

# MEMORANDUM



**Date:** August 15, 2022

**From:** Rhonda Suda

**To:** **Local Elected Officials**  
Mr. Marty Brewer    Mr. John Meyers  
Mr. Jerry Guth    Mr. Russ Podzilni  
Mr. Robert Keeney    Mr. Jack Sauer

**Subject:** **Southwest Wisconsin Counties Consortium (SWCC) Meeting Notice**  
Tuesday, August 23, 2022, 11:30 a.m. – 1:30 p.m.  
SWWDB Administrative Office  
1370 North Water Street, Platteville, WI 53818

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, August 23, 2022, 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.

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

SWWDB is an equal opportunity employer/service provider.

A proud partner of the  American Job Center network

# Southwest Wisconsin Counties Consortium

Tuesday, August 23, 2022

11:30 a.m. to 1:30 p.m.  
1370 North Water St, Platteville, WI

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

## AMENDED

### Agenda

1. **Call to Order**
2. **Approval of Agenda – (Action)**  
Approval of the August 23, 2022, meeting agenda is requested.
3. **Approval of Minutes – (Action)**  
Minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on May 24, 2022 ([Enclosure 1](#)), and June 23, 2022 ([Enclosure 2](#)). Approval of the meeting minutes is requested.
4. **Program Year 2021-22 Financial Reports, Quarter 4 – (Action)**  
Danielle Thousand will share the SWWDB financial statements representing a draft of the financial condition of the organization through June 30, 2022. The following reports are submitted for review and consideration:
  - Balance Sheet – [Enclosure 3](#)
  - Statement of Operations – [Enclosure 4](#)

Additionally, SWWDB receives awards and modifications 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 5](#).

Approval of the Program Year (PY) 2021-22 Quarter 4 financial statements and budget modification is requested.

5. **Appointment of Board Members – (Action)**  
None
6. **Program Year 2022-23 WIOA Allocations – (Action)**

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

SWWDB is an equal opportunity employer/service provider.

The Department of Workforce Development (DWD) provided PY 2022-23 Workforce Innovation and Opportunity Act (WIOA) allotments on June 6, 2023 ([Enclosure 6](#)). Workforce Development Area (WDA) 11 WIOA allocations are decreasing by \$177,287, approximately 13%. This decrease is a result of the lower state award and the improving labor market in Southwest Wisconsin.

Approval of the PY 2022-23 WIOA Title 1 allocations for is requested.

#### State Allocation

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>Change</u>	<u>% Change</u>
Youth	\$11,197,879	\$10,091,692	\$9,204,676	\$12,040,412	\$10,957,464	(\$1,082,948)	-8.99%
Adult	\$9,671,276	\$8,714,035	\$7,944,787	\$10,403,176	\$9,438,464	\$964,712	9.27%
Dislocated Worker	\$11,769,133	\$11,431,285	\$11,212,132	\$11,939,631	\$10,874,839	\$1,064,792	8.92%
Wagner Peyser	\$11,632,564	\$11,469,141	\$11,531,892	\$11,423,220	\$11,191,329	\$231,891	2.03%
WF Info Grant	\$615,232	\$615,121	\$608,159	\$606,266	\$608,147	(\$1,881)	-0.31%

#### SWWDB Shares

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>Change</u>	<u>% Change</u>
Youth	4.08%	3.79%	3.75%	5.13%	5.37%	0.24%	4.68%
Adult	3.99%	3.71%	3.67%	5.12%	5.30%	0.18%	3.52%
Dislocated Worker	4.46%	3.86%	3.74%	5.66%	4.29%	-1.37%	-24.20%

#### SWWDB Funding

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>Change</u>	<u>% Change</u>
Youth	\$388,124	\$325,436	\$293,022	\$453,388	\$500,589	\$47,201	10.41%
Adult	\$325,148	\$274,980	\$247,579	\$523,655	\$424,911	(\$98,744)	-18.86%
Dislocated Worker	\$315,052	\$264,420	\$251,772	\$405,826	\$280,082	(\$125,744)	-30.98%

#### 7. Quarter 4 WIOA Title 1 Performance Reports – (Information)

Workforce Innovation and Opportunity Act (WIOA) operations are assessed through a series of performance goals. The chart below provides a summary of Program Year 2022-23 performance.

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

SWWDB is an equal opportunity employer/service provider.

A proud partner of the  American Job Center network

Indicator	Target	Actual
Q2 Unsubsidized Employment	76%	78.8%
Q4 Unsubsidized Employment	74%	75.6%
Median Earnings	\$5,000	\$6,894
Credential Attainment Rate	66%	81.8%
Measurable Skill Gain	42%	63.3%
Q2 Unsubsidized Employment	82%	80.5%
Q4 Unsubsidized Employment	79%	67.8%
Median Earnings	\$7,500	\$8,065
Credential Attainment Rate	70%	73.7%
Measurable Skill Gain	55%	54.5%
Q2 Unsubsidized Employment/Education	70%	69.8%
Q4 Unsubsidized Employment/Education	68%	75.0%
Median Earnings	\$3,000	\$3,899
Credential Attainment Rate	62%	73.7%
Measurable Skill Gain	34%	63.6%

**8. Program Year 2022-23 and 2023-24 Performance Goals – (Action)**

Every two (2) years, the Department of Labor (DOL), state workforce agencies, and local workforce boards engage in negotiations to set performance goals. The Department of Workforce Development (DWD) negotiates with each local board once they have completed negotiations with DOL. Local performance negotiation is a function of the local elected officials and the local board. Rhonda Suda will discuss the table below.

Approval is requested to continue negotiations with DWD and accept final targets that are equal to or less than those indicated under “SWWDB Proposal” as shown in the table below.

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

SWWDB is an equal opportunity employer/service provider.

