

Southwest Wisconsin Workforce Development Board, Inc. Board Meeting

June 9, 2021
Meeting Minutes

The Southwest Wisconsin Workforce Development Board met on Wednesday, June 9, 2021, via GoToMeeting. Attendance was as follows:

Members Present:	Ms. Maria Lauck, Chairperson	Ms. Heather McLean
	Mr. Christopher Comella	Mr. James Otterstein
	Mr. Jeff Ellingson	Dr. Tracy Pierner
	Ms. Gina Erickson	Mr. Dale Poweleit
	Mr. Kendal Garrison	Mr. Dave Shaw
	Ms. Ela Kakde	Ms. Andrea Simon
	Ms. Jill Liegel	Mr. Dave Smith
	Mr. Troy Marx	Mr. Michael Williams
Members Excused:	Mr. Jason Aarud	Ms. Heather Fifrick
	Ms. Brittini Ackley	Ms. Linda Hendrickson
	Mr. Art Carter	Ms. Lisa Omen
	Mr. Ivan Collins	Mr. Tom Schmit
Staff Present:	Ms. Katie Gerhards	Ms. Danielle Thousand
	Mr. Matt Riley	Mr. Jimmy Watson
	Ms. Rhonda Suda	
Other Guests:	Ms. Casey Dobson, Manpower	Ms. Heather Leach, Manpower
	Ms. Tara Cowe-Spigai, DWD	

1. Welcome; Call to Order; Roll Call

Ms. Lauck 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 March 10, 2021, SWWDB meeting was presented to Board members for review and discussion. There was no discussion.

Motion made by Mr. Comella, seconded by Mr. Poweleit, to approve the March 10, 2021, meeting minutes. **Motion carried unanimously.**

3. Financial Reports

Board members were presented with the financial reports through March 31, 2021. The financial reports include the Balance Sheet, Statement of Operations, and 2020-21 Budget Modifications.

The Balance Sheet is current through Quarter 3 of SWWDB's fiscal year (July through March). Ms. Thousand pointed out account 1000-Cash specifically because SWWDB is coming into the budget period. The organization is in a positive position with cash, and it is protected. Not only is there the \$250,000 FDIC limit, but SWWDB's bank, Clare Bank, has pledged \$2 million. The cash will be used for a special project that will be discussed later in the meeting.

Account 1207-Prepaid Subscriptions contains data for SWWDB's labor market equipment and software: EMSI, Salesforce, and the general ledger system. Anything prepaid is something paid for ahead of time, but the benefit of it will not be used until later.

Account 3003-Accrued Vacation contains unused vacation carried over from last year. Unused vacation carried over from one program year to the next needs to be used by June 30 or it will be lost.

Account 3220-Other Accruals shows a negative liability of \$20,079.27. There was a unique situation with the third-party program. With this program, funds are passed down from the state to SWWDB and then onto the third-party program operator. An issue was discovered, and funds had to be passed back through to the state. Ultimately this was a timing issue. The money was not SWWDB's, so account 3220 was a place to keep the funds while the check was being issued and the deposit made.

The Balance Sheet shows that through March 31, 2021, revenues are exceeding expenditures by \$71,577.97.

The Statement of Operations is also current through March 31, 2021. Because SWWDB is through Quarter 3 of the fiscal year, the goal in the column labeled "Pct" is to be around 75% spent. The revenues show as being 68.31%. Expenses are showing around 71.71% spent. SWWDB is in the right place in terms of budget to actual. The greatest differences are affected by the work from home environment. Ms. Thousand went over some of the accounts that were affected by the COVID-19 pandemic.

Account 6140-Travel is decreasing because services are being provided virtually. Accounts 6255-Audio/WisLine and 6261-Equipment Under \$5,000 are increasing because staff are working from home and needed equipment to successfully do their job and provide services remotely.

