

# 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>

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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>

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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. 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

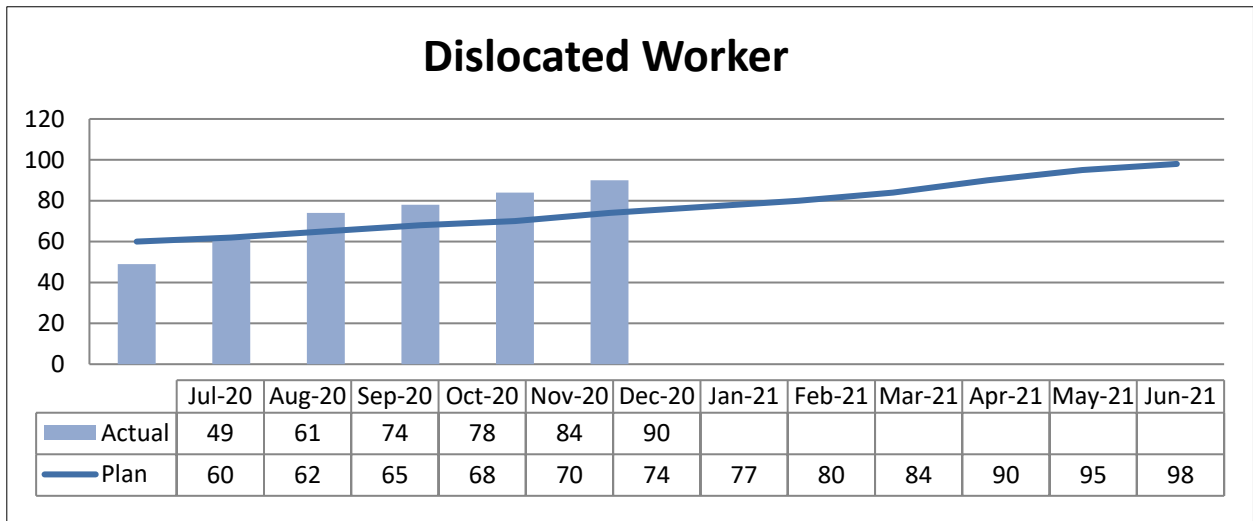
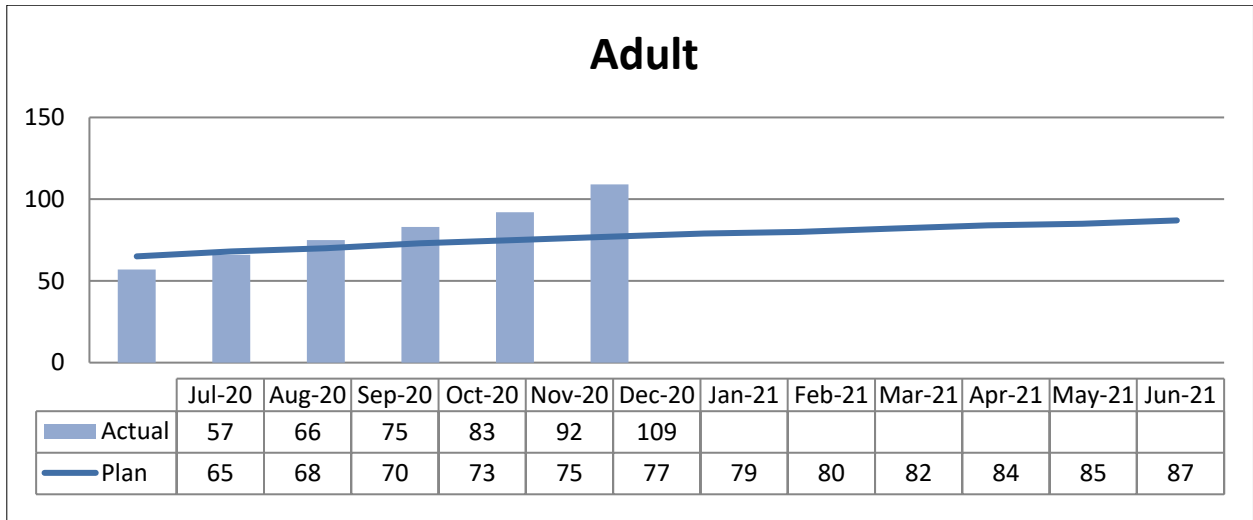
**Enclosure 7** includes four (4) policy updates:

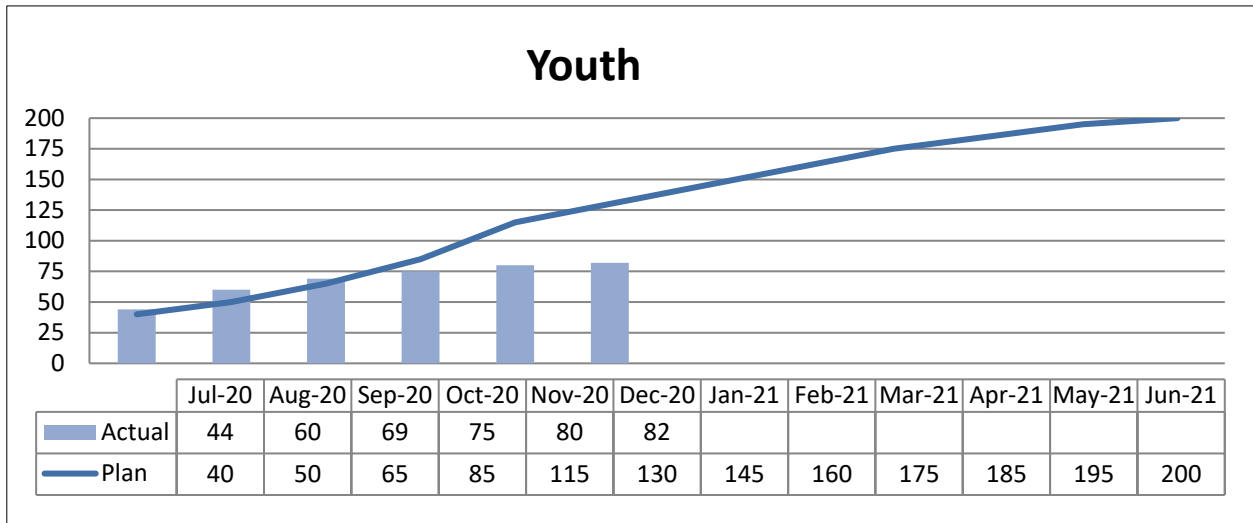
- B.540 Social Media Policy – update and rename to G.540
- C.710 Internet Service Provider Reimbursement Policy - update
- B.332 Life Accidental Death Dismemberment Insurance Policy - update
- B.411 Bereavement Leave Policy – update

**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**