

**Executive Committee Meeting**  
Wednesday, September 22, 2021  
**Meeting Minutes**

The Executive Committee of the Southwest Wisconsin Workforce Development Board met on Wednesday, September 22, 2021, via GoToMeeting. Attendance was as follows:

<b>Members Present:</b>	Ms. Maria Lauck, Chairperson	Mr. James Otterstein
	Mr. Art Carter	Mr. Mike Williams
	Mr. Christopher Comella	

<b>Members Absent:</b>	Ms. Lisa Omen
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<b>Staff Present:</b>	Ms. Katie Gerhards	Ms. Rhonda Suda
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**1. Call to Order**

Ms. Lauck called the meeting to order at 3:00 p.m.

**2. Award of Contracts/Modifications**

Ms. Suda informed committee members that SWWDB received notification of receiving the Worker Advancement grant. A grant agreement has not been received, but SWWDB has received a Letter of Intent. By receiving this grant, the sub-grantee award to Manpower will change. However, committee members are unable to consider and vote on a modification to Manpower's contract because a grant agreement has not been received.

Ms. Lauck asked if committee members and SWWDB administration could discuss and approve the award via email. Ms. Suda responded no. If SWWDB receives an award over \$25,000, the Executive Committee can convene to consider the award if time is of the essence. Committee members will have to reconvene once the grant agreement is received. Ms. Suda can approve purchases up to \$25,000. However, with contracts, SWWDB must do risk assessments such as checking the organization's registration on SAM.

Ms. Suda wanted committee members to know that this grant has been awarded to SWWDB and to expect a calendar meeting request for when the grant agreement is received.

The Worker Advancement grant is an aggressive, two-year grant. The grant will assist approximately 300 individuals with training and supportive service costs. Individuals will also receive a stipend for participating and upon successful completion of their training. The purpose of the grant is to move individuals back to employment opportunities in the following areas agreed upon by job center partners: Construction, Child Care, Industrial Maintenance, and Truck Driver.

Mr. Comella asked if of those areas there was anything for healthcare or direct care giver. Ms. Suda said no. Some training areas were thought of after the application had been submitted. Healthcare and expanding the Youth Apprenticeship program were two (2) of these areas. Local areas outside of SWWDB's have concentration in healthcare. Ms. Suda will share the contact information with Mr. Comella.

Ms. Lauck summarized that Ms. Suda provided committee members with an update on the Worker Advancement grant. The update was that SWWDB is a recipient of the grant, but the grant agreement has not been received to-date. Ms. Suda agreed.

Ms. Suda wanted to make committee members aware that Manpower has lost three (3) staff since July 1. Two (2) obtained state jobs and the other one (1) (who was the longest-term Career Planner) obtained work in the insurance industry. It is a concern when a program operator loses 50% of its staff in three (3) months. This will be discussed at a meeting tomorrow. SWWDB and Manpower must be meeting the customer's needs and it must not get to a point where Manpower's not spending resources on the grant and therefore not spending out the contract.

Ms. Suda is proud to say that SWWDB has not seen any turnover. Additionally, SWWDB has moved to the new Rock County Job Center site in Janesville.

**3. Adjourn to Closed Session**

Motion made by Mr. Comella, seconded by Mr. Carter, to move to closed session at 3:16 p.m. **Motion carried unanimously.**

**4. Reconvene in Open Session**

Motion made by Mr. Comella, seconded by Mr. Carter, to approve a 5% salary pool permitting the Chief Executive Officer (CEO) to make employee salary adjustments based on cost-of-living adjustments, individual performance, and market adjustments per Executive Committee recommendations. **Motion carried unanimously.**

**5. Other Business**

**6. Adjournment**

Motion made by Mr. Carter, seconded by Mr. Williams, to adjourn the meeting at 4:25 p.m. **Motion carried unanimously.**