

MEMORANDUM



Date: December 7, 2022
From: Maria Lauck, SWWDB Chairman
To: SWWDB Members

PRIVATE SECTOR

Name	Business/Organization	County
Mr. Jason Aarud	JM Aarud Mechanical	Rock
Ms. Brittni Ackley	Monroe Truck	Green
Mr. Ivan Collins	Rock County Central Labor Council	Rock
Mr. Christopher Comella	Inclusa	Rock, Green
Mr. Jeff Ellingson	Edelweiss Chalet Country Club	Green
Mr. Kendal Garrison	Lactalis American Group	Lafayette
Mr. Keith Kruse	Tricor Insurance	All
Ms. Jill Liegel	Land's End	Iowa
Mr. Andrew Marcotte	Blain Supply	Rock-All
Mr. Troy Marx	Upland Hills Health	Iowa
Ms. Heather McLean	Reddy Ag Service, Inc. /Ross Soil Service, LLC.	SW Counties
Ms. Lisa Omen	Forward Services Corporation	All
Mr. Dale Poweleit	Steamfitters Local #601	Green, Iowa, Lafayette, Richland, Rock
Mr. Tom Schmit	Hodan Community Services	Iowa
Mr. David Smith	Grant Regional Health Center	Grant
Mr. Michael Williams	Bricklayers and Allied Craftworkers	All

PUBLIC SECTOR

Name	Organization	County
Ms. Heather Fifrick	SW Wisconsin Technical College	SW Counties
Ms. Linda Hendrickson	Unemployment Insurance Benefit Center	Dane
Ms. Ela Kakde	Wisconsin Economic Development Corporation	Grant
Mr. John Meyers	Iowa County Board Chair & CLEO	Iowa
Mr. James Otterstein	Rock County Economic Development Agency	Rock
Dr. Tracy Pierner	Blackhawk Technical College	Rock, Green
Mr. Dave Shaw	Bureau of Job Service	All
Ms. Andrea Simon	Division of Vocational Rehabilitation	All

RE: Southwest Wisconsin Workforce Development Board Meeting Notice
Wednesday, December 14, 2022, from 2:30 p.m. – 4:00 p.m.
Location: Video Conference

Please join from your computer, tablet or smartphone.

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The Southwest Wisconsin Workforce Development Board meeting is scheduled for Wednesday, December 14, 2022, at the time and place noted above. The agenda for the meeting is attached and provides links to the enclosure documents. An agenda packet will also be attached to the calendar invite.

NOTE: All enclosures will be hyperlinked to SWWDB's website. They may be previewed and/or downloaded by clicking on the enclosure number. Other documents referenced in the agenda will be provided at the meeting.

In the interest of time, please direct questions regarding any of the agenda items or enclosures to Rhonda Suda at (608) 314-3300, Ext. 305 or r.suda@swwdb.org prior to the meeting.

If you are unable to attend the meeting, please contact Katie Gerhards at k.gerhards@swwdb.org or (608) 314-3300 no later than **2:00 p.m., Tuesday, December 13, 2022.**

Southwest Wisconsin Workforce Development Board (SWWDB) is an Equal Opportunity Employer & Service Provider.

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Southwest Wisconsin Workforce Development Board, Inc.

Wednesday, December 14, 2022

2:30 p.m. to 4:00 p.m.

Video Conference

(Members may call in if they prefer.)

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All times are approximate.

● = Action required

AGENDA

2:30 p.m.

1. Welcome; Call to Order; Introduction of New Board Members and Guests

Expected guests include Bridgette Stoeckel, Local Program Liaison, Department of Workforce Development (DWD); Matt Walthius, Program Manager, Manpower Government Solutions; and Nicole Pfundheller, Program Supervisor, Manpower Government Solutions.

2:35 p.m.

● **2. Election of Officers (January 1, 2023, to December 31, 2025, Term)**

Article V of the By-Laws of the Southwest Wisconsin Workforce Development Board, Inc. allows for the board of directors to “elect, from its membership, the officers of SWWDB. The officers shall include a Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Secretary, and Treasurer. The Chairperson, First Vice-Chairperson, and Second Vice-Chairperson shall be a private sector representative.” The term of office for each position shall be three (3) years. Each officer may succeed himself or herself.

The current slate of officers include:

- Chairperson – Maria Lauck
- First Vice-Chairperson – Chris Comella
- Second Vice-Chairperson – Mike Williams
- Secretary – Lisa Omen
- Treasurer – James Otterstein

Nominations will be accepted at the meeting for these positions.

2:45 p.m.

● **3. Approval of Minutes of SWWDB Meeting**

Minutes of the September 14, 2022, SWWDB meeting are contained in [Enclosure 1](#).

Full board approval of the meeting minutes is requested.

2:50 p.m.

● **4. Financial Reports**

Danielle Thousand will share the SWWDB financial statements representing a draft of the financial condition of the organization through September 30, 2022. 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) 2022-23 financial statements for the period ending September 30, 2022, and PY 2022-23 Budget Modifications is requested.

5. Old Business

- 3:00 p.m. **A. Closeout of Program Year 2019-2020 Monitoring**
[Enclosure 5](#) reflects the official close of the 2019-2020 Workforce Innovation and Opportunity Act (WIOA) monitoring from the state. This monitoring was conducted between May 17, 2021, and May 20, 2021. The state assessed \$3,174.77 in disallowed costs relating to youth work experience episodes. Manpower reimbursed SWWDB for this amount and appropriate adjustments were made in the general ledger to account for this payment.
- 3:05 p.m. **B. Program Years 2022 and 2023 Negotiated Performance Levels**
[Enclosure 6](#) and [Enclosure 7](#) indicate the accepted levels of performance negotiated between SWWDB and the Department of Workforce Development (DWD) for the Workforce Innovation and Opportunity Act (WIOA) Title 1 Adult, Youth, and Dislocated Worker programs.

6. New Business

- 3:10 p.m. ● **A. Fiscal Year 2021-22 Audit**
 At the time this agenda was developed, the draft audit report ([Enclosure 8](#)) is still being reviewed by SWWDB administration. Danielle Thousand will explain the draft results. The Form 990 will be developed when the report is finalized.
- SWWDB is required to submit the audit to funders as soon as it is available. Therefore, based on the draft report, SWWDB is requesting approval to submit the audit and Form 990 once reviewed and approved by the SWWDB Finance Manager, CEO, and Board Chairperson.

3:25 p.m. 7. Committee Updates

- A. Ad Hoc Audit Committee**
 The Ad Hoc Audit Committee met on October 31, 2022, and November 2, 2022. Minutes are provided as [Enclosure 9](#) and [Enclosure 10](#) respectively for member review.
- B. Executive Committee**
 The Executive Committee met on December 2, 2022. Minutes from this meeting are provided in [Enclosure 11](#) for member review.

3:35 p.m. ● 8. Consent Agenda

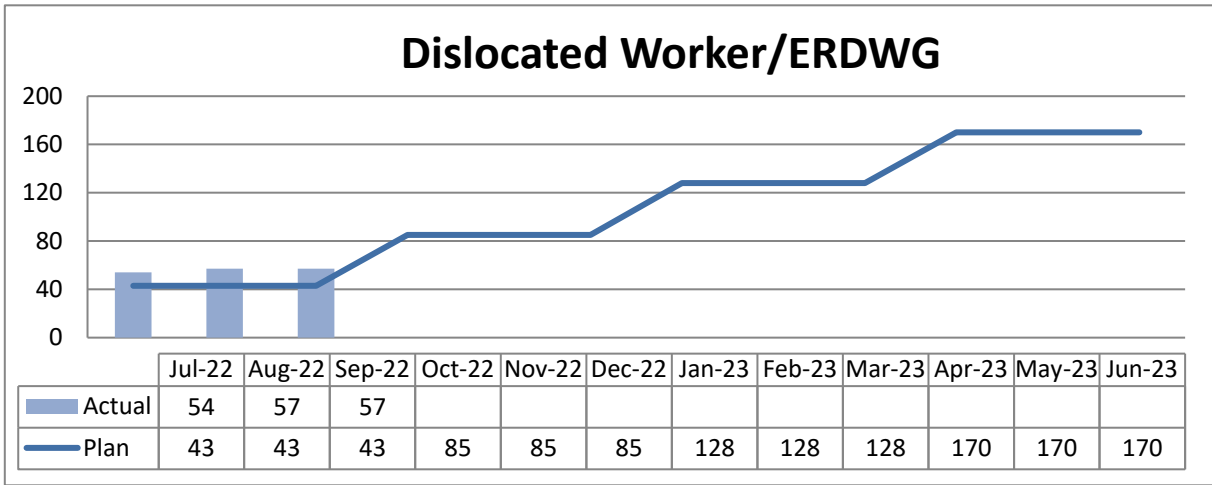
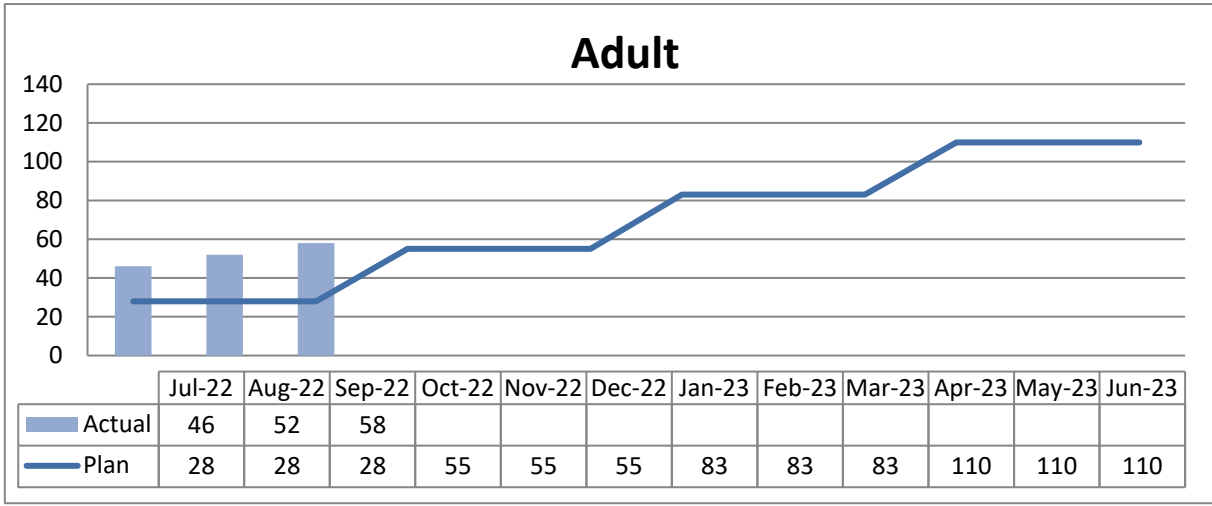
- A. Approval of SWWDB Policies and Revisions**
 SWWDB administration revised the following policies:
- B.110 Equal Employment Opportunity and Affirmative Action Policy ([Enclosure 12](#))