Indicator	Prior 2 Year Period	PY 2022 & 2023			
	Negotiated	State Proposed	% Change	SWWDB Proposal	% Change
Adult Q2 Unsubsidized Employment	76%	63%	-17%	63%	-17%
Adult Q4 Unsubsidized Employment	74%	70%	-5%	70%	-5%
Adult Median Earnings	\$5,000	\$6,000	20%	\$6,000	\$0
Adult Credential Attainment Rate	66%	66%	0%	66%	0%
Adult Measurable Skills Gain	42%	68%	62%	52%	24%
Dislocated Worker Q2 Unsubsidized Employment	82%	72%	-12%	72%	-12%
Dislocated Worker Q4 Unsubsidized Employment	79%	76%	-4%	76%	-4%
Dislocated Worker Median Earnings	\$7,500	\$8,100	8%	\$8,100	\$0
Dislocated Worker Credential Attainment Rate	70%	74%	6%	74%	6%
Dislocated Worker Measurable Skills Gain	55%	73%	33%	60%	9%
Youth Q2 Employment/Education	70%	67%	-4%	67%	-4%
Youth Q4 Employment/Education	68%	72%	6%	72%	6%
Youth Median Earnings	\$3,000	\$3,400	13%	\$3,400	\$0
Youth Credential Attainment Rate	62%	50%	-19%	50%	-19%
Youth Measurable Skills Gain	34%	75%	121%	54%	59%

**9. One Stop Centers Certification – (Information)**

SWWDB administration received verification that Workforce Development Area (WDA) 11’s job centers are certified through June 30, 2025. See [Enclosure 7](#).

**10. Leased Employee – (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](#)).

**11. Ransomware Discussion**

On June 28, 2022, SWWDB suffered a ransomware attack. Rhonda Suda and Danielle Thousand will discuss this threat, SWWDB’s response, and overall impact on the organization.

**12. Adjournment**

The next meeting of the SWCC will be held virtually on November 22, 2022.

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

SWWDB is an equal opportunity employer/service provider.

## Southwest Wisconsin Counties Consortium Meeting

May 24, 2022  
Meeting Minutes

The Southwest Wisconsin Counties Consortium meeting was held on Tuesday, May 24, 2022, at the SWWDB Administrative Office, 1370 North Water Street, Platteville, WI and via conference call. Attendance was as follows:

<b>Members Present:</b>	Mr. Jerry Guth Mr. Robert Keeney	Mr. John Meyers Mr. Russ Podzilni
<b>Members Absent:</b>	Mr. Marty Brewer	Mr. Jack Sauer
<b>Staff Present:</b>	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. Podzilni at 11:33 a.m.

**1. Approval of Agenda**

The meeting agenda of the May 24, 2022, SWCC meeting was reviewed by SWCC members. No corrections or changes were made.

Motion made by Mr. Keeney, seconded by Mr. Guth, to approve the May 24, 2022, SWCC meeting agenda. **Motion carried unanimously.**

**2. Election of Officers**

The Southwest Wisconsin Counties Consortium (SWCC) by-laws require an election for the positions of Chair and Vice Chair every two (2) years following local elections. Ms. Suda opened the floor for nominations.

Motion made by Mr. Keeney, seconded by Mr. Podzilni, to nominate Mr. Meyers for Chair. **Motion carried unanimously.**

Mr. Podzilni nominated Mr. Brewer for Vice Chair. Motion made by Mr. Keeney, seconded by Mr. Guth, to close the nominations for Vice Chair. **Motion carried unanimously.**

**3. Approval of Minutes**

The meeting minutes of the February 22, 2022, SWCC meeting were distributed and reviewed by SWCC members.

## ENCLOSURE 1

Motion made by Mr. Keeney, seconded by Mr. Meyers, to approve the minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on February 22, 2022. Mr. Guth abstained.

**Motion carried unanimously.**

#### 4. Program Year 2021-22 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, 2022.

The Balance Sheet is current through Quarter 3 (January 1 – March 31). It shows that revenue is exceeding expenditures by \$99,334.28. Ms. Thousand noted that the accounts labeled “Prepaid” mean that those costs are paid for ahead of the time that they are used. SWWDB’s health insurance, for example, is paid for prior to it being used.

Account 1540-PAS Rewrite Project is for SWWDB’s internal software. PAS stands for Payment Authorization System. It is the system used to track vouchers, payments, and participant limits. When the project is completed, it will amortized over 10 years out of SWWDB’s corporate funds.

Account 3003-Accrued Vacation includes staff’s unused vacation. SWWDB’s policy is that staff must use their vacation in the same program year it is received or it will be lost. However, with Ms. Suda’s approval, unused vacation can be carried over into the next program year. SWWDB’s program year runs July 1 through June 30.

Ms. Thousand noted that a few years ago, Board members approved a change to the vacation policy because staff were having a hard time using their carried over vacation by the deadline of September 1. The policy change was that approved carried over vacation must be used by June 30 instead of September 1. Carried over vacation cannot be carried over year after year or paid out. SWWDB has 32 staff not including leased employees. The maximum number of vacation weeks an employee can receive is five (5) at 15 years of employment.

Mr. Guth asked if staff use their vacation. Ms. Thousand said that some employees use their vacation as they receive it and do not carry it over while some use their prior year vacation before it is lost.

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 at 34.9% and expenditures at 76.16%. The Statement of Operations includes modifications approved from the last SWCC meeting. Ms. Thousand went over some of the accounts that appear out of line.

Account 6170-Staff Train/Development is showing 692.96% spent. When preparing the budget last year, SWWDB administration did not know SWWDB would be receiving the Pathway Home 2 grant. This grant training incorporated into it.

Account 6257-Job Fair Expense is showing 197.12% spent due to Rapid Response events held for Hufcor.

Account 6272-IT Equipment – Network is showing 0% spent. These costs usually come in during Quarter 4.

## ENCLOSURE 1

Account 6274-Licenses is showing 121.31% spent. This is due to Microsoft changing their license fees to individual licenses.

Account 6317-Moving Expense is showing 0% spent because the Rock County Job Center moved. The costs incurred for the move were not budgeted for.

Account 6343-Board is showing low at 19% spent. This is because SWWDB is still having virtual meetings.

Account 6353-Network Connectivity is showing 99.75%. SWWDB is billed semi-annually and has already been billed for the second half of the year.

Account 6410-Legal is reporting 0% because there have been no legal expenses.

Account 6580-Depreciation is coming in at 36.95%. Some projects have not been placed in to service yet such as Citrix, SQL, and PAS. All of these projects are occurring now, but cannot be depreciated until they are fully functional.

Account 6708-Stipends is showing 0% spent. SWWDB received the Workforce Advancement Initiative (WAI) grant. The grant allows SWWDB to pay students in industry-specific programs (such as childcare) a stipend to attend class along with paying for their tuition and fees. The grant started in January. Stipends are attached to almost every project with this grant. SWWDB administration will submit a modification for the grant for healthcare programs.

Account 6740-Customized Training is showing 0% spent. SWWDB sponsored two (2) events: Blackhawk Technical College's Manufacturing Day and CESA 3's Business Education Summit. Both events promote workforce development.

Ms. Thousand indicated that the \$6 million projected revenue is carry-over for multi-year grants and will carry forward.