The Budget Modifications shows changes to revenue since the last meeting. There are three (3) changes. The Department of Corrections (DOC) has not allowed SWWDB staff in the prisons for the entire program year. SWWDB was notified this week that staff may be able to start visiting the institution in Prairie du Chien in July. In terms of the budget, SWWDB was not going to be able to spend the full contract because staff were not able to provide some of the hands-on services that require being in-person.

With the Department of Workforce Development's (DWD) approval, SWWDB was able to transfer funds between the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker programs. Because SWWDB received the Employment Recovery Dislocated Worker grant, there were more funds in Dislocated Worker. Those funds could be transferred into the Adult program. Having this flexibility is great.

A COVID housing modification was received for the Independent Living (IL)/Foster Care (FC) grant. SWWDB is able to provide additional room and board assistance for some of the IL/FC youth. It is very specific funding intended for housing. Later in the agenda, Board members will see that the IL/FC grant received another modification worth \$133,230. This particular funding will allow SWWDB to issue direct stimulus payments of \$1,000 to eligible IL/FC youth for six (6) straight months.

Mr. Comella asked why account 6370-Advertising is showing being 229.95% spent. Ms. Thousand responded that the answer is two-fold. First, SWWDB is never sure when budgeting, what the advertising costs are going to be for the leased employee program. The leased employee program is when SWWDB leases an employee to another agency. Second, SWWDB issued a Request for Proposals (RFP) for the WIOA service provider and One-Stop Operator for program year 2021-2022. The price for this advertising

was a little higher than expected. Ms. Suda added that SWWDB also did some advertising on the radio for the drive-thru job fair events last year.

Motion made by Mr. Otterstein, seconded by Mr. Comella, to approve the Program Year (PY) 2020-21 financial statements for Quarter 3, including the Budget Modifications, as presented. **Motion carried unanimously.**

4. New Business

A. Program Year 2021-22 WIOA Title 1 Allocations

SWWDB received notification that the Program Year (PY) 2021-22 Workforce Innovation and Opportunity Act (WIOA) allocations increased for the organization and the state. This allocation includes the Adult, Dislocated Worker, and Youth programs. The allocation for the state and SWWDB is shown in Table 1.

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	54.73%
Adult	\$325,148	\$274,980	\$247,579	\$523,655	\$276,076	111.51%
Dislocated Worker	\$315,052	\$264,420	\$251,772	\$405,826	\$154,054	61.19%

Ms. Lauck asked if SWWDB should anticipate these levels to continue or if this a one-time increase. Ms. Suda responded that local boards are not guaranteed anything. A local workforce board cannot receive less than 90% of the average of the last two (2) year's shares. The allocation is determined by the labor market information for the local area. The Department of Workforce Development (DWD) reports labor market information to the Department of Labor (DOL). DOL puts that data into their formula process. Year to year, the allocations will still be based on labor market data, but there is some protection when looking at hold harmless or stop loss. Shares can never decrease too much.

Motion made by Mr. Poweleit, seconded by Mr. Comella, to accept the Program Year 2021-22 WIOA Title 1 Allocations as presented. **Motion carried unanimously.**

B. WIOA Title 1 Service Provision Contract/Award

The SWWDB Executive Committee met on May 11, 2021, and reviewed the technical evaluation forms of the 2021 Workforce Innovation and Opportunity Act (WIOA) Services and One-Stop Operator (OSO) Request for Proposals (RFP) completed by the Ad Hoc Review Committee. The Ad

Hoc Review Committee consisted of Board members Dr. Tracy Pierner and Ela Kakde and SWWDB staff members Jimmy Watson and Danielle Thousand.

In agreement with the Ad Hoc Review Committee, the Executive Committee is proposing awarding the contract to Manpower Government Solutions for the amounts in Table 2 that were indicated in the RFP:

Table 2

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
WIOA DWG: Employment Recovery	\$52,500
WIOA DWG: Support to Communities	\$22,500

These amounts would be for the upcoming program year beginning on July 1, 2021, and include a brand new contract. Ms. Suda added that after one (1) year, the contract can be modified for an additional three (3) years based on performance. The Executive Committee approved Ms. Suda to issue a Letter of Intent to Award to Manpower.

