

# MEMORANDUM



**Date:** March 3, 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, March 10, 2021 from 2:30 p.m. to 4:00 p.m.  
Location: Video Conference

**Please the meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/324079709>

**You can also dial in using your phone.**

United States: [+1 \(872\) 240-3311](tel:+18722403311)

**Access Code:** 324-079-709

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/324079709>

The Southwest Wisconsin Workforce Development Board meeting is scheduled for Wednesday, March 10, 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 no later than **2:00 p.m., Tuesday, March 9, 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, March 10, 2021**

**2:30 p.m. to 4:00 p.m.**

Video Conference  
(Members can call in if they prefer)

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/786193301>

**You can also dial in using your phone.**

United States: [+1 \(224\) 501-3412](tel:+12245013412)

**Access Code:** 786-193-301

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/786193301>

**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. Two new Board members joining are Jason Aarud from JM Aarud Mechanical Piping and Heather Fifrick from Southwest Wisconsin Technical College.

2:35 p.m.

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

Minutes of the December 9, 2020 SWWDB meeting are contained in [Enclosure 1](#).

Approval of the minutes from the December 9, 2020 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 December 31, 2020. The following reports are submitted for review and consideration:

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

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

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

**4. New Business**

2:50 p.m.

● **A. Request for Proposal (RFP) – WIOA Title 1 and One-Stop Operator (OSO)**

SWWDB issued the Workforce Services Request for Proposal on February 17, 2021. The deadline for returning a proposal is March 31, 2021. SWWDB is seeking a single provider to serve as the One-Stop Operator and provider of WIOA Title 1 Services. The initial contract

will be for one (1) year and includes three (3) one-year renewal options based upon performance. The estimated award for this initial period is \$450,000. Final eligible award amounts will be determined after Program Year 2021 allocations are determined.

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
One-Stop Operator	\$25,000
WIOA DWG: Employment Recovery	\$52,500
WIOA DWG: Support to Communities	\$22,500

SWWDB administration is requesting (2) two member volunteers to serve on an Ad-Hoc Review Committee with two (2) SWWDB staff members in order to evaluate submitted proposals and propose a recommendation to award. As the full Board will not meet again until June 9, 2021, the Executive Committee will convene after evaluations are complete. The Executive Committee will meet to consider the Review Committee’s recommendation, determine the successful bidder, and authorize contract negotiations between the bidder and SWWDB. The full Board will vote on the final contract awards during the June 9, 2021 Board meeting.

Action is requested to approve the evaluation process and appoint two (2) Board members to the Ad-Hoc Review Committee.

- 3:00 p.m. ● **B. Manpower Contract Modification**  
 Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker program participation has exceeded contract goals. Rhonda Suda will discuss the status of Manpower’s current contract and provide modification recommendations to ensure Manpower is able continue enrolling and serving participants in these programs.

Action is requested to modify Manpower’s contract as discussed.

## 5. Committee Updates

None

## 6. Old Business

- 3:10 p.m. **A. WIOA Allocation Issue**  
 The U.S. Department of Labor (DOL) provided a final determination regarding SWWDB’s issue with Wisconsin’s allocation process ([Enclosure 5](#)). Rhonda Suda will review DOL’s letter and answer questions.

- 3:20 p.m. **B. WIOA Local Plan 2020 - 2023**  
 The state approved the Southwest Wisconsin Workforce Development Local Plan on January 11, 2021 ([Enclosure 6](#)).

## 3:30 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

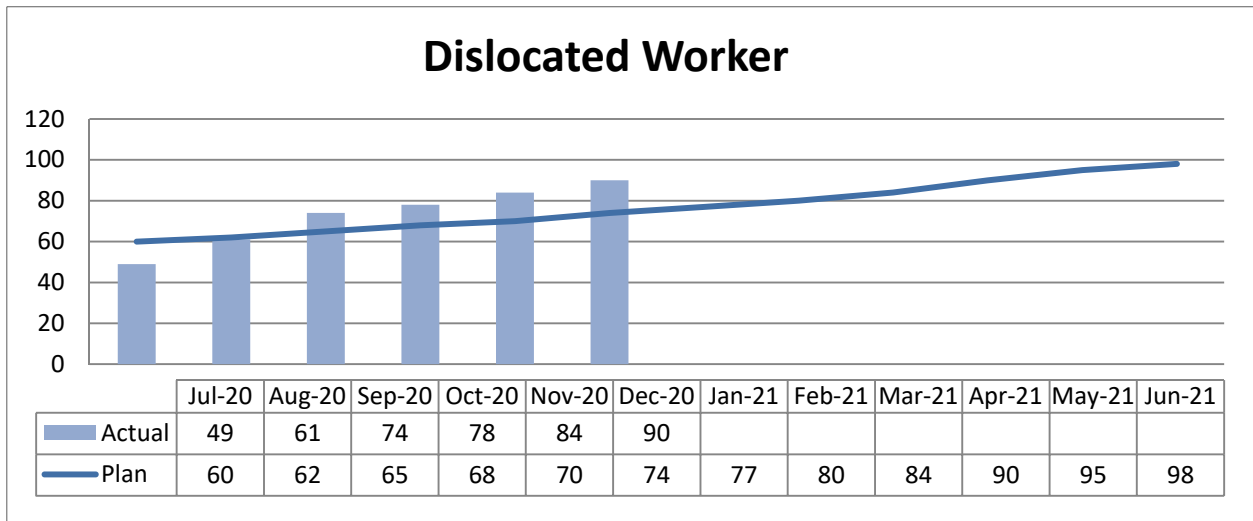
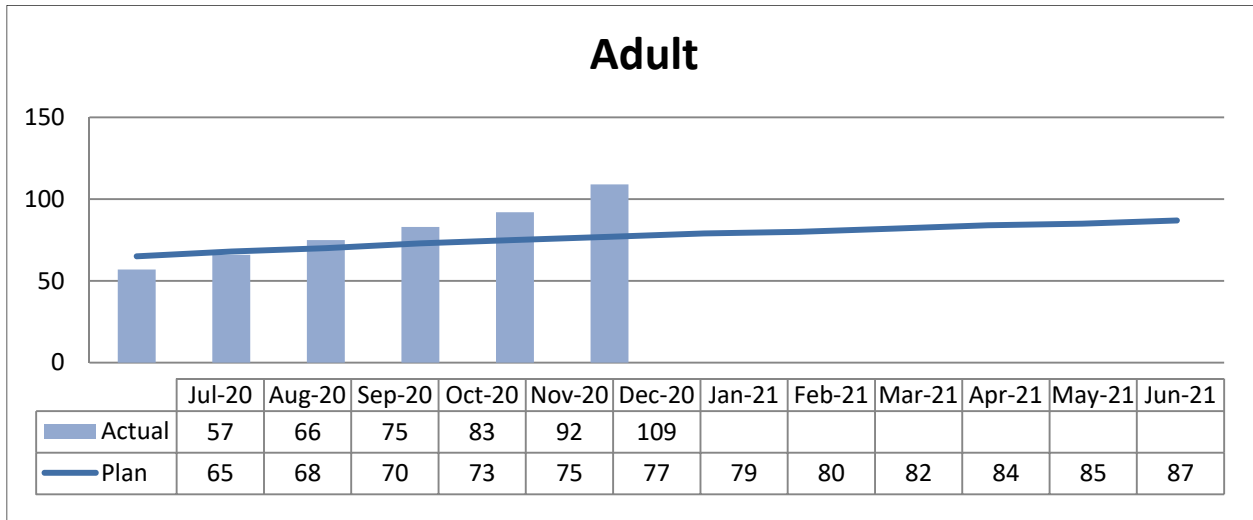
**Enclosure 7** includes four (4) policy updates:

