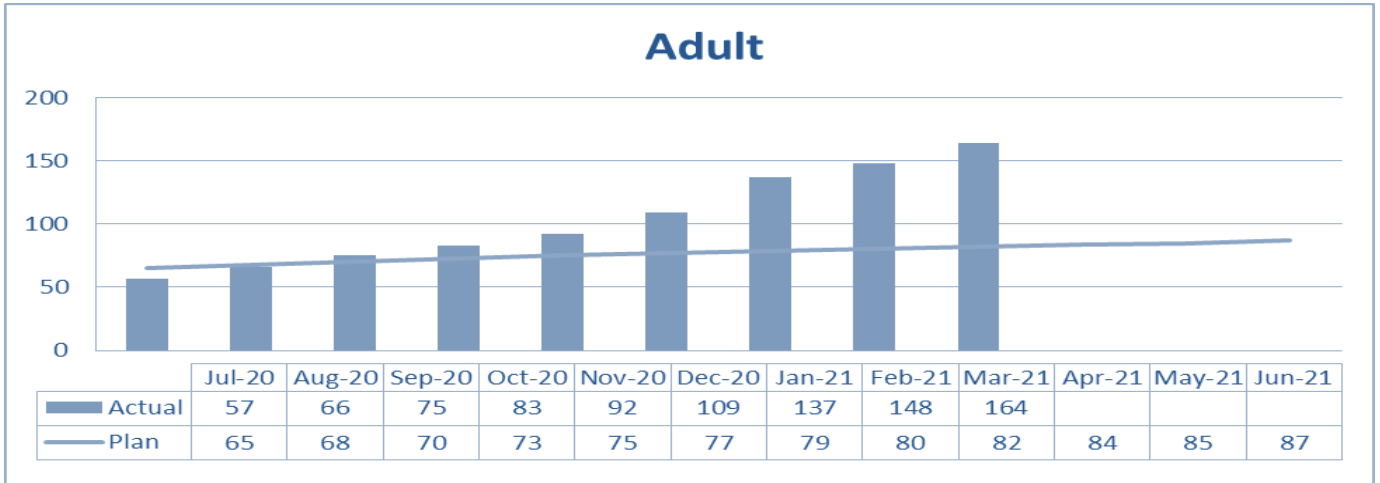
[Enclosure 9](#) includes one new policy and one revised policy:

- B-513 Fraternization (for Department of Correction Programs)
- C-102 Cost Allocation Plan

B. Performance Reports

WIOA Planned Participation

The Workforce Innovation and Opportunity Act (WIOA) service provider contract includes participation goals. Failure to achieve the stated participation goals, within a 10% variance, requires a corrective action plan. Manpower continues to struggle meeting enrollment goals for the Youth program. This is not surprising given the effects of the pandemic. As schools, community-based organizations, and businesses continue to open, SWWDB administration expects to see an increase in participation.



WIOA Performance Measures

WIOA requires performance accountability. The U.S. Department of Labor (DOL) holds state and local areas accountable through the application of performance measures. These performance indicators are an assessment of the effectiveness of the public workforce system at the state and local levels. Every “Titled” program within WIOA utilizes the same performance measures/indicators. The performance data provided below reflects Program Year (PY) 2020-21 reported in Quarter 3. There are currently two (2) failed measures relating to Dislocated Worker Q2 Unsubsidized Employment and Youth Credential Attainment Rate. . Manpower is reviewing the data associated with these results.

2020.2021 Program Year	PY 20 Plan	Actual Q3*
ADULT PROGRAM		
Q2 Unsubsidized Employment	76%	70.4%
Q4 Unsubsidized Employment	74%	68.5%
Q2 Median Earnings	\$5,000	\$5,948
Credential Attainment Rate	66%	69.7%
Measurable Skill Gains	42%	72.1%
DISLOCATED WORKER PROGRAM		
Q2 Unsubsidized Employment	82%	69.6%
Q4 Unsubsidized Employment	79%	80.7%
Q2 Median Earnings	\$7,500	\$7,473
Credential Attainment Rate	70%	78.8%
Measurable Skill Gains	55%	71.5%
YOUTH PROGRAM		
Q2 Unsubsidized Employment/Education	70%	72.3%
Q4 Unsubsidized Employment/Education	68%	61.4%
Q2 Median Earnings	\$3,000	\$3,455
Credential Attainment Rate	62%	41.0%
Measurable Skill Gains	34%	64.1%
	Exceed	9
	Meet	4
	Fail	2
* Actual numbers were taken from the exit cohort timeframe 04/01/19 through 03/31/2021 which represents the Rolling 4 Quarters analysis.		

FoodShare Employment and Training (FSET)

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

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

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

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

8. Organizational Information & Recurring Business

4:20 p.m.

A. Rapid Response Activity/Updates

Upon notification of a company closing or significant layoff, SWWDB and job center partners organize Rapid Response events with the employer to introduce the affected employees to the services available within the public workforce system and to answer questions relating to unemployment, retraining, local employment opportunities, etc. The table below provides an overview of layoff/closure activity since July 1, 2020.

No board action is required.

Program Year 2020-21					
Company Name	Layoff Date	Affected Employees	RR Sessions or Meetings Held	Attendance	Receiving Services in DW Program
Maple Leaf Cheese	12/31/2020	31	0	0	0
Novares	8/17/2020 - 11/30/2020	74	1	57	2
Data Dimensions	8/21/2020	17	1	6	0
United Alloy	7/17/2020- 9/14/2020	108 (furloughed)	0	0	1
Christopher Banks	02/27/2021	4	1	2	0
Kealy Cafe	02/27/2021	7	0	0	0
Durr Universal - WARN 5/19/2021	8/31/2021	87	In-progress		
HUFCOR	NA	200	In-Progress		

4:25 p.m.

9. CEO's Report

4:30 p.m.

10. Chairperson's Report

4:35 p.m.

11. Adjournment

The next SWWDB meeting is scheduled for September 8, 2021.

● Action Requested

All Times are Approximate

Southwest Wisconsin Workforce Development Board, Inc. Board Meeting

March 10, 2021
Meeting Minutes

The Southwest Wisconsin Workforce Development Board met on Wednesday, March 10, 2021 via GoTo Meeting. Attendance was as follows:

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

1. Welcome; Call to Order; Roll Call

Mr. Comella called the meeting to order at 2:30 p.m. Ms. Gerhards, SWWDB's Program Specialist, conducted a roll call of members, staff, and guests.

Ms. Suda explained to new Board members that Board meetings occur four (4) times per year. Because meetings are being held virtually, the agenda is reduced to accommodate Board member's schedules. It is mainly made-up of action items, but there is information-only items as well. Board members were urged to ask questions and SWWDB will do their best to answer them.

2. Approval of Minutes of SWWDB Meetings

The minutes of the December 9, 2020 SWWDB meeting was presented to Board members for review and discussion. There was no discussion.

Motion made by Mr. Otterstein, seconded by Ms. Simon, to approve the December 9, 2020 meeting minutes. **Motion carried unanimously.**

3. Financial Reports

Board members were presented with the financial reports through December 31, 2020. The financial reports include the Balance Sheet, Statement of Operations, and 2020-21 Budget Modifications.

ENCLOSURE 1

The Balance Sheet is current through the first half of SWWDB's first fiscal year (July through December). SWWDB's fiscal year begins July 1 and runs through June 30. It is straight forward and shows many prepaid accounts in the assets section. Prepaid means that SWWDB paid for something ahead of time and is going to get the benefit of it usually the following month. For example, Prepaid Health Insurance means January's coverage of health insurance was paid for in December. Therefore, SWWDB paid for a benefit that as of December 31, SWWDB was not yet using. The Balance Sheet shows that currently, revenues are exceeding expenditures by \$99,108.21. Ms. Thousand asked if there were any questions on the Balance Sheet. There were none.

The Statement of Operations is SWWDB's profit/loss statement. It is also showing current through the first half of SWWDB's fiscal year. This means that the column labeled "Pct" should show being around 50% spent. The revenues include the budget modifications from the December board meeting and show as being 45.65% spent. Expenses are showing around 46.79% spent. SWWDB is in a good financial position.

Ms. Thousand explained that SWWDB operates grants on a cost reimbursement-basis. This means the cash has to be spent in order for the cash to be paid back by the grant. However, SWWDB has a few fee-for-service programs. Two (2) of these programs are Benefit Analysis and Ticket to Work done by Ryan Schomber, SWWDB's Work Incentive Benefits Counselor / Ticket to Work / Local EO/EEO Officer. These programs allow SWWDB to generate some revenue/profit. This is a possibility with some of SWWDB's operations, but the majority is grant-based and on a cost reimbursement-basis.

The COVID-19 pandemic has changed many things, such as how the board meetings are held. It is also the reason for some of the large differences between the budget to actual numbers in the financial statements. Ms. Thousand identified some of the numbers not around 50% in the column labeled "Pct".

Accounts 6140-Travel in WDA, 6155-Meals, and 6156-Lodging are well under 50% because staff are not traveling due to COVID-19. Meetings are being held virtually. Account 6255-Audio/WISLine is around 70% because meetings are not being held in-person but rather via conference call. Account 6250-Office Supplies is around 90% because more equipment was purchased to allow staff to be more efficient working at home.

Some of the accounts on the Statement of Operations do not come through until later in the year. This includes accounts 6273-IT Equipment-Other and 6274-Licenses that are expected to come through in Quarter 4.

With offices being closed and staff working from home, cleaning is not needed as often. Account 6312-Cleaning/Janitorial is showing as being around 4% spent. Lastly, account 6420-Audit is showing around 92% because it is done early in the year. This is a timing difference that affects the budget to actual.

Mr. Comella asked if when thinking of the complexities of what the COVID-19 pandemic has brought the organization and the need for additional equipment, what will the extra equipment be used for after staff go back to the office? Ms. Suda responded that at the staff meeting this week, she discussed this topic. Over the last year, staff have managed to work from home successfully by meeting appropriate guidelines and performing highly to meet expected outcomes. However, SWWDB is a forward-facing organization that needs to serve customers. It is appropriate to say that staff can be effective working from home to perform certain tasks. Some have indicated their desire to work in their office and some want to work at home as the distance between work and home is far. As SWWDB looks to move back to normalcy, this is a good opportunity to consider some type of hybrid option. With a hybrid option, staff would be equipped to work from home and at the office using the supplies purchased due to the pandemic.