This year's evaluation process had its challenges. Two (2) agencies attended the Proposer's Conference held on February 26, 2021: Manpower Government Solutions and In The Door (located in Georgia). Because the procurement process is an area highly reviewed by the Department of Workforce Development (DWD), SWWDB administration wanted to cover as many details as possible in the RFP process. The RFP indicated that any agency that wanted to propose had to submit a Letter of Intent. Two (2) days after the deadline, CESA 3 contacted Ms. Suda asking to submit a letter. Ms. Suda said no.

In order to be considered a responsive submittal, proposers were to meet specific criteria including submitting the proposal electronically with the Proposal Narrative in Microsoft Word and the Budget Template in Microsoft Excel. The reason for this is that it provides SWWDB administration with easy ability to cut, paste, and compare proposals during the evaluation process. Manpower complied, but In The Door did not. In The Door sent a single PDF document which disqualified them.

Ms. Suda stated that she contacted DWD to make sure SWWDB administration was making the right choices when denying CESA 3's request to submit a Letter of Intent after the deadline and considering In the Door's proposal as non-responsive when their proposal did not meet the minimum criteria. DWD agreed and this left only one (1) proposal to review.

Full Board approval is requested to issue a contract to Manpower Government Solutions to provide WIOA Title 1 Services at the award levels indicated in Table 2. Ms. Lauck opened the floor for discussion. There was none.

Motion made by Dr. Pierner, seconded by Ms. Simon, to issue a contract to Manpower Government Solutions to provide WIOA Title 1 Services not to exceed the award levels indicated in Table 2 for the program year beginning July 1, 2021. **Motion carried unanimously.**

C. WIOA One-Stop Operator Award

Ms. Suda explained that the Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator (OSO) contract was issued as part of the WIOA Title 1 Services Request for Proposals (RFP). A single procurement is issued to find an entity that will provide WIOA Title 1 services and serve as the OSO. As SWWDB's funding was decreasing and as the requirements of WIOA changed, the OSO is an area that must be procured for. When SWWDB has to manage and monitor more than one (1) contract, it is not a wise use of SWWDB's limited administrative funds. The Board decided to procure one (1) agency to administer these activities.

Administratively, SWWDB administration is requesting the WIOA OSO contract be voted on separately than the WIOA Title 1 Services contract. Full Board approval is requested to award Manpower Government Solutions the WIOA OSO contract for the upcoming program year beginning on July 1, 2021, for workforce development area (WDA) 11 for an amount not to exceed \$25,000.

Ms. Suda noted that Manpower's full contract would not exceed \$450,000. Mr. Poweleit asked if Manpower works under SWWDB's supervision. Ms. Suda responded yes.

Motion made by Mr. Otterstein, seconded by Mr. Comella, to award Manpower Government Solutions the WIOA One-Stop Operator (OSO) contract for WDA 11 for the program year beginning July 1, 2021. **Motion carried unanimously.**

D. Program Year 2021 Budget

The Program Year (PY) 2021 budget gives members an idea of where SWWDB's revenue and expenses are and project where SWWDB will be at the end of the year as well. Based on the knowledge that is available at the time from SWWDB's different funding sources, SWWDB administration can propose where revenue and expenses are planned for the next program year.

Ms. Thousand explained that the budget is two-fold: true up and amend the current program year's budget and establish next year's budget simultaneously. At this time last year, SWWDB administration did not have a single grant agreement or projected idea of what the funding sources were going to be. This year is a different story. SWWDB administration has received grant agreements and draft grant agreements therefore having a better idea of what will potentially be received. The draft budget document has three (3) major sections: the Budget Summary, the Budget Expenses detail, and the Revenues detail.