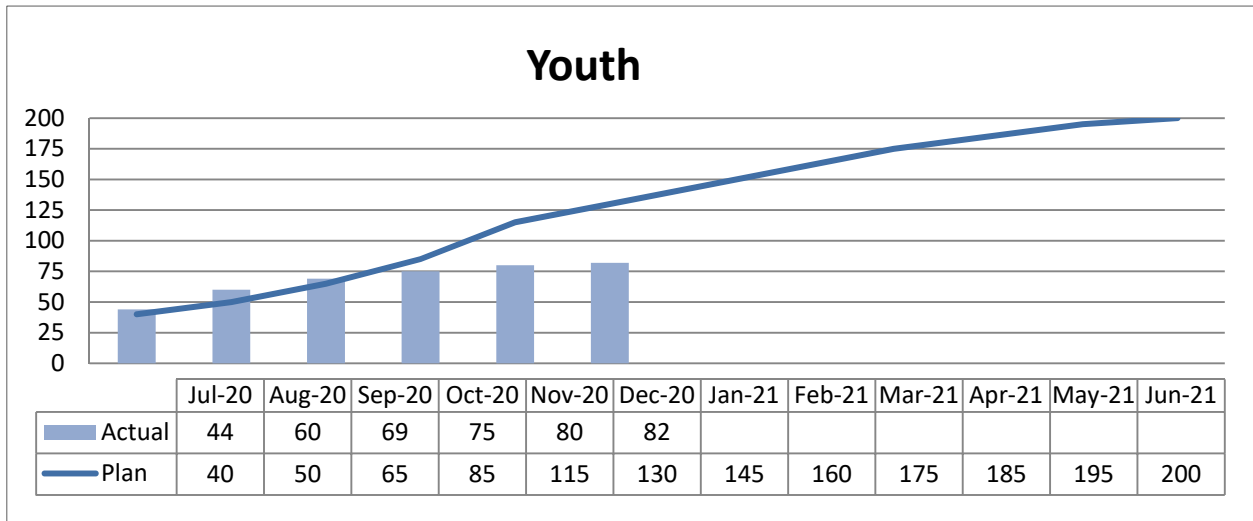
- B.540 Social Media Policy – update and rename to G.540
- C.710 Internet Service Provider Reimbursement Policy - update
- B.332 Life Accidental Death Dismemberment Insurance Policy - update
- B.411 Bereavement Leave Policy – update

**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 is exceeding participation goals in the Adult and Dislocated Worker programs but is falling behind on the Youth enrollment goal.





#### 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 2. There are currently two (2) failed measures relating to Youth Credential Attainment and Measurable Skill Gain rates. Manpower is reviewing the data associated with these results.

Common performance themes:

- How did COVID-19 impact training (dropped classes, dropped programs, transition issues from classroom face-to-face to virtual)?
- This is the first quarter the impact of COVID-19 would have hit performance, reflecting the status of the workforce in April, May, and June of 2020.
- Unemployment rates for this period were 13.9%, 12%, and 8% for WDA 11 and 13.6%, 11.9% and 8.9% for the state.
- As unemployment continues to decrease, expect to see increases in these measures next quarter.

2020.2021 Program Year	PY 20 Plan	Actual Q1*
<b>ADULT PROGRAM</b>		
Q2 Unsubsidized Employment	76%	70.3% ↓
Q4 Unsubsidized Employment	74%	73.5% ↓
Q2 Median Earnings	\$5,000	\$5,472 ↓
Credential Attainment Rate	66%	75.0% ↓
Measurable Skill Gains	42%	60.0% ↓
<b>DISLOCATED WORKER PROGRAM</b>		
Q2 Unsubsidized Employment	82%	77.2% ↓
Q4 Unsubsidized Employment	79%	77.9% ↓
Q2 Median Earnings	\$7,500	\$8,102 ↓
Credential Attainment Rate	70%	76.5% ↓
Measurable Skill Gains	55%	60.0% ↓
<b>YOUTH PROGRAM</b>		
Q2 Unsubsidized Employment/Education	70%	75.0% ↓

Q4 Unsubsidized Employment/Education	68%	70.4% ↓
Q2 Median Earnings	\$3,000	\$3,454 ↓
Credential Attainment Rate	62%	50.0% ↓
Measurable Skill Gains	34%	27.9% ↓
	Exceed	9
	Meet	4
	Fail	2

\* Actual numbers were taken from the exit cohort timeframe 07/01/2018 through 12/31/2020, 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 12/2020	Plan	QTR 1	QTR 2	QTR 3	QTR 4
Average Monthly Enrollment to Referral Ratio	25%	22.4% ↓			
Component Participation	40%	81.95% ↑			
Education and Training Component	25%	48.44% ↑			
Contacting Referrals	95%	100% NC			
Scheduling Appointments	95%	98.9% NC			

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

## **8. Organizational Information & Recurring Business**

3:40 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	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

3:50 p.m.

**9. CEO's Report**

3:55 p.m.

**10. Chairperson's Report**

4:00 p.m.

**11. Adjournment**

The next SWWDB meeting is scheduled for Wednesday, June 9, 2021.

● **Action Requested**

**All Times are Approximate**



# Southwest Wisconsin Workforce Development Board, Inc. Board Meeting

December 9, 2020

## Meeting Minutes

The Southwest Wisconsin Workforce Development Board met on Wednesday, December 9, 2020 via GoTo Meeting. Attendance was as follows:

**Members Present:**

Mr. Art Carter	Mr. James Otterstein
Mr. Christopher Comella	Dr. Tracy Pierner
Mr. Jeff Ellingson	Mr. Dave Shaw
Ms. Ela Kakde	Ms. Andrea Simon
Ms. Jill Liegel	Mr. Dave Smith
Mr. Troy Marx	Ms. Barb Tucker
Ms. Heather McLean	Mr. Michael Williams
Ms. Lisa Omen	

**Members Excused:**

Ms. Maria Lauck, Chairperson	Mr. Kendal Garrison
Ms. Brittini Ackley	Mr. Dave Gaspar
Mr. Ivan Collins	Ms. Linda Hendrickson
Mr. Charles Elliott	Mr. Dale Poweleit
Ms. Gina Erickson	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

### 1. Welcome; Call to Order; Roll Call

Mr. Williams 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.

### 2. Approval of Minutes of SWWDB Meetings

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

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

### 3. Financial Reports

Board members were presented with the financial reports through September 30, 2020. The financial reports include the Balance Sheet, Statement of Operations, and 2020-21 Budget Modifications.