SWWDB is also facing the move of the Rock County Job Center. There will be a significant amount of furniture that will need to be stored, disposed of through SWWDB's inventory disposal process, or be moved to staff's home offices if staff will continue working from home. Ms. Suda and the SWWDB Management Team are looking at different options. Ms. Suda is proud of SWWDB staff and what the organization has been able to do over the past year. The future holds flexibility and Ms. Suda believes SWWDB can continue to operate as it is now.

The Budget Modifications shows changes related to incoming revenue. Since the last meeting, the newest item is the transfer of funds between the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker programs. With approval from the Department of Workforce Development (DWD), SWWDB is able to transfer funds between the two (2) programs if there is a greater need in one of the programs. Ms. Thousand asked if there were any questions. There were none.

Motion made by Mr. Poweleit, seconded by Dr. Pierner, to approve the Program Year (PY) 2020-21 financial statements for Quarter 2, including the Budget Modifications, as presented. **Motion carried unanimously.**

4. New Business

A. **Request for Proposal (RFP) – (2021 WIOA Services and One-Stop Operator**

On February 17, SWWDB issued the Request for Proposal (RFP) for a single provider to deliver Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth and One-Stop Operator (OSO) services. The RFP also recognizes Employment Recovery and Opioid-Support to Communities funds. Overall, without knowing what the budget will be for Program Year (PY) 2021-2022, the expected amount of the contract is no more than \$450,000. There will be a negotiation process, but these are the numbers as required by Department of Workforce Development (DWD). RFPs are required to provide an estimated price.

Proposals are due to SWWDB on March 31 by 12 p.m. The proposals will be opened publicly and the overall price of each proposal will be recorded. SWWDB administration is requesting two (2) board members to volunteer to serve on an Ad Hoc Review Committee with two (2) SWWDB staff members to evaluate the proposals and make a recommendation to award. Because the full Board will not meet until June 9, the Executive Committee will convene after the evaluations are complete to extend an Intent to Award with the final approval coming from the full Board at their June meeting.

In order to submit a proposal, a Letter of Intent was required. Two (2) letters were received so there will be no more than two (2) proposals to review. Ms. Suda asked if there were any volunteers to serve on the Ad Hoc Review Committee and requested approval of the evaluation process as explained. Dr. Pierner and Ms. Kakde volunteered. Once the proposals are opened, the proposals and evaluation documents will be shared and then a meeting will be set-up to go over the scoring and answer any questions.

Motion made by Ms. Omen, seconded by Ms. Simon, to approve the evaluation process of the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth and One-Stop Operator (OSO) services Request for Proposal (RFP) and approve Dr. Pierner and Ms. Kakde to serve on the Ad Hoc Review Committee. **Motion carried unanimously.**

B. **Manpower Contract Modification**

Ms. Suda explained that Manpower has very limited enrollment numbers for the current Program Year (PY). This is primarily due to the effects of COVID-19 and the extra unemployment individuals are eligible to receive.

However, Manpower has exceeded Adult enrollments by around 70% and Dislocated Worker by around 32%. This has required additional resources in their contract. SWWDB administration is proposing modifying Manpower's contract by \$53,000 for the Adult program and \$25,000 in the Dislocated Worker, which extends to the Employment Recovery Dislocated Worker Grant, program. This will allow Manpower to continue to serve individuals already enrolled and to enroll more. SWWDB has the resources from PY 2019 and PY 2020 funds without any impact to other support and training services that are provided.

Motion made by Mr. Poweleit, seconded by Mr. Williams, to modify Manpower's contract by \$53,000 for the Workforce Innovation and Opportunity Act (WIOA) Adult program and \$25,000 to assist dislocated workers. **Motion carried unanimously.**

5. **Committee Updates**

None.

6. **Old Business**

A. **WIOA Allocation Issues**

The Workforce Innovation and Opportunity Act (WIOA) allocation issue has been ongoing since the Spring of 2019. The Department of Workforce Development (DWD) was utilizing an allocation process with errors in it. There were also instances where formulas/calculations were being used that were not compliant with their policies. SWWDB submitted several grievance letters with DWD and also presented information to an Administrative Law Judge at DWD. Through this process, the judge indicated that there were a few areas that she could not make a decision on. This lead SWWDB to the final step in the grievance process of submitting an appeal to the Department of Labor (DOL).

Through Ms. Suda's review of DWD's allocation process going back to 2015, the errors that were in the process lead to an estimated loss of around \$2 million for the Southwest Wisconsin Workforce Development Area. Secondly, because local areas receive a share of the state's allocation, the share can never be less than 90% of the average of the prior two year's shares. The calculation error in 2018 led to one local area's share to increase by over 100%. Significant increases are not always unusual. It can happen when there is a significant change in the labor market. However, during this time, the economy was in a time of growth. In 2019, DWD realized there was an issue and corrected only the 2019 share.

DOL's response was shared with Board members. DOL's determination was not in the Board's favor, but Ms. Suda pointed out a few items in their response. DOL indicated that DWD did not use the excess unemployment calculation correctly, adjustments needed to be made to some allocation numbers, and DWD must inform the local areas any time a change is made. DOL recognized SWWDB's concerns and directed DWD to correct the errors. Ms. Suda will continue to monitor DWD's allocation process. The floor was open for questions, comments, and/or concerns. There were none.

B. **WIOA Local Plan 2020-2023**

The Southwest Wisconsin Workforce Development Local Plan was approved on January 11, 2021. The plan is effective from July 1, 2020 through June 30, 2024. It is a four (4) year plan, but it is required to be reviewed in two (2) years. In 2022, the plan will be reviewed and any adjustments will be submitted to the Department of Workforce Development (DWD). The full plan is available on SWWDB's website for viewing.

7. Consent Agenda

The items on the consent agenda were presented to board members for review and discussion.

Ms. Suda briefly explained the updates to the policies. Policy B-540 Social Media Policy is simply being renamed to G-540 so that it is included in the Technology section of SWWDB's policies and procedures, not the Financial section. Policy C-710 Internet Service Provider Reimbursement Policy is being updated as a result of COVID-19. SWWDB administration has not received many reimbursement requests from staff for partial internet costs. In looking at the policy, it did not necessarily allow it. This update will allow SWWDB administration to move forward in considering reimbursement requests. Policy B-332 Life Accidental Death Dismemberment Insurance Policy is being updated to reflect the terms of SWWDB's healthcare provider plan. The policy clarifies that new employees are eligible for health coverage the first of the month following 30 days of employment versus one (1) month. Policy B-411 Bereavement Leave Policy is being updated in the areas of first and second degree of Consanguinity and Affinity.

Board members were given an overview of the performance reports for the Workforce Innovation and Opportunity Act (WIOA) and Foodshare Employment and Training (FSET) programs. Manpower is exceeding planned participation numbers in the WIOA Adult and Dislocated Worker programs. Manpower staff are working diligently at enrolling individuals and getting them the services they need. The WIOA Youth program is the opposite. It is difficult for Manpower to access youth because of the limits in the schools, employers are not as anxious to provide youth with work experience opportunities like in the past, and parents and some youth are not as willing to connect with someone virtually. However, Manpower is aggressively working to bring participation numbers up in the Youth program. It is difficult at this time and COVID-19 has created just another barrier for Youth.

In regards to WIOA performance measures, SWWDB is doing well. Currently, SWWDB is "exceeding" nine (9) measures, "meeting" four (4), and "failing" two (2). The failures have to do with the Youth program: Credential Attainment Rate and Measureable Skill Gains. Ms. Suda explained that the Credential Attainment Rate measures how many youth enrolled in education received a post-secondary degree. SWWDB discovered that through the pandemic, many students in the 18 to 24 age group were dropping out. In a small cohort such as this, just two (2) students dropping out can really affect numbers. Ms. Suda pointed out that this is the first quarter where COVID-19 actually hit and affected the numbers. These numbers are for those individuals from the exit cohort timeframe from July 1, 2018 through December 31, 2020. Even though SWWDB is "meeting" or "exceeding" most of the measures, all of the measures decreased from the previous quarter. Ms. Suda expects the numbers to come up next quarter.

The Measureable Skill Gains is a measure that looks at what type of progress those enrolled in education are making. An example of this would be a Case Manager recording a grade report, receiving a credential, passing a test, etc. As participation in training decreases, this measure will also decrease. These numbers represent the first six months of performance and will have a direct impact on the next two quarters of performance.

SWWDB began operating the FSET program in 2015. The FSET fiscal year is October 1 through September 30. It has been an excellent program for SWWDB because of how the Board is able to leverage all of the other workforce development programs. The Department of Health Services (DHS) has

some goals SWWDB needs to meet or exceed. What SWWDB has experienced during COVID-19 is the downfall in referrals, which leads to a decrease in enrollments. Able-bodied adults without dependents are no longer required to participate in work requirements because of COVID-19. This will eventually be lifted. This is why mandatory referrals have slowed. The SWWDB FSET Team has been aggressively trying to get voluntary referrals with some success. The Average Monthly Enrollment to Referral Ratio metric means that for every mandatory referral received in one (1) month, 25% needs to be enrolled. Ms. Suda noted that this is the first time SWWDB has not met this measure. It is believed that as COVID-19 restrictions are lifted over the next six (6) months, SWWDB will be in greater compliance to this measure. SWWDB staff have been actively trying to recruit volunteers, but because individuals do not have to participate in work requirements (FSET is a work requirement) and even though individuals are referred and go through orientation, by no means do they have to enroll. SWWDB has “met” or “exceeded” all other metrics.

Motion made by Mr. Aarud, seconded by Dr. Pierner, to approve the items in the consent agenda as presented including updates to SWWDB policies B-540 Social Media Policy, C-710 Internet Service Provider Reimbursement Policy, B-332 Life Accidental Death Dismemberment Insurance Policy, and B-411 Bereavement Leave Policy 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, 2020 (Table 1). This information is provided at every Board meeting per the Board’s request.

