

# MEMORANDUM



**Date:** November 16, 2021

**From:** Art Carter, Chief Local Elected Official

**To:** **Local Elected Officials**

Mr. Marty Brewer

Mr. Robert Keeney

Mr. John Meyers

Mr. Russ Podzilni

Mr. Jack Sauer

**RE:** **Southwest Wisconsin Counties Consortium (SWCC) Meeting Notice**

Tuesday, November 23, 2021, 11:30 a.m. to 1:00 p.m.

This meeting will be held in person at the SWWDB Administrative Office in Platteville, WI.

Members can also join via conference call.

Call-in Number: **1-888-273-3658**

Access Code: **3107524**

The next meeting of the Local Elected Officials, Southwest Wisconsin Counties Consortium is scheduled for Tuesday, November 23, 2021, at the time and location listed above. This meeting will follow SWWRPC's meeting. The agenda for the meeting is included for your review.

All county board chairs are urged to attend the meeting. If you cannot attend, please arrange for an alternate to represent your county.

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 two days prior to the meeting date.

SWWDB is an equal opportunity employer and service provider.  
Upon advance request, reasonable accommodations will be made for persons with disabilities. If special accommodations are needed, please contact Katie Gerhards ([k.gerhards@swwdb.org](mailto:k.gerhards@swwdb.org)) or (608) 314-3300 at least two days prior to the meeting.

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# Southwest Wisconsin Counties Consortium

Tuesday, November 23, 2021

11:30 a.m. to 1:00 p.m.  
SWWDB Administrative Office  
1370 North Water Street, Platteville, WI

Conference Call Option:  
Call-in Number: **1-888-273-3658**  
Access Code: **3107524**

## Agenda

**1. Approval of Agenda – (Action)**

Approval of the November 23, 2021, meeting agenda is requested.

**2. Approval of Minutes – (Action)**

Minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on August 24, 2021, are contained in [Enclosure 1](#). Approval of both meeting minutes is requested.

**3. Program Year 2021-22 Financial Reports, Quarter 1 – (Action)**

Danielle Thousand will share the SWWDB financial statements representing a draft of the financial condition of the organization through September 30, 2021. The following reports are submitted for review and consideration:

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

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

Approval of the Program Year (PY) 2021-22 financial statements and budget modifications for PY 2021-22 is requested.

**4. Fiscal Year 2020-21 Audit**

As a recipient of federal funding and due to Single Audit Act guidelines, SWWDB is required to have an annual independent audit. The audit of Fiscal Year (FY) 2020-21 records was conducted by Wegner CPAs of Madison. Wegner staff members conducted the audit virtually from October 4 to October 7, 2021.

Danielle Thousand, SWWDB's Finance Manager, prepared the organization's internal financial statements, which were reviewed by Wegner for accuracy and compliance with GAAP standards.

Wegner also prepares the Form 990 titled Return of Organization Exempt from Income Tax, which was reviewed by Danielle Thousand. The Form 990 is the tax return form that 501(c)(3) non-profit organizations prepare annually to report their activities for the year. Danielle Thousand will review the results of the audit report ([Enclosure 5](#)) and answer questions.

At the time this agenda was posted, the Form 990 was not available. It will be shared with SWCC members if it becomes available by the meeting date.

The Fiscal Year (FY) 2020-21 report must be forwarded to all funding sources in compliance with federal regulations. The Form 990 will be submitted to the Internal Revenue Service (IRS).

Action to approve the audit report and the Form 990 is requested.

**5. Appointment of Board Members – (Action)**

Rhonda Suda will present recent board member nominations.

**6. Board Member Reappointments – (Action)**

SWWDB board members are appointed to three-year terms on a calendar year cycle. Therefore, the end of the calendar year brings an end to the appointment term of several board members.

The terms of the following board members below are due to expire on December 31, 2021, and are recommended for re-appointment:

Member	Title	Company / Organization	Industry / Representation
Dale Poweleit	Field Representative	Steamfitters Local 601	Workforce - Labor
Chris Comella	Regional HR Business Partner	Inclusa	Healthcare
Ivan Collins	Member	Rock County Central Labor Council	Workforce -Labor
Michael Williams	Training Coordinator	Bricklayers and Allied Craftworkers of Wisconsin	Workforce - Apprenticeship
Heather McLean	Business Manager	Reddy Ag Service	Agriculture Service
Tracy Pierner	President	Blackhawk Technical College	Education

Action is requested to re-appoint the members above to a new three-year term beginning January 1, 2022 and ending December 31, 2024.

**7. Southwest Wisconsin Counties Consortium Agreement**

Rhonda Suda will review the updated language that addresses County responsibility in the event SWWDB is assigned Workforce Innovation and Opportunity Act (WIOA) disallowed costs that cannot be addressed through SWWDB corporate reserves. The Department of Workforce Development (DWD) is requiring a language change as the current SWCC agreement indicates the state can make a final assignment of disallowed costs, which is not allowable under WIOA. The presented agreement incorporates the suggestions made by members during the August 2021 SWCC meeting.

Approval is requested to accept the new language so that it can be presented, if needed, to County Counsel for final review.

**8. Leased Employee Program – (Information)**

SWWDB has maintained a leased employee program for several years. The program has been primarily serving local county governmental entities and non-profits who are in need of limited-term employees.

All employees placed through this program have access to all SWWDB benefits, which are determined by their full- or part-time status.

Danielle Thousand will provide an update on SWWDB's leased employee program ([Handout 1](#)).

**9. Adjournment**

The next meeting of the Southwest Wisconsin Counties Consortium is tentatively scheduled for February 22, 2022.