The Balance Sheet is current through the end of SWWDB's first fiscal year quarter (July through September). It shows that currently, revenues are exceeding expenditures by \$46,601.48. There is one (1) new account in this period called Prepaid Flexible Spending (account 1252). SWWDB's flexible spending company is changing the way they bill. SWWDB is now billed for the month's services in

advance. It is the same company just a different way of billing. Ms. Thousand asked if there were any questions. There were none.

The Statement of Operations is also showing current through SWWDB's first fiscal quarter. This means that since SWWDB is through one quarter of the fiscal year, the column labeled "Pct" should show being 25% spent. Revenues are shown as being 25.13% spent and expenses 23.68%. The budget is right where it needs to be.

Ms. Thousand went over a few accounts that may appear to be off from the 25% goal. Account 6119-Fringes is showing as being -325.22% spent. This is the flexible spending offset account. Account 6122-Unemployment Insurance is showing at being 7.05% spent. This will be going up because at this time of year, most staff have met their wage base. It is only applied against the first \$14,000 of wages for the year. Board members will see this pick-up in January. It is no surprise that the travel accounts 6140-Travel in WDA, 6155-Meals, and 6156-Lodging are down more than normal because of COVID-19. However, account 6261-Equipment Under \$5,000 is up because SWWDB provided more efficient printers for staff to enable them to be more effective working from home. Account 6343-Board is reporting 0% because all meetings are virtual. Normally, meals are provided and would be reflected in this account but since all meetings are virtual, SWWDB is not incurring this expense. Account 6370-Advertising is showing as being almost 160% spent because early in the year, SWWDB had a drive-thru job fair event in July and September. The advertising and prep work for the events were applied to this account. Expenses for the audit (account 6420) will show in Quarter 2 as the audit was in October. Account 6503-Workers Compensation is showing around 8% spent because staff are working from home. Case Managers are not traveling and using the travel code so SWWDB is able to take advantage of a slightly lower rate. Accounts 6603-Company Car Gas and 6604-Company Car Maintenance are showing as 0% spent because without much travel, the company car does not need maintenance or gas. Ms. Thousand asked if there were any questions.

Mr. Comella asked about the virtual job fairs. He asked if SWWDB is going to modify advertising to account for doing one or two more events before going back to in-person job fairs. Ms. Suda clarified that the events in July and September were drive-thru events where SWWDB had three (3) locations on both days: Beloit, Janesville, and Monroe. The Business Services team did a great job of putting the statewide events together. The materials were collected from employers and stuffed into bags sponsored by Blackhawk Technical College (BTC). Job seekers drove through any of the locations and staff gave them a bag. Ms. Suda hopes to do another drive-thru event in the spring as SWWDB has the resources to do it again. It was noted that the state of Wisconsin has purchased virtual job fair software. So far there has been no implementation.

Ms. Graham added that the Business Services team is looking to hold a virtual job fair on January 13, 2021 through Webex. The Statewide Business Services team is also looking to do an event on January 27, 2021. The State has purchased software for virtual events, which will roll out in early 2021.

The 2020-21 Budget Modifications shows what has happened since the last board meeting. The majority of SWWDB's changes were finalized at the September meeting because all of the grant agreements had been received. The three (3) items listed at the top are new. SWWDB received the Employment Recovery Dislocated Worker grant (DWG). It is a new grant and is interchangeable with the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funds. The Opioid Recovery grant is also a new grant that will help serve those affected by substance abuse. Lastly, SWWDB did not receive the Pathway Home grant through the Wisconsin Workforce Development Association (WWDA). Ms. Thousand asked if there were any questions. There were none.

Motion made by Mr. Williams, seconded by Ms. Omen, to approve the Program Year (PY) 2020-21 financial statements for Quarter 1, including the Budget Modifications, as presented. **Motion carried unanimously.**

**4. New Business**

**A. Request for Proposal (RFP) – WIOA Title 1 and One-Stop Operator (OSO)**

Beginning in Quarter 3 of Program Year (PY) 2020-21, SWWDB will be starting the process to procure a provider for the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker, Adult, and Youth program as well as the One-Stop Operator (OSO). To make sure SWWDB is utilizing program resources most effectively, a single RFP will be provided. The process begins with seeking Board approval to develop and publish Request for Proposal (RFP) procurement documents. The documents will be developed internally.

Ms. Suda added that a price has to be included in the RFP, but a qualifier will also be included indicating the price is dependent on the resources SWWDB receives for the allocation. Therefore, the contract would be adjusted appropriately depending on the allocation.

SWWDB administration is seeking board approval to move forward with the RFP Process.

Motion made by Mr. Otterstein, seconded by Mr. Williams, to advance the Request for Proposal (RFP) development process for Workforce Innovation and Opportunity Act (WIOA) services and the One-Stop Operator (OSO). **Motion carried unanimously.**

**B. 2021 Employee Benefits**

SWWDB received notification that the organization's health insurance coverage for 2021 increased 12.48% through Dean Health Plan. Although this is a large increase, Ms. Suda reminded board members that last year it increased by only 1.2%.

Usually in November, the SWWDB Executive Committee meets to review SWWDB's employee benefits for the next year. After receiving the 12.4% increase, SWWDB administration requested quotes from other companies. SWWDB is currently on an HMO plan on the Marketplace.

Ms. Thousand and Ms. Suda have looked at the numbers and had budgeted an 8% increase in the health plan. Even though the 2021 increase is more than that and with the new sources of revenue, Ms. Suda and Ms. Thousand believe SWWDB will be fine with the increase.

The other item SWWDB administration is seeking discussion and approval on are changes to SWWDB's 401(k) plan. The plan would be changed effective January 1, 2021 to include the following features:

- Offer a Roth contribution option
- Allow eligible rollover contributions/transfers into the plan to be done as of date of hire
- Allow employees to enroll in the plan with no employer contribution until the employee has achieved standard eligibility (at least 1,000 hours of service, one year of service, and January or July entry date).

Ms. Thousand brought up SWWDB's insurance contribution split for discussion. The current employer-employee split is 75%-25%. SWWDB administration would like to see this change to an 80%-20% split to help offset the plan increase. However, the current health plan is a very solid plan which employees appreciate. This year's increase was also an opportunity to see how SWWDB's health plan compares to other workforce boards in the state. Of the boards that responded, the largest contribution from an employer was 95%. The smallest contribution was 75% (which is SWWDB).

Ms. Suda would like to see the contribution change to an 80%-20% split, but knows that SWWDB has to balance employee benefits with employee compensation. When looking at wages and salaries, SWWDB is solidly in the middle. Ms. Suda opened the floor for discussion. Ms. McLean asked what the financial difference is. Ms. Suda consulted with Ms. Thousand and decided that with where grants are currently, SWWDB can afford it. However, there could be a problem if the change is made and next year the plan renewal increases again significantly.

Mr. Carter stated that if SWWDB makes the change to the contribution split, SWWDB may not be able to afford the deductibles. At the county level, they were not and Green County's increase was between 7.5% and 8%. Ms. Suda figured the 2021 rate would increase more because the 2020 increase was around 2%. When SWWDB administration looked at other workforce board's health plans, the Workforce Board of South Central Wisconsin and Southeastern Wisconsin Workforce Development Board are on county plans. SWWDB has limited options and is not eligible for any other Marketplace plans. Ms. Suda wants board members to be aware that the current premium contribution split is at 75%-25% and to engage in further discussion on changing to an 80%-20% split.

