

Southwest Wisconsin Counties Consortium Meeting

May 25, 2021
Meeting Minutes

The Southwest Wisconsin Counties Consortium meeting was held on Tuesday, May 25, 2021 via conference call. Attendance was as follows:

Members Present:

Mr. Marty Brewer
Mr. Art Carter
Mr. Robert Keeney

Mr. John Meyers
Mr. Russ Podzilni

Members Absent:

Mr. Jack Sauer

Staff Present:

Ms. Katie Gerhards
Mr. Matt Riley

Ms. Rhonda Suda
Ms. Danielle Thousand

The meeting of the Southwest Wisconsin Counties Consortium (SWCC) was called to order by Mr. Carter at 11:30 a.m.

1. Approval of Agenda

The meeting agenda of the May 25, 2021 SWCC meeting was reviewed by SWCC members. No corrections or changes were made.

Motion made by Mr. Podzilni, seconded by Mr. Brewer, to approve the May 25, 2021 SWCC meeting agenda. **Motion carried unanimously.**

2. Approval of Minutes

The meeting minutes of the February 23, 2021 SWCC meeting were distributed and reviewed by SWCC members.

Motion made by Mr. Brewer, seconded by Mr. Keeney, to approve the minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on February 23, 2021. **Motion carried unanimously.**

3. Program Year 2020-21 Financial Reports, Quarter 3

Ms. Thousand presented the financial statements to SWCC members. The draft financial statements include the Balance Sheet and Statement of Operations as of March 31, 2021.

The Balance Sheet is current through Quarter 3 (January 1 – March 31). The Balance Sheet shows that SWWDB is in a positive position. Revenues are exceeding expenditures by \$71,577.97. Ms. Thousand pointed out account 3220-Other Accruals. SWWDB had a situation where it had to pass through funding from its FoodShare Employment and Training (FSET) Third Party Program to the Department of Health Services (DHS). This account was the holding account for those funds. Ms. Thousand noted the

high fund balance and reassured SWCC members that Clare Bank has pledged to protect up to \$2 million for SWWDB.

Since SWWDB is through Quarter 3, the goal on the Statement of Operations is to be around 75% spent. The column labeled "Pct" is showing revenues around 68% and expenditures at 71%. Ms. Thousand indicated that some revenue will carry-over into the next program year. In regards to the COVID-19 pandemic and the budget, communication and equipment costs increased so staff could keep in touch with each other and be successful working from home. With that, travel and meeting expenses decreased.

Ms. Thousand presented the Budget Modifications to SWCC members. It shows changes to the budget since the last meeting. The funding at the top of the document are the items that have changed. Because the prisons have remained closed due to the pandemic, SWWDB does not anticipate spending all of the Department of Corrections (DOC) contract. Therefore, the contract was adjusted to what SWWDB administration projects to spend. With the approval of the Department of Workforce Development (DWD), SWWDB transferred funds from the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker program to the Adult program. This allows greater flexibility and allows SWWDB to serve more Adult participants as most individuals qualify for the program. The Independent Living/Foster Care contract received COVID housing funds. The funds are for a targeted group of individuals who have to meet certain criteria. The funds specifically have to be used for housing. This program also received funds to provide direct stimulus payments of \$1,000 per month for six (6) months.

Mr. Carter asked what the stimulus amount is. Ms. Thousand said \$247,000. There were no other questions.

Motion made by Mr. Podzilni, seconded by Mr. Brewer, to approve the Program Year (PY) 2020-21 financial statements, including the Budget Modifications, for the period ending March 31, 2021 as presented. **Motion carried unanimously.**

4. Board Member Applications

None.

5. Program Year 2021-22 WIOA Title 1 Allocations

On May 12, 2021, the Department of Workforce Development (DWD) released the Program Year 2021-22 Workforce Innovation and Opportunity Act (WIOA) allocations to the local workforce development areas. The Southwest Workforce Development Area (WDA 11) is seeing an increase in all three (3) programs: Adult, Dislocated Worker and Youth. Ms. Suda noted that this is the first time in quite a while that the allocations increased.

Each local area's share is determined by unemployment, loss of farms, loss of businesses, etc. The labor market information also helps determine each local board's share. Ms. Suda went over Table 1 with SWCC members and noted that the percentages under SWWDB Funding should be positives, not negatives.