Table 1

Program Year 2020-21					
Company Name	Layoff Date	Affected Employees	RR Sessions or Meetings Held	Attendance	Receiving Services in DW Program
Maple Leaf Cheese	12/31/2020	31	0	0	0
Novares	8/17/2020 - 11/30/2020	74	1	57	1
Data Dimensions	8/21/2020	17	1	6	0
United Alloy	7/17/2020- 9/14/2020	108 (furloughed)	0	0	1
Christopher Banks	02/27/2021	4	1	2	In-progress
Kealy Cafe	02/27/2021	7	0	0	In-progress

Since the last meeting, there have been a few dislocations. Christopher Banks in the Janesville mall is closing. SWWDB has provided outreach to them and is working with a few employees to provide services under the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker program. The Kealy Café has been around for a long time, but is closing as a result of the COVID-19 pandemic. It is the board’s understanding that the café’s staff are being provided opportunities at the owner’s other restaurant in Janesville. However, SWWDB’s Business Services Team has reached out to the employer to share what is available to the affected employees in the Dislocated Worker program, unemployment, etc. Even though this is a small dislocation and does not meet the requirements of having a full Rapid Response session, based on guidance from the Department of Workforce Development (DWD), SWWDB still met with the employer and employees and distributed folders with information in them.

Larger dislocations must go through a WARN process which is tracked through the state. Ms. Suda will visit this site frequently to make sure the nothing was missed. In looking at the list for 2020, there are many areas that got hit hard. SWWDB is trying to give attention to smaller employers because they have been impacted especially hard. Gail Graham, SWWDB's Business Services Manager, and the Business Services Team make sure to reach out to all employers.

Mr. Comella asked if United Alloy has asked employees to return from furlough. Ms. Graham responded yes, but is unknown if all of them are back. Data Dimensions did not get their contract and as a result, many employees were laid off. Ms. Graham went on to say that the Business Services Team has had a rough time with Rapid Responses. There have not been many WARN notices, it has been "hit or miss" with layoffs, and there have been many furloughs in the Southwest Wisconsin Workforce Development Area. Other areas have seen layoffs, but in Southwest Wisconsin there have been more furloughs which causes things to work a little differently as affected employees are not eligible for some of the programs SWWDB offers. Ms. Graham indicated that she has visited Christopher Banks numerous times to try to better explain to the employees what is available in SWWDB's programs and how the programs would benefit them. Mr. Comella thanked Ms. Graham for her efforts.

9. CEO's Report

Ms. Suda informed Board members that with input from Mr. Otterstein and work from Blackhawk Technical College (BTC), the planning phase of the Manufacturing Alliance is going on. A meeting was held with local manufacturers in February and future meetings are planned. The idea is how do stakeholders in the industry come together to solve problems in a collaborative manner? Mr. Otterstein added that it is very fluid and evolving and is not sure where it will go. There is a proposed roadmap, but the key is that it has to be driven by industries. The first discussion was productive and the group was provided with a lot information and will continue to be provided with information such as forecasts, demographics, other programming, training initiatives, etc. The end result is yet to be determined, but the Board and other partners will be provided with as much service as possible. Mr. Otterstein said to stay tuned for updates.

Ms. Suda stated that SWWDB is collaborating with the workforce boards of Fox Valley, North Central, and Northwest on a Pathways to Home grant. The state applied for this before, but is now applying for it again from a rural perspective. It is a re-entry grant concentrating on individuals leaving the county jails. The application deadline is Tuesday, March 16. Ms. Suda and Marcia Galvan, SWWDB's Project Coordinator – Support to Communities Grant, are working on pursuing the grant to bring in additional resources for the re-entry population.

The latest bill that was passed by the House of Representatives has signification opportunities in it for workforce development. In the most recent version, up to 40% of Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth funds can be used for incumbent worker training (the current limit is 10%), it would also allow for up to 40% be used for transitional jobs (the current limit is between 10% and 20%), and it would also set the maximum primary threshold for On-the-Job Training (OJT) contract reimbursements to be 75% of a trainee's wages (the current limit is 50%). It is unclear whether or not there will be additional funds, but this will provide more flexibility.

10. Chairperson's Report

Mr. Comella stated that Ms. Galvan gave a presentation on the Support to Communities grant at Inclusa and did a great job. As a result, the Inclusa CEO provided a letter of support for the re-entry grant.

11. Adjournment

ENCLOSURE 1

Motion made by Mr. Poweleit, seconded by Mr. Williams, to adjourn the meeting at 3:51 p.m. The next regularly-scheduled board meeting will be Wednesday, June 9, 2021. **Motion carried unanimously.**

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Balance Sheet

March 2021

Page: Page 1 of 1

Date: 5/19/2021

Time: 8:33:38 AM

Account Description	Balance Amount	Totals
Assets:		
1000 CASH	\$912,313.48	
1100 GRANT CASH RECEIVABLE	\$362,516.43	
1202 PREPAID PLATTEVILLE RENT	\$2,387.00	
1203 PREPAID CORP. INSURANCES	\$25,752.01	
1207 PREPAID SUBSCRIPTIONS	\$9,533.33	
1220 PREPAID RENT OTHER	\$1,859.00	
1240 LIFE,LTD INSUR PREPAID	\$559.54	
1250 PREPAID HEALTH INSURANCE	\$27,665.76	
1251 PREPAID CUSTOMER SUPPORT	\$2,474.00	
1252 PREPAID FLEXIBLE SPENDING	\$198.40	
1310 PREPAID ROCK COUNTY RENT	\$4,165.00	
1500 AUTOMOBILE PURCHASE	\$25,708.38	
1501 ACCUMULATED DEPRECIATION	(\$123,548.52)	
1503 EQUIPMENT & FURNITURE	\$137,474.51	
Total assets		\$1,389,058.32
Liabilities:		
3003 ACCRUED VACATION	\$42,251.52	
3004 ACCRUED PAYROLL	\$119,252.72	
3089 FLEX PLAN MEDICAL	\$1,530.81	
3200 ACCOUNTS PAYABLE	\$182,519.09	
3220 OTHER ACCRUALS	(\$20,079.27)	
Total liabilities		\$325,474.87
Prior year fund balance	\$992,005.48	
Current fund balance	\$71,577.97	
Total liabilities and fund balance:		\$1,389,058.32

(Funds included: ALL)

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

March 2021

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Date: 5/19/2021

Time: 8:43:25 AM

Revenues

Account	-----Monthly-----			-----YTD-----			Annual estimated	Unrealized	Pct
	Estimated	Actual	Pct	Estimated	Actual				
5100 REVENUE	\$339,564.00	\$613,185.83	180.58%	\$3,056,076.00	\$2,606,496.72	\$4,074,776.00	\$1,468,279.28	63.97%	
5110 LEASED EMPLOYEE REVENUE	\$53,196.00	\$155,191.44	291.74%	\$478,764.00	\$635,427.64	\$638,358.00	\$2,930.36	99.54%	
5140 TICKET TO WORK REVENUE	\$4,500.00	\$0.00	0.00%	\$40,500.00	\$28,753.00	\$54,000.00	\$25,247.00	53.25%	
5150 BENEFIT ANALYSIS REVENUE	\$6,750.00	\$12,600.00	186.67%	\$60,750.00	\$43,500.00	\$81,000.00	\$37,500.00	53.70%	
5300 REVENUE INTEREST INCOME	\$414.00	\$67.71	16.36%	\$3,726.00	\$781.03	\$4,975.00	\$4,193.97	15.70%	
Total Revenues	\$404,424.00	\$781,044.98	193.13%	\$3,639,816.00	\$3,314,958.39	\$4,853,109.00	\$1,538,150.61	68.31%	

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6100 SALARIES	\$180,624.00	\$328,996.12	182.14%	\$1,625,616.00	\$1,695,938.24	\$2,167,489.00	\$471,550.76	78.24%	
6110 P/R TAX FICA	\$13,817.00	\$20,767.26	150.30%	\$124,353.00	\$119,524.93	\$165,813.00	\$46,288.07	72.08%	
6119 FRINGES	\$83.00	(\$2,570.38)	3096.84%	\$747.00	(\$3,300.09)	\$1,000.00	\$4,300.09	-330.01%	
6120 HEALTH INSURANCE	\$20,985.00	\$21,945.30	104.58%	\$188,865.00	\$196,096.34	\$251,828.00	\$55,731.66	77.87%	
6122 UNEMPLOYMENT INSURANCE	\$1,222.00	\$2,125.04	173.90%	\$10,998.00	\$8,867.77	\$14,675.00	\$5,807.23	60.43%	
6123 LIFE/DISABILITY INSURANCE	\$485.00	\$565.07	116.51%	\$4,365.00	\$4,927.19	\$5,820.00	\$892.81	84.66%	
6130 DENTAL INSURANCE	\$1,380.00	\$1,678.49	121.63%	\$12,420.00	\$14,788.95	\$16,567.00	\$1,778.05	89.27%	
6140 TRAVEL IN WDA	\$5,824.00	\$3,360.33	57.70%	\$52,416.00	\$25,712.31	\$69,891.00	\$44,178.69	36.79%	
6155 MEALS	\$125.00	\$0.00	0.00%	\$1,125.00	\$49.82	\$1,500.00	\$1,450.18	3.32%	
6156 LODGING	\$291.00	\$0.00	0.00%	\$2,619.00	\$0.00	\$3,500.00	\$3,500.00	0.00%	
6160 401(K)	\$6,250.00	\$6,560.67	104.97%	\$56,250.00	\$60,698.44	\$75,000.00	\$14,301.56	80.93%	
6170 STAFF TRAIN/DEVELOPMENT	\$333.00	\$0.00	0.00%	\$2,997.00	\$1,289.00	\$4,000.00	\$2,711.00	32.23%	
6172 DUES AND MEMBERSHIPS	\$485.00	\$175.00	36.08%	\$4,365.00	\$4,713.00	\$5,828.00	\$1,115.00	80.87%	
6250 OFFICE SUPPLIES	\$1,666.00	\$1,467.90	88.11%	\$14,994.00	\$21,736.29	\$20,000.00	(\$1,736.29)	108.68%	
6255 AUDIO/WISLINE	\$83.00	\$138.82	167.25%	\$747.00	\$1,102.05	\$1,000.00	(\$102.05)	110.21%	
6257 JOB FAIR EXPENSES	\$41.00	\$0.00	0.00%	\$369.00	\$100.00	\$500.00	\$400.00	20.00%	
6261 EQUIPMENT UNDER \$5000	\$1,250.00	\$1,807.97	144.64%	\$11,250.00	\$27,249.33	\$15,000.00	(\$12,249.33)	181.66%	
6267 COPIER RENTAL	\$458.00	\$422.95	92.35%	\$4,122.00	\$3,806.55	\$5,500.00	\$1,693.45	69.21%	
6270 IT SOFTWARE	\$1,083.00	\$1,125.00	103.88%	\$9,747.00	\$10,125.00	\$13,000.00	\$2,875.00	77.88%	
6272 IT EQUIPMENT - NETWORK	\$583.00	\$0.00	0.00%	\$5,247.00	\$2,797.00	\$7,000.00	\$4,203.00	39.96%	
6273 IT EQUIPMENT - OTHER	\$41.00	\$0.00	0.00%	\$369.00	\$60.40	\$500.00	\$439.60	12.08%	
6274 LICENSES	\$308.00	\$141.67	46.00%	\$2,772.00	\$1,275.03	\$3,700.00	\$2,424.97	34.46%	
6310 RENT	\$8,208.00	\$6,552.00	79.82%	\$73,872.00	\$73,629.00	\$98,500.00	\$24,871.00	74.75%	