Mr. Carter said that the benefit of having a low deductible gives employees protection if they get a large charge. Whereas if it were to change, employees are opened up to more liability, having to pay a higher deductible, and a greater chance to pay more money.

Mr. Comella would be interested to see how the benefit packages of other non-profits compare to SWWDB's. Ms. Suda can look into this. SWWDB is a member of MRA that conducts a benefit non-profit survey every few years. Ms. Suda will find the survey and share it with the executive committee. Further discussion on this topic is needed.

Motion made by Mr. Carter, seconded by Mr. Williams, to accept the Dean health insurance renewal for 2021. **Motion carried unanimously.**

Motion made by Mr. Williams, seconded by Ms. Simon, to approve the stated changes in SWWDB's 401(k) plan effective January 1, 2021. **Motion carried unanimously.**

Mr. Carter asked what percent SWWDB matches up to. Ms. Suda responded that after an individual has met the eligibility requirements, they receive 4% and then a 50% match on their contributions on the first 8%. The max SWWDB would contribute is 8%. After going through the vesting period of one (1) year, the individual is vested at 20% and then each year after that is an additional 20%.

### C. Fiscal Year 2019-20 Audit

Derek Hilst and Scott Haumersen from Wegner CPAs, LLP discussed the audit with board members. The fiscal year 2019-20 audit report indicates that there are no proposed audit adjustments, no material weaknesses, no significant deficiencies, and no findings. The numbers presented in the audit report are the same as what Ms. Thousand provided Wegner CPAs.

Wegner CPAs provided an unmodified opinion which is a clean opinion on the financial statements with no modifications. Another two (2) opinions were on internal control over financial statements and internal control over compliance with government laws and regulations. Finally, a third letter in the report notes an opinion on compliance. Wegner CPAs is required to test internal controls and compliance on SWWDB's major programs. The Foodshare Employment and Training (FSET) program was the major program audited this year. Of the six (6) program elements to test, activities allowed and allowable costs are tested for FSET. There is less testing under FSET than the Workforce Innovation and Opportunity Act (WIOA). Next year, WIOA will be the major program audited. Wegner CPAs rotates between SWWDB's two (2) major programs from year to year because in order to be considered a low-risk auditee, any federal program over the threshold of \$750,000 has to be tested once every two (2) years. Mr. Haumersen congratulated SWWDB on another great audit year.

Mr. Haumersen added that Wegner CPAs met with SWWDB's Audit Ad Hoc Committee at the opening of the audit to go over what auditors were going to be looking at and gave committee members the opportunity to ask questions.

Ms. Suda congratulated the SWWDB Finance team on another clean audit and thanked Wegner for all of the technical assistance provided throughout the year and for being a great partner. The work of all parties is greatly appreciated.

Motion made by Ms. Tucker, seconded by Mr. Marx, to approve the fiscal year 2019-20 audit report and Form 990. **Motion carried unanimously.**

**5. Committee Updates**

On September 15, the SWWDB Executive Committee met and discussed the Program Year (PY) 2020-21 and PY 2021-22 performance metrics. Board members were provided with the minutes from this meeting. Ms. Suda said that SWWDB administration and the Department of Workforce Development (DWD) went back and forth on these measures.

DWD countered back SWWDB's counter offer. On September 29, a joint meeting of the Southwest Wisconsin Counties Consortium (SWCC) and SWWDB Executive Committee approved DWD's last counter offer. DWD had indicated that they were locked in at this final counter offer because of their negotiations with the Department of Labor (DOL). DWD had further indicated to DOL that COVID-19 was going to create a lot of uncertainty, but DOL was not going to consider any impact that COVID-19 would have on performance.

The minutes from the September 29 joint meeting were shared with board members. The minutes include the final accepting measures and are also shown below in Table 1 in the fourth column to the left. The final measures to be accepted are shown in red.

**Table 1**

Common Measure	PY 2018 & 2019	PY 2020 & 2021	PY 2020 & 2021	PY 2020 & 2021	Percent Change	Past Performance				Performance to Goal
	Prior Goals	State Proposed	SWWDB Counter	State Counter	2019 vs. State	2016	2017	2018	2019	2019
		Original	Final	Final						4th QTR
Adult Q2 Unsubsidized Employment	76%	76%	76%	76%	0.0%	71.4%	75.9%	76.6%	77.3%	101.7%
Adult Q4 Unsubsidized Employment	71%	74%	74%	74%	4.2%	69.7%	82.8%	71.6%	79.2%	111.5%
<b>Adult Median Earnings</b>	4100	5500	4800	5000	22.0%	5574	4320	5437	5776	140.9%
<b>Adult Credential Attainment Rate</b>	57%	70%	66%	66%	15.8%	61%	63.3%	79.2%	86.0%	150.9%
Adult Measurable Skill Gain	Baseline	42%	42%	42%	-	NA	29.3%	46.7%	61.2%	-
DW Q2 Unsubsidized Employment	81%	82.00%	82%	82%	1.2%	82.4%	81.3%	81.3%	78.9%	97.5%
DW Q4 Unsubsidized Employment	79%	79%	79%	79%	0.0%	81.8%	86.3%	74.7%	85.7%	108.5%
DW Median Earnings	7100	7500	7500	7500	5.6%	7420	7672	7357	8385	118.1%
DW Credential Attainment Rate	65%	75%	70%	70%	7.7%	67.3%	80.0%	82.9%	73.9%	113.7%
DW Measurable Skill Gain	Baseline	55%	55%	55%	-	NA	53.3%	72.3%	66.7%	-
<b>Youth Q2 Employment/Education</b>	65%	72%	68%	70%	7.7%	71.0%	75.0%	76.3%	77.8%	119.7%
Youth Q4 Employment/Education	64%	72%	68%	68%	6.3%	71.7%	74.1%	76.9%	72.1%	112.7%
<b>Youth Median Earnings</b>	Baseline	3200	2950	3000	-	2995	2719	2793	4193	-
Youth Credential Attainment Rate	62%	62%	62%	62%	0.0%	67.4%	59.5%	71.8%	58.7%	94.7%
Youth Measurable Skill Gain	Baseline	34%	34%	34%	-	NA	36.7%	46.0%	53.8%	-

The performance metrics look at those individuals that exited in a certain quarter and how many are employed and what are their earnings are in Quarters 2 and 4 after exit.

Motion made by Ms. Omen, seconded by Mr. Carter, to approve the minutes from the September 15, 2020 SWWDB Executive Committee meeting and the minutes from the September 29, 2020 joint SWWDB Executive Committee and Southwest Wisconsin Counties Consortium (SWCC) meeting. **Motion carried unanimously.**

## 6. Old Business

### A. **WIOA Allocation Issues**

Ms. Suda provided board members with the most recent correspondence regarding the Workforce Innovation and Opportunity Act (WIOA) allocation issue. On the appeal to the Department of Workforce Development (DWD), Administrative Law Judge Stephanie Brown was not able to form a decision based on the information submitted to her. Ms. Brown provided SWWDB administration with next steps which was to appeal to the Department of Labor (DOL).