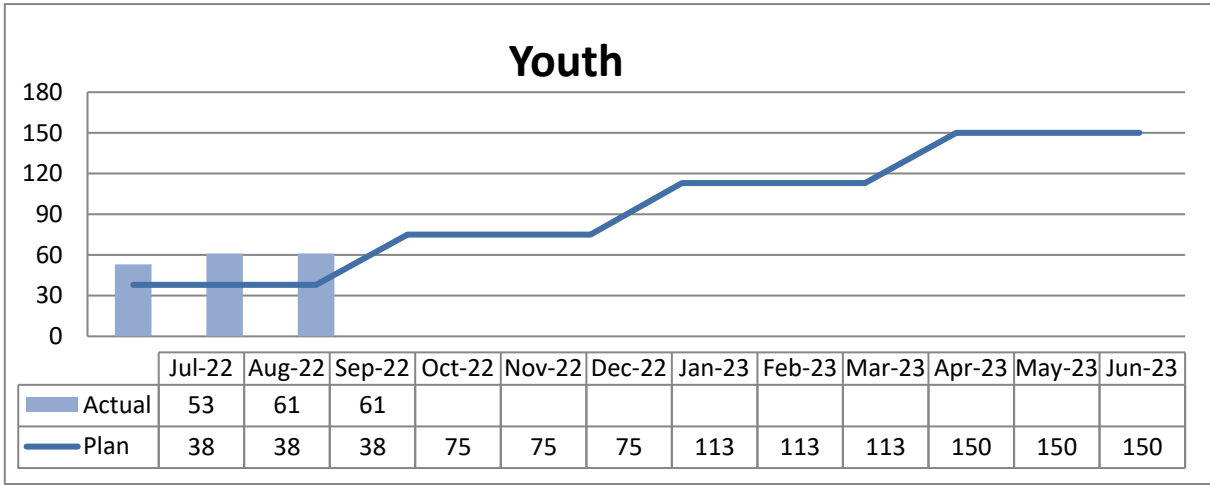
- C.750 Stipend Payments ([Enclosure 13](#))

B. Performance Reports

WIOA Planned Participation

The Workforce Innovation and Opportunity Act (WIOA) service provider contracts include participation goals. Failure to achieve the stated participation goals, within a 10% variance, requires a corrective action plan. Manpower is meeting or exceeding participation goals.





WIOA Performance Measures

WIOA requires performance accountability. The U.S. Department of Labor (DOL) holds state and local areas accountable through the application of performance measures. These performance indicators are an assessment of the effectiveness of the public workforce system at the state and local levels. Every “Titled” program within WIOA utilizes the same performance measures/indicators.

Table 1 shows WIOA Title 1 performance results that were provided by the Department of Workforce Development (DWD) for the period ending September 30, 2022. SWWDB is “exceeding” 11 measures, “meeting” one (1) measure, and failing three (3).

Table 1

Program Measure	PY22 Neg.	PY22 Q1 Actual	PY22 90%	PY22 50%*
Adult Program				
Q2 Unsubsidized Employment	63%	76.1%	56.7%	31.5%
Q4 Unsubsidized Employment	70%	74.2%	63%	35%
Median Earnings	\$6,000	\$6,507	\$5,400	\$3,000
Credential Attainment Rate	66%	69.6%	59.4%	33%
Adult Measurable Skill Gain	55%	68.8%	49.5%	27.5%
Dislocated Worker Program				
Q2 Unsubsidized Employment	72%	89.4%	64.8%	36%
Q4 Unsubsidized Employment	76%	76.7%	68.4%	38%
Median Earnings	\$8,100	\$8,879	\$7,290	\$4,050
Credential Attainment Rate	74%	58.8%	66.60%	37%
Measurable Skill Gain	60%	58.5%	54%	30%
Youth Program				
Q2 Unsub Employment/Entered Education	67%	69.1%	60.3%	33.5%
Unsubsidized Employment/Entered Education	72%	48.1%	64.8%	36%
Median Earnings	\$3,400	\$4,230	\$3,060	\$1,700
Credential Attainment Rate	50%	57.9%	45%	25%
Measurable Skill Gain	57%	12.1%	51.3%	28.5%
Exceed		11		
Meet		1		
Fail		3		

Cohorts used for this quarter:

- Q2 Employment/Median Earnings – 10/1/2020 – 9/30/2021
- Q4 Employment/Credential Attainment – 4/1/2020 – 3/31/2021
- Measurable Skill Gain – 10/1/2021 – 9/30/2022

FoodShare Employment and Training

Able-bodied adults without dependents who receive FoodShare benefits are required to meet 80 hours of work requirements every month. Participating in the FoodShare Employment and Training (FSET) program is one way individuals can be in compliance to this requirement. Additionally, any FoodShare recipient who is 16-years old or older can volunteer for the FSET program and receive services.

Table 2 provides an overview of SWWDB’s compliance to the Service Level Agreement goals indicated in the contract held with the Department of Health Services.

Table 2

Service Level Agreement Goal 10/2021 to 9/2022	Plan	QTR 1	QTR 2	QTR 3	QTR 4
Average Monthly Enrollment to Referral Ratio	25%	62.5%	61.27%	77.12%	46.58%
Component Participation	40%	79.2%	84.46%	78.09%	69.05
Education and Training Component	25%	50.1%	47.92%	42.76%	36.33
Contacting Referrals	95%	100%	100%	100%	100%
Scheduling Appointments	95%	100%	100%	100%	100%

Full board approval to accept the consent agenda is requested.

9. Organizational Information & Recurring Business

3:45 p.m.

A. Rapid Response Activity/Updates

Upon notification of a company closing or significant layoff, SWWDB organizes Rapid Response events with the employer to introduce the affected employees to the services available within the public workforce system and to answer questions relating to unemployment, retraining, local employment opportunities, etc. Table 3 provides an overview of layoff/closure activity since July 1, 2022.

No board action is required.

Table 3

Program Year 2022-23					
Company Name	Layoff Date	Affected Employees	RR Sessions or Meetings Held	Attendance	Receiving Services in DW Program
Swiss Colony Data Center	7/1/2022	48	3/17/2022	40	0
Saputo Cheese closing, Belmont, WI	Estimated 4 th quarter 2022	200 Lafayette Co.	Contact made; no WARN filing yet.		
50/50 Store	Est. 11/2022	7 estimated	All employees found other employment		
Tru Aseptics, LLC	9/2022 / 10/2022	74	No response from company.		

Georgia Pacific (Dubuque)	12/31/2022	85	Plant closure may impact workers from Wisconsin. In contact with plant human resources.		
Pierce Home Furnishings	11/2022	5 estimated	Owner retirement.		
Exact Sciences	11/2022 - staggered	250	Working with WDA 10.		

3:55 p.m.