SWWDB's new program year budget that starts July 1 gets presented to SWCC members in May and the full Board in June. It is an estimated budget because the grant agreements do not usually come through until after the beginning of the program year. SWWDB administration applies for grants throughout the year. However, the Independent Living (IL)/Foster Care (FC) grant starts in January and Foodshare Employment and Training (FSET) begins in October.

The Budget Modifications were presented to SWCC members. The changes from the last SWCC meeting are at the top. The contract with the Department of Corrections (DOC) indicates that SWWDB must spend all obligations or DOC will take unspent funds back. Ms. Thousand stated that SWWDB can overspend the contract, not underspend.

The additional stimulus funding for FC/IL is for payments to youth. Youth participants who have aged out of foster care can receive \$1,000 per month for six (6) months. The youth must be enrolled in the IL program and be working with a Case Manager.



## ENCLOSURE 1

With the Department of Workforce Development's (DWD) approval, SWWDB transferred formula funds from the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker program to the WIOA Adult program as that is where the need is. To backfill the dislocated worker funds, SWWDB has Employee Recovery Dislocated Worker grant (ERDWG) funds. A dislocated worker is someone who has been dislocated from their job (mass closing, large layoff, etc.) and has a connection with the workforce.

SWWDB was awarded funds to create an FSET Video through the Department of Health Services (DHS). DHS received extra ARPA funding and asked all 11 regions to produce a video of success of the program in the area. The \$25,000 award must be used by September 30 and a contract with a video company is required. SWWDB administration is currently working on a Request for Quote (RFQ).

Motion made by Mr. Keeney, seconded by Mr. Guth, to approve the Program Year (PY) 2021-2022 financial statements, including the Budget Modifications, for the period ending March 31, 2022. **Motion carried unanimously.**

### 5. 2022-23 Budget

SWCC members were presented with the budget for Program Year (PY) 2022-23. The document consists of three (3) major pieces: the Budget Summary, the PY 2022 Budget Expenses, and the PY 2022 Revenues. This budget will amend and modify the current year budget and set the initial budget for next year starting July 1.

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 2021 SWCC meeting. Column 2-P/Y (Prior Year) Reserve Avail for Use is revenue from a year or two ago and is at SWWDB's disposal. When SWWDB gets to a grant's ending period, the unused funds are either forfeited or used. 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 3/31/22 ties to the financial statements presented earlier in the meeting. Column 6-Projected as of 6/30/22 Modified Budget is used to project where SWWDB will be at the end of the year. Column 7-Planned Reserve includes carry-over from multiple year grants.

Ms. Thousand noted that the SWWDB Finance Dept. follows the accounting method FIFO (first in, first out). Old funds are used before new funds. Column 8-Proposed Budget includes strictly new grants SWWDB will receive beginning July 1. Column 9-Projected vs. Proposed is the difference between the "Proposed Budget" column and the "Projected as of 6/30/22 Modified Budget" column. Column 10- Percent Change is the difference as a percent.

Ms. Thousand presented the PY 2022 Budget Expenses and Revenues to SWCC members and asked if there were any questions. The planned reserve includes carry-over. SWWDB is in a great position and has the resources not had in the past.

Account 6610-Program Operator on the PY 2022 Budget Expenses is for SWWDB's subcontractors. It is budgeted for just over \$1 million. The contracts for the Workforce Innovation and Opportunity Act (WIOA) and Pathway Home 2 (PH2) are subcontracted out and the funds are passed downstream. The responsibility is labor intensive and SWWDB has to conduct monitoring of the subcontractors. SWWDB conducts an audit of these organizations and then SWWDB gets audited.

This budget will be presented to the full Board at their June meeting.

Motion made by Mr. Keeney, seconded by Mr. Guth, to approve the 2022-23 Budget as presented.

**Motion carried unanimously.**

**6. Appointment of Board Members**

None.

**7. Southwest Wisconsin Counties Consortium Agreement**

Ms. Suda provided SWCC members with an updated version of the Southwest Wisconsin Counties Consortium Agreement. It reflects updated language related to the obligation and management of Workforce Innovation and Opportunity Act (WIOA)-related funds and disallowed costs. The Consortium will assume liability for disallowed costs. Repayment of disallowed costs would come from SWWDB's corporate reserves. Currently, there is \$1.2 million in reserves. The Department of Workforce Development (DWD) has indicated that they cannot make the determination as to respective liabilities.

There is a clause in Manpower's contract that says if they misuse funds, they are responsible for repayment. SWWDB has the reserves available if the disallowed costs are not of Manpower's fault. If there are no reserves, SWWDB administration would go through the process of meeting with SWCC members to determine how much is to be paid from each county.

Ms. Suda is open to suggestions from the county-level. SWCC members asked Ms. Suda to send the revised agreement to all members again so that it can be put on the next county meeting agenda. SWCC members agreed that at the next meeting in August, members will approve and sign the agreement.

**8. Program Year 2022-23 WIOA Title 1 Allocations**

SWWDB administration has not received any grant agreements for Program Year (PY) 2022-23. Formal action to accept the grants will be presented at the next SWCC meeting in August. A Chart of Funds will also be presented.

**9. Fiscal and Administrative Agent Designation**

The Fiscal and Administrative Agent Designation is a 2-year document depending on if the SWCC member body changes. The SWCC has designated SWWDB to serve as the Local Fiscal and Administrative Agent. In this role, SWWDB accepts Workforce Innovation and Opportunity Act (WIOA) Title 1 funding on behalf of Workforce Development Area (WDA 11), prepares the annual budget, procures providers, and coordinates all annual monitoring and auditing efforts. There are no changes in the services provided.

Motion made by Mr. Guth, seconded by Mr. Podzilni, to designate SWWDB to serve as Local Fiscal and Administrative Agent for Workforce Development Area (WDA 11). **Motion carried unanimously.**

**10. Program Year 2022-23 WIOA Title 1 Provider Contract Modification**

Table 1 lists the amounts SWWDB is proposing to modify Manpower's contract by for Program Year (PY) 2022-23. SWWDB administration is requesting approval not to exceed these amounts.

**Table 1**

Program	2022-23 Modification
Adult	110,000
D Worker / ERDWG	155,000
Youth	130,000
Youth WEX	124,000
OSO	25,000
Support to Communities	35,000
<b>Grant Total</b>	<b>\$579,000</b>

Motion made by Mr. Keeney, seconded by Mr. Guth, to modify Manpower’s Program Year (PY) 2022-23 contract by no more than \$579,000. **Motion carried unanimously.**

**11. Program Year 2022-23 One-Stop MOU**

The One-Stop Memorandum of Understanding (MOU) is a document put together for all the workforce operators connected to the Southwest Wisconsin Technical College (SWTC) Job Center and the comprehensive site (Rock County Job Center).