On October 21, 2020, Ms. Suda filed an appeal with DOL. DOL acknowledged the appeal around October 30 and will have a decision made within 120 days. The decision is expected in April or May of 2021. Ms. Suda stated that SWWDB has taken this issue as far as possible and hopes to know something before June.

## 7. Consent Agenda

The items on the consent agenda were presented to board members for review and discussion. Ms. Suda noted that there were updates made to SWWDB policy E-422 Needs-Related Payments Policy based on the Workforce Innovation and Opportunity Act (WIOA) and how needs-related payments are recognized. In general, needs-related payments can be made to individuals enrolled in WIOA programs if they are enrolled in training and if they are not eligible for unemployment or have run out of unemployment. Without such a monetary payment, these individuals would not be able to continue their education. For

## ENCLOSURE 1

many years, SWWDB has stayed away from needs-related payments. However, after going through this year, the SWWDB administrative team decided that as a workforce development board, individuals need to be in training to update their skills. SWWDB currently has the resources to make these payments and it is allowable. Therefore, the policy was updated in the event an individual would need such assistance.

Ms. Thousand provided board members with a brief overview of the other policies. The changes driven are in a two-fold way. In the monitoring report received from the Department of Workforce Development (DWD) for monitoring that occurred over the summer, DWD identified specific things they wanted to see in these financial policies. Most of what SWWDB does is driven by Uniform Guidance on how to manage grants. DWD wanted to see specific language from Uniform Guidance in the policies. The second reason for some of the changes is that on November 12, Uniform Guidance went through its first set of major changes since its implementation in December 2014. The citation number/link may have changed. Therefore, SWWDB administration is also asking for blanket approval to update the reference area of SWWDB's policies and procedures.

Ms. Suda and Ms. Thousand asked if there were any questions. There were no questions and no discussion.

Motion made by Dr. Pierner, seconded by Ms. Simon, to approve the blanket approval request to update any section citation references in SWWDB's policies and procedures, and the updates made to the following SWWDB policies:

- C.201 Cash Management Policy
- C.401 Procurement Policy
- C.510 Grantee Monitoring Policy
- C.701 Travel Expense Reimbursement Policy
- C.810 Property Management Policy
- E.422 Needs-Related Payments Policy

### **Motion carried unanimously.**

Currently Manpower is meeting all performance measures except one in the Youth program. The outreach to youth is struggling primarily due to COVID-19. However, Manpower is taking aggressive steps to bring the number up. The numbers may be low, but Manpower and SWWDB are increasing the services for those participants currently enrolled. Beyond Manpower's outreach, SWWDB has purchased computers to help WIOA In-School Youth participants with their technology needs as so many are out of school. While most school districts that are operating virtually are able to provide laptops and/or Chromebooks to students, that is not always the case.

For 2020 Quarter 1, SWWDB is currently "exceeding" 11 measures, "meeting" three (3), and "failing" one (1). The failed measure is the Credential Attainment Rate goal in the Youth program.

In looking at Foodshare Employment and Training (FSET) performance, FSET does not have performance indicators like WIOA. However, SWWDB looks at service level goals. For Quarter 4 for the federal fiscal year ending September 30, 2020, SWWDB exceeded all service level goals for the program year. Ms. Suda asked if there were any questions. There were none.

Motion made by Mr. Otterstein, seconded by Ms. Omen, to approve 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 2). This information is provided at every board meeting per the Board’s request.

**Table 2**

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	0
Data Dimensions	8/21/2020	17	1	6	0
United Alloy	7/17/2020- 9/14/2020	108 (furloughed)	0	0	1

Ms. Suda stated that there have been multiple layoffs. Most have been identified as temporary since spring. Maple Leaf Cheese plans to be closed by the end of the year and Novares in Richland Center is now closed. Data Dimensions went through a workforce reduction. At the time SWWDB administration was notified, it was 17 employees. United Alloy sent a WARN notice indicating a temporary layoff/furlough of 108 employees.

Once SWWDB receives notification of a closure or layoff, SWWDB staff reach out to the employer to set-up Rapid Response meetings to distribute resource folders. During this time of COVID-19, employers have not been as receptive as they used to be. However, SWWDB staff continue to contact the employer to make sure the affected employees get the information they need to take the next step.

Ms. Graham indicated that this information is current and there are no new changes.

**B. WIOA Youth Program Updates/Presentation**

Years ago, SWWDB administration decided not to have subcommittees under the Workforce Innovation and Opportunity Act (WIOA). SWWDB used to have a Youth Council, but then ended it. SWWDB and staff monitored the services in the Youth programs and set the direction for where the Youth programs would go. Casey Dobson is the WIOA Program Supervisor for Manpower. SWWDB contracts with Manpower to provide WIOA and One-Stop Operator (OSO) services. Ms. Dobson was asked to give board members an update on the Youth program.

Ms. Dobson stated that there has been a big push this year to focus on the Youth program. Manpower has been very innovative on how to tackle increasing performance and participation in the Youth program and have had to incorporate COVID-19 in order to succeed.

All of the Manpower case managers are attending the National Association of Workforce Development Professionals (NAWDP) virtual Youth Symposium. Case managers are learning best practices on how to connect with youth and have the opportunity to see how other states operate



## ENCLOSURE 1

their programs. Ms. Dobson's supervisor, Heather Leach, Director of Government Workforce Solutions, is the Chair of the NAWDP, so staff are always receiving best practices from other service providers and how Manpower can implement new ideas into the program in Wisconsin.

Ms. Dobson shared how Manpower has streamlined service delivery since the onset of COVID-19 in March. In the first few weeks of working virtually, Manpower had a new system in place. Orientations and the enrollment process had to be streamlined as much as possible. Before COVID-19, orientations were offered once per week. Orientations are now offered twice per week, there is more communication done over the phone, and enrollment paperwork is mailed and then emailed once it is approved. In September, SWWDB began offering an online and mobile-friendly application that has been extremely helpful.

At the beginning of COVID-19, Manpower recognized the barrier operating virtually posed to some participants with certain programs/software. Staff have quickly adapted to virtual technology by familiarizing themselves with such programs as Google Hangouts, Zoom, Skype, Teams, etc. so that they can adjust to whatever platform works best for participants.

Ms. Dobson shared the names of some of the partners Manpower works heavily with and receives referrals from. This includes Beloit Community Action Inc. (CAI). Manpower has/is attempting to coenroll most of CAI's Fresh Start students and are working with many of their other programs as well. Manpower is trying to provide as many wrap around services as possible. Because the Fresh Start program is tied to the Beloit School District, the school district informed CAI that they would not be able to provide the students with the technology necessary to go virtual. Manpower is subsidizing the school district with laptops, supplies, and clothing to ensure the students can complete their training. Manpower has also reached out to the charter schools and had virtual meetings.