B. Local Retention – Workforce Innovation and Opportunity Act (WIOA)

Provided below is information regarding local retention (defined as participants working within the local area post-program exit). Since July 1, 2022, 12 participants have exited Workforce Innovation and Opportunity Act (WIOA) programs. As of September 30, 2022, placement information indicates that of the 12 WIOA participants that exited in the program year, nine (75%) are employed or going to school post-program exit. Of those, all (100%) are going to school or working in Wisconsin. WDA 11 employs six (6) of these individuals, which represents 67% of those employed in Wisconsin.

No board action is required.

4:00 p.m.

10. CEO’s Report

4:05 p.m.

11. Chairperson’s Report

4:10 p.m.

12. Adjournment

The next SWWDB meeting is scheduled for Wednesday, March 8, 2023, at the Edelweiss Chalet Country Club located at W4764 Edelweiss Road, New Glarus, WI 53574.

● **Action Requested**

All Times are Approximate

Southwest Wisconsin Workforce Development Board, Inc. Board Meeting

September 14, 2022

Meeting Minutes

The Southwest Wisconsin Workforce Development Board met on Wednesday, September 14, 2022, via GoToMeeting. Attendance was as follows:

Members Present:	Ms. Maria Lauck, Chairperson	Ms. Heather McLean
	Mr. Jason Aarud	Ms. Lisa Omen
	Mr. Christopher Comella	Mr. James Otterstein
	Ms. Heather Fifrick	Dr. Tracy Pierner
	Ms. Linda Hendrickson	Mr. Dale Poweleit
	Mr. Keith Kruse	Mr. Dave Shaw
	Ms. Jill Liegel	Ms. Andrea Simon
	Mr. Troy Marx	Mr. Dave Smith
Members Excused:	Ms. Brittini Ackley	Mr. Andrew Marcotte
	Mr. Ivan Collins	Mr. John Meyers
	Mr. Jeff Ellingson	Mr. Tom Schmit
	Mr. Kendal Garrison	Mr. Michael Williams
	Ms. Ela Kakde	
Staff Present:	Ms. Katie Gerhards	Ms. Rhonda Suda
	Ms. Gail Graham	Ms. Danielle Thousand
	Mr. Matt Riley	Mr. Jimmy Watson
Other Guests:	Ms. Bridgette Stoeckel, DWD	Mr. Matt Walthius, Manpower

1. Welcome; Call to Order; Roll Call

Ms. Lauck called the meeting to order at 2:34 p.m. and welcomed members, staff, and guests.

2. Approval of Minutes of SWWDB Meetings

The minutes of the June 8, 2022, SWWDB meeting were presented to Board members for review and discussion. There was no discussion.

Motion made by Mr. Otterstein, seconded by Mr. Kruse, to approve the June 8, 2022, meeting minutes.

Motion carried unanimously.

3. Financial Reports

Board members were presented with the financial reports through June 30, 2022. The financial reports include the Balance Sheet, Statement of Operations, and 2021-22 Budget Modifications.

The Balance Sheet represents a draft of the financial statements through Quarter 4 (April 1 – June 30). It shows that revenue is exceeding expenses by \$164,661.91. Ms. Thousand noted that these numbers are not final. SWWDB Finance staff are still paying invoices from prior to July 1 and preparing for the audit. Adjustments will be made. There are two (2) areas specifically that will increase: Accounts 1100-Grant Cash Receivable and 3200-Accounts Payable.

The only new account is 1101-Loan Receivable. SWWDB shares some space in the Platteville office with Forward Services Corp. (FSC) and therefore shares some costs. This account is a holding account for a portion of the supplies SWWDB invoices FSC for.

Account 1251-Prepaid Customer Support is for invoices SWWDB prepays for such as utilities or rent. The amount is for prepaid utilities.

Accounts 1503-Equipment & Furniture and 1540-PAS Rewrite Project are assets. SWWDB cannot depreciate these items/projects until the asset is placed in service. However, down-payments have been made.

Account 3080-401(K) Liability is showing as a negative. A small overpayment was made based on the situation that changed.

The Statement of Operations was presented for review and discussion. Because SWWDB is through Quarter 4 of the fiscal year, the goal in the column labeled "Pct" is to be around 100% spent. Revenues are showing 103.79% spent and expenses at 102.64%. Ms. Thousand reminded Board members that this is only a draft and the amount that revenue is exceeding expenses will change.

Account 6119-Fringes is an offset account for SWWDB's flexible spending account. It changes constantly and there is nothing to be concerned about.

Account 6261-Equipment Under \$5,000 is showing 213.09% spent. There were more small items purchased in Quarter 4 than budgeted in May. These items included laptops and phones.

Account 6581-Donations is showing 0% spent because it was not included in the budget. The \$5,000 is a part of the Workforce Advancement Initiative (WAI) towards talent development council outreach. It is for outreach activities establishing engaged and sustainable relationships with employers to determine the specific skill and occupational requirements to meet the industry needs.

Account 6708-Stipends is showing 234.74% spent. This account has been very active since January 1. The majority of the stipends are related to WAI. The first project that got off the ground for this grant was the Early Childhood Education (ECE)/childcare project. The grant pays students a weekly stipend to attend class as well as covering their tuition, fee, and book costs. It has been very well received. Also included in this account are stipend payments to a few teachers for job shadowing as a part of the Rock 5.0 Internship program. It was called an externship.

The Budget Modifications are provided to Board members at every meeting. It shows changes to the budget since the last meeting. In June, SWWDB administration set the budget for 2022-2023 and modified last year's budget. At that time, SWWDB had not received any grant agreements. Since then, the final grant agreements have been received.

The Foster Care (FC)/Independent Living (IL) grant awarded SWWDB general stimulus funding through September 30. Ms. Suda added that this grant assists youth who have aged out of foster care. This special funding included assisting youth in paying for a car. The grant also provided SWWDB with multiple grant modifications for the general stimulus funding.

The Wisconsin Senior Employment (WISE) program funding will be decreasing by approximately \$16,000. The Workforce Innovation and Opportunity Act (WIOA) funding will also be decreasing and by more than what SWWDB administration estimated.

The Department of Corrections (DOC), Rapid Response, and Youth Apprenticeship (YA) were adjustments to the actual grant agreement. The YA funding almost doubled from last year. Ms. Thousand stated SWWDB is in a positive financial position.

Motion made by Mr. Kruse, seconded by Ms. Omen, to approve the Program Year (PY) 2021-22 financial statements for Quarter 4, including the Budget Modifications, as presented. **Motion carried unanimously.**

4. Old Business

A. **Method, Time, and Location of Future Meetings**

Since Board members are located across the 6-county area, the SWWDB meetings are held in a central location. Over the past several years, the meetings have been held in New Glarus. Ms. Suda went over the results of the meeting survey. Board members and Ms. Suda discussed the meeting schedule for next year. The following schedule was set:

- December 14, 2022: Virtual meeting at 2:30 p.m.
- March 8, 2023: Virtual meeting at 2:30 p.m.
- June 14, 2023 (*Proposed*): Hybrid meeting (in-person with the option to call in) at two (2) sites: SWWDB Administrative Office, Platteville; and Rock County Job Center, Janesville.
- September 13, 2023 (*Proposed*): Hybrid meeting (in-person with the option to call in) at two (2) sites: SWWDB Administrative Office, Platteville; and Rock County Job Center, Janesville.

The Rock County Job Center has all sizes of rooms. Both sites can connect for a meeting, but Platteville has no video to see the group. Mr. Riley said depending on the size of the group, he could make it work in Janesville and Platteville.

Mr. Kruse likes the option to attend virtually in December and March due to unforeseen weather conditions. Ms. Suda added that there is a greater participation rate with the virtual and teleconference options. Mr. Aarud also likes the option to call in or attend in-person due to scheduling. Mr. Comella agreed.

Motion made by Mr. Otterstein, seconded by Mr. Kruse, to hold the December and March Board meetings virtually due to unforeseen weather. The meeting details will be finalized at the next meeting. **Motion carried unanimously.**

B. **One-Stop MOU Update**

The 2022 One-Stop Memorandum of Understanding (MOU) is being worked on by SWWDB Workforce Operations Manager, Jimmy Watson. Once it is final and approved by the Department of Workforce Development (DWD), it will have to be signed by Chief Local Elected Official John Meyers and Board Chairperson Maria Lauck.

DWD indicated that if SWWDB did not have any substantial changes it did not have to be updated. However, the Rock County Job Center moved, and the Southwest Wisconsin Technical College (SWTC) site moved to another part of the college.

Ms. Suda will inform Board members when the MOU is approved and final.

5. New Business

A. **Program Year 2022 and 2023 Performance Negotiations**

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 negotiations have been completed with DOL. Local performance negotiation is a function of the Local Elected Officials (LEOs) and the local board.

On August 23, the Southwest Wisconsin Counties Consortium (SWCC) met and approved the numbers in the "SWWDB Proposal" column in Table 1.

Table 1

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%

Even though SWCC members approved the proposed numbers, because this is a combined effort between the SWCC and Board, if SWWDB's proposal is not approved by DWD, SWWDB administration would convene DWD, the SWCC, and the SWWDB Executive Committee before September 30 to come up with the accepted final negotiation.