The Department of Workforce Development (DWD) has indicated that an MOU can only carry-over for two (2) years. SWWDB administration is completing the MOU process to see if there are any significant changes. The MOU states how services will be delivered, how costs will be shared, and how the job center partners will work together. If changes need to be made, the SWCC Chair will have to sign off on those changes.

**12. One-Stop Certification**

The Workforce Innovation and Opportunity Act (WIOA) requires that the Council on Workforce Investment, in consultation with the local elected officials and local workforce boards, access and certify the one-stop delivery system and its comprehensive and affiliate job center locations at least once every three (3) years. The Southwest Wisconsin Workforce Development Plan recognizes two (2) job centers: the comprehensive site (Rock County Job Center) located in Janesville, WI and an affiliate site located at Southwest Wisconsin Technical College (SWTC) in Fennimore, WI.

Jimmy Watson, SWWDB’s Workforce Operations Manager, completes this certification for the two (2) sites to make sure all WIOA requirements are met. The completed form will be sent to the Department of Workforce Development (DWD). Once approved by DWD, the SWCC Chair’s signature is required.

**13. Leased Employee Program**

Ms. Thousand presented a summary of SWWDB’s leased employee program to SWCC members. It is summarized by contract/department, not by person. As of May 11, 2022, SWWDB has five (5) contracts: one (1) with Grant County, one (1) with Green County, and three (3) with Richland County.

The leased employee information shared with SWCC members compares the first calendar quarter in 2020, 2021, and 2022. In 2020, there were 36 employees with a gross billing of \$190,590.35. In 2021,

## ENCLOSURE 1

there were 27 employees with a gross billing of \$210,743.05. In 2022, there were 35 employees with a gross billing of \$233,335.30. The admin fee has been the same for years at 7%.

Ms. Thousand pointed out that Richland County has always been a strong advocate for the program. Green County does well and Grant County has continuously had two (2) leased employees.

The summary breaks down full-time and part-time employees, which contract the employees tie to, and for how much. This information is presented to SWCC members at every meeting.

### 14. **Adjournment**

Motion made by Mr. Guth, seconded by Mr. Keeney, to adjourn the meeting at 1:17 p.m. **Motion carried unanimously.**

## Southwest Wisconsin Counties Consortium Meeting

June 23, 2022  
Meeting Minutes

The Southwest Wisconsin Counties Consortium meeting was held on Thursday, June 23, 2022, via conference call. Attendance was as follows:

**Members Present:**

Mr. Jerry Guth  
Mr. Robert Keeney

Mr. John Meyers  
Mr. Russ Podzilni

**Members Absent:**

Mr. Marty Brewer

Mr. Jack Sauer

**Staff Present:**

Mr. Matthew Riley  
Ms. Rhonda Suda

Ms. Danielle Whitish

The meeting of the Southwest Wisconsin Counties Consortium (SWCC) was called to order by Mr. Meyers at 1:00 p.m.

**1. Approval of Agenda**

The meeting agenda of the June 23, 2022, SWCC meeting was reviewed by SWCC members. No corrections or changes were made.

Motion made by Mr. Podzilni, seconded by Mr. Guth, to approve the June 23, 2022, SWCC meeting agenda. **Motion carried unanimously.**

**2. LEO Agreement/Amendment**

Ms. Suda shared the three (3) enclosures with SWCC members. Enclosure 1 included updates from Iowa County to the Chief Elected Officials Consortium Agreement of the Southwest Wisconsin Workforce Development Area. They reviewed the agreement and provided guidance, regulatory changes, and updates. Section 1 through Section 3 of the agreement listed additional minor updates but no major changes were made to the purpose or intent of agreement. Green and Richland County also reviewed and did not indicate any major changes. Ms. Suda did not hear from the other three counties. However, with the input that was received, she felt confident to move forward with action. Enclosure 2 encapsulated the agreement along with final changes. If the SWCC decided to approve this agreement, Ms. Suda would have to present the agreement to all SWCC members and have all six (6) members sign off. The other option, presented as Enclosure 3, was an amendment to the agreement. With the amendment, the quorum present during the meeting can approve. Ms. Suda presented both options to the group to get their thoughts and a decision on which option they would like to proceed with.

Mr. Meyers asked SWCC members for input or a motion to approve. Mr. Podzilni asked Ms. Suda which would be more suitable. Ms. Suda replied it would be better to go with the amendment, as the

## ENCLOSURE 2

amendment would only need the majority to approve in order to make effective. If we totally change the agreement and approve a new one, it may be difficult to get all six (6) signatures by the deadline of June 30, 2022.

Motion made by Mr. Keeney, seconded by Mr. Podzilni, to approve the amendment to the agreement LEO Agreement/Amendment. **Motion carried unanimously.**

### 3. SWCC and SWWDB Agreement

Ms. Suda explained all board documents begin with the SWCC agreement and second is the agreement between the SWCC and the Southwest Wisconsin Workforce Development Board (SWWDB). This agreement was presented as Enclosure 4. The SWWDB members approved this agreement at last board meeting and is now seeking SWCC approval. The major change is in Section 8; making it so this agreement would not have to be updated again if another change was to be made.

Motion made by Mr. Guth, seconded by Mr. Podzilni, to approve the SWCC and SWWDB Agreement. **Motion carried unanimously.**

### 4. SWWDB By-Laws

The SWWDB By-Laws were presented as Enclosure 5. The only change to this document was the Liability section; to refer back to the SWCC agreement for the sake of consistency. The SWWDB members already approved this change as well so now seeking SWCC approval.

Mr. Guth asked who the By-Laws are with and the purpose of them. Ms. Suda explained SWWDB's funding for the Workforce Innovation and Opportunities Act (WIOA) comes from the state and then gets allocated out to different areas (SWWDB being one area). Local officials form consortiums (SWCC) and this group appoints board members and with that authority, they are responsible for approving SWWDB's By-Laws in which the board functions.

Motion made by Mr. Keeney, seconded by Mr. Podzilni, to approve the updated SWWDB By-Laws. **Motion carried unanimously.**

### 5. Adjournment

Ms. Suda shared an update about the 5.0 Rock County Internship Program. It is a six (6) week program for high school senior's to explore careers in the Rock County area. There is a graduation event on July 29 if any interested SWCC or county board members wanted to come see what the program is about and the impact it had on the students and partners.