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

March 2021

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Date: 5/19/2021

Time: 8:43:26 AM

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6311 STORAGE RENTAL	\$1,208.00	\$1,215.00	100.58%	\$10,872.00	\$10,845.00	\$14,500.00	\$3,655.00	74.79%	
6312 CLEANING/JANITORIAL	\$350.00	\$0.00	0.00%	\$3,150.00	\$180.00	\$4,200.00	\$4,020.00	4.29%	
6313 P.O. BOX RENTAL	\$33.00	\$0.00	0.00%	\$297.00	\$274.00	\$400.00	\$126.00	68.50%	
6330 TELEPHONE	\$625.00	\$310.52	49.68%	\$5,625.00	\$2,982.94	\$7,500.00	\$4,517.06	39.77%	
6331 GARBAGE REMOVAL	\$33.00	\$0.00	0.00%	\$297.00	\$169.80	\$400.00	\$230.20	42.45%	
6340 POSTAGE	\$833.00	\$171.79	20.62%	\$7,497.00	\$5,720.79	\$10,000.00	\$4,279.21	57.21%	
6341 SERVICE FEES	\$1,000.00	\$566.92	56.69%	\$9,000.00	\$5,653.56	\$12,000.00	\$6,346.44	47.11%	
6342 SUBSCRIPTIONS	\$183.00	\$2,352.00	1285.25%	\$1,647.00	\$4,937.80	\$2,200.00	(\$2,737.80)	224.45%	
6343 BOARD	\$433.00	\$0.00	0.00%	\$3,897.00	\$0.00	\$5,200.00	\$5,200.00	0.00%	
6351 CELL PHONE	\$1,000.00	\$1,126.16	112.62%	\$9,000.00	\$15,346.22	\$12,000.00	(\$3,346.22)	127.89%	
6352 INTERNET	\$1,000.00	\$960.48	96.05%	\$9,000.00	\$8,576.63	\$12,000.00	\$3,423.37	71.47%	
6353 NETWORK CONNECTIVITY	\$4,166.00	\$0.00	0.00%	\$37,494.00	\$36,575.00	\$50,000.00	\$13,425.00	73.15%	
6370 ADVERTISING	\$183.00	\$532.14	290.79%	\$1,647.00	\$5,058.82	\$2,200.00	(\$2,858.82)	229.95%	
6371 BACKGROUND CHECKS	\$29.00	\$24.00	82.76%	\$261.00	\$186.00	\$350.00	\$164.00	53.14%	
6410 LEGAL	\$62.00	\$780.00	1258.06%	\$558.00	\$780.00	\$750.00	(\$30.00)	104.00%	
6420 AUDIT	\$1,166.00	\$0.00	0.00%	\$10,494.00	\$13,000.00	\$14,000.00	\$1,000.00	92.86%	
6433 CONTRACTED SUPPORT	\$4,583.00	\$3,244.83	70.80%	\$41,247.00	\$34,290.97	\$55,000.00	\$20,709.03	62.35%	
6503 WORKER'S COMPENSATION	\$1,208.00	\$1,612.58	133.49%	\$10,872.00	\$5,927.86	\$14,500.00	\$8,572.14	40.88%	
6504 MULTI-PERIL	\$208.00	\$147.92	71.12%	\$1,872.00	\$1,382.44	\$2,500.00	\$1,117.56	55.30%	
6507 CORPORATE INSURANCES	\$916.00	\$955.42	104.30%	\$8,244.00	\$8,138.59	\$11,000.00	\$2,861.41	73.99%	
6580 DEPRECIATION	\$2,333.00	\$1,953.15	83.72%	\$20,997.00	\$16,046.64	\$28,000.00	\$11,953.36	57.31%	
6602 COMPANY CAR INSURANCE	\$154.00	\$149.58	97.13%	\$1,386.00	\$1,254.72	\$1,850.00	\$595.28	67.82%	
6603 COMPANY CAR GAS	\$60.00	\$0.00	0.00%	\$540.00	\$0.00	\$720.00	\$720.00	0.00%	
6604 COMPANY CAR MAINTENANCE	\$75.00	\$102.17	136.23%	\$675.00	\$102.17	\$900.00	\$797.83	11.35%	
6610 SUBCONTRACTOR EXPENSE	\$33,333.00	\$43,462.10	130.39%	\$299,997.00	\$332,676.80	\$400,000.00	\$67,323.20	83.17%	
6701 PARTICIPANT SUPPORT	\$46,666.00	\$29,073.41	62.30%	\$419,994.00	\$247,477.92	\$560,000.00	\$312,522.08	44.19%	
6702 PARTICIPANT TRAINING	\$0.00	\$0.00	0.00%	\$0.00	\$74.00	\$0.00	(\$74.00)	0.00%	
6703 ASSESSMENTS	\$2,250.00	\$805.00	35.78%	\$20,250.00	\$4,970.00	\$27,000.00	\$22,030.00	18.41%	
6709 INCENTIVES	\$83.00	\$0.00	0.00%	\$747.00	\$4,000.00	\$1,000.00	(\$3,000.00)	400.00%	
6735 35% TRAINING	\$16,250.00	\$1,555.60	9.57%	\$146,250.00	\$118,483.13	\$195,000.00	\$76,516.87	60.76%	
6736 35% TRAINING SUPPORT	\$10,833.00	\$2,823.89	26.07%	\$97,497.00	\$87,082.07	\$130,000.00	\$42,917.93	66.99%	

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

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Date: 5/19/2021

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March 2021

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
Total Expenditures	\$376,881.00	\$489,183.87	129.80%	\$3,391,929.00	\$3,243,380.42	\$4,522,781.00	\$1,279,400.58	71.71%	
Excess (Deficit)	\$27,543.00	\$291,861.11		\$247,887.00	\$71,577.97	\$330,328.00	\$258,750.03		

(Funds included: ALL)

SWWDB Budget Modifications Since the 3/10/2021 Board Meeting

ENCLOSURE 4

Item	Admin	Program	Amount
2020.21 Budget - Approved Revenue	461,655	3,985,316	\$4,446,971
Changes to PY20 Funds (Adjust to Actual)			
Department of Corrections - adjust to projected spending	(600)	(5,400)	(\$6,000)
WIOA PY20 DW - transfer to WIOA Adult		(50,000)	(\$50,000)
WIOA PY20 Adult - transfer from WIOA DW		50,000	\$50,000
Independent Living / Foster Care - COVID housing modification		7,000	\$7,000
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	584,255	4,269,854	\$4,854,109
Net Change	122,600	284,538	407,138

DEPARTMENT OF WORKFORCE DEVELOPMENT
 DIVISION OF EMPLOYMENT AND TRAINING
 ADMINISTRATOR'S MEMO SERIES

ACTION
 NOTICE 21-01


ISSUE DATE: May 12, 2021
 DISPOSAL DATE: On-going

PROGRAM CATEGORIES:

AS FM LM TC
 CR IT ML TR
 FL JC TA WIOA
 YA

TO: Workforce Development Board Directors

FROM: Michele Carter
 DIVISION ADMINISTRATOR

DocuSigned by:

 D2A218DC3592439...

RE: Workforce Innovation and Opportunity Act Program Year 2021 Allotments

PURPOSE: To transmit the allotments of Workforce Innovation and Opportunity Act (WIOA) Title I Funds to the Wisconsin Workforce Development Boards (WDBs) for Program Year 2021 (PY21) and State Fiscal Year 2022 (SFY22).

BACKGROUND: The United States Department of Labor (DOL), Employment and Training Administration published the Guidance Letter (TEGL) No. 19-20, with the details of the allotments for WIOA, Wagner-Peyser and the Workforce Information Grant. Wisconsin received a PY21 formula allotment totaling \$46,412,705. This is a 14.59% percent increase from PY20. Changes by program are detailed in the chart below.