Table 1

State Allocation						
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Change</u>	<u>% Change</u>
Youth	\$11,197,879	\$10,091,692	\$9,204,676	\$12,040,412	\$2,835,736	30.81%
Adult	\$9,671,276	\$8,714,035	\$7,944,787	\$10,403,176	\$2,458,389	30.94%
Dislocated Worker	\$11,769,133	\$11,431,285	\$11,212,132	\$11,939,631	\$727,499	6.49%
Wagner Peyser	\$11,632,564	\$11,469,141	\$11,531,892	\$11,423,220	(\$108,672)	-0.94%
WF Info Grant	\$615,232	\$615,121	\$608,159	\$606,266	(\$1,893)	-0.31%
SWWDB Shares						
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Change</u>	<u>% Change</u>
Youth	4.08%	3.79%	3.75%	5.13%	1.38%	36.80%
Adult	3.99%	3.71%	3.67%	5.12%	1.45%	39.51%
Dislocated Worker	4.46%	3.86%	3.74%	5.66%	1.92%	51.34%
SWWDB Funding						
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Change</u>	<u>% Change</u>
Youth	\$388,124	\$325,436	\$293,022	\$453,388	\$160,366	-10.00%
Adult	\$325,148	\$274,980	\$247,579	\$523,655	\$276,076	-10.00%
Dislocated Worker	\$315,052	\$264,420	\$251,772	\$405,826	\$154,054	-4.80%

Mr. Carter asked where SWWDB administration is looking to expand services. Ms. Suda answered that SWWDB always has opportunities to work with youth. Unfortunately, COVID-19 has changed those opportunities. Of the WIOA Youth funds SWWDB receives, 20% is put towards work experiences. An increase in funding would allow SWWDB to do more for Youth and work experiences. Ms. Suda added that a Youth Outreach Coordinator will be hired to cover the Southwest counties. In the Dislocated Worker program, SWWDB administration has consistently seen the need for dislocated worker services decrease. However, there is a business in Muscoda closing and SWWDB will use its resources to assist this group. The Adult program is seeing a greater need than the Dislocated Worker program.

Motion made by Mr. Brewer, seconded by Mr. Keeney, to approve the Program Year 2021-22 WIOA Title 1 Allocations as indicated noting the only change to be the percent change under SWWDB Funding from a negative to positive. **Motion carried unanimously.**

6. Program Year 2021-22 Organizational Budget

SWCC members were presented with the organizational budget for Program Year (PY) 2021-22. Ms. Thousand reviewed the SWWDB Budget Summary with SWCC members. The document consists of three (3) major pieces: the Summary (an overview of all revenue and expense accounts), the PY 2021 Budget Expenses, and the PY 2021 Revenues Before Carryover.

Ms. Thousand went over the Budget Summary and explained what each column represents. Column 1- Approved Budget is the budget that was approved at the May 2020 SWCC meeting. Column 2-P/Y (Prior Year) Reserve Avail for Use is carry-over from grants that do not end when SWWDB's program year does. An example is the FoodShare Employment and Training (FSET) program whose operating year is October 1 through September 30. Column 3-Budget Changes includes modifications that are presented at every meeting. Column 4-Budget w/ Reserve combines the first three (3) columns. Column 5-YTD as of 3/31/21 ties to the financial statements that were presented earlier in the meeting. Column 6-

Projected as of 6/30/21 Modified Budget is used to project where SWWDB will be at the end of the year. Column 7-Planned Reserve is for reference only and includes carry-over from multiple year grants. Ms. Thousand stated that the SWWDB Finance Dept. operates using the accounting method FIFO (first in, first out). Old grants are used before new funds. Column 8-Proposed Budget includes new revenue SWWDB will receive in the new program year beginning July 1. Column 9-Projected vs Proposed is the difference between the "Projected as of 6/30/21" and "Proposed Budget" columns. Column 10-Percentage Change is the difference as a percent.

Ms. Thousand continued with the PY 2021 Budget Expenses. The column labeled "Annualized Exp" represents where SWWDB administration thinks the budget will be as of June 30, 2021. Ms. Thousand briefly went over some of the notes included on the expenses. Object Code 6100-Salaries includes a potential 5% wage increase for staff and the new Youth Outreach Coordinator position. Due to last year's unexpected increase in health insurance, SWWDB administration budgeted a double-digit increase in health insurance. Travel is expected to increase as the offices reopen so Object Code 6140-Travel was budgeted to increase.