Motion made by Mr. Guth, seconded by Mr. Podzilni, to adjourn the meeting at 1:21 p.m. **Motion carried unanimously.**

## General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Balance Sheet

June 2022

Page: Page 1 of 1

Date: 8/21/2022

Time: 11:37:25 AM

Account Description	Balance Amount	Totals
Assets:		
1000 CASH	\$632,496.29	
1100 GRANT CASH RECEIVABLE	\$941,809.26	
1101 LOAN RECEIVABLE	\$2.89	
1202 PREPAID PLATTEVILLE RENT	\$2,500.00	
1203 PREPAID CORP. INSURANCES	\$14,187.52	
1207 PREPAID SUBSCRIPTIONS	\$7,725.85	
1220 PREPAID RENT OTHER	\$1,888.00	
1240 LIFE,LTD INSUR PREPAID	\$573.83	
1250 PREPAID HEALTH INSURANCE	\$29,625.74	
1251 PREPAID CUSTOMER SUPPORT	\$150.39	
1252 PREPAID FLEXIBLE SPENDING	\$179.80	
1310 PREPAID ROCK COUNTY RENT	\$3,890.52	
1500 AUTOMOBILE PURCHASE	\$25,708.38	
1501 ACCUMULATED DEPRECIATION	(\$146,202.35)	
1503 EQUIPMENT & FURNITURE	\$193,522.51	
1540 PAS REWRITE PROJECT	\$45,949.50	
Total assets		\$1,754,008.13
Liabilities:		
3004 ACCRUED PAYROLL	\$113,804.47	
3080 401(K) LIABILITY	(\$15.37)	
3089 FLEX PLAN MEDICAL	\$2,064.36	
3200 ACCOUNTS PAYABLE	\$326,003.93	
Total liabilities		\$441,857.39
Prior year fund balance	\$1,147,488.83	
Current fund balance	\$164,661.91	
Total liabilities and fund balance:		\$1,754,008.13
(Funds included: ALL)		

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

June 2022

Page: Page 1 of 3

Date: 8/21/2022

Time: 12:07:46 PM

Revenues

Account	-----Monthly-----			-----YTD-----			Annual estimated	Unrealized	Pct
	Estimated	Actual	Pct	Estimated	Actual				
5100 REVENUE	\$342,513.00	\$970,629.55	283.38%	\$4,110,123.00	\$4,175,765.01	\$4,110,123.00	(\$65,642.01)	101.60%	
5110 LEASED EMPLOYEE REVENUE	\$72,873.00	\$288,934.58	396.49%	\$874,443.00	\$990,680.71	\$874,443.00	(\$116,237.71)	113.29%	
5140 TICKET TO WORK REVENUE	\$5,158.00	\$21,379.00	414.48%	\$61,874.00	\$66,478.00	\$61,874.00	(\$4,604.00)	107.44%	
5150 BENEFIT ANALYSIS REVENUE	\$7,174.00	\$11,400.00	158.91%	\$86,000.00	\$93,900.00	\$86,000.00	(\$7,900.00)	109.19%	
5300 REVENUE INTEREST INCOME	\$80.00	\$51.91	64.89%	\$850.00	\$791.47	\$850.00	\$58.53	93.11%	
<b>Total Revenues</b>	<b>\$427,798.00</b>	<b>\$1,292,395.04</b>	<b>302.10%</b>	<b>\$5,133,290.00</b>	<b>\$5,327,615.19</b>	<b>\$5,133,290.00</b>	<b>(\$194,325.19)</b>	<b>103.79%</b>	

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6100 SALARIES	\$210,515.00	\$312,914.69	148.64%	\$2,526,081.00	\$2,504,092.78	\$2,526,081.00	\$21,988.22	99.13%	
6110 P/R TAX FICA	\$14,896.00	\$22,998.39	154.39%	\$178,741.00	\$182,194.27	\$178,741.00	(\$3,453.27)	101.93%	
6119 FRINGES	\$85.00	(\$855.87)	1006.91%	\$899.00	(\$181.50)	\$899.00	\$1,080.50	-20.19%	
6120 HEALTH INSURANCE	\$22,588.00	\$22,629.11	100.18%	\$271,045.00	\$269,520.79	\$271,045.00	\$1,524.21	99.44%	
6122 UNEMPLOYMENT INSURANCE	\$830.00	\$431.45	51.98%	\$9,960.00	\$10,105.08	\$9,960.00	(\$145.08)	101.46%	
6123 LIFE/DISABILITY INSURANCE	\$583.00	\$620.41	106.42%	\$6,875.00	\$6,892.51	\$6,875.00	(\$17.51)	100.25%	
6130 DENTAL INSURANCE	\$1,757.00	\$1,709.58	97.30%	\$21,051.00	\$20,825.05	\$21,051.00	\$225.95	98.93%	
6140 TRAVEL IN WDA	\$3,875.00	\$5,089.79	131.35%	\$46,478.00	\$53,056.26	\$46,478.00	(\$6,578.26)	114.15%	
6155 MEALS	\$144.00	\$38.84	26.97%	\$1,684.00	\$1,572.27	\$1,684.00	\$111.73	93.37%	
6156 LODGING	\$131.00	\$0.00	0.00%	\$1,484.00	\$1,946.90	\$1,484.00	(\$462.90)	131.19%	
6160 401(K)	\$7,144.00	\$8,155.99	114.17%	\$85,629.00	\$93,910.36	\$85,629.00	(\$8,281.36)	109.67%	
6170 STAFF TRAIN/DEVELOPMENT	\$3,089.00	\$0.00	0.00%	\$36,958.00	\$27,818.57	\$36,958.00	\$9,139.43	75.27%	
6172 DUES AND MEMBERSHIPS	\$514.00	\$0.00	0.00%	\$6,157.00	\$4,618.00	\$6,157.00	\$1,539.00	75.00%	
6250 OFFICE SUPPLIES	\$2,423.00	\$1,402.81	57.90%	\$29,010.00	\$26,836.24	\$29,010.00	\$2,173.76	92.51%	
6255 AUDIO/WISLINE	\$92.00	\$194.04	210.91%	\$994.00	\$1,042.09	\$994.00	(\$48.09)	104.84%	
6257 JOB FAIR EXPENSES	\$115.00	\$0.00	0.00%	\$1,314.00	\$985.58	\$1,314.00	\$328.42	75.01%	
6261 EQUIPMENT UNDER \$5000	\$1,860.00	\$283.99	15.27%	\$22,232.00	\$47,373.97	\$22,232.00	(\$25,141.97)	213.09%	
6267 COPIER RENTAL	\$425.00	\$125.08	29.43%	\$5,012.00	\$4,730.26	\$5,012.00	\$281.74	94.38%	
6270 IT SOFTWARE	\$1,125.00	\$1,125.00	100.00%	\$13,500.00	\$13,500.00	\$13,500.00	\$0.00	100.00%	
6274 LICENSES	\$507.00	\$83.34	16.44%	\$5,985.00	\$4,738.48	\$5,985.00	\$1,246.52	79.17%	
6309 FACILITIES	\$12.00	\$0.00	0.00%	\$133.00	\$100.00	\$133.00	\$33.00	75.19%	
6310 RENT	\$8,072.00	\$6,277.52	77.77%	\$96,798.00	\$96,615.20	\$96,798.00	\$182.80	99.81%	
6311 STORAGE RENTAL	\$1,215.00	\$1,225.00	100.82%	\$14,580.00	\$14,600.00	\$14,580.00	(\$20.00)	100.14%	