Southwest Wisconsin Technical College (SWTC) and Blackhawk Technical College (BTC) have been great partners. SWTC has been closed and has not allowed partners on campus. Ms. Tucker clarified that SWTC is not closed. Staff are not allowed on campus that are not needed to provide training. Lab spaces are open for hands-on training. If partners are allowed on campus, Manpower is willing to set-up time to be available. BTC has allowed Manpower to have space at the Student Services Center. Ms. Dobson said that BTC staff are encouraged to take personal development workshops. Ms. Dobson recently facilitated a workshop for BTC staff to inform them of the purpose of WIOA, the services available, and how to best partner. There is WIOA information on BTC's and SWTC's website. Manpower also partners with BTC's GED program and the Head Start program. Manpower sends flyers to the parents and recently, Manpower was highlighted in Head Start's flyer that parents receive as well.

Some of the services Manpower offers students when staff cannot meet with them in-person includes leadership development activities. Ms. Dobson stated that Manpower has put together virtual escape rooms and virtual scavenger hunts. Manpower also put WIOA information in the bags that were distributed at the drive-thru job fairs and distributes information at local food drives. Information is also shared with partners through Manpower's role as the One-Stop Operator (OSO).

Ms. Dobson shared some concerns from participants and parents of participants. Since schools have gone virtual, students are struggling to do their school work in a virtual setting. Because of this, participants cannot focus on getting a job. This is a challenge Manpower is trying to overcome. Some of the worksites Manpower partnered with as work experience sites pre-COVID-19 are no

longer taking volunteers or work experience students in order to reduce COVID-19 exposure. Many Youth participants are interested in the healthcare field, so Manpower was working closely with the nursing homes and the healthcare center in Rock County. These sites are not interested in having work experiences onsite at this time. They have indicated that they hope to welcome back work experiences next fall.

Outreach has been challenging and not in the fact that Manpower has not been innovative in the way they handle outreach, but more of the return on the outreach that is the issue. Since July 1, Manpower staff have hung up around 125 flyers throughout the workforce development area, but since most individuals are staying home, Manpower is not seeing a return on that effort. Therefore, Facebook has been a big source of outreach. As the OSO, Manpower oversees the Green County, Rock County, and Southwest Area job center Facebook pages. The flyer has been posted several times on these pages and has been shared numerous times. Outreach is a challenge, but it is something that Ms. Dobson and her staff are up to and are working on.

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

### 9. CEO's Report

Ms. Suda informed board members that SWWDB staff are still primarily working from home. Staff are able to go to the office as needed to get supplies, file, pick-up/drop-off, etc. Staff are also able to connect virtually every week for a staff meeting. So far, the SWWDB team has been healthy.

SWWDB's former Director of Finance, Annette Meudt, was promoted in November from Section Chief to Bureau Director of Workforce Training.

SWWDB's offices will be closed Christmas Eve Day, Christmas Day, New Year's Eve Day, and New Year's Day. Ms. Suda also noted that SWWDB has appreciation gifts for all board members and will work on getting them delivered over the next month to two.

### 10. Chairperson's Report

As the Second Vice-Chair, Mr. Williams noted that as a non-profit, board members need to appreciate the work of the employees. Mr. Williams thanked the SWWDB team for all their hard work.

### 11. Adjournment

Motion made by Mr. Carter, seconded by Ms. Tucker, to adjourn the meeting at 4:19 p.m. The next regularly-scheduled board meeting will be Wednesday, March 10, 2021. **Motion carried unanimously.**

## General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Balance Sheet

December 2020

Page: Page 1 of 1

Date: 2/12/2021

Time: 2:02:45 PM

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

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

December 2020

Page: Page 1 of 3

Date: 2/12/2021

Time: 2:17:57 PM

Revenues

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

Expenditures

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

## General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

December 2020

Page: Page 2 of 3

Date: 2/12/2021

Time: 2:17:57 PM

## Expenditures

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

**General Ledger System**

SOUTHWEST WISCONSIN WORKFORCE DEVE  
 For User: d.thousand  
 Agency Statement of Operations

Page: Page 3 of 3  
 Date: 2/12/2021  
 Time: 2:17:58 PM

December 2020

<b>Excess (Deficit)</b>	\$27,543.00	\$440,484.89	\$165,258.00	\$99,108.21	\$330,328.00	\$231,219.79
-------------------------	-------------	--------------	--------------	-------------	--------------	--------------

(Funds included: ALL)

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

Item	Admin	Program	Amount
<b>2020.21 Budget - Approved Revenue</b>	<b>461,655</b>	<b>3,985,316</b>	<b>\$4,446,971</b>
<b>Changes to PY20 Funds (Adjust to Actual)</b>			
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)
<b>Changes to PY19 Funds (Affects Planned Reserve / Carryover)</b>			
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
<b>Modified Revenues</b>	<b>584,855</b>	<b>4,268,254</b>	<b>\$4,853,109</b>
Net Change	123,200	282,938	406,138

**U.S. Department of Labor**

Employment and Training Administration  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210



February 26, 2021

Ms. Rhonda Suda  
Chief Executive Officer  
Southwest Wisconsin Workforce Development Board, Inc.  
P.O. Box 656  
Platteville, WI 53818

Dear Ms. Suda:

The U.S. Department of Labor (Department or USDOL), Employment and Training Administration (ETA) received an appeal on October 30, 2020, from the Southwest Wisconsin Workforce Development Board (SWWDB) regarding a purported error in the State of Wisconsin's Workforce Innovation and Opportunity Act (WIOA) formula allocation.

In your appeal, you stated that you believed SWWDB was denied \$2 million of WIOA formula funds stemming from the use of an incorrect formula and sought recompense from the State. Specifically, you contended the following:

- In the spring of 2016, the Wisconsin Department of Workforce Development (DWD) changed the area of substantial unemployment formula factor threshold, which was in conflict with the State's WIOA State Plan, Training and Employment Guidance Letter No. 27-16, and 20 CFR 683.120;
- DWD made the aforementioned change without consultation with local workforce development boards and chief local elected officials;
- SWWDB review revealed that the State made the change in 2015, and, thus, the error applied to SWWDB's allotments from 2015 to 2019; and
- The hold harmless provision artificially decreases the SWWDB allocation for years into the future.

**Scope of USDOL Review**

20 CFR 683.610 authorizes the Secretary of Labor (Secretary) to investigate allegations arising through the grievance procedures described in 20 CFR 683.600 when:

- A decision on a grievance or complaint under § 683.600(d) has not been reached within 60 days of receipt of the grievance or complaint or within 60 days of receipt of the request for appeal of a local level grievance and either party appeals to the Secretary; or
- A decision on a grievance or complaint under § 683.600(d) has been reached and the party to which such decision is adverse appeals to the Secretary.

The Secretary must make a final decision on an appeal under paragraph (a) of this section no later than 120 days after receiving the appeal.



### Determination

The Department has considered the evidence and has determined that the State did follow its internal appeals policy. The Department notes that the State did not use excess unemployment data correctly for its WIOA Title I within-state allocation formula during the timeframe described in the appeal. The State originally acknowledged its error in May of 2019 and adjusted its within-state allocation formula accordingly for Program Year (PY) 2019 and since. The Department has determined that since Wisconsin has confirmed that the PY 2019 and PY 2020 within-state allocations included corrections for the error and other local areas have spent much of their PY 2018 allocations, it is not feasible for Wisconsin to re-calculate those funds. The Department will not require any retroactive compensatory actions by the State. In the State's determination letter, the Department encouraged the State to consider unmet needs in the local area and determine how to use existing funding to address those needs.