Motion made by Mr. Otterstein, seconded by Mr. Pierner, to approve Ms. Suda to negotiate the Program Year (PY) 2022 and 2023 performance on behalf of the SWWDB Board as needed. **Motion carried unanimously.**

B. **Program Year 2022 WIOA Title 1 Funding**

Workforce Development Area (WDA) 11 Workforce Innovation and Opportunity Act (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. SWWDB will receive between 20% and 25% in July and the remaining in October. Table 2 shows the Program Year 2022 WIOA Title 1 allocations.

Table 2

State Allocation	2018	2019	2020	2021	2022	Change	% Change
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	2018	2019	2020	2021	2022	Change	% Change
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	2018	2019	2020	2021	2022	Change	% Change
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%

Motion made by Mr. Kruse, seconded by Mr. Aarud, to approve the Program Year (PY) 2022 Workforce Innovation and Opportunity Act (WIOA) Title 1 allocations as presented. **Motion carried unanimously.**

C. Ad Hoc Audit Committee

SWWDB administration is seeking three (3) to four (4) Board members to serve on this year's Ad Hoc Audit Committee. Ms. Suda explained that the committee does not have to meet in-person as the audit will be conducted virtually again this year. The meeting notice will be shared with Board members not on the committee as any Board member can attend and ask questions of the auditors and/or share concerns. Ms. Lauck, Mr. Kruse, Mr. Comella, and Mr. Otterstein volunteered.

The committee will meet at the beginning and close of the audit, October 31, 2022, and November 3, 2022, respectively.

D. One-Stop Job Center Certification

SWWDB administration received verification that Workforce Development Area (WDA) 11's job centers are certified through June 30, 2025.

6. Committee Updates

A. August 30, 2022 Executive Committee Meeting

The SWWDB Executive Committee met on August 30, 2022. The meeting minutes were shared with all Board members for informational purposes.

7. Consent Agenda

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

Motion made by Mr. Comella, seconded by Mr. Aarud, to approve the items in the consent agenda as presented including 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, 2021 (Table 3). This information is provided at every Board meeting per the Board's request.

Table 3

Program Year 2021-22					
Company Name	Layoff Date	Affected Employees	RR Sessions or Meetings Held	Attendance	Receiving Services in DW Program
Durr Universal	8/31/2021	87	3 sessions -7/13/2021 Job Fair - 7/22/2021	84	12
HUFCOR	8/3/2021 4/15/2022	166	2 sessions at Union Hall 6/27/2021 & 7/14/2021 Job fair 7/15/2021 4/19/2022 RR Session	150	29
Chrysler	7/23/2021	1,641	Outside WDA	NA	12
TMD	1/23/2022	27	No response to outreach	-	-
Exclusive Company	3/22/2022	7	Rapid Response materials were dropped off	-	-
Bloomfield Healthcare and Rehabilitation Center	April 2022	66	2 sessions on 2/7/2022 and 1 session on 2/28/2022	40	0
Swiss Colony Data Center	7/1/2022	48	3/17/2022	40	0
Chrysler	Staggered	120 in Rock and Green	Outside WDA; materials dropped off	NA	4
Aramark	June 2022	63	Most employees were hired by new contractor.		
Saputo Cheese closing, Belmont, WI	Estimated 4 th quarter 2022	200 Lafayette	Contact made; no WARN filing yet.		

All of the layoff/closure activity happened last program year except for Saputo Cheese. All companies have filed a WARN notice except Saputo Cheese. The Worker Adjustment and Retraining Notification (WARN) Act helps ensure advance notice in cases of qualified plant closings and mass layoffs. Saputo Cheese in Belmont is closing and SWWDB administration is unaware of the company filing a WARN notice. Saputo Cheese makes goat cheese and the company decided to close its Belmont facility and move the equipment to the Reedsburg facility who needed an equipment update. If no WARN notice is filed, there could be fines and penalties for Saputo.

SWWDB Business Services Manager, Gail Graham, has reached out to Saputo's HR department via email. When/if Saputo asks for help, SWWDB will work with the affected employees in a Rapid Response session. Workforce Innovation and Opportunity Act (WIOA) staff will also make connections with the employees and provide them with opportunities, if needed. SWWDB is the door between the impacted workers and opportunities in the workforce and employers in the region. Emmi Roth has reached out to Ms. Graham about interest in those employees being laid off. Layoffs are expected to start in October.

9. Local Retention

Local retention is defined as participants working within the local area post-program exit. Since July 1, 2021, 147 participants have exited Workforce Innovation and Opportunity Act (WIOA) programs.

Of the 147 exited customers, 78% (115) are employed or going to school post-program exit. Of those, 105 (91%) are going to school or working in Wisconsin. Of those, 78% (82) are employed in WDA 11.

10. CEO's Report

Ms. Suda provided Board members with an update on the ransomware attack. SWWDB is fully operational again. The last piece to be restored was Sharepoint.

On June 28, SWWDB's network was attacked, and ransomware was installed. According to SWWDB's IT consultants, Insight BTR, all data was deleted. Because of Insight BTR, SWWDB conducts daily backups that are very well secured. Through a long and careful process, all of SWWDB's information was fully restored from the backups. All data was cleaned thoroughly.

The Wisconsin Department of Justice has asked to review one of SWWDB's servers to try and determine the source of the attack. Ms. Suda reassured Board members that SWWDB does have current cyber security insurance.

11. Chairperson's Report

Ms. Lauck said 2021-22 was an extremely challenging year with the continuation of the pandemic and increased economic factors impacting people financially across the country. Internally, SWWDB faced issues with 401(k) legal challenges and the ransomware attack which caused a loss of systems that had a cascading impact to SWWDB's partner organizations. Ms. Suda's team has managed these issues well and has continued to stay focused on serving clients in need and continuing operations while maintaining a group of well-trained staff and keeping them safe and productive.

Ms. Thousand and Ms. Suda were thanked for sharing not just some of the overall success, but the names of individuals at SWWDB and their specific contributions.

Ms. Lauck looks forward to next year where more individuals can be helped and that there may be continued opportunities to work with new partners to expand into the opportunities presented by new grants.

12. Adjournment

Motion made by Mr. Kruse, seconded by Mr. Aarud, to adjourn the meeting at 4:03 p.m. **Motion carried unanimously.** The next regularly scheduled board meeting will be Wednesday, December 14, 2022.

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE
 For User: d.thousand
 Agency Balance Sheet

September 2022

Page: Page 1 of 1
 Date: 11/10/2022
 Time: 3:02:29 PM

Account Description	Balance Amount	Totals
Assets:		
1000 CASH	\$856,735.41	
1100 GRANT CASH RECEIVABLE	\$882,072.15	
1101 LOAN RECEIVABLE	\$298.13	
1202 PREPAID PLATTEVILLE RENT	\$2,387.00	
1203 PREPAID CORP. INSURANCES	\$7,093.75	
1207 PREPAID SUBSCRIPTIONS	\$2,443.34	
1220 PREPAID RENT OTHER	\$1,888.00	
1245 DENTAL INSURANCE PREPAID	(\$337.77)	
1250 PREPAID HEALTH INSURANCE	\$30,647.14	
1251 PREPAID CUSTOMER SUPPORT	\$1,430.59	
1252 PREPAID FLEXIBLE SPENDING	\$225.26	
1310 PREPAID ROCK COUNTY RENT	\$3,944.71	
1500 AUTOMOBILE PURCHASE	\$25,708.38	
1501 ACCUMULATED DEPRECIATION	(\$150,827.59)	
1503 EQUIPMENT & FURNITURE	\$193,522.51	
1539 SOFTWARE PROJECT	\$12,240.00	
1540 PAS REWRITE PROJECT	\$45,949.50	
Total assets		\$1,915,420.51
Liabilities:		
3003 ACCRUED VACATION	\$16,510.29	
3004 ACCRUED PAYROLL	\$53,657.85	
3080 401(K) LIABILITY	(\$42.02)	
3089 FLEX PLAN MEDICAL	\$6,547.07	
3200 ACCOUNTS PAYABLE	\$438,853.09	
Total liabilities		\$515,526.28
Prior year fund balance	\$1,349,307.18	
Current fund balance	\$50,587.05	
Total liabilities and fund balance:		\$1,915,420.51
(Funds included: ALL)		