Ms. Thousand went over the Budget Summary with Board members. Column 1 labeled "Approved Budget" is the budget that was established at the June 2020 board meeting. Column 2 labeled "P/Y (Prior Year) Reserve Avail for Use" includes the carry-over from last year that SWWDB can use if needed. Column 3 labeled "Budget Changes" includes the budget modifications that are presented at every board meeting and is the placeholder for any adjustments. Column 4 labeled "Budget w/ Reserve" adds columns 1 through 3 together. Column 5 labeled "YTD (Year to Date) as of 3/31/21" ties to the March 31, 2021, financial statements that were presented earlier in the meeting. Column 6 labeled "Projected as of 6/30/21 Modified Budget" is determined by looking at the actual numbers as of March 31 and analyzing where SWWDB is going to be at the end of the program year. SWWDB is expecting revenues to exceed expenditures by around \$74,184.

Column 7 labeled "Planned Reserve" is for reference only. Column 8 labeled "Proposed Budget" is made up of new revenue and expenses SWWDB administration believes will happen in the upcoming program year. Column 9 labeled "Projected vs Proposed" shows, in a dollar amount, where revenue and expenditures are different from one year to the next. Column 10 labeled "Percent Change" is

column 9 changed into a percent. Ms. Thousand asked if there were any questions so far. There were none.

SWWDB administration completed the PY2021 Budget Expenses detail by factoring in where expenses were going to end up and projected what would happen next year. Notes were made where possible. Starting with Object Code 6100-Salaries, a 5% increase is being requested. Ms. Thousand noted that the increase is for leased employees, too. Also factored in is a Youth Outreach Coordinator position. With the extra stimulus money received in the Independent Living/Foster Care grant, more help is needed to cover the rural areas because the demand is so high.

There has been an increase in some of SWWDB's fringe benefits. Not enough of an increase was budgeted for Object Code 6120-Health Insurance last year. More was budgeted this year.

Object Code 6343-Board represents meetings being held virtually due to the COVID-19 pandemic.

Ms. Thousand touched base on a special project SWWDB has going on. It is affecting the budget a few different ways. One of those areas is Object Code 6410-Legal. The project is a proprietary piece of software SWWDB has. The software upgrade is the SWWDB's Payment Authorization System (PAS). It has not been updated since its implementation many years ago. Because this is a proprietary software, SWWDB administration wants to make sure it is protected. The software is critical to what SWWDB does. It is the Board's vouchering system. This project will be discussed in more detail later in the meeting. Also related to this project is Object Code 6580-Depreciation.

Object Code 6709-Incentives includes the stimulus payments being given directly to Independent Living/Foster Care participants. Ms. Thousand asked if there were any questions. There were none.

The PY 2021 Revenues shows the split between the value of program and admin for all SWWDB's special pots of money. The funding sources listed are for new funds/awards starting July 1 and after. Ms. Suda pointed out the Employee Recovery Dislocated Worker Grant (DWG). Once 75% of the grant's funds are spent, SWWDB administration can apply for additional funds. In order to serve dislocated workers, this is the fund source SWWDB aggressively uses because it will eventually go away unlike the formula funds. The Wisconsin Workforce Development Association's (WWDA's) Pathways Home grant is also an important funding source to make note of. Last year, SWWDB administration applied for it, but did not get it. This year, SWWDB administration applied for the Pathways Home 2 grant. Four (4) workforce development areas submitted an application to the Department of Labor (DOL). SWWDB administration submitted an application as the lead fiscal entity for the 4-year grant worth around \$4 million that works primarily with the re-entry population. As the lead fiscal entity, SWWDB would have additional responsibilities. Ms. Suda hopes to hear by the end of June whether or not SWWDB is awarded the grant.

Motion made by Ms. McLean, seconded by Mr. Poweleit, to approve the 2021-22 budget including Program Year 2020 adjustment as presented. **Motion carried unanimously.**

E. CITRIX Upgrade

SWWDB is in the process of upgrading servers. The current version of CITRIX needed to be updated before the project could be completed. The estimated cost was going to be \$28,540.00. This amount exceeded Ms. Suda's authority. Because this project started between Board meetings, Ms. Suda contacted Ms. Lauck as the Chairperson on April 13, 2021, for approval of this purchase. This approval was necessary before SWWDB administration could proceed with the upgrade project.