Please also note that, upon receipt of this appeal, the Department conducted an additional review of the State's WIOA Title I allocation formula and, on January 29, 2021, met with the State to share a few minor adjustments that needed to be made to the calculation/rounding process. The Department has required the State to make these minor adjustments. These minor adjustments did not affect the allocation amounts to be distributed.

Therefore, the Department upholds the State's appeal determination, including the ruling by the administrative law judge consulted during the state-level appeal. The State must notify the local areas of any changes to formula allocations. The State must also include any formula changes in the WIOA State Plan modification in PY 2022. This is the Department's final determination on the appeal.

Sincerely,

 Digitally signed by  
LAURA WATSON  
Date: 2021.02.26  
13:44:08 -05'00'

Laura P. Watson  
Administrator  
Office of Grants Management

cc: Rose Zibert, Acting Administrator, ETA Chicago Regional Office

DocuSign Envelope ID: 865BED95-E4EB-4C42-BC62-56E9454AD9B4

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



Tony Evers, Governor  
Amy Pechacek, Secretary-designee

A proud partner of the American Job Center network

January 11, 2021

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

Dear Ms. Suda:

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

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

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

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

Sincerely,

DocuSigned by:  
 Bruce Palzkill  
C13A6B1799B64B4...  
Bruce Palzkill

Cc: Art Carter  
Maria Lauck



## SOCIAL MEDIA POLICY

B-540

### Purpose.

The rapid growth and ease of use of social media technologies have made them attractive channels of communication. Sharing news, achievements, events or promoting workforce activities through social media can be an effective way for SWWDB to communicate and promote SWWDB to multiple audiences. However, use of social media also presents certain risks and carries with it certain responsibilities. Social media must be used in a manner that complies with acceptable organizational practices, rules, regulations and laws. This document is intended to establish the SWWDB policy regarding the use of social media for official SWWDB communications.

### Policy.

SWWDB participates in online communities to promote better communication with clients, employers, the general public, and service organizations. In the use of social media, it is the policy of SWWDB that any and all communications produced by or on behalf of SWWDB in an online community shall comply and be consistent with SWWDB standards for business conduct, policies and applicable laws, including laws concerning protected personal information, privacy, confidentiality, copyrights and trademarks.

For purposes of this policy, "social media" means any internet-based medium, created through social interaction, where users primarily produce and contribute to the content. Social media is defined to include, but is not limited to personal and professional websites, wikis, blogs, chat rooms and bulletin boards; social networks, such as Facebook, LinkedIn, Twitter and ~~MySpace~~ [Instagram](#); video-sharing sites such as YouTube; picture- or image-sharing sites such as Flickr and e-mail.

Furthermore, it shall be the policy of SWWDB that:

- Confidential or proprietary information or personal identifying information of anyone associated with SWWDB, its contracted providers or clients shall not be disclosed in any online postings or publications. Sharing these types of information, even unintentionally, could result in harm to SWWDB or the individual.
- Any communication that discloses an affiliation with SWWDB is considered as professional communications governed by this and other SWWDB policies.
- SWWDB equipment, assets and/or e-mail addresses shall only be used to perform job-related activities that may include professional networking but do not include personal social networking.
- Identify all copyrighted or borrowed material with citations and links, and when publishing direct or paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.
- The CEO shall authorize and approve any website, blog, chat room, video-sharing site, bulletin board or other social media that promotes SWWDB.
- The CEO shall authorize and approve the use of the SWWDB logo or other intellectual property in a website, blog, chat room, video-sharing site, bulletin board or other social media.
- Use of social media during an employee's normal work time shall be limited to authorized work-related communications, and the use of social media for personal purposes while on work time or on equipment provided by SWWDB is prohibited.



SOCIAL MEDIA POLICY

B-540

- Publishing comments about controversial or potentially inflammatory subjects, including politics, sex, religion or any other non-business related subjects is prohibited in any posts or other online communications involving SWWDB.
- Any hostile or harassing communication is prohibited in any posts or other online communications including but not limited to any offensive conduct or comment based on a person’s race, sex, gender, gender identity, national origin, color, disability, age, sexual orientation, veteran status, marital status, religion or any other status protected by law.
- Any other online communications, including responses to online posts, shall be reviewed routinely and any posts that are inaccurate, accusatory or negative about SWWDB or any of its employees shall be removed immediately when discovered and such action shall be communicated to the CEO.
- Information posted on official SWWDB online communities shall not represent personal views or opinions.
- Pursuant to P.L. 116-94, Division A, Title V, Section 505, when using social media to issue statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:
  - a. The percentage of the total costs of the program or project which will be financed with Federal money;
  - b. The dollar amount of Federal funds for the project or program; and
  - c. The percentage and dollar amount of the total

Formatted: Font: (Default) Calibri

Formatted: Font: (Default) Calibri

Formatted: Normal, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) Calibri

Formatted: Default, Indent: Left: 0.8", No bullets or numbering

Every person covered by this policy shall be personally liable for all communications and information published online. SWWDB may be liable for online activity that use SWWDB assets, a SWWDB e-mail address or any e-mail address that can be traced back to SWWDB’s domain. Therefore, each employee is encouraged to make responsible decisions about the appropriate use of social media.

SWWDB shall require an employee to discontinue use of an online community or social media system if it believes the communications are in violation of this policy, SWWDB values, or applicable local, state and federal laws.

Outside the workplace, an employee has the right to participate in social media and networks using a personal e-mail address. Nothing in this policy is intended to or will be applied in a manner that limits employees’ rights to engage in protected concerted activity as prescribed by the National Labor Relations Act. Any employee opinions posted on non-official SWWDB sites shall represent their own views and are not those of SWWDB. Information and communications that an employee publishes on a personal online sites shall not be attributed to SWWDB or should not appear to be endorsed by, or to have originated from, SWWDB.

Any employee who is found to be in breach of this policy may be counseled about their actions and subject to disciplinary action up to and including termination. Furthermore, any employee who takes negative action or retaliates against another person for reporting a possible deviation from this policy, or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

The Board directs the Chief Executive Officer (CEO) to establish and maintain procedures that will manage the use of social media and online communications consistent with the mission and values of SWWDB,

Southwest Wisconsin Workforce Development Board  
 1370 North Water Street, P.O. Box 656  
 Platteville, Wisconsin 53818-0656



## SOCIAL MEDIA POLICY

B-540

including the designation of social media and online communities to be used by SWWDB. The ~~director of~~ Finance ~~Manager~~ and the IT department, under the direction of and in consultation with the CEO, shall be operationally responsible for the management and monitoring of SWWDB authorized social media. Any variance from this policy shall require prior SWWDB authorization.

The CEO shall further ensure that every program operator or entity contracting with SWWDB is made aware of this SWWDB policy. Program operators shall make their staff aware of the policy; their duty to guard and protect confidential client information; and responsibility to communicate, including social media communications, in a manner that reflects positively on SWWDB and their organization, SWWDB, and the workforce system. Furthermore, it is the responsibility of each service provider to establish appropriate policies and procedures governing the use of social media by its employees.