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

September 2022

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Date: 11/10/2022

Time: 3:04:09 PM

Revenues

Account	-----Monthly-----			-----YTD-----			Annual estimated	Unrealized	Pct
	Estimated	Actual	Pct	Estimated	Actual				
5100 REVENUE	\$382,255.00	\$1,256,048.58	328.59%	\$1,146,765.00	\$1,398,126.36	\$4,587,061.00	\$3,188,934.64	30.48%	
5110 LEASED EMPLOYEE REVENUE	\$79,160.00	\$312,529.23	394.81%	\$237,480.00	\$289,784.06	\$949,921.00	\$660,136.94	30.51%	
5140 TICKET TO WORK REVENUE	\$6,572.00	\$19,542.00	297.35%	\$19,716.00	\$19,542.00	\$78,870.00	\$59,328.00	24.78%	
5150 BENEFIT ANALYSIS REVENUE	\$6,572.00	\$18,300.00	278.45%	\$19,716.00	\$21,300.00	\$78,870.00	\$57,570.00	27.01%	
5300 REVENUE INTEREST INCOME	\$70.00	\$602.76	861.09%	\$210.00	\$1,302.70	\$850.00	(\$452.70)	153.26%	
Total Revenues	\$474,629.00	\$1,607,022.57	338.58%	\$1,423,887.00	\$1,730,055.12	\$5,695,572.00	\$3,965,516.88	30.38%	

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6100 SALARIES	\$233,747.00	\$360,444.93	154.20%	\$701,241.00	\$690,562.40	\$2,804,975.00	\$2,114,412.60	24.62%	
6110 P/R TAX FICA	\$17,881.00	\$25,260.11	141.27%	\$53,643.00	\$49,162.16	\$214,581.00	\$165,418.84	22.91%	
6119 FRINGES	\$83.00	\$3,566.43	4296.90%	\$249.00	\$3,566.43	\$1,000.00	(\$2,566.43)	356.64%	
6120 HEALTH INSURANCE	\$24,845.00	\$23,322.66	93.87%	\$74,535.00	\$67,885.35	\$298,149.00	\$230,263.65	22.77%	
6122 UNEMPLOYMENT INSURANCE	\$854.00	\$467.82	54.78%	\$2,562.00	\$1,185.10	\$10,259.00	\$9,073.90	11.55%	
6123 LIFE/DISABILITY INSURANCE	\$584.00	\$605.32	103.65%	\$1,752.00	\$1,730.15	\$7,013.00	\$5,282.85	24.67%	
6130 DENTAL INSURANCE	\$1,789.00	\$1,640.79	91.72%	\$5,367.00	\$4,808.86	\$21,472.00	\$16,663.14	22.40%	
6140 TRAVEL IN WDA	\$4,841.00	\$9,926.67	205.05%	\$14,523.00	\$22,861.64	\$58,097.00	\$35,235.36	39.35%	
6155 MEALS	\$166.00	\$27.72	16.70%	\$498.00	\$1,358.31	\$2,000.00	\$641.69	67.92%	
6156 LODGING	\$1,958.00	\$1,047.75	53.51%	\$5,874.00	\$2,418.19	\$23,500.00	\$21,081.81	10.29%	
6160 401(K)	\$7,500.00	\$10,966.71	146.22%	\$22,500.00	\$25,791.90	\$90,000.00	\$64,208.10	28.66%	
6170 STAFF TRAIN/DEVELOPMENT	\$1,250.00	\$299.99	24.00%	\$3,750.00	\$2,606.63	\$15,000.00	\$12,393.37	17.38%	
6172 DUES AND MEMBERSHIPS	\$583.00	\$0.00	0.00%	\$1,749.00	\$725.00	\$7,000.00	\$6,275.00	10.36%	
6250 OFFICE SUPPLIES	\$2,583.00	\$3,190.64	123.52%	\$7,749.00	\$7,454.30	\$31,000.00	\$23,545.70	24.05%	
6255 AUDIO/WISLINE	\$125.00	\$64.04	51.23%	\$375.00	\$299.64	\$1,500.00	\$1,200.36	19.98%	
6257 JOB FAIR EXPENSES	\$125.00	\$0.00	0.00%	\$375.00	\$0.00	\$1,500.00	\$1,500.00	0.00%	
6261 EQUIPMENT UNDER \$5000	\$2,500.00	\$0.00	0.00%	\$7,500.00	\$0.00	\$30,000.00	\$30,000.00	0.00%	
6267 COPIER RENTAL	\$458.00	(\$223.04)	-48.70%	\$1,374.00	\$324.99	\$5,500.00	\$5,175.01	5.91%	
6270 IT SOFTWARE	\$1,166.00	\$1,125.00	96.48%	\$3,498.00	\$3,375.00	\$14,000.00	\$10,625.00	24.11%	
6272 IT EQUIPMENT - NETWORK	\$333.00	\$0.00	0.00%	\$999.00	\$0.00	\$4,000.00	\$4,000.00	0.00%	
6273 IT EQUIPMENT - OTHER	\$83.00	\$0.00	0.00%	\$249.00	\$0.00	\$1,000.00	\$1,000.00	0.00%	
6274 LICENSES	\$541.00	\$166.67	30.81%	\$1,623.00	\$570.03	\$6,500.00	\$5,929.97	8.77%	
6310 RENT	\$8,083.00	\$6,284.60	77.75%	\$24,249.00	\$24,053.64	\$97,000.00	\$72,946.36	24.80%	

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

September 2022

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Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6311 STORAGE RENTAL	\$1,225.00	\$1,272.11	103.85%	\$3,675.00	\$3,722.11	\$14,700.00	\$10,977.89	25.32%	
6312 CLEANING/JANITORIAL	\$333.00	\$400.00	120.12%	\$999.00	\$1,300.00	\$4,000.00	\$2,700.00	32.50%	
6313 P.O. BOX RENTAL	\$33.00	\$0.00	0.00%	\$99.00	\$0.00	\$400.00	\$400.00	0.00%	
6330 TELEPHONE	\$500.00	\$313.76	62.75%	\$1,500.00	\$942.89	\$6,000.00	\$5,057.11	15.71%	
6331 GARBAGE REMOVAL	\$33.00	\$0.00	0.00%	\$99.00	\$0.00	\$400.00	\$400.00	0.00%	
6340 POSTAGE	\$833.00	\$1,585.98	190.39%	\$2,499.00	\$2,148.87	\$10,000.00	\$7,851.13	21.49%	
6341 SERVICE FEES	\$791.00	\$860.73	108.82%	\$2,373.00	\$2,319.36	\$9,500.00	\$7,180.64	24.41%	
6342 SUBSCRIPTIONS	\$583.00	\$2,037.98	349.57%	\$1,749.00	\$2,277.98	\$7,000.00	\$4,722.02	32.54%	
6343 BOARD	\$416.00	\$0.00	0.00%	\$1,248.00	\$226.26	\$5,000.00	\$4,773.74	4.53%	
6351 CELL PHONE	\$1,708.00	\$1,353.21	79.23%	\$5,124.00	\$4,100.77	\$20,500.00	\$16,399.23	20.00%	
6352 INTERNET	\$1,166.00	\$977.98	83.87%	\$3,498.00	\$2,933.94	\$14,000.00	\$11,066.06	20.96%	
6353 NETWORK CONNECTIVITY	\$3,666.00	\$0.00	0.00%	\$10,998.00	\$19,791.66	\$44,000.00	\$24,208.34	44.98%	
6370 ADVERTISING	\$416.00	\$263.20	63.27%	\$1,248.00	\$657.90	\$5,000.00	\$4,342.10	13.16%	
6371 BACKGROUND CHECKS	\$33.00	\$7.00	21.21%	\$99.00	\$83.00	\$400.00	\$317.00	20.75%	
6410 LEGAL	\$125.00	\$0.00	0.00%	\$375.00	\$2,500.00	\$1,500.00	(\$1,000.00)	166.67%	
6420 AUDIT	\$1,125.00	\$0.00	0.00%	\$3,375.00	\$0.00	\$13,500.00	\$13,500.00	0.00%	
6431 CONSULTANTS	\$0.00	\$12,897.50	0.00%	\$0.00	\$25,815.00	\$0.00	(\$25,815.00)	0.00%	
6433 CONTRACTED SUPPORT	\$4,166.00	\$3,244.83	77.89%	\$12,498.00	\$9,734.50	\$50,000.00	\$40,265.50	19.47%	
6503 WORKER'S COMPENSATION	\$1,208.00	\$1,078.00	89.24%	\$3,624.00	\$765.00	\$14,500.00	\$13,735.00	5.28%	
6504 MULTI-PERIL	\$166.00	\$128.67	77.51%	\$498.00	\$386.01	\$2,000.00	\$1,613.99	19.30%	
6507 CORPORATE INSURANCES	\$1,000.00	\$1,008.84	100.88%	\$3,000.00	\$3,026.52	\$12,000.00	\$8,973.48	25.22%	
6580 DEPRECIATION	\$2,750.00	\$1,541.75	56.06%	\$8,250.00	\$4,625.24	\$33,000.00	\$28,374.76	14.02%	
6602 COMPANY CAR INSURANCE	\$158.00	\$149.08	94.35%	\$474.00	\$447.24	\$1,900.00	\$1,452.76	23.54%	
6603 COMPANY CAR GAS	\$60.00	\$0.00	0.00%	\$180.00	\$33.94	\$720.00	\$686.06	4.71%	
6604 COMPANY CAR MAINTENANCE	\$166.00	\$0.00	0.00%	\$498.00	\$0.00	\$2,000.00	\$2,000.00	0.00%	
6610 SUBCONTRACTOR EXPENSE	\$84,478.00	\$111,577.11	132.08%	\$253,434.00	\$272,320.60	\$1,013,745.00	\$741,424.40	26.86%	
6701 PARTICIPANT SUPPORT	\$37,500.00	\$87,806.72	234.15%	\$112,500.00	\$180,916.97	\$450,000.00	\$269,083.03	40.20%	
6703 ASSESSMENTS	\$1,250.00	\$1,330.00	106.40%	\$3,750.00	\$5,215.00	\$15,000.00	\$9,785.00	34.77%	
6707 INCUMBENT WORKER TRAININ	\$4,035.00	\$0.00	0.00%	\$12,105.00	\$0.00	\$48,421.00	\$48,421.00	0.00%	
6708 STIPENDS	\$4,229.00	\$24,500.00	579.33%	\$12,687.00	\$54,313.00	\$50,750.00	(\$3,563.00)	107.02%	
6709 INCENTIVES	\$10,416.00	\$0.00	0.00%	\$31,248.00	\$0.00	\$125,000.00	\$125,000.00	0.00%	