The fully signed Requisition Order Form was provided to Board members. Ms. Lauck opened the floor for comments, questions, and consulting from Board members. Mr. Comella appreciates the invitation to comment on the purchase. He asked about the protection of the asset. From a security and insurance standpoint, if this were to go down, is it appropriately insured to avoid further risk? Ms. Suda responded that SWWDB has cyber security as part of the organization's corporate insurances. The replacement value of the upgrade would fall under its warranty. Mr. Riley indicated that SWWDB has a duplicate system available in case this were to go down.

Motion made by Mr. Otterstein, seconded by Mr. Williams, to accept Enclosure 7 and the purchase identified within it. **Motion carried unanimously.**

F. DWD Monitoring Update

The Department of Workforce Development (DWD) conducted monitoring during the week of May 17, 2021. The results have not been received yet. However, during the exit conference, some of the issues and concerns were discussed.

DWD's monitoring reviews program operations, Equal Employment Opportunity (EEO), and fiscal/administration activities. This includes the Workforce Innovation and Opportunity Act (WIOA) programs: Dislocated Worker, Adult, and Youth. Every other year (if not every year), One-Stop Operator (OSO) activities are also reviewed. There are no issues in finance or administration. There are possibly a few findings related to EEO. Specifically, what DWD auditors found was medical information in a participant's file.

DWD's biggest concern was the many findings related to career planning and case management. The end result is that the findings could be worth between \$17,000 and \$20,000 in disallowed costs. The process is that this information goes to Jimmy Watson, SWWDB's Workforce Operations Manager, and the WIOA Service Provider, Manpower. Mr. Watson and Manpower go through it. In most cases, there is additional documentation that can be provided to make the finding(s) go away. The details are not available (i.e., the participant's PINs containing the findings). However, Manpower's Case Managers, under the oversight of Mr. Watson, are looking through the files that are in quarantine from the monitoring to try and find the disallowed costs. This is something that can be done until the official report is received from DWD.

As part of the WIOA Title 1 Service Provision contract, disallowed costs would be incurred by Manpower. The primary reason SWWDB administration proposed a contract for Manpower worth \$450,000 is because Manpower has been the service provider for a long time. Manpower is customer service focused and attentive to SWWDB requests. However, the issues identified during the exit conference are mistakes that should not be happening. At the same time, without having the official results from DWD, SWWDB administration thought it best that no additional funding be awarded to Manpower until this monitoring is straightened out. The Board must recognize that the potential for \$17,000 in disallowed costs is a concern, and that the obligation is Manpower's to address the errors and to fund the reimbursement of the disallowed costs, if needed. SWWDB administration can write additional policies and procedures to ensure that these errors do not happen again, but they must be followed by the service provider. SWWDB administration is simply awaiting on DWD's final report on this monitoring.

Mr. Otterstein asked for a comparison on this to other boards. Is this consistent across the monitoring with other boards or just unique to SWWDB? As a follow-up, how much of this is COVID-19-related versus a lack of file keeping? Ms. Suda responded that on the program side of monitoring, disallowed costs tend to occur when there is eligibility that has not been confirmed.

DWD takes a very assertive approach when monitoring. The findings identified through DWD's monitoring at other workforce boards is across all areas being monitored. This was a virtual monitoring where all documents were scanned. It is possible that there are some scanning issues. Tara Cowe-Spigai, SWWDB's Local Program Liaison from DWD, stated that she hopes to have more stability this year being SWWDB's fourth LPL in a year and understands the challenge of rotation.

The results will be shared at the next Board meeting in September.

G. Job Center Reopening Plans

The Rock County Job Center will be moving to its new site in September. With Rock County's approval, the Rock County Job Center Management Team decided to open to the public on July 6. At this time, the job center is open by appointment only. Rock County is trying to follow the activity of the Department of Workforce Development (DWD) and other state offices. All of SWWDB's virtual activities and meetings by appointment only is still in place.