## General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

June 2022

Page: Page 2 of 3

Date: 8/21/2022

Time: 12:07:46 PM

## Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6312	CLEANING/JANITORIAL	\$199.00	\$300.00	150.75%	\$2,267.00	\$2,500.00	\$2,267.00	(\$233.00)	110.28%
6313	P.O. BOX RENTAL	\$43.00	\$0.00	0.00%	\$395.00	\$296.00	\$395.00	\$99.00	74.94%
6317	MOVING EXPENSE	\$50.00	\$0.00	0.00%	\$589.00	\$588.65	\$589.00	\$0.35	99.94%
6330	TELEPHONE	\$390.00	\$314.50	80.64%	\$4,636.00	\$4,452.64	\$4,636.00	\$183.36	96.04%
6331	GARBAGE REMOVAL	\$22.00	\$0.00	0.00%	\$253.00	\$189.80	\$253.00	\$63.20	75.02%
6340	POSTAGE	\$724.00	(\$82.54)	-11.40%	\$8,567.00	\$8,256.39	\$8,567.00	\$310.61	96.37%
6341	SERVICE FEES	\$779.00	\$688.10	88.33%	\$9,271.00	\$9,140.19	\$9,271.00	\$130.81	98.59%
6342	SUBSCRIPTIONS	\$408.00	\$1,319.96	323.52%	\$4,819.00	\$7,029.53	\$4,819.00	(\$2,210.53)	145.87%
6343	BOARD	\$111.00	\$683.99	616.21%	\$1,266.00	\$1,788.86	\$1,266.00	(\$522.86)	141.30%
6351	CELL PHONE	\$1,353.00	\$10,310.44	762.04%	\$16,203.00	\$25,123.98	\$16,203.00	(\$8,920.98)	155.06%
6352	INTERNET	\$1,141.00	\$1,470.08	128.84%	\$13,582.00	\$12,379.76	\$13,582.00	\$1,202.24	91.15%
6353	NETWORK CONNECTIVITY	\$3,603.00	\$6,175.00	171.38%	\$43,225.00	\$46,075.00	\$43,225.00	(\$2,850.00)	106.59%
6370	ADVERTISING	\$145.00	\$414.70	286.00%	\$1,707.00	\$1,870.05	\$1,707.00	(\$163.05)	109.55%
6371	BACKGROUND CHECKS	\$31.00	\$21.00	67.74%	\$350.00	\$475.00	\$350.00	(\$125.00)	135.71%
6420	AUDIT	\$1,106.00	\$0.00	0.00%	\$13,250.00	\$13,250.00	\$13,250.00	\$0.00	100.00%
6433	CONTRACTED SUPPORT	\$3,254.00	\$3,244.84	99.72%	\$38,938.00	\$43,592.99	\$38,938.00	(\$4,654.99)	111.95%
6503	WORKER'S COMPENSATION	\$1,119.00	\$1,078.00	96.34%	\$13,362.00	\$13,255.48	\$13,362.00	\$106.52	99.20%
6504	MULTI-PERIL	\$147.00	\$128.67	87.53%	\$1,665.00	\$1,634.52	\$1,665.00	\$30.48	98.17%
6507	CORPORATE INSURANCES	\$978.00	\$1,008.84	103.15%	\$11,681.00	\$11,787.59	\$11,681.00	(\$106.59)	100.91%
6580	DEPRECIATION	\$1,355.00	\$1,541.75	113.78%	\$16,260.00	\$16,446.52	\$16,260.00	(\$186.52)	101.15%
6581	DONATIONS	\$0.00	\$0.00	0.00%	\$0.00	\$5,000.00	\$0.00	(\$5,000.00)	0.00%
6602	COMPANY CAR INSURANCE	\$154.00	\$149.08	96.81%	\$1,793.00	\$1,791.96	\$1,793.00	\$1.04	99.94%
6603	COMPANY CAR GAS	\$17.00	\$166.36	978.59%	\$105.00	\$327.27	\$105.00	(\$222.27)	311.69%
6604	COMPANY CAR MAINTENANCE	\$110.00	\$0.00	0.00%	\$1,298.00	\$1,102.23	\$1,298.00	\$195.77	84.92%
6610	SUBCONTRACTOR EXPENSE	\$42,271.00	\$57,089.11	135.06%	\$507,241.00	\$538,271.51	\$507,241.00	(\$31,030.51)	106.12%
6701	PARTICIPANT SUPPORT	\$29,333.00	\$49,979.13	170.39%	\$351,952.00	\$374,360.78	\$351,952.00	(\$22,408.78)	106.37%
6703	ASSESSMENTS	\$945.00	\$1,575.00	166.67%	\$11,340.00	\$12,250.00	\$11,340.00	(\$910.00)	108.02%
6707	INCUMBENT WORKER TRAININ	\$922.00	\$11,722.79	1271.45%	\$11,053.00	\$11,722.79	\$11,053.00	(\$669.79)	106.06%
6708	STIPENDS	\$2,824.00	\$32,620.00	1155.10%	\$33,833.00	\$79,420.00	\$33,833.00	(\$45,587.00)	234.74%
6709	INCENTIVES	\$11,800.00	\$0.00	0.00%	\$141,600.00	\$106,400.00	\$141,600.00	\$35,200.00	75.14%
6735	35% TRAINING	\$20,719.00	\$33,927.78	163.75%	\$248,540.00	\$267,923.59	\$248,540.00	(\$19,383.59)	107.80%