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

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Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6735 35% TRAINING	\$18,333.00	\$4,327.50	23.60%	\$54,999.00	\$82,284.84	\$220,000.00	\$137,715.16	37.40%	
6736 35% TRAINING SUPPORT	\$11,666.00	\$36,419.03	312.18%	\$34,998.00	\$82,156.75	\$140,000.00	\$57,843.25	58.68%	
6740 CUSTOMIZED TRAINING	\$166.00	\$0.00	0.00%	\$498.00	\$3,683.00	\$2,000.00	(\$1,683.00)	184.15%	
Total Expenditures	\$506,811.00	\$743,265.79	146.66%	\$1,520,433.00	\$1,679,468.07	\$6,081,982.00	\$4,402,513.93	27.61%	
Excess (Deficit)	(\$32,182.00)	\$863,756.78		(\$96,546.00)	\$50,587.05	(\$386,410.00)	(\$436,997.05)		

(Funds included: ALL)

SWWDB Budget Modifications Since the 09/14/2022 Board Meeting

Item	Admin	Program	Amount
2022.23 Budget - Approved Revenue	577,548	5,118,024	\$5,695,572
Changes to PY22 Funds (Adjust to Actual)			\$0
FC / Independent Living - requested additional stimulus funding \$15,500 verbally approved	1,550	13,950	\$15,500
WISE - Adjust to Actual Award	(2,158)	(14,180)	(\$16,338)
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
Modified Revenues	566,633	5,062,604	5,629,237
Net Change	(10,915)	(55,420)	(66,335)

Changes to PY21 Funds (Affects Planned Reserve / Carryover) - for informational purposes only

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

Changes to PY22 That Don't Impact SWWDB's Bottom Line - for informational purposes only

Community Action, Inc. of Rock & Walworth Counties - an FSET Third Party Program Provider (50% match grant pass through funding only shown at 100% contract value) for their Project Thrive Program	-	200,917	200,917
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**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

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Tony Evers, Governor
Amy Pechacek, Secretary-designee

September 8, 2022

Rhonda Suda, Director
Southwest Wisconsin Workforce Development Board
1900 Center Avenue
Janesville, WI 53546

Dear Mrs. Suda:

Thank you for your responses to the 2020-21 Coordinated Monitoring Report issued by the Division of Employment and Training (DET) on September 8, 2022.

At this time, our office has completed reviewing your response and has concluded that the actions described in your response appropriately resolve all issues. The report resulted in \$3,174.77 disallowed costs.

This concludes the PY19 monitoring of the Southwest Wisconsin Workforce Development Board. We hope our review has provided you with helpful information and observations to assist you in the management of your programs.

If you have any questions or comments, please contact the Local Program Liaison assigned to your area, Bridgette Stoeckel, by email at bridgette.stoeckel@dwd.wisconsin.gov.

Sincerely,

DocuSigned by:


DOADA3B21EC0420...
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

**Department of Workforce Development
Employment and Training Division**
Administrator's Office
201 E. Washington Avenue
P.O. Box 7972
Madison, WI 53707
Email: dwdet@dwd.wisconsin.gov



Tony Evers, Governor
Amy Pechacek, Secretary-designee

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Date: October 7th, 2022
To: Workforce Development Board Directors
From: Steve Laesch
Assistant Division Administrator 
Subject: **WIOA Local Performance Negotiations for Program Year 2022 and 2023**

The Division of Employment and Training completed the Workforce Innovation Opportunity Act (WIOA) Local Performance Negotiations for the Program Year 2022 (PY22) and 2023 (PY23). This letter serves as official notification confirming your Workforce Development Board of the agreed upon WIOA performance targets. Performance targets are enclosed with this letter (Attachment 1).

We look forward to working with you and your staff throughout the program year.

If you have any questions or additional technical assistance needs, please contact Kristina Krizan at kristina.krizan@dwd.wisconsin.gov or wisperforms@dwd.wisconsin.gov.

Attachments:

1. WI-Title-I-Local-Negotiated-Levels-PY22-23

Table 1. Title I Adult Local Area Negotiated Levels of Performance (PY2022 and PY2023)

WDA	Q2 Unsubsidized Employment	Q4 Unsubsidized Employment	Median Earnings	Credential Attainment Rate	Measurable Skill Gain
1	70%	70%	\$6,100	69%	42%
2	69%	70%	\$4,900	68% (PY22) 70% (PY23)	41%
3	77%	80%	\$8,300	68%	79%
4	69%	70%	\$6,200	62%	51% (PY22) 55% (PY23)
5	77% (PY22) 78% (PY23)	74% (PY22) 75% (PY23)	\$6,800 (PY22) \$7,000 (PY23)	68% (PY22) 69% (PY23)	42% (PY22) 50% (PY23)
6	80%	76%	\$6,300	70%	50%
7	79%	70%	\$5,600	69%	56%
8	79%	71%	\$4,900	70%	55%
9	74%	79%	\$7,300	77%	69%
10	75%	72%	\$7,300	72%	79%
11	63%	70%	\$6,000	66%	55%

Table 2. Title I Dislocated Worker Local Area Negotiated Levels of Performance (PY2022 and PY2023)

WDA	Q2 Unsubsidized Employment	Q4 Unsubsidized Employment	Median Earnings	Credential Attainment Rate	Measurable Skill Gain
1	75%	72%	\$8,300	72%	51%
2	68%	76%	\$8,500	55%	37%
3	85%	82%	\$12,100	72%	72%
4	73%	79%	\$8,900	71%	55% (PY22) 58% (PY23)
5	81%	80%	\$8,500 (PY22) \$9,000 (PY23)	70%	60% (PY22) 65% (PY23)
6	78%	79%	\$9,200	66%	84%
7	88%	84%	\$10,400	75%	57%
8	86%	84%	\$8,800	69%	73%
9	89%	85%	\$8,800	86%	79%
10	81%	79%	\$9,600	70%	74%
11	72%	76%	\$8,100	74%	60%

Table 3. Title I Youth Local Area Negotiated Levels of Performance (PY2022 and PY2023)

WDA	Q2 Employment /Education	Q4 Employment /Education	Median Earnings	Credential Attainment Rate	Measurable Skill Gain
1	72%	74%	\$4,600	51% (PY22) 52% (PY23)	38% (PY22) 40% (PY23)
2	72%	70%	\$3,000	49%	40% (PY22) 45% (PY23)
3	87%	87%	\$5,700	65%	66%
4	76%	73%	\$3,800	40%	46%
5	75% (PY22) 76% (PY23)	75% (PY22) 76% (PY23)	\$4,500	57% (PY22) 58% (PY23)	40% (PY22) 45% (PY23)
6	68%	73%	\$3,600	60%	40%
7	76%	78%	\$3,000	56%	60%
8	74%	75%	\$4,400	54%	45%
9	65%	70%	\$2,300	45%	40%
10	76%	75%	\$3,600	65%	79%
11	67%	72%	\$3,400	50%	57%



FINANCIAL STATEMENTS WITH
SUPPLEMENTARY INFORMATION

June 30, 2022 and 2021

DRAFT

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INDEPENDENT AUDITOR'S REPORT

To the Workforce Development Board Membership
Southwest Wisconsin Workforce Development Board, Inc.
Platteville, Wisconsin

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Southwest Wisconsin Workforce Development Board, Inc., which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Southwest Wisconsin Workforce Development Board, Inc. as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards (Government Auditing Standards)* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Southwest Wisconsin Workforce Development Board, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Southwest Wisconsin Workforce Development Board, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Southwest Wisconsin Workforce Development Board, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Southwest Wisconsin Workforce Development Board, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal and state awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the *State Single Audit Guidelines*, and DHS Cost Reimbursement Award Schedule are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 2, 2022, on our consideration of Southwest Wisconsin Workforce Development Board, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Southwest Wisconsin Workforce Development Board, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Southwest Wisconsin Workforce Development Board, Inc.'s internal control over financial reporting and compliance.