Mr. Comella asked if SWWDB administration has reached out to the media about the opening. Ms. Suda answered yes. A public service announcement will be released approximately a week before July 6.

H. PAS (Payment Authorization System) Rewrite Project/RFQ

The Payment Authorization System (PAS) rewrite project is the IT software project that was referenced earlier in the meeting. PAS allows Case Managers to issue and track vouchers and obligate funds. It also allows SWWDB administration to track funding levels and payments to vendors. Various reports and data are maintained in the software. Furthermore, the code it was written in is very old and SWWDB administration has had a difficult time finding someone to make changes and/or fix issues.

Earlier this year, SWWDB administration issued a Request for Quote (RFQ). As a result, three (3) proposals were received: Sundial, Foremost Media, and Enterprise Solutions. All of these companies are Wisconsin-based. SWWDB staff scored the proposals. Out of a possible 80 points, Sundial received 41.25, Foremost Media received 63.75, and Enterprise Solutions received 57.5. Foremost Media quoted the highest number of hours at 728 hours and the highest cost for \$91,899. The lowest quote was from Enterprise Solutions at 560 hours for \$47,040. SWWDB staff evaluated the proposals in three (3) areas: did the proposer comply with the requests in the RFQ, what are the technical requirements that the proposer is suggesting, and references.

Matt Riley, SWWDB's Network Coordinator, was on the evaluation team that scored the proposals. During his review of Enterprise Solutions, Mr. Riley pointed out that their proposal assumed there would be five (5) tables of data in the final product. In PAS, there are three times that many tables. In similar context, there would only be two (2) reports available. What Enterprise Solutions was proposing was not going to meet SWWDB's needs.

During the Proposer's Conference, SWWDB administration provided a demonstration of PAS. There was also a lot of emphasis put on the results of their references. SWWDB administration wanted to know about projects worked on and the overall results. This is an area that Foremost Media came in very strong compared to the other two (2) proposals.

Ms. Suda indicated that SWWDB would use corporate funds to pay for this service/contract. Then, it will go through the depreciation process. The scoring results of the evaluation team show that SWWDB needs to go with the quote that would be the most beneficial to the organization, not the

quote with the lowest cost. However, cost is a consideration. Foremost Media scored higher during the evaluation process but is costly. SWWDB's IT consultants, Insight BTR, looked at the proposals as well.

Ms. Thousand added that Sundial's reference was not a current customer, and the review was not good. There were issues with the project cost going over what was quoted and staff turnover. SWWDB administration can share the evaluation forms with Board members if needed.

Mr. Comella thanked Ms. Suda and Ms. Thousand for the information on this process. He asked if SWWDB administration was hoping to hear from a certain service provider and did not. Ms. Thousand answered that there was one: Wipfli. She went on to explain the process. SWWDB administration narrowed down a large list of possible vendors. The RFQ was sent to 17 organizations. Interested organizations had to submit a Letter of Intent in order to propose. Five (5) letters were received and then a Proposer's Conference was held. Wipfli attended the Proposer's Conference but was set on another solution and ended up withdrawing. Out of the five (5) organizations that attended the conference, three (3) proposals were received.

This is an important project, but if Board members need more information, SWWDB administration can provide it and the project can begin at a later date. SWWDB administration is requesting the Board consider approving the award to Foremost Media for the Payment Authorization System (PAS) rewrite project.

Motion made by Ms. McLean, seconded by Mr. Williams, to authorize Ms. Suda to enter into negotiations with Foremost Media for a total project cost not to exceed \$100,000 for the Payment Authorization System (PAS) project for the upcoming year beginning July 1, 2021. **Motion carried unanimously.**

5. Committee Updates

The SWWDB Executive Committee met on May 11, 2021, to discuss the 2021 Workforce Innovation and Opportunity Act (WIOA) Services and One-Stop Operator (OSO) proposals. The meeting minutes were shared with Board members. There was no discussion.