Reference: ~~None~~ [National Labor Relations Act](#)  
[Equal Employment Opportunity Commission](#)  
[P.L. 116-94, Division A, Title V, Section 505](#)

Policy Adopted: December 12, 2012

Policy Revised: **June 11, 2014; March 109, 2021**

**Commented [WJ1]:** Do we want to keep this paragraph the way it is?

**Commented [TD2R1]:** I vote for yes as consistency-wise, we typically end each last paragraph with designating Rhonda with the responsibility of whatever it is.

**INTERNET SERVICE PROVIDER REIMBURSEMENT POLICY**

C-710

**Purpose.**

Southwest Wisconsin Workforce Development Board (SWWDB) acknowledges the need for certain administrative employees to access SWWDB's administrative business applications from their home. The configuration of SWWDB's Wide Area Network lends itself to this type of remote access and will allow for secure access from an employee's home to network business resources. It is SWWDB's position that this application of technology promotes effective communications, creates efficient and streamlined access to technology, and provides flexibility in managing demanding work schedules.

**Policy.**

Authorized employees will be partially reimbursed for Internet Service Provider (ISP) fees in order to access SWWDB's ~~administrative~~ business applications from their home. Reimbursement shall be based on business use of the ISP and shall only be made for costs that are reasonable in comparison with industry standards within the area. Reimbursement is limited as follows:

- Information Technology staff who are on call during non-business hours and must have access to fulfill their job responsibilities will be limited to reimbursement at ~~750%~~ of the actual installation charges for the service, plus ~~750%~~ of the actual monthly connection fees.
- Administrative staff engaged in business-related activity where access to SWWDB business applications is required during non-business hours will be limited to 50% of the actual installation charges for the service, plus 50% of the actual monthly connection fees.
- Case Management / Program staff in the event job centers and regular offices are not open and staff have to work from home as staff must have access to fulfill their job responsibilities. Reimbursement will be limited to 50% of the actual installation charges for the service plus 50% of the actual monthly connection fees.

The Chief Executive Officer (CEO) shall identify all staff that requires access to the SWWDB network during non-business hours. The CEO shall also approve the payment of all ISP costs based on documentation provided by the employee. Individual authorization may be modified or revoked by the CEO at any time.

SWWDB assumes no responsibility for recommending or arranging ISP support, and will not provide support for employee ISP accounts.

## Reference:

Policy Adopted: **December 10, 2004**Policy Revised: **September 16, 2015; March 10, 2021**



## **LIFE - ACCIDENTAL DEATH - DISMEMBERMENT INSURANCE POLICY**

---

### **Purpose.**

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to providing its employees with a comprehensive pay and benefits package comparable to other employers within its service area. With this purpose in mind, this policy establishes that SWWDB shall make a group life and accidental death and dismemberment insurance coverage available for its employees with SWWDB paying the insurance costs.

### **Policy.**

SWWDB provides group life and accidental death and dismemberment insurance coverage. This coverage is available to all regular and leased employees who are scheduled to work 30 or more hours per workweek, at no cost to the employee. Coverage is limited to the amount of the employee's annual salary, exclusive of over-time pay, with \$1,000 coverage per \$1,000 of income rounded to the next highest \$1,000.

Coverage will be effective on the first day of the month following ~~one full month~~ 30 days of employment. Employees are to refer to the designated plan document maintained by the insurance company for specific details on this fringe benefit as this benefit is guided by the plan document. The plan document include details on when raises in pay are taken into account (which is the year following the raise) and the reduction in maximum benefits based on attainment of certain age(s) (currently 65 and 70 years of age).

SWWDB shall have the exclusive right to designate the insurance carrier. SWWDB also reserves the right to change benefit plans including changing insurance carriers whenever, in its sole determination, such a change is for the good of the organization.

When the employee leaves SWWDB employment, group life, and accidental death and dismemberment insurance coverage will end effective the last day of employment.

Reference:

Policy Adopted: **December 10, 2004**

Policy Revised: **September 16, 2015; March 14, 2018; March 10, 2021**



**BEREAVEMENT LEAVE POLICY**

**B-411**

**Purpose.**

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to providing its employees with a comprehensive pay and benefits package comparable to other employers within its service area. Within this overall compensation philosophy, this policy establishes that SWWDB shall provide its employees a specified number of bereavement leave days on the occasion of a death in the employee’s family.

**Policy.**

It is the policy of the Southwest Wisconsin Workforce Development Board (SWWDB) to provide leave with pay to a regular full-time employee in the event of a death of a family member as follows:

- Up to five days – A spouse or any person within the first-degree of consanguinity and first-degree of affinity.
- Up to three days – Any person within the second-degree of consanguinity or affinity.
- One day – Any person within the third-degree consanguinity or affinity.

The following chart shows the relationship to the employee:

Relationship to Employee					
Consanguinity (Includes individuals related by blood to the employee)			Affinity (Includes the employee’s spouse and individuals related to the spouse)		
First Degree	Second Degree	Third Degree	First Degree	Second Degree	Third Degree
Father or Mother	Grandparents	Great Grandparents	Spouse	Grandparents	Great Grandparents
Son or Daughter (& Spouse)	Grandchildren (& Spouse)	Great Grandchildren (& Spouse)	Father or Mother	Grandchildren	Great Grandchildren
<u>Brother or Sister</u>	Uncle or Aunt (& Spouse)	Great Uncle or Aunt (& Spouse)	<u>Brother or Sister</u>	Uncle or Aunt	Great Uncle or Aunt
	First Cousin (& Spouse)	Children of Great Uncle or Aunt (& Spouse)		First Cousin	Great Uncle or Aunt
	Nephew or Niece (& Spouse)	Second Cousin (& Spouse)		Nephew or Niece	Children of Great Uncle or Aunt
	<u>Brother/Sister-in-law- or Sister (&amp; Spouse)</u>	Children of First Cousin (& Spouse)		<u>Brother or Sister</u>	Second Cousin
		Grand Nephew or Niece (& Spouse)		<u>Brother/Sister-in-law-</u>	Children of First Cousin
					Grand Nephew or Niece

NOTE: Under the degrees of consanguinity, where spouse is indicated, the relationship of the spouse is in the same degree as that of the person related by consanguinity, but the spouse is related only by affinity. Employee is the starting point from which all degrees of relationship are calculated.



**BEREAVEMENT LEAVE POLICY****B-411**

In addition, the Chief Executive Officer (CEO) may authorize the employee up to two additional days to travel to the funeral, depending on the location and mode of transportation necessary to reach the funeral site.

The employee must give notice of the need for bereavement leave to his/her supervisor as soon as possible and practicable, ordinarily at the start of the next working day. If the employee is unable to do so, the employee's spouse or other family member may give notice of the intent to use bereavement leave.

All bereavement leave shall be documented in accordance with SWWDB procedures and any form(s) used to account for the use of bereavement leave shall be filed in the employee's personnel file.

The CEO shall ensure that procedures and systems are established and maintained to document and record all bereavement leave used by employees. The Finance Manager, under the direction of and in consultation with the CEO, shall be operationally responsible for the documentation, accountability, and management of bereavement leave.

Reference: None.

Policy Adopted: December 10, 2004

Policy Revised: **December 11, 2013; September 16, 2015; March 13, 2019; March 10, 03/10/2021**