	Youth	Adult	Dislocated Worker	Wagner Peyser	Workforce Information Grant	
2020	\$9,204,676	\$7,944,787	\$11,212,132	\$11,531,892	\$608,159	\$40,501,646
2021	\$12,040,412	\$10,403,176	\$11,939,631	11,423,220	606,266	\$46,412,705
Change	\$2,835,736	\$2,458,389	\$727,499	(108,672)	(1,893)	\$5,911,059
% change	30.81%	30.94%	6.49%	-0.94%	-0.31%	14.59%

Funding for Adult and Dislocated Workers will be issued using the same process as last year. Quarter 1 will be issued July 1, 2021, and Quarters 2-4 will be issued October 1, 2021 as a grant modification. It is anticipated that funds will be distributed to states by allotment through Notices of Awards (NOA) on or by these two dates. Allocations to the WDBs will occur within 30 days of receipt of the NOA, as required under WIOA. The Youth allocation will be allocated annually within 30 days upon receipt of the Youth NOA from DOL. TEGL 19-20 prohibits funds available through the "advance" allocation (October 1, 2021) to be used for activity prior to the award date. Therefore, the amounts available for use at the Workforce Development Board (WDB) level in PY21 are:

Youth Allotment Annual	Adult Allotment			Dislocated Worker Allotment			Total Annual
	1st Qtr	2,3,4 Qtr	Annual	1st Qtr	2,3,4 Qtr	Annual	
\$ 10,234,351	\$1,547,790	\$7,294,910	\$8,842,700	\$1,363,222	\$5,800,559	\$7,163,781	\$26,240,832

The State of Wisconsin, Department of Workforce Development (DWD), Division of Employment and Training is distributing eighty-five percent (85%) of the Youth (\$10,234,351), eighty-five percent (85%) of Quarter 1 Adult (\$1,547,790), and sixty percent (60%) of Quarter 1 Dislocated Worker (\$1,363,222) allotments authorized by DOL to WDBs as shown in the spreadsheet attached (Attachment A) to this memo. Eighty-five percent (85%) of Quarter 2-4 Adult (\$7,294,910) and sixty percent (60%) of Quarter 2-4 Dislocated Worker (\$5,800,559) will be distributed by DWD for use after October 1, 2021. All allocations to WDBs are contingent upon availability of funds and federal guidelines and regulations. Twenty-five percent (25%) of the Dislocated Worker allotment (\$; Q1=\$568,008, Q2-4=\$2,416,899) has been set aside for the Rapid Response program. DWD retains the fifteen percent (15%) of the funds for state level program administration and oversight, (\$5,157,480).

Allocations for each WDB for Quarter 1 (Youth reflects an annual allocation) are provided in Attachment A, "Workforce Innovation and Opportunity Act Allocations by WDB: PY21 – Quarter 1." Attachment B provides preliminary allocations for each WDB after October 1, 2021. Contracts with individual WDBs will be modified at that time to reflect actual allocations for the period after October 1, 2021. WDB allocations are calculated by multiplying the local portion of the state allotment by the WDB's allocation share. Allocation shares are calculated in accordance with the process described in the current approved state plan.

Note: PY21 WIOA Allocations are preliminary and may change when the NOA is issued.

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ATTACHMENT(S):

ATTACHMENT A – WORKFORCE INNOVATION AND OPPORTUNITY ACT ALLOTMENTS BY WDB: PY21– QUARTER 1

ATTACHMENT B – PRELIMINARY WORKFORCE INNOVATION AND OPPORTUNITY ACT ALLOTMENTS BY WDB: PY21 – QUARTERS 2-4.

ATTACHMENT A

Workforce Innovation and Opportunity Act by WDB: PY21-Quarter 1

Preliminary										
Workforce Innovation and Opportunity Act by WDA: PY21 Quarter 1 Allocation										
Federal Funding Formula										
	WDA Name	Adult - Quarter 1			Youth - Annual Allocation			Dislocated Worker - Quarter 1		
		HH	Share	Allocation*	HH	Share	Allocation*	HH	Share	Allocation*
1	Southeast	X	12.46%	\$192,843	X	12.30%	\$1,258,800		6.77%	\$92,316
2	Milwaukee	X	31.00%	\$479,824	X	30.96%	\$3,168,118		17.89%	\$243,902
3	WOW		4.88%	\$75,522		4.87%	\$498,895		6.29%	\$85,683
4	Fox Valley	X	4.28%	\$66,291	X	4.29%	\$438,543	X	5.36%	\$73,102
5	Bay Area		8.98%	\$138,951		8.43%	\$862,607		15.03%	\$204,915
6	NorthCentral		6.18%	\$95,658		6.05%	\$619,575	X	8.61%	\$117,336
7	Northwest	X	6.89%	\$106,570	X	5.54%	\$567,084		4.18%	\$57,001
8	West Central		6.70%	\$103,629		7.53%	\$770,178		9.83%	\$133,949
9	Western		4.36%	\$67,446		4.63%	\$474,059		6.11%	\$83,266
10	South Central		9.15%	\$141,697		10.29%	\$1,052,837		14.27%	\$194,526
11	Southwest		5.13%	\$79,359		5.12%	\$523,655		5.66%	\$77,226
	Total		100.00%	\$1,547,790		100.00%	\$10,234,351		100.00%	\$1,363,222

X Held Harmless

Source: USDOL TEGL 19-20, April 27, 2021

ATTACHMENT B

Workforce Innovation and Opportunity Act by WDB: PY21-Quarter 2-4

Preliminary										
Workforce Innovation and Opportunity Act by WDA: PY21 Quarter 2 through 4 Allocation										
Federal Funding Formula										
	WDA Name	Adult - Quarter 2-4			Youth - Allocated in Quarter 1			Dislocated Worker - Quarter 2-4		
		HH	Share	Allocation*	HH	Share	Allocation*	HH	Share	Allocation*
1	Southeast	X	12.46%	\$908,891					6.77%	\$392,807
2	Milwaukee	X	31.00%	\$2,261,463					17.89%	\$1,037,816
3	WOW		4.88%	\$355,944					6.29%	\$364,584
4	Fox Valley	X	4.28%	\$312,438				X	5.36%	\$311,053
5	Bay Area		8.98%	\$654,894					15.03%	\$871,920
6	NorthCentral		6.18%	\$450,847				X	8.61%	\$499,269
7	Northwest	X	6.89%	\$502,278					4.18%	\$242,540
8	West Central		6.70%	\$488,414					9.83%	\$569,958
9	Western		4.36%	\$317,880					6.11%	\$354,298
10	South Central		9.15%	\$667,832					14.27%	\$827,714
11	Southwest		5.13%	\$374,029					5.66%	\$328,600
	Total		100.00%	\$7,294,910					100.00%	\$5,800,559

X Held Harmless

Source: USDOL TEGL 19-20, April 27, 2021

Southwest Wisconsin Workforce Development Board, Inc. Budget Summary

5/21/2021	2020-21						2021-22			
	1	2	3	4	5	6	7	8	9	10
* Requesting Approval at 6/9/21 Board Mtg	Approved Budget *	P/Y Reserve Avail for Use	Budget Changes	Budget w/Reserve	YTD as of 3/31/21	Projected as of 6/30/21 Modified Budget	Planned Reserve	Proposed Budget	Projected vs Proposed	Percent Change
Projected Carryover at start of PY	\$1,251,654									
Projected Corporate Carryover at start of PY	\$1,063,583						reference only			
Revenues:										
Administration Funds	\$461,655	\$98,299	\$58,983	\$618,937	\$358,972	\$478,630	\$140,307	\$542,845	\$64,215	13.42%
WIOA Adult	\$222,821	\$0	\$44,805	\$267,626	\$153,043	\$204,057	\$63,569	\$408,049	\$203,993	99.97%
WIOA In-School Youth	\$39,558	\$52,877	\$64,284	\$156,719	\$71,257	\$95,009	\$61,710	\$94,258	(\$751)	-0.79%
WIOA Out-of-School Youth	\$224,162	\$240,883	(\$133,587)	\$331,458	\$202,311	\$269,748	\$61,710	\$377,032	\$107,283	39.77%
WIOA Dislocated Worker	\$226,595	\$111,676	(\$84,947)	\$253,324	\$57,546	\$76,728	\$176,596	\$365,243	\$288,516	376.03%
WISE	\$363,595	\$0	\$7,619	\$371,214	\$282,670	\$371,214	\$0	\$371,214	\$0	0.00%
DWD Set Aside Projects - DocuSign, Tech	\$210	\$0	(\$210)	\$0	\$0	\$0	\$0	\$210	\$210	0.00%
Department of Corrections	\$63,000	\$0	(\$5,400)	\$57,600	\$34,956	\$57,600	\$0	\$63,000	\$5,400	9.38%
Employment Recovery DWG	\$0	\$0	\$250,000	\$250,000	\$50,021	\$66,694	\$183,306	\$0	(\$66,694)	-100.00%
Foster Care / Independent Living	\$58,140	\$33,216	\$138,998	\$230,354	\$55,111	\$73,482	\$156,872	\$67,500	(\$5,982)	-8.14%
Opioid / Support to Communities	\$0	\$0	\$144,478	\$144,478	\$52,793	\$70,391	\$74,087	\$144,478	\$74,087	105.25%
Rapid Response Annual Allotment	\$40,042	\$0	(\$162)	\$39,880	\$30,733	\$39,880	\$0	\$39,880	(\$0)	0.00%
Rapid Response DG Data Dimensions	\$0	\$0	\$8,714	\$8,714	\$5,565	\$7,421	\$1,293	\$0	(\$7,421)	-100.00%
Rapid Response DG Regal	\$0	\$4,725	(\$2,736)	\$1,989	\$1,989	\$1,989	(\$0)	\$0	(\$1,989)	-100.00%
Shopko Dislocation Grants	\$0	\$33,642	\$18,218	\$51,860	\$34,685	\$51,860	\$0	\$0	(\$51,860)	-100.00%
Retail Dislocated Worker Grant	\$0	\$2,762	\$6,757	\$9,519	\$9,519	\$9,519	\$0	\$0	(\$9,519)	-100.00%
Dept. of Public Instruction - Pathways	\$16,308	\$0	\$2,547	\$18,855	\$14,141	\$18,855	\$0	\$19,238	\$383	2.03%
Youth Apprenticeship	\$55,714	\$0	(\$9,683)	\$46,031	\$32,325	\$46,031	\$0	\$44,528	(\$1,503)	-3.27%
WWDA's Pathway Home	\$64,840	\$0	(\$64,840)	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Personnel Leasing	\$638,358	\$0	\$153,507	\$791,865	\$593,898	\$791,865	\$0	\$791,865	\$0	0.00%
Network Services/PAS	\$60,000	\$0	\$7,363	\$67,363	\$58,968	\$67,363	\$0	\$66,000	(\$1,363)	-2.02%
DVR/ETN/Ticket to Work/Benefit Analysis	\$135,000	\$0	(\$44,684)	\$90,316	\$65,028	\$90,316	(\$0)	\$90,608	\$291	0.32%
FSET (included Bonus funds in prior years)	\$1,775,473	\$654,404	(\$327,828)	\$2,102,049	\$1,064,245	\$1,478,119	\$623,930	\$1,809,465	\$331,347	22.42%
WAGES	\$0	\$19,170	(\$3,298)	\$15,872	\$15,872	\$15,872	\$0	\$0	(\$15,872)	-100.00%
Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Unearned Rev/Job Ctr/Job Fair/Work Today	\$1,500	\$0	(\$1,500)	\$0	\$69,309	\$0	\$0	\$500	\$500	0.00%
Total Revenue:	\$4,446,971	\$1,251,654	\$227,398	\$5,926,023	\$3,314,958	\$4,382,641	\$1,543,381	\$5,295,911	\$913,270	20.84%
Expenses:										
SWWDB Salaries	\$2,167,489		\$93,762		\$1,695,938	\$2,261,251		\$2,415,914	\$154,663	6.84%
SWWDB Fringe Benefits	\$530,703		\$4,768		\$401,604	\$535,471		\$602,418	\$66,946	12.50%
SWWDB Operational Expenses	\$96,248		(\$16,657)		\$62,943	\$79,591		\$108,420	\$28,829	36.22%
Travel Expenses	\$74,891		(\$40,541)		\$25,762	\$34,350		\$46,640	\$12,290	35.78%
Insurance	\$29,850		(\$7,579)		\$16,704	\$22,271		\$29,350	\$7,079	31.78%
Supplies	\$20,000		\$8,982		\$21,736	\$28,982		\$30,000	\$1,018	3.51%
Technology	\$119,000		(\$21,259)		\$82,093	\$97,741		\$105,500	\$7,759	7.94%
Rent	\$98,500		(\$328)		\$73,629	\$98,172		\$100,000	\$1,828	1.86%
Facilities / Utilities	\$31,100		(\$4,738)		\$19,771	\$26,362		\$31,700	\$5,338	20.25%
Telephone	\$19,500		\$4,939		\$18,329	\$24,439		\$28,000	\$3,561	14.57%
Equipment	\$22,500		\$17,642		\$30,107	\$40,142		\$34,500	(\$5,642)	-14.06%
Participant Support	\$691,000		(\$239,587)		\$338,560	\$451,413		\$755,000	\$303,587	67.25%
Participant Training	\$222,000		(\$57,297)		\$123,527	\$164,703		\$220,000	\$55,297	33.57%
Program Operators	\$400,000		\$43,569		\$332,677	\$443,569		\$450,000	\$6,431	1.45%
Total Expenses:	\$4,522,781		(\$214,324)	\$0	\$3,243,380	\$4,308,457		\$4,957,441	\$648,984	15.06%
Net Position/Projected Carryover at End of FY	(\$75,810)			\$5,926,023	\$71,578	\$74,184		\$338,470		