Motion made by Mr. Poweleit, seconded by Mr. Comella, to acknowledge the meeting and approve the meeting minutes of the SWWDB Executive Committee on May 11, 2021. **Motion carried unanimously.**

6. Old Business

None.

7. Consent Agenda

The items on the consent agenda were presented to board members for review and discussion. Ms. Suda briefly went over the policies and performance reports.

SWWDB policy B-513 Fraternization is a new policy that is a requirement for Department of Corrections (DOC) programs. SWWDB's cost allocation plan (C-102 Cost Allocation Plan) needs to be reviewed annually and is presented with revisions.

The Workforce Innovation and Opportunity Act (WIOA) performance measures for Quarter 3 show SWWDB is "exceeding" nine (9) measures, "meeting" four (4), and "failing" two (2). In performance, SWWDB is seeing the impact of COVID-19. SWWDB administration is not overly concerned with both

failures. Manpower staff look at the client’s files associated with the failures. SWWDB will be more deliberate in the expectations of enrollments for next year.

Performance in the Foodshare Employment and Training (FSET) program show that monthly enrollment rates are increasing. Without having to participate during COVID-19, training participation decreased. Overall, participation is going well.

Motion made by Mr. Comella, seconded by Dr. Pierner, to approve the items in the consent agenda as presented including updates to SWWDB policy C-102 Cost Allocation Plan and new policy B-513 Fraternalization and 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 3). This information is provided at every Board meeting per the Board’s request.

Since the last Board meeting, SWWDB was informed that Durr Universal and Hufcor would be closing. Durr Universal will begin laying off in August and will affect 87 employees. SWWDB staff are coordinating rapid response sessions now.

Hufcor will also start laying off employees in August. The WARN notice indicates that the closure will affect about 166 employees. Ms. Graham, Dave Shaw, and the Business Services Team have reached out to Hufcor. The employer has indicated that it wants to hold a job fair for the affected employees. It is tentatively planned for July 15 and SWWDB is coordinating rapid response sessions before or after the job fair.

Mr. Comella asked where the job fair will be for Hufcor on July 15. Ms. Suda stated that employers are already calling about the closure. To-date, 23 employers want to participate in the job fair. Hufcor does not have the space to accommodate so many employers. The Business Services Team is looking for an alternative site relatively close to Hufcor.

Table 3

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	0
Kealy Cafe	02/27/2021	7	0	0	0
Durr Universal – WARN 5/19/2021	8/31/2021	87	In-progress		
HUFCOR	NA	200	In-Progress		

9. CEO’s Report

Ms. Suda opened the floor for discussion on how to hold the September board meeting. It can be virtual or in-person. The start time can change and/or the day of the week can change. The meetings have started at 4 p.m. and ended around 6:30 p.m. in New Glarus at the Edelweiss Chalet County Club for a long time.

Ms. Lauck suggested sending a survey to get Board member's thoughts. Mr. Otterstein shared that he has no preference. The hybrid route is the format being rolled out to give individuals the option to attend virtually and/or in-person based on a variety of conditions and concerns. He suggested this format be available moving forward. Mr. Comella agreed. He would like to get back to in-person meetings soon, but the hybrid option sounds good.

Ms. Simon likes that the meeting is earlier in the day. Mr. Poweleit agrees that earlier in the day works well and having the hybrid option.

Ms. Suda will send a survey to Board members to get their input.

10. Chairperson's Report

Ms. Lauck appreciates all of the input shared during the meeting. As discussed during the SWWDB Executive Committee, there are many open positions and a lot of competition. Any employer who has an employment need should reach out to SWWDB.

11. Adjournment

Motion made by Mr. Williams, seconded by Mr. Comella, to adjourn the meeting at 4:34 p.m. The next regularly scheduled board meeting will be Wednesday, September 8, 2021. **Motion carried unanimously.**