

# 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](mailto: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](mailto: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.**

**Auxiliary Aids and services are available to individuals with disabilities  
upon request. If you need this printed material interpreted to a  
language you understand or in a different format, or need assistance  
in using this service, please contact us.**

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)

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

You can also dial in using your phone.

**United States: +1 (872) 240-3412**

**Access Code: 148-054-357**

**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.

<b>State Allocation</b>						
	<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%
<b>SWWDB Shares</b>						
	<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%
<b>SWWDB Funding</b>						
	<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**

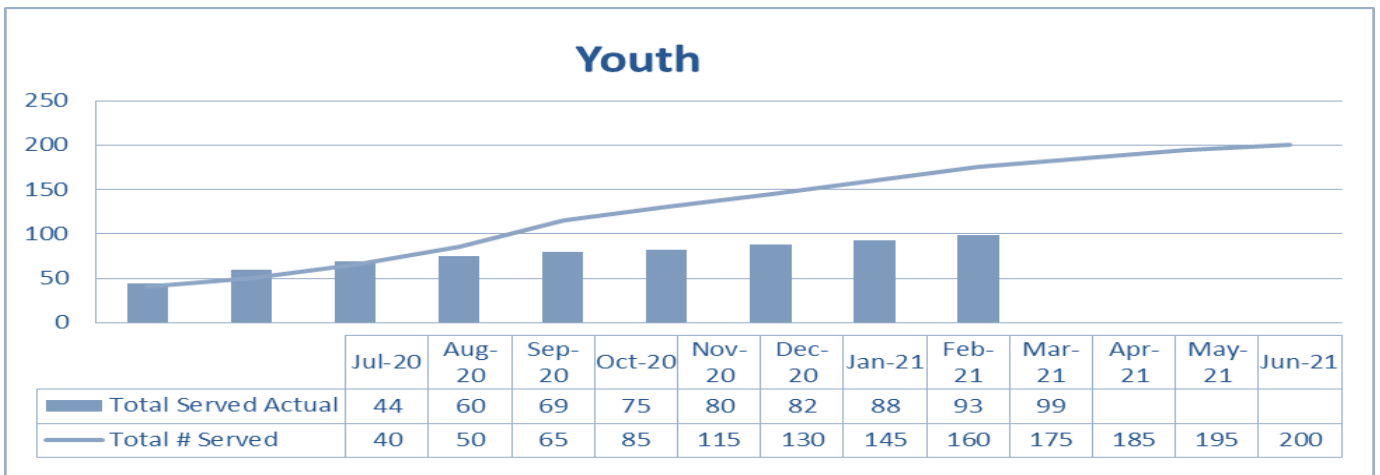
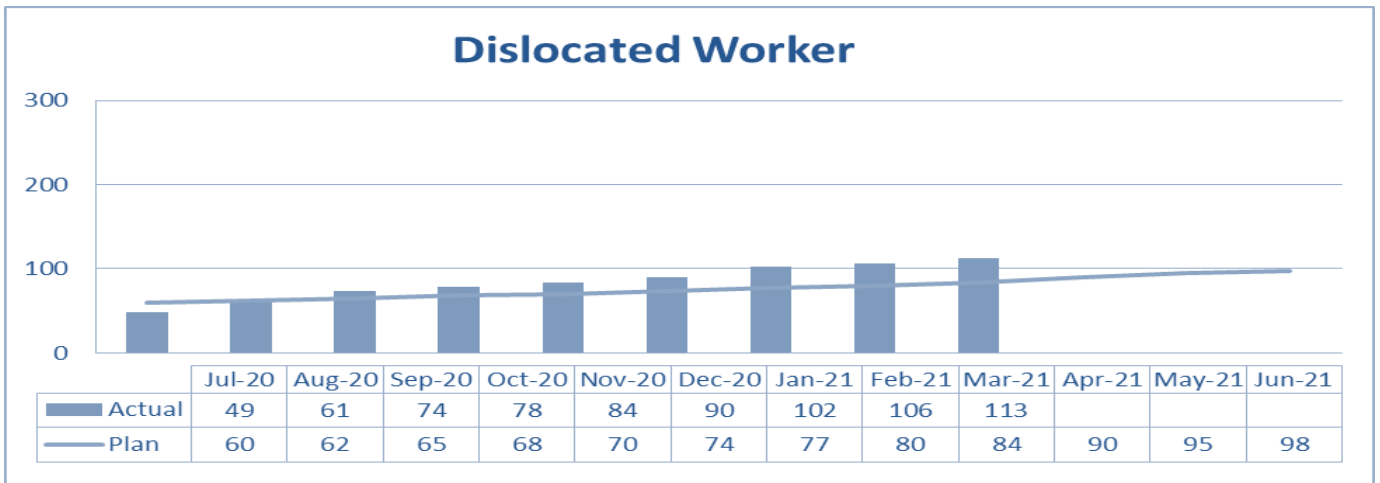
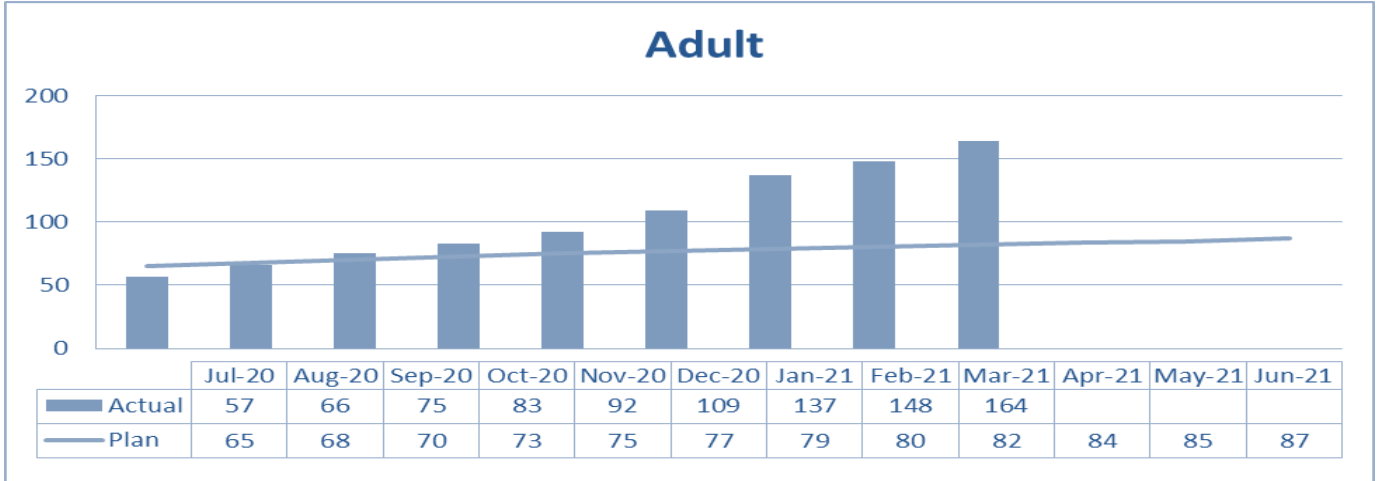
[Enclosure 9](#) includes one new policy and one revised policy:

- 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*
<b>ADULT PROGRAM</b>		
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%
<b>DISLOCATED WORKER PROGRAM</b>		
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%
<b>YOUTH PROGRAM</b>		
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