Document Column Ties To: Prior Year Budget Prior Year Budget Mods Sheet each board mtg = 1 + 2 + 3 3/31/2021 Financial Stmt Projection Based on Q3 F/S Revenue tab & Expenses tab = 8 - 6 = 9 / 6

not all "profit;" will have carryover

PY2021 Budget Expenses
Based on March 2021 Expenses

ENCLOSURE 6

Object Code	Category	Description	# Months Used			PY2021	
			3/31 Expense	Monthly Ave.	Annualized Exp		
6100	Salaries	Salaries	1,695,938.24	188,437.58	2,261,250.99	2,415,914	with 5% inc & Yth Coord.
6110	Fringe	FICA Taxes	119,524.93	13,280.55	159,366.57	184,817	7.65% of wages
6119	Fringe	Fringes	(3,300.09)	(366.68)	(4,400.12)	1,000	
6120	Fringe	Health Insurance	196,096.34	21,788.48	261,461.79	287,608	with 10% increase
6122	Fringe	Unemployment Insurance	8,867.77	985.31	11,823.69	12,178	with 3% increase
6123	Fringe	Life/Disability Insurance	4,927.19	547.47	6,569.59	6,701	with 2% increase
6130	Fringe	Dental Insurance	14,788.95	1,643.22	19,718.60	20,113	with 2% increase
6140	Travel	Travel in WDA	25,712.31	2,856.92	34,283.08	41,140	with 20% inc as we re-open
6155	Travel	Meals	49.82	5.54	66.43	2,000	
6156	Travel	Lodging	0.00	0.00	0.00	3,500	
6160	Fringe	Staff Annuity / 401k	60,698.44	6,744.27	80,931.25	90,000	more in; those in at higher %
6170	Operational	Staff Train/Development	1,289.00	143.22	1,718.67	4,000	
6171	Fringe	Employee Tuition Reimb.	0.00	0.00	0.00	0	not aware of anyone in scho
6172	Operational	Dues & Memberships	4,713.00	523.67	6,284.00	7,000	
6250	Supplies	Office Supplies	21,736.29	2,415.14	28,981.72	30,000	
6255	Technology	Audio/Wisline	1,102.05	122.45	1,469.40	1,500	
6256	Operational	Marketing Supplies	0.00	0.00	0.00	0	
6257	Operational	Job Fair Expenses	100.00	11.11	133.33	500	
6260	Operational	Meeting Expense	0.00	0.00	0.00	0	
6261	Equipment	Equipment Under \$5,000	27,249.33	3,027.70	36,332.44	30,000	laptops & phones
6267	Operational	Copier Rental	3,806.55	422.95	5,075.40	5,500	
6270	Technology	IT Software	10,125.00	1,125.00	13,500.00	14,000	
6272	Equipment	IT Equipment - Network	2,797.00	310.78	3,729.33	4,000	
6273	Equipment	IT Equipment - Other	60.40	6.71	80.53	500	
6274	Operational	Licenses	1,275.03	141.67	1,700.04	3,700	
6310	Rent	Rent	73,629.00	8,181.00	98,172.00	100,000	
6311	Facilities	Storage Rental	10,845.00	1,205.00	14,460.00	14,600	
6312	Facilities	Cleaning/Janitorial	180.00	20.00	240.00	4,200	
6313	Operational	PO Box Rental	274.00	30.44	365.33	400	
6330	Phone	Telephone	2,982.94	331.44	3,977.25	7,500	
6331	Facilities	Garbage Removal	169.80	18.87	226.40	400	
6340	Operational	Postage	5,720.79	635.64	7,627.72	10,000	
6341	Operational	Service Fees	5,653.56	628.17	7,538.08	8,000	
6342	Operational	Subscriptions	4,937.80	548.64	6,583.73	7,000	
6343	Operational	Board	0.00	0.00	0.00	5,000	PY20 meetings all virtual

6351	Phone	Cell Phone	15,346.22	1,705.14	20,461.63	20,500	ENCLOSURE 6
6352	Facilities	Internet	8,576.63	952.96	11,435.51	12,500	
6353	Technology	Network Connectivity	36,575.00	4,063.89	37,050.00	40,000	billed in July & January
6370	Operational	Advertising	5,058.82	562.09	6,745.09	6,000	
6371	Operational	Background Checks	186.00	20.67	248.00	350	
6380	Operational	Marketing Printing	0.00	0.00	0.00	0	
6410	Operational	Legal	780.00	86.67	1,040.00	3,000	contract for PAS RFQ
6420	Operational	Audit	13,000.00	1,444.44	13,000.00	13,250	per S.H. email 6/3/2020
6431	Operational	Consultants	0.00	0.00	0.00	0	
6433	Technology	Contracted Support	34,290.97	3,810.11	45,721.29	50,000	
6503	Insurance	Worker's Compensation	5,927.86	658.65	7,903.81	14,500	mod rate increased & return
6504	Insurance	Multi-Peril	1,382.44	153.60	1,843.25	2,000	
6507	Insurance	Corporate Insurances	8,138.59	904.29	10,851.45	11,000	D&O, ERISA, E&O, Prof, Cybr
6580	Operational	Depreciation	16,046.64	1,782.96	21,395.52	33,000	current + 1/10th share of PA
6602	Insurance	Company Car Insurance	1,254.72	139.41	1,672.96	1,850	
6603	Operational	Company Car Gas	0.00	0.00	0.00	720	
6604	Operational	Company Car Maintenance	102.17	11.35	136.23	1,000	car is a few years old now
6610	Program Operator	Subcontractor Expense	332,676.80	36,964.09	443,569.07	450,000	one program operator
6701	Support	Participant Support	247,477.92	27,497.55	329,970.56	500,000	
6702	Training	Participant Training	74.00	8.22	98.67	0	
6703	Training	Assessments	4,970.00	552.22	6,626.67	25,000	
6709	Support	Incentives	4,000.00	444.44	5,333.33	125,000	YA SBC & IL Stimulus
6735	Training	35% Training	118,483.13	13,164.79	157,977.51	195,000	WIOA 35% goal increases
6736	Support	35% Training Support	87,082.07	9,675.79	116,109.43	130,000	WIOA 35% goal increases
6740	Training	Customized Training	0.00	0.00	0.00	0	
		Totals	3,243,380.42	360,375.60	4,308,457.23	4,957,441	

Total Expenses by Cost Category	3/31 Expense	Annualized Exp	PY2021
Salary	1,695,938.24	2,261,250.99	2,415,914
Fringe	401,603.53	535,471.37	602,418
Travel	25,762.13	34,349.51	46,640
Operational	62,943.36	79,591.15	108,420
Supplies	21,736.29	28,981.72	30,000
Technology	82,093.02	97,740.69	105,500
Equipment	30,106.73	40,142.31	34,500
Facilities	19,771.43	26,361.91	31,700
Rent	73,629.00	98,172.00	100,000
Phones	18,329.16	24,438.88	28,000
Insurance	16,703.61	22,271.48	29,350
Program Operator	332,676.80	443,569.07	450,000
Support	338,559.99	451,413.32	755,000
Training	123,527.13	164,702.84	220,000
Totals transfer to the Summary tab	3,243,380.42	4,308,457.23	4,957,441