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

June 2022

Page: Page 3 of 3

Date: 8/21/2022

Time: 12:07:46 PM

**Expenditures**

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6736 35% TRAINING SUPPORT	\$11,215.00	\$27,263.14	243.10%	\$134,569.00	\$155,357.04	\$134,569.00	(\$20,788.04)	115.45%	
6740 CUSTOMIZED TRAINING	\$174.00	\$0.00	0.00%	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	100.00%	
<b>Total Expenditures</b>	<b>\$419,439.00</b>	<b>\$627,558.88</b>	<b>149.62%</b>	<b>\$5,030,210.00</b>	<b>\$5,162,953.28</b>	<b>\$5,030,210.00</b>	<b>(\$132,743.28)</b>	<b>102.64%</b>	
<b>Excess (Deficit)</b>	<b>\$8,359.00</b>	<b>\$664,836.16</b>		<b>\$103,080.00</b>	<b>\$164,661.91</b>	<b>\$103,080.00</b>	<b>(\$61,581.91)</b>		

(Funds included: ALL)

## SWWDB Budget Modifications Since the 06/08/2022 Board Meeting

Item	Admin	Program	Amount
<b>2022.23 Budget - Approved Revenue</b>	<b>577,548</b>	<b>5,118,024</b>	<b>\$5,695,572</b>
<b>Changes to PY22 Funds (Adjust to Actual)</b>			
FC / Independent Living - requested additional stimulus funding \$15,500 verbally approved			\$0
WISE - Adjust to Actual Award - verbally will decrease by approx \$16,000			\$0
WIOA PY22 Admin - Adjust to Actual Award	(12,033)		(\$12,033)
WIOA PY22 Adult - Adjust to Actual Award		(39,087)	(\$39,087)
WIOA PY22 DW - Adjust to Actual Award		(24,681)	(\$24,681)
WIOA PY22 ISY - Adjust to Actual Award		(8,906)	(\$8,906)
WIOA PY22 OSY - Adjust to Actual Award		(35,622)	(\$35,622)
Independent Living / Foster Care - Mod #2 for additional General Stimulus funds for direct customer support		10,000	\$10,000
Department of Corrections - adjust to actual award	(3)	(24)	(\$27)
Rapid Response Annual Allotment - adjust to actual	(1,029)	(9,264)	(\$10,293)
Youth Apprenticeship - adjust to actual award, additional funds from Intent to Award	2,758	52,394	\$55,152
<b>Modified Revenues</b>	<b>567,241</b>	<b>5,062,834</b>	<b>5,630,075</b>
Net Change	(10,307)	(55,190)	(65,497)
<b>Changes to PY21 Funds (Affects Planned Reserve / Carryover) - for informational purposes only</b>			
Department of Corrections - adjust to actual final/close out	(57)	2,626	\$2,569
Youth Apprenticeship - budget mod increase (from 58,567 to 62,200)	736	2,897	\$3,633

DEPARTMENT OF WORKFORCE DEVELOPMENT  
 DIVISION OF EMPLOYMENT AND TRAINING  
 ADMINISTRATOR'S MEMO SERIES

ACTION  
 NOTICE 22-03

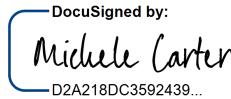
ISSUE DATE: 06/09/2022  
 DISPOSAL DATE: On-going

\*PROGRAM CATEGORIES:

AS  FM  LM  TC  
 CR  IT  ML  TR  
 FL  JC  TA  WIOA  
 YA

**TO:** Workforce Development Board Directors

**FROM:** Michele Carter  
 Division Administrator



**RE:** Workforce Innovation and Opportunity Act Program Year 2022 Allotments

**PURPOSE:** To transmit the allotments of Workforce Innovation and Opportunity Act (WIOA) Title I Funds to the Wisconsin Workforce Development Boards (WDBs) for Program Year 2022 (PY22) and State Fiscal Year 2023 (SFY23).

**BACKGROUND:** The United States Department of Labor (DOL), Employment and Training Administration published the Guidance Letter (TEGL) No. 9-21, with the details of the allotments for WIOA, Wagner-Peyser and the Workforce Information Grant. Wisconsin received a PY22 formula allotment totaling \$43,070,243.00. This is a 7.20% percent decrease from PY21. Changes by program are detailed in the chart below.

	Youth	Adult	Dislocated Worker	Wagner Peyser	Workforce Information Grant	Total
2021	\$12,040,412	\$10,403,176	\$11,939,631	\$11,423,220	\$606,266	\$46,412,705
2022	\$10,957,464	\$9,438,464	\$10,874,839	\$11,191,329	\$608,147	\$43,070,243
Change	(\$1,082,948)	(\$964,712)	(\$1,064,792)	(\$231,891)	\$1,881	(\$3,342,462)
% change	(8.99%)	(9.27%)	(8.92%)	(2.03%)	0.31%	(7.20%)

Funding for Adult and Dislocated Workers will be issued using the same process as last year. Quarter 1 will be issued July 1, 2022, and Quarters 2-4 will be issued October 1, 2022 as a grant modification. It is anticipated that funds will be distributed to states by allotment through Notices of Awards (NOA) on or by these two dates. Allocations to the WDBs will occur within 30 days of receipt of the NOA, as required under WIOA. The Youth allocation will be allocated annually within 30 days upon receipt of the Youth NOA from DOL. TEGL 9-21 prohibits funds available through the "advance" allocation (October 1, 2022) to be used for activity prior to the award date. Therefore, the amounts available for use at the Workforce Development Board (WDB) level in PY22 are:

Youth Allotment Annual	Adult Allotment			Dislocated Worker Allotment			Total Annual
	1st Qtr	2,3,4 Qtr	Annual	1st Qtr	2,3,4 Qtr	Annual	
\$9,313,845	\$1,466,986	\$6,555,712	\$8,022,698	\$1,312,121	\$5,212,785	\$6,524,906	\$23,861,449

The State of Wisconsin, Department of Workforce Development (DWD), Division of Employment and Training retains fifteen percent (15%) of the WIOA allocated funds for state level program administration and oversight, (\$4,690,609). In addition, twenty-five percent (25%) of the Dislocated Worker allotment (Q1=\$546,716, Q2-4=\$2,171,993) has been set aside for the Rapid Response program. Eighty-five percent (85%) of the Youth (\$9,313,845), eighty-five percent (85%) of Quarter 1 Adult (\$1,466,986), and sixty percent (60%) of Quarter 1 Dislocated Worker (\$1,312,121) allotments authorized by DOL is distributed to the WDBs as shown in the spreadsheet attached (Attachment A) to this memo. Eighty-five percent (85%) of Quarter 2-4 Adult (\$6,555,712) and sixty percent (60%) of Quarter 2-4 Dislocated Worker (\$5,212,785) will be distributed by DWD for use after October 1, 2022. All allocations to WDBs are contingent upon availability of funds and federal guidelines and regulations.