Work on a custom programming project is currently underway. SWWDB's Payment Authorization System (PAS) has not been updated since it was first implemented many years ago and therefore needs to be reconstructed. It is a fairly substantial project and will be depreciated. PAS is the system used to track participant limits, issue vouchers, fund balances, etc. Three (3) quotes have been received. For the purposes of the budget, SWWDB administration budgeted \$100,000 for this project to be on the safe side. Mr. Brewer asked who is doing the programming. Ms. Thousand answered that a company has not been selected yet. SWWDB administration started the project by using labor market information to narrow down the list of companies that do custom programming jobs. Five (5) letters of intent were submitted and three (3) proposals have been received. SWWDB's IT consulting firm (Insight BTR) was asked to make sure PAS was safe to work with. SWWDB contracts with Insight BTR to make sure all of the Board's licenses are current and technology systems work in order for operations to continue daily. However, Insight BTR is not a programming firm. Insight BTR is familiar with PAS, but since they are not programmers this project moved to a Request for Quote (RFQ).

Ms. Thousand pointed out that Object Code 6709-Incentives includes stimulus payments for eligible participants in the Independent Living program. Object Code 6420-Audit will increase for PY 2021.

The PY 2021 Revenues Before Carryover describes each of SWWDB's funding sources, the value of admin and program funds, and notes on how SWWDB administration calculated those values. Ms. Suda thanked Ms. Thousand for her work on the budget and asked if there were any questions. Mr. Carter said the written notes help to explain why the numbers changed.

Motion made by Mr. Brewer, seconded by Mr. Podzilni, to accept the Program Year 2020-21 modified budget and accept the Program Year 2021-22 proposed organizational budget. **Motion carried unanimously.**

7. Request for Proposals – WIOA One-Stop Operator and Workforce Services Provider

Ms. Suda reviewed the Request for Proposals (RFP) process for the Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator and Workforce Services Provider with SWCC members. The RFP was issued on February 17, 2021. Two (2) organizations submitted letters of intent to propose and both attended the Proposer's Conference: In The Door and Manpower.

The RFP was very detailed on how to respond and submit a proposal. This included deadlines and the types of files to submit. After the deadline for the submission of the letter of intent, CESA 3 contacted Ms. Suda and asked to submit a letter. Ms. Suda consulted with the Department of Workforce Development (DWD) who agreed that the letter should not be accepted as the RFP clearly established a deadline. Ms. Suda stated that CESA 3 was sent the RFP information along with a number of other organizations. CESA 3 understood and indicated they would look at funding opportunities with SWWDB in the future.

Proposals were received by SWWDB’s Network Coordinator, Matt Riley, and kept in quarantine until the deadline of March 31. Proposals were publicly opened after the deadline. During the opening, SWWDB staff made sure proposers met the minimum requirements of the RFP. One thing SWWDB administration asked in the RFP was that proposers send the narrative in a Microsoft Word document and the budget in a Microsoft Excel document. This allows for easier comparison between proposals and numbers. In The Door submitted their proposal as one attachment that had all documents combined into a single PDF document. Ms. Suda reached out to DWD about this. SWWDB administration already excluded one (1) organization for not following the RFP requirements, so it should be done here as well. DWD supported SWWDB administration’s reasoning behind In The Door’s proposal exclusion. This left a single proposal from Manpower to review. Manpower’s proposal was submitted in the requested formats.

After careful review, SWWDB administration is requesting approval to award the Program Year (PY) 2021-2022 WIOA One-Stop Operator and Workforce Services Provider contract to Manpower Government Solutions for an amount not to exceed \$450,000. The estimated funding amounts are not to exceed the following:

Type	Estimated Funding
One-Stop Operator	\$25,000
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

Motion made by Mr. Podzilni, seconded by Mr. Brewer, to approve awarding a contract to Manpower Government Solutions for the PY 2021-22 WIOA One-Stop Operator and Workforce Services Provider for the amounts indicated and not to exceed \$450,000. **Motion carried unanimously.**

8. 2021 Monitoring

The Department of Workforce Development (DWD) conducted monitoring during the week of May 17. DWD staff monitored Workforce Innovation and Opportunity Act (WIOA) Civil Rights and Equal Opportunity, fiscal, and program activity from Program Year (PY) 2020-2021.