PY2021 Revenues Before Carryover (New Funds / Awards)				
	Value of	Value of	Total	
Description of Funding Source	Admin	Program	Revenue	Notes
Bank Interest	1,050	0	1,050	
CARPC Fiscal Services	29,876	0	29,876	Based on current MOUs
Department of Corrections	7,000	63,000	70,000	Based on draft PY21 contract received
Dept. of Public Instruction - Pathways	2,138	19,238	21,375	Based on notice to MadREP RCP Partners 5/7/21
DVR/Ticket to Work/Benefits Analysis	10,067	90,608	100,675	Based on current year projected activity
DWD Set Aside Projects - DocuSign	0	210	210	Based on current year's license
Employment Recovery DWG	0	0	0	No new grant
Foster Care / Independent Living	7,500	67,500	75,000	Based on cal. year 2021 grant w/ addt'l COVID funds as 2022 still has stimulus
FSET	201,052	1,809,465	2,010,517	FSET RFP Best and Final Offer Proposal (Intent to Award to us based on this)
Job Fairs	0	500	500	Current year = 0 as no in person events, will reopen in some form
Network Services/PAS/User Fees	0	66,000	66,000	Based on current year projected activity
Personnel Leasing	55,431	791,865	847,295	Based on current year activity without Rock 5.0 Internship Program
Rapid Response Annual Allotment	4,431	39,880	44,311	Based on PY20's grant
Rapid Response Regal Dislocation	0	0	0	No new grant
Shopko Dislocation	0	0	0	No new grant
Retail Dislocated Worker Grant	0	0	0	No new grant
Support to Communities / Opioid	16,053	144,478	160,531	Based on PY20's grant and project budget
SWWRPC Fiscal Services	32,409	0	32,409	Based on current MOUs
WAGE\$	0	0	0	No new grant
WIOA Adult	45,339	408,049	453,388	PY21 allocation - Admin Memo 21-01
WIOA DW	40,583	365,243	405,826	PY21 allocation - Admin Memo 21-01
WIOA In-School Youth	10,473	94,258	104,731	PY21 allocation - Admin Memo 21-01
WIOA Out-of-School Youth	41,892	377,032	418,924	PY21 allocation - Admin Memo 21-01
WISE / SCSEP	35,325	371,214	406,539	Based on PY20's grant
WWDA's Pathway Home	0	0	0	
Youth Apprenticeship	2,226	44,528	46,754	Per Intent to Fund Notice
Donations	0	0	0	
Totals	542,845	4,753,067	5,295,911	

Southwest Wisconsin Workforce Development Board

Requisition Order Form

1370 N. Water Street, P.O. Box 656
Platteville, WI 53818-0656
Telephone: 608-314-3300
Fax: 608-342-4429
Tax Exempt Number: 26638



Individual(s) Requesting Items: _____ Network

after three years, cost for licenses for sure; labor would depend on whether there is a new version of Citrix

Vendor Name: _____ Insight BTR

Street Address: _____

City: _____ State: _____ Zip Code: _____

Ship To:

Attention of: _____ NA- Electronic Delivery

Street Address: _____

City: _____ State: _____ Zip Code: _____

Item #	Description	Quantity	Unit Price	Total
	Citrix Easy ADC VPX 10 Mbps Standard Edition 3 Yr	1.00	\$2,980.00	\$2,980.00
	Citrix User License-3 Yr	30.00	\$480.00	\$14,400.00
	Steve Noel labor - one time fee	72.00	\$155.00	\$11,160.00
			Shipping & Handling:	
			Total:	\$28,540.00

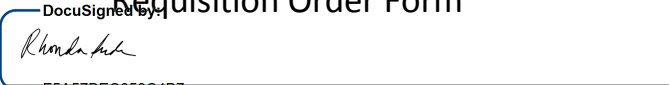
Requested By: Matthew R Riley _____ 3 / 29 / 2021
Mo Day Year


Supervisory Approval: Danielle thousand _____ 4/22/2021
Date

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Southwest Wisconsin Workforce Development Board

Requisition Order Form

Chief Executive Officer Approval:  4/8/2021
Date

SWWDB Board Chair Approval:  4/13/2021
Date

Executive Committee Meeting

Tuesday, May 11, 2021

Meeting Minutes

The Executive Committee of the Southwest Wisconsin Workforce Development Board met on Tuesday, May 11, 2021 via GoToMeeting. Attendance was as follows:

Members Present:	Ms. Maria Lauck, Chairperson	Mr. James Otterstein
	Mr. Christopher Comella	Mr. Mike Williams
	Ms. Lisa Omen	

Members Absent:	Mr. Art Carter
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Staff Present:	Ms. Katie Gerhards	Ms. Danielle Thousand
	Ms. Rhonda Suda	Mr. Jimmy Watson

1. 2021 WIOA Services and One-Stop Operator Request for Proposals (RFP)

Ms. Lauck called the meeting to order at 2:00 p.m. and thanked committee members for attending. The purpose of the meeting is to discuss the details of the 2021 Workforce Innovation and Opportunity Act (WIOA) Services and One-Stop Operator (OSO) Request for Proposals (RFP).

Ms. Suda provided committee members with a background of the proposal submission and review process. In order to submit a proposal, interested parties were required to submit a Letter of Intent to Propose. Two (2) were received: Manpower and In The Door. Representatives from both organizations attended the Proposer's Conference and both submitted proposals. CESA 3 submitted a Letter of Intent after the deadline.

In the RFP, there is a responsive submittal section that states in order to be considered responsive, proposals must meet minimum criteria. The criteria included completing certain narratives in specific formats. Specifically, the format of the Proposal Narrative was to be in Microsoft Word while the format of the Budget Template was to be in Microsoft Excel. The budget had to be in a separate document from the Proposal Narrative. In The Door submitted one single pdf document.

Ms. Suda contacted the Department of Workforce Development (DWD) regarding the late Letter of Intent to Propose from CESA 3 and the proposal from In The Door. DWD confirmed that since SWWDB's RFP specifically laid out the deadlines and the minimum submission requirements, CESA 3's Letter of Intent and In The Door's proposal could not be accepted. Ms. Suda reached out to CESA 3's Executive Director and explained that SWWDB needs to follow strict guidelines and therefore could not accept their Letter of Intent.

The Ad Hoc Review Committee consisted of Board members Dr. Tracy Pierner and Ela Kakde and SWWDB staff members Jimmy Watson and Danielle Thousand. This group was responsible for reviewing the proposals and is recommending that the Executive Committee issue a Letter of Intent to Award based on the procurement process and review scores. Ms. Suda contacted DWD to ensure that there were no conflicts in the process to procure a provider. DWD confirmed that SWWDB was following what was put forth in the RFP and what is in SWWDB's procurement policy.

Ms. Omen asked who In The Door is. Ms. Suda responded that In The Door was founded in 2015 and is based in Atlanta, Georgia. In The Door has served as the OSO for organizations and also worked with

ENCLOSURE 8

smaller WIOA contracts. The organization does not have a large operating budget or projects. Ms. Suda indicated that SWWDB would have liked to review all proposals that got submitted, but unfortunately could not do anything to make In The Door a responsive bidder and therefore could not review their proposal.

In looking at the technical evaluations, the scores are consistent. Under the Technical Requirements/Scope of Work area, there is a difference in the scores in the WIOA Title I Youth Program area. The evaluation team was given guidance on scoring Manpower's proposal. Based on that guidance, Ms. Kakde did not feel Manpower was as strong in this area as they could be.

As evaluators, Mr. Watson and Ms. Thousand were asked if they have any concerns or things to point out. Mr. Watson stated that Manpower's proposal indicated they would continue operating business as usual. He would have liked to have seen more innovations, but what was submitted was satisfactory. Extra effort in the Youth area and taking the lead in some areas of the OSO responsibilities would have been nice to see. Ms. Thousand agreed with Mr. Watson. The proposal was written in a way that Manpower assumed the reader knew what they are doing and glossed over some items. However, Manpower understands WIOA and what it takes to operate.

Ms. Lauck asked if these concerns will be shared with Manpower that while there is an existing relationship, SWWDB would like to see additional efforts and innovation and not just conduct business as usual. Mr. Watson responded yes. If Manpower is approved for the contract, SWWDB administration will make sure to stretch the idea of taking on additional responsibility and go a little bigger.

Mr. Comella agreed with Mr. Watson and stated that in looking at the scoring guidance of the technical evaluations, he does not see an area about innovation. Ms. Suda will look into having an innovation area on the evaluation form in the future. Each year SWWDB administration gets a little better at pointing out improvements to Manpower. Compliance issues and service delivery are requirements defined in the contract. SWWDB administration could incorporate something about looking for new ways to operate in the contract.

Ms. Lauck asked if Manpower will see the technical evaluations. Ms. Suda said yes, if they request them. Since federal funds were used to pay for the RFP, any party can request to see them. Ms. Lauck is concerned that only one (1) proposal was evaluated and asked if DWD would have a problem with this. Ms. Suda reassured Ms. Lauck that everything is in order and DWD is aware that only one (1) proposal was reviewed. An attachment can be added to the meeting minutes that demonstrates why only one (1) proposal was reviewed. Before the evaluation team got the proposals, the proposals go through a Pre-Evaluation Checklist to ensure the minimum requirements are met. This is done before the technical review. Ms. Lauck just wants to make sure SWWDB has a paper trail to back-up what was done.

The floor was opened for questions and comments. There was no further discussion.

Motion made by Mr. Otterstein, seconded by Ms. Omen, to approve issuing a Letter of Intent to Award to Manpower Government Solutions for the 2021 Workforce Innovation and Opportunity Act (WIOA) Services and One-Stop Operator (OSO) contract. **Motion carried unanimously.**

Ms. Suda noted that this recommendation will be taken to the full Board for review and determine the award amount at their next meeting in June.

2. Other Business

Ms. Suda shared that the 2021-22 Workforce Innovation and Opportunity Act (WIOA) allocation share has increased in all areas. The state of Wisconsin has also received more funding. This has not been seen for

a few years and is a great opportunity to have the resources to be more innovative in the Manpower contract.

3. Adjournment

Motion made by Mr. Comella, seconded by Mr. Williams, to adjourn the meeting at 2:49 p.m. **Motion carried unanimously.**



FRATERNIZATION POLICY

B-513

Purpose.

The Southwest Wisconsin Workforce Development Board (SWWDB) has established Policy B-510, Standards of Conduct, which provides the minimum expectations required of employees. This policy further expands upon appropriate staff/customer relationships by implementing the Wisconsin's Department Corrections (DOC) Executive Directive 16, which prohibits certain relationships and conduct between its employees, (and by extension, contracted staff) and adult and juvenile offenders. DOC also requires employees, including contracted staff, to report certain relationships, including when family members are offenders.