Allocations for each WDB for Quarter 1 (Youth reflects an annual allocation) are provided in Attachment A, "Workforce Innovation and Opportunity Act Allocations by WDB: PY22 – Quarter 1." Attachment B provides preliminary allocations for each WDB after October 1, 2022. Contracts with individual WDBs will be modified at that time to reflect actual allocations for the period after October 1, 2022. WDB allocations are calculated by multiplying the local portion of the state allotment by the WDB's allocation share. Allocation shares are calculated in accordance with the process described in the current approved state plan.

Note: PY22 WIOA Allocations are preliminary and may change when the NOA is issued.

**CONTACT:**

Annette Meudt  
608.733.3893  
Annette.Meudt@dwd.wisconsin.gov

**ATTACHMENT(S):**

Attachment A – Workforce Innovation and Opportunity Act Allotments by WDB: PY22– Quarter 1

Attachment B – Preliminary Workforce Innovation and Opportunity Act Allotments by WDB: PY22 – Quarters 2-4.

## Attachment A

### Workforce Innovation and Opportunity Act by WDB: PY22-Quarter 1

Preliminary										
Workforce Innovation and Opportunity Act by WDA:								PY22		
Federal Funding Formula										
	WDA Name	Adult			Youth			Dislocated Worker		
		HH	Share	Allocation*	HH	Share	Allocation*	HH	Share	Allocation*
1	Southeast	X	12.00%	\$176,064	X	11.85%	\$1,103,992		6.94%	\$91,067
2	Milwaukee		33.97%	\$498,336		33.46%	\$3,116,094		21.97%	\$288,212
3	WOW		4.00%	\$58,649		4.08%	\$379,818		5.04%	\$66,106
4	Fox Valley	X	3.99%	\$58,598	X	4.00%	\$372,222		5.51%	\$72,249
5	Bay Area	X	7.91%	\$116,028	X	7.54%	\$702,649		13.64%	\$179,000
6	NorthCentral		6.90%	\$101,221		6.87%	\$639,449	X	8.33%	\$109,365
7	Northwest		7.25%	\$106,362		5.26%	\$489,475	X	3.99%	\$52,350
8	West Central		6.32%	\$92,716		7.38%	\$687,439	X	9.19%	\$120,573
9	Western		4.07%	\$59,720		4.46%	\$415,329	X	5.68%	\$74,473
10	South Central		8.29%	\$121,595		9.74%	\$906,789		15.43%	\$202,403
11	Southwest		5.30%	\$77,697		5.37%	\$500,589		4.29%	\$56,323
	Total		100.00%	\$1,466,986		100.00%	\$9,313,845		100.00%	\$1,312,121
X Held Harmless										
Source: USDOL TEGL 09-21, May 6, 2022										

## Attachment B

### Workforce Innovation and Opportunity Act by WDB: PY22-Quarter 2-4

Preliminary										
Workforce Innovation and Opportunity Act by WDA:								PY22		
Federal Funding Formula										
	WDA Name	Adult			Youth			Dislocated Worker		
		HH	Share	Allocation*	HH	Share	Allocation*	HH	Share	Allocation*
1	Southeast	X	12.00%	\$786,801	X				6.94%	\$361,792
2	Milwaukee		33.97%	\$2,226,980					21.97%	\$1,145,007
3	WOW		4.00%	\$262,092					5.04%	\$262,626
4	Fox Valley	X	3.99%	\$261,866	X				5.51%	\$287,029
5	Bay Area	X	7.91%	\$518,512	X				13.64%	\$711,129
6	NorthCentral		6.90%	\$452,339				X	8.33%	\$434,484
7	Northwest		7.25%	\$475,313				X	3.99%	\$207,975
8	West Central		6.32%	\$414,330				X	9.19%	\$479,013
9	Western		4.07%	\$266,878				X	5.68%	\$295,865
10	South Central		8.29%	\$543,387					15.43%	\$804,106
11	Southwest		5.30%	\$347,214					4.29%	\$223,759
	Total		100.00%	\$6,555,712					100.00%	\$5,212,785
X Held Harmless										
Source: USDOL TEGL 09-21, May 6, 2022										

**Department of Workforce Development  
Employment and Training Division**  
Bureau of Workforce Training  
201 E. Washington Avenue  
P.O. Box 7972  
Madison, WI 53707  
Telephone: (608) 266-5370  
Fax: (608) 267-0330  
Email: [dwdet@dwd.wisconsin.gov](mailto:dwdet@dwd.wisconsin.gov)

A proud partner of the [AmericanJobCenter](#) network



**Tony Evers**, Governor  
**Amy Pechacek**, Secretary-designee

July 20<sup>th</sup>, 2022

Rhonda Suda, Chief Executive Officer  
Southwest Wisconsin Workforce Development Board  
1900 Center Avenue  
Janesville, WI 53546

Dear Rhonda:

Thank you for submitting the Wisconsin One-Stop Delivery System Self-Certification Checklist, and the appropriate One-Stop Certification Checklists for the Comprehensive and Affiliate Job Centers within your local Workforce Development Area. This letter serves to confirm that your Local Workforce Development Board has certified the comprehensive and affiliate one-stop centers listed on the certification page dated July 18<sup>th</sup>, 2022, effective until June 30, 2025. DWD-DET will review the ADA checklists during the PY22-23 monitoring cycle since they were not completed prior to the certification.

The Workforce Innovation and Opportunity Act of 2014 requires an assessment of the effectiveness, physical and programmatic accessibility, and continuous improvement of one-stop centers and the one-stop delivery system be conducted at least once every three years (WIOA Sec. 121(g)(1); 20 CFR § 678.800 (d)). This assessment, or certification, is a prerequisite to receiving infrastructure funding as described in WIOA Sec. 121(h), 20 CFR § 678.800(d), and 20 CFR § 678.730.

Sincerely,

DocuSigned by:

A handwritten signature in black ink that reads "Annette Meudt".

D0ADA3B21EC0420  
Annette Meudt

Director, Bureau of Workforce Training

cc: Maria Lauck, Southwest Wisconsin Workforce Development Board Chair  
John Meyers, Chief Local Elected Official  
Tara Cowe-Spigai, Governance & Compliance Section Chief  
Bridgette Stoeckel, Local Program Liaison