In the last year, SWWDB has had four (4) different Local Program Liaison’s (LPL’s) from DWD. LPL’s are the local board’s primary connection to DWD and assist in the monitoring each year. SWWDB’s current

LPL is Tara Cowe-Spigai. Ms. Cowe-Spigai has indicated that she has possibly found approximately \$17,000 in questioned costs. The details of the errors have not been received yet. Payment of questioned costs is the responsibility of the WIOA service provider, Manpower, as indicated in their contract. Once the results are received, Manpower will have the opportunity to submit a response to SWWDB. SWWDB will review the response and also have an opportunity to respond to the errors. Ms. Suda explained that all of the documents reviewed during the monitoring were uploaded to DWD's SharePoint site so it is a possibility that a document was not scanned correctly. SWWDB administration will wait until DWD shares the results and then take next steps.

Ms. Suda reassured SWCC members that in the event the errors were attributed to one of SWWDB's policies, SWWDB would be responsible for payment to DWD, not the counties. This is another reason why SWWDB has reserves.

The results of the monitoring will be shared with SWCC members at the next meeting in August.

9. Save the Date: Virtual Governance Training – Part 2

Time did not permit discussion on this agenda item.

10. Job Center Reopening Plans

On Sunday, May 30, the work search waiver is being eliminated. Individuals receiving unemployment will be required to conduct four (4) work searches per week. Participating in workshops, submitting resumes, and having interviews are a few ways to meet this requirement. Because this waiver is ending, there has been a strong push to get comprehensive job center site resource rooms open to the public. The comprehensive job center in the Southwest Wisconsin Workforce Development Area is the Rock County Job Center. The new job center is currently being built across the street from the current site.

The Department of Workforce Development (DWD) wants to see job centers reopen July 6. The Rock County Job Center is currently open three (3) days per week by appointment only. Job Service has been working with Rock County (who owns the job center building) to open five (5) days per week by appointment only for around the same hours. During a recent meeting, DWD discovered that the Rock County Job Center is the only comprehensive job center site in the state not open to the public. Ms. Suda contacted Mr. Podzilni and Rock County Administrator, Josh Smith, to make them aware of this and what can be done. Mr. Smith is working on it. The Job Service team will be ready when the resource room reopens.

Mr. Meyers asked if anything is being done to train medical personnel as Iowa County is in dire need of healthcare workers. Ms. Suda responded that Wisconsin has a program that will pay students to get their CNA license. The Workforce Innovation and Opportunity Act (WIOA) programs, Independent Living grant, and FoodShare Employment and Training (FSET) program will pay for training, too. SWWDB has the resources to offset the costs of training, exams, transportation, rent, childcare, etc.

Mr. Meyers shared his concerns that nursing homes are battling with hospitals for staff because there is a workforce scarcity. Iowa County is battling Dane County for employees, as well as convenience stores and fast food chains as they are raising their wages. Mr. Carter added that Green County sees individuals traveling to Madison and Janesville to work. Ms. Suda said that SWWDB administration will pass along this information and help in any way possible.

11. **Leased Employee Program**

Ms. Thousand presented a summary of SWWDB's leased employee program to SWCC members. As of May 18, 2021, SWWDB has four (4) contracts – one (1) with Grant County, one (1) with Green County, and two (2) with Richland County.

SWCC members were asked about changing the format of the leased employee handout presented at meetings. Specifically, the employee's names would be removed. Mr. Carter stated that he looks at the department, not the employee's name. Ms. Thousand asked if the format is restructured if SWCC members want to see the detail by person. Mr. Carter responded that he would only want to see by department. Mr. Keeney agreed. Future reports will present the information by contract/department.

The leased employee information shared with SWCC members compares the first calendar quarter in 2019, 2020, and 2021. In 2019, there were 19 leased employees with a gross billing of \$125,360.90. In 2020, there were 36 employees with a gross billing of \$190,590.35. In 2021, there were 27 employees with a gross billing of \$210,743.04.

Ms. Thousand stated that pages two (2) and three (3) of the leased employee program handout will be by department in the future, not by person.

12. **Adjournment**

The next meeting is scheduled for Tuesday, August 24, 2021. Ms. Suda asked SWCC members if the meeting should be held via conference call, GoToMeeting, or in-person. Mr. Carter asked if SWWRPC's August meeting is in-person. Troy Maggied, SWWRPC's Executive Director, would like it to be in-person. If so, it may be held in Platteville. Mr. Podzilni travels the farthest from Rock County and is not part of the SWWRPC meeting. Ms. Suda said the format of the August meeting can be decided based on SWWRPC later this summer.

Motion made by Mr. Keeney, seconded by Mr. Meyers, to adjourn the meeting at 12:59 p.m. **Motion carried unanimously.**