Wegner CPAs, LLP
Madison, Wisconsin
December 2, 2022

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
STATEMENTS OF FINANCIAL POSITION
June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>
ASSETS		
Cash	\$ 632,496	\$ 599,819
Accounts receivable	164,263	152,588
Grants receivable	1,226,177	806,100
Prepaid expenses	60,722	57,924
Equipment (less accumulated depreciation of \$146,202 and \$129,756, respectively)	<u>118,978</u>	<u>40,384</u>
Total assets	<u><u>\$ 2,202,636</u></u>	<u><u>\$ 1,656,815</u></u>
LIABILITIES		
Accounts payable	\$ 408,871	\$ 99,702
Accrued expenses	115,853	76,151
Refundable advances	<u>328,605</u>	<u>333,473</u>
Total liabilities	853,329	509,326
NET ASSETS		
Without donor restrictions	<u>1,349,307</u>	<u>1,147,489</u>
Total liabilities and net assets	<u><u>\$ 2,202,636</u></u>	<u><u>\$ 1,656,815</u></u>

See accompanying notes.

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
STATEMENTS OF ACTIVITIES
 Years Ended June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>
CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS		
REVENUE		
Government grants	\$ 4,115,225	\$ 3,318,869
Leased employee revenue	991,731	876,274
Program service revenue	<u>337,805</u>	<u>277,959</u>
Total revenue without donor restrictions	5,444,761	4,473,102
EXPENSES		
Program services		
WIOA	1,211,774	1,018,571
SCSEP	354,487	344,307
FSET	1,457,223	1,380,544
Windows to Work	86,538	63,487
Pathway Home 2	377,587	-
Leased employees	926,846	818,994
Other program services	340,808	278,759
Supporting activities		
Management and general	<u>487,680</u>	<u>412,956</u>
Total expenses	<u>5,242,943</u>	<u>4,317,618</u>
Change in net assets	201,818	155,484
Net assets at beginning of year	<u>1,147,489</u>	<u>992,005</u>
Net assets at end of year	<u><u>\$ 1,349,307</u></u>	<u><u>\$ 1,147,489</u></u>

See accompanying notes.

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended June 30, 2022

	Program Services						Supporting Activities		Total Expenses
	WIOA	SCSEP	FSET	Windows to Work	Pathway Home 2	Leased Employees	Other Program Services	Management and General	
Grants and allocations	\$ 433,962	\$ -	\$ -	\$ -	\$ 160,094	\$ -	\$ -	\$ -	\$ 594,056
Assistance to individuals	492,135	-	369,234	8,947	31,190	15,000	116,784	-	1,033,290
Salaries and wages	177,316	302,227	703,681	43,263	108,442	740,867	134,348	293,740	2,503,884
Employee benefits	37,174	20,018	123,115	7,395	17,830	77,266	44,622	76,833	404,253
Payroll taxes	13,413	22,799	53,614	3,270	8,434	59,852	9,728	21,189	192,299
Professional fees	4,449	818	21,916	1,344	2,837	-	4,011	21,468	56,843
Supplies	3,510	381	16,367	1,854	2,160	40	2,817	8,490	35,619
Telephone/connectivity	17,853	1,953	45,339	2,509	7,891	-	5,130	8,398	89,073
Occupancy	12,609	2,378	60,420	4,290	7,897	-	11,064	15,936	114,594
Equipment-rent, maint, buy	613	104	2,123	273	400	-	529	986	5,028
Travel	3,188	1,041	6,348	5,523	3,104	31,309	5,202	4,082	59,797
Conferences and meetings	3,208	55	4,131	46	20,504	20	597	2,032	30,593
Other	12,344	2,713	50,935	7,824	6,804	2,492	5,976	34,526	123,614
Total expenses	\$ 1,211,774	\$ 354,487	\$ 1,457,223	\$ 86,538	\$ 377,587	\$ 926,846	\$ 340,808	\$ 487,680	\$ 5,242,943

See accompanying notes.

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended June 30, 2021

	Program Services					Supporting Activities		Total Expenses
	WIOA	SCSEP	FSET	Windows to Work	Leased Employees	Other Program Services	Management and General	
Grants and allocations	\$ 469,312	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 469,312
Assistance to individuals	272,174	-	300,332	6,064	43	38,256	-	616,869
Salaries and wages	178,841	293,913	681,647	36,713	659,034	152,817	226,197	2,229,162
Employee benefits	31,184	18,680	124,640	9,387	84,551	38,293	71,288	378,023
Payroll taxes	13,879	22,231	53,145	2,773	54,223	11,171	16,383	173,805
Professional fees	5,206	1,139	24,550	1,166	-	6,516	21,392	59,969
Supplies	3,642	260	16,766	734	-	2,345	8,384	32,131
Telephone/connectivity	14,566	2,747	43,888	1,081	-	4,464	7,640	74,386
Occupancy	15,578	2,586	63,490	3,433	-	11,681	16,764	113,532
Equipment-rent, maint, buy	902	118	2,257	199	-	498	1,101	5,075
Travel	2,407	1,433	9,834	489	17,940	2,207	4,880	39,190
Conferences and meetings	317	34	658	21	-	94	390	1,514
Other	10,563	1,166	59,337	1,427	3,203	10,417	38,537	124,650
Total expenses	\$ 1,018,571	\$ 344,307	\$ 1,380,544	\$ 63,487	\$ 818,994	\$ 278,759	\$ 412,956	\$ 4,317,618

See accompanying notes.

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
STATEMENTS OF CASH FLOWS
Years Ended June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 201,818	\$ 155,484
Adjustments to reconcile change in net assets to net cash flows from operating activities		
Depreciation	16,447	22,254
(Increase) decrease in assets		
Accounts receivable	(11,675)	16,414
Grants receivable	(420,077)	(200,479)
Prepaid expenses	(2,798)	2,259
Increase (decrease) in liabilities		
Accounts payable	309,169	(22,993)
Accrued expenses	39,702	9,916
Refundable advances	(4,868)	(3,000)
Net cash flows from operating activities	<u>127,718</u>	<u>(20,145)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of equipment	<u>(95,041)</u>	<u>(27,903)</u>
Net change in cash	32,677	(48,048)
Cash at beginning of year	<u>599,819</u>	<u>647,867</u>
Cash at end of year	<u>\$ 632,496</u>	<u>\$ 599,819</u>

See accompanying notes.

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2022 and 2021

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Southwest Wisconsin Workforce Development Board, Inc. is a collaboration of public and private leaders who oversee a workforce development system that (a) continuously identifies and addresses the needs of businesses and individuals, (b) equips individuals with the skills and knowledge that employers require, and (c) provides the support systems necessary for increased economic self-sufficiency. The Organization serves the counties of Grant, Green, Iowa, Lafayette, Richland, and Rock. Comprehensive services for employers and job seekers may be obtained through the Rock County Job Center in Janesville or the Job Center located at the Southwest Wisconsin Technical College in Fennimore. Services may also be obtained through the Organization's Virtual Job Center website. The Organization's programs and activities are primarily funded by FoodShare Employment and Training (FSET) funds passed through the Wisconsin Department of Health Services (DHS) and Workforce Innovation and Opportunity Act (WIOA) funds passed through the Wisconsin Department of Workforce Development (DWD).

Accounts Receivable

Accounts receivable primarily represent amounts that have been billed under contracts for leased employees and other employment-related services provided by the Organization. Accounts receivable are reported at the amount management expects to collect from outstanding balances. As of June 30, 2022 and 2021, management has determined, based on historical experience, that all amounts are fully collectible and no allowance for doubtful accounts is necessary.

Equipment

All acquisitions of equipment in excess of \$5,000 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Equipment is carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method.

Government Grants

The Organization receives grants from government agencies and others that are conditioned upon the Organization incurring qualifying expenses. Revenue from these grants is generally recognized on a reimbursement basis, that is, when qualifying expenses are incurred by the Organization, both a receivable from the grantor agency and revenue are recorded. Grants are also generally restricted by the grantor for a specified purpose. Grants whose conditions and restrictions are met in the same reporting period that the revenue is recognized are reported as increases in net assets without donor restrictions.

Financial awards received and expended are subject to review by the DWD, the United States Department of Labor, the United States Government Accountability Office, or other agencies providing direct or indirect funding pursuant to authority given by law or regulation. Such reviews could result in claims against the Organization for disallowed costs or noncompliance with the provisions of contracts and grant agreements. No provision has been made for any liabilities that may arise from such reviews since the amount, if any, cannot be presently determined.

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2022 and 2021

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Program Service Revenue

The Organization provides employee leasing and other employment-related services to individuals, companies, and government agencies. The Organization provides these services primarily under contracts with government agencies and other institutions. Revenue from these services is recognized at the point in time when the Organization provides the particular service. The Organization also generally bills the government agency or employer at this time.