SWWDB staff working with this population are to adhere to this policy, which is designed to eliminate any potential conflict of interest or impairment of the services provided to offenders by SWWDB employees, and to ensure the humane and respectful treatment of offenders.

Definitions.

1.0 Definitions.

“Adult or juvenile offender” or “offender” means an adult or juvenile under the legal custody or supervision of the DOC, the Department of Health and Family Services, or a federal, state or local law enforcement or correctional agency contracting with DOC. “Adult or juvenile offender” or “offender” includes individuals on adult probation or parole or juvenile aftercare, and adults and juveniles committed to state correctional institutions, including Wisconsin Resource Center, Mendota Juvenile Treatment Center, and Emergency Detention with the Department of Health and Family Services. “Employee” is any person employed by DOC, including limited term, project, and permanent employees, students, volunteers, and those persons under a contractual relationship with DOC or SWWDB under a services agreement/contract. “Relationship” means a personal association between an employee and an individual listed under the supervision of DOC, the Department of Health and Family Services, or a federal, state or local law enforcement or correctional agency contracting with DOC.

2.0 Policy.

A. Employees may not have relationships prohibited under Section **3.0** of this policy with:

1. An adult or juvenile offender; or
2. The spouse of an adult or juvenile offender.

This includes any offender under the supervision of the Department of Corrections and/or any offender within two years following discharge from incarceration or community supervision (whichever is last).

B. Employees shall not engage in sexual conduct prohibited under Section **4.0** of this policy with an adult or juvenile offender.

C. Consistent with Section **5.0** of this policy, employees must report relationships involving:

1. An adult or juvenile offender;
2. The spouse of an adult or juvenile offender;
3. The children or legal guardian of an adult or juvenile offender;
4. Other persons who reside in the same household as an offender, or the spouse, children, or legal

**FRATERNIZATION POLICY****B-513**

- guardian of an offender; or
- 5. Any relative of the adult or juvenile offender when the employee knows that the individual is related to the offender.

- D. This policy does not include employer-directed contacts or those contact that are part of the employee's job duties.

- E. Employees may request exemptions from the policy by following the procedures outlined in Section 6.0.

- 3.0 Prohibited Relationships.
 - A. Relationships prohibited under this policy include, but are not limited, to:
 - 1. Having personal contacts or being in a social or physical relationship with an individual listed in Section 2.A. This policy does not prohibit personal contacts that are required for employees to perform their duties. It also does not prohibit incidental personal contacts in group activities, such as church-related or sporting events.
 - 2. This policy prohibits personal contacts that are usually one-to-one such as dating, knowingly forming close relationships, corresponding or communicating without an exemption being granted, and visiting that is not job-related or without an exemption being granted.

 - B. Living in the same household as individuals listed under Section 2.A. Living in the same apartment building or complex is permitted.

 - C. Working for an individual listed under Section 2.A.

 - D. Employing an individual under Section 2.A, with or without pay.

 - E. Giving special consideration or treatment to an individual listed under Section 2.A.

 - F. Providing or receiving good and services to or from an individual listed under 2.A.

- 4.0 Prohibited Sexual Contact.
 - A. Employees are prohibited from engaging in sexual conduct of any kind with offenders, including, but not limited to:
 - 1. Having sexual contact or intercourse with an offender. (See Executive Directive 16-A)
 - 2. Engaging in sexual misconduct with an offender. Sexual misconduct is any behavior or act of sexual nature directed toward an offender by an employee. This includes, but is not limited to, acts or attempts to commit acts of sexual assault, sexual abuse, sexual harassment, sexual contact, conduct of sexual nature, sexual gratification of any party, obscenity or unreasonable invasion of privacy.
 - 3. Conversations or correspondence that suggest a romantic or sexual relationship.

- 5.0 Reporting Requirements Regarding Relationships.
 - A. Employees must report to their immediate supervisor in writing any present relationship or any



FRATERNIZATION POLICY

B-513

relationship being considered which has the potential for violating this policy.

- B. Employees must report to their immediate supervisor any unanticipated, non-employer/program directed contact with individuals listed under Section 2.C.
- C. Consistent with Section 2.C, employees must notify their supervisors when their own relatives or family members are offenders.
- D. Employees will use SWWDB Form B-513-A (DOC Form 2270A) for purposes of reporting under this Section, regardless of whether an exception is being sought.
- E. SWWDB shall inform DOC of employee contacts and requests for exemptions, who will approve or deny requests.

6.0 Exemption Procedures.

- A. Employees seeking exemption from this policy will complete form B-513-A (DOC Form 2270A) and submit to their immediate supervisor. DOC provides approval or denial of all requests.

7.0 Employee Statement.

Given the nature of the programs operated by SWWDB, which primarily assist individuals with barriers, including individuals under the supervision of state and local corrections/law enforcement, all SWWDB and contracted service provider staff will sign and complete SWWDB Form 513-B indicating their receipt and understanding of this policy acknowledging that fraternization is prohibited.

References: Wisconsin Department of Corrections Executive Directives 16 and 16-A.
Wisconsin Department of Corrections Form 2270A (Fraternization Policy Exemption Request).
Wisconsin Department of Corrections Form 1558 (Receipt / Acknowledgement of Fraternization Policy).

Policy Adopted: June 9, 2021

Policy Revised:



COST ALLOCATION PLAN

C-102

Purpose.

The Southwest Wisconsin Workforce Development Board (SWWDB) is committed to compliance and proper accounting of its workforce development board's funds. Although some costs can be identified specifically with a particular final cost objective relatively easily with a high degree of accuracy, other costs benefit two or more projects or activities. These costs must be allocated to the projects based on the proportional benefit received. This plan defines how SWWDB will allocate expenses to ensure each fund and grant receives its fair share of costs.

This entire cost allocation plan is designed to be in accordance with Uniform Guidance per the Office of Management and Budgets (OMBs) final guidance on Administrative Requirements, Cost Principles, and Audit Requirements, 2 Code of Federal Regulations Part 200, including the Department of Labor exceptions codified at 2 CFR Part 2900, which supersede the requirements from OMB Circulars A-21, A-87, A-110, and A-122; Circulars A-89, A-102, and A-133, 29 CFR Parts 95, 96, 97, and 99, and the guidance in Circular A-50 on Single Audit Act follow-up unless different provisions are required by statute or approved by OMB.

Plan.

Direct Cost Items: Payroll and Accounts Payable Costs shall be directly assigned to a funding source when the individual program and related costs directly impact a sole fund source or are able to be identified specifically with a particular final cost objective relatively easily with a high degree of accuracy. Funding regulations and contract specifications shall be considered when determining the cost categorization and assignment.

Shared Cost Items: Costs which impact more than one fund source shall be allocated based on staff time-charging. The Excel cost allocation tool is updated monthly on direct staff regular, work time from the payroll where all the corresponding dates fall in that same month. SWWDB recognizes five (5) types of shared costs:

1. Payroll Expenses - Costs that are expensed through the Paychex payroll software system based on the actual number of hours worked per payroll/pay period in each funding source. The fringe benefits are processed at the rate billed by the insurance company or set forth in SWWDB policies and in conjunction with employee elections. Included here are, but not limited to:
 - a. Payroll taxes (FICA/Medicare and Wisconsin/state unemployment compensation).
 - b. Employee travel-related and other pre-approved expenses, i.e. cell phone, internet reimbursements at the rates stated in SWWDB policies.
 - c. Employee Fringe (paid time off, health insurance, dental insurance, life/long-term disability insurance, and 401k)
2. Fringe Benefits - Costs that are expensed through the use of a cost allocated Excel spreadsheet based on the actual number of hours worked by SWWDB staff in each funding source and are only applicable if the fringe benefit is applicable to the employee. Included can be, but are not limited to:

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COST ALLOCATION PLAN

C-102



- a. Worker's Compensation and Multi-Peril at the rate billed by the insurance company and applicable directly to staff.
3. Accounts Payable Expenses - Shared cost items that affect multiple fund sources are allocated by use of a cost allocated Excel spreadsheet. The spreadsheet bases fund allocations on actual hours worked by SWWDB staff in individual funding sources for the month. The cost pools are as follows:
- a. Position – Split between Program and Administration costs within each fund source as defined by regulations and funding constraints.
 - b. Location – An allocation per office location (such as Platteville versus Janesville office) costs as defined by grant regulations and funding constraints.
 - c. All Admin – if an allocation is strictly administrative costs only but benefits all programs, this allocation is used in accordance with regulations and funding constraints.
 - d. All Staff/Organization – for a cost that benefits all staff and programs with consideration to both admin and program costs, this allocation is used in accordance with regulations and funding constraints.
4. Job Center Expenses - Costs that are paid in order to facilitate job center activities are pooled first into a Job Center Fund. These costs include the direct staff time and related fringe benefits [or allocations](#) (payroll taxes, travel, health, dental, life, and 401k, [etc.](#)). Once pooled in the Job Center Fund, they are expensed out using the cost allocation at the end of the month over the grants to ensure each funding source receives its fair share of job center expenditures.
5. [Grant Writing / Proposal Expenses - Costs that are paid in order to facilitate prospective new grants/proposals are pooled first into a Grant Writing Fund. These costs include the direct staff time and related fringe benefits or allocations \(payroll taxes, travel, health, dental, life, and 401k\). Once pooled in the Job Center Fund, they are expensed out using the cost allocation at the end of the month over the grants to ensure each funding source receives its fair share of job center expenditures.](#)

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Both administrative and program expenses are allocated based on actual hours administrative and program staff work in specific funding sources. There is a cost pool for each office location where lease is paid for the distribution of general overhead and supplies allocation. Common shared accounts payable expenses include, but are not limited to, internet, telephone, office supplies, postage, etc.

References: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)— 2 CFR 200 (200.405 Allocable costs, 200.413 Direct costs, [200.460 Proposal costs](#), and Appendix IV to Part 200-Indirect (F&A Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations)

Southwest Wisconsin Workforce Development Board, Equal Opportunity Employer / Service Provider
1370 North Water Street, P.O. Box 656
Platteville, Wisconsin 53818-0656

COST ALLOCATION PLAN



Plan Adopted: August 19, 2015 by DWD via email and then "conditionally" approved by DWD as submitted in the local plan
Plan Revised: December 13, 2017; June 12, 2019; September 9, 2020; June 9, 2021