Expense Allocation

The financial statements report certain categories of expenses that are attributable to more than one program service or supporting activity. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include salaries and wages, employee benefits, payroll taxes, and occupancy, which are allocated on the basis of estimates of time and effort. All other expenses are allocated based upon the types of services performed and expenses incurred.

The following program services and supporting activities are included in the accompanying financial statements:

WIOA—Workforce Innovation and Opportunity Act adult and dislocated workers programs seek to improve employment, retention, and earnings of WIOA participants and increase their educational and occupational skill attainment, thereby improving the quality of the workforce, reducing welfare dependency, and enhancing national productivity and competitiveness. Youth activities seek to increase the attainment of basic skills, work readiness, or occupational skills, and secondary diplomas or other credentials. A person is eligible to receive services under youth activities if they are between the ages of fourteen and twenty-one at the time of enrollment and demonstrate at least one of the following barriers to employment: deficient in basic literacy skills, a school dropout, homeless, a runaway, a foster child, pregnant or parenting, offender, or an individual who requires additional assistance to complete an educational program or to secure and hold employment.

SCSEP—The Senior Community Service Employment Program provides, fosters, and promotes useful part-time work opportunities (usually twenty hours per week) in community service activities for low-income persons who are age fifty-five or older. To the extent feasible, the program assists and promotes the transition of program enrollees into unsubsidized employment.

FSET—The FoodShare Employment and Training program provides services to prepare individuals for the world of work with the goal that they might obtain and maintain viable, self-sustaining employment thereby allowing them to remain eligible for their food share benefits or wean themselves off those benefits entirely.

Windows to Work—A pre- and post-release program designed to address criminogenic needs that can lead to recidivism including employment, education, anti-social cognition, anti-social personality, and anti-social companions.

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
NOTES TO FINANCIAL STATEMENTS
 June 30, 2022 and 2021

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Pathway Home 2—Pathway Home 2 provides eligible incarcerated individuals in state correctional facilities or local or county jails with workforce services prior to release and continues services after release by transitioning the participants into reentry programs in the communities in which they will return. This grant is job-driven and builds connections to local employers that will enable transitioning offenders to secure employment by ensuring participants are prepared to meet the needs of their local labor markets with the skills valued by employers.

Leased Employees—The leased employee program provides the necessary and appropriate service to prepare individuals to work and to obtain and maintain viable, self-sustaining employment.

Other program services—Other programs that strengthen the workforce programs in Grant, Green, Iowa, Lafayette, Richland, and Rock Counties.

Management and general—Management and general expenses include the costs necessary to ensure proper administrative functioning of the board membership, manage the financial and budgetary responsibilities of the Organization, and perform other administrative activities.

Immaterial amounts of grant writing expenses, which includes the costs incurred in soliciting bequests and grants from foundations or other organizations or government grants reportable as contributions, are included in management and general expenses.

Income Tax Status

The Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. In addition, the Organization qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization other than a private foundation under Section 509(a)(2).

Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

Date of Management's Review

Management has evaluated subsequent events through December 2, 2022, the date which the financial statements were available to be issued.

NOTE 2—CONDITIONAL GRANTS

The Organization has several grants that are conditioned upon the Organization incurring qualifying expenses under the grant programs. At June 30, 2022 and 2021, these conditional grants total approximately \$6,890,000 and \$6,400,000, respectively. These conditional grants will be recognized as revenues when the respective conditions are met in future years.

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
 NOTES TO FINANCIAL STATEMENTS
 June 30, 2022 and 2021

NOTE 2—CONDITIONAL GRANTS (continued)

The Organization has also authorized a subrecipient grant to be given to subrecipients totaling approximately \$1,014,000 and \$514,000 at June 30, 2022 and 2021 conditioned upon the subrecipients incurring certain qualifying expenses.

NOTE 3—ECONOMIC DEPENDENCY

The Organization receives approximately 30% of its funding from the U.S. Department of Agriculture passed through the Wisconsin Department of Health Services. Also, the Organization receives approximately 25% of its funding from the U.S. Department of Labor passed through Wisconsin Department of Workforce.

NOTE 4—RETIREMENT PLAN

The Organization sponsors a defined contribution plan covering all employees that work a minimum of twenty hours per week and are age twenty-one or older. The Organization makes a contribution to the plan each year equal to 4% of the participant's compensation. In addition, the Organization matches 50% of the participant's contributions up to 8% of the participant's compensation. Total expense for the years ended June 30, 2022 and 2021 was \$93,910 and \$83,897, respectively.

NOTE 5—LEASES

The Organization leases space for its administrative offices and program operations under operating leases that expire at various dates through May 31, 2024. These leases generally require the Organization to pay all executory costs such as maintenance and utilities. These leases also include a clause that allows the Organization to terminate or renegotiate the lease in the event the Organization's funding is substantially reduced. The Organization also leases a storage unit on a month-to-month basis. Total lease expense was \$98,415 and \$100,122 for the years ended June 30, 2022 and 2021, respectively.

Future minimum lease payments under operating leases that have remaining terms in excess of one year as of June 30, 2022, are:

2023	\$	98,084
2024		80,774
2025		48,929
2026		49,797
2027		<u>8,324</u>
Total	\$	<u>285,908</u>

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
NOTES TO FINANCIAL STATEMENTS
 June 30, 2022 and 2021

NOTE 6—LIQUIDITY AND AVAILABILITY

The Organization's financial assets available within one year of the date of the statement of financial position for general expenditures are as follows:

	<u>2022</u>	<u>2021</u>
Cash	\$ 632,496	\$ 599,819
Accounts receivable	164,263	152,588
Grants receivable	<u>1,226,177</u>	<u>806,100</u>
	<u>\$ 2,022,936</u>	<u>\$ 1,558,507</u>

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SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2022

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Assistance Listings Number	Pass-Through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
SNAP Cluster				
Department of Agriculture Wisconsin Department of Health Services—State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	435400-O19-0659FST- RG11-01 R1	\$ -	\$ 1,598,315
WIOA Cluster				
Department of Labor Wisconsin Department of Workforce Development— WIOA Adult Program	17.258	4813, 5927, 4831, 5924	114,530	296,721
Wisconsin Department of Workforce Development— WIOA Youth Activities	17.259	4791, 5805, 4831, 5924	138,324	270,715
Wisconsin Department of Workforce Development— WIOA Dislocated Worker Formula Grants	17.278	4831, 5924, 4802, 5938, 5947, 6061, 6062, 5241	47,480	143,408
Total WIOA Cluster			300,334	710,844
Other Programs				
Department of Labor Reentry Employment Opportunities	17.270	PE-36561-21-60-A-55	160,094	411,861
Wisconsin Department of Health Services—Senior Community Service Employment Program	17.235	435100-G22-225466- 290	-	388,687
Wisconsin Department of Workforce Development— WIOA National Dislocated Worker Grants/WIA National Emergency Grants	17.277	5341, 5284	133,628	400,647
Department of the Treasury Wisconsin Department of Workforce Development— Coronavirus State and Local Fiscal Recovery Funds	21.027	6275	-	239,476
Department of Health and Human Services Workforce Development Board of				

See notes to schedule of expenditures of federal awards.

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2022

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal Assistance Listings Number	Pass-Through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
South Central Wisconsin— John H. Chafee Foster Care Program for Successful Transition to Adulthood	93.674	19- 20-522-2021, 21-522-2022	-	68,000
Workforce Development Board of South Central Wisconsin— COVID-19 Foster Care Title IV-E	93.658	20-522-2021 21-522-2022	-	138,724
Total expenditures of federal awards			<u>\$ 594,056</u>	<u>\$ 3,956,554</u>

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See notes to schedule of expenditures of federal awards.

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2022

NOTE 1—BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the “Schedule”) includes the federal award activity of Southwest Wisconsin Workforce Development Board, Inc. under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *State Single Audit Guidelines*. Because the Schedule presents only a selected portion of the operations of Southwest Wisconsin Workforce Development Board, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of Southwest Wisconsin Workforce Development Board, Inc.

NOTE 2—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3—INDIRECT COST RATE

Southwest Wisconsin Workforce Development Board, Inc. has elected not to use the 10% de minimis indirect cost rate allowed under Uniform Guidance.

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
Year Ended June 30, 2022

There were no prior audit findings.

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SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
DHS COST REIMBURSEMENT AWARD SCHEDULE
FOODSHARE EMPLOYMENT AND TRAINING SERVICES
Year Ended June 30, 2022

DHS identification number	435400-O19-0659FST-RG11-01 R1	
Award amount		\$2,173,665
Award period		10/1/20-9/30/23
Period of award within audit period		<u>10/1/21-6/30/22</u>
A. Expenditures reported to DHS for payment or revenue received		\$ 1,598,315
B. Total operating costs of award		
Assistance to individuals		369,234
Salaries and wages		775,769
Employee benefits		146,634
Payroll taxes		58,641
Professional fees		33,066
Supplies		18,573
Telephone		47,789
Occupancy		65,402
Equipment rental and maintenance		2,431
Travel		7,689
Conferences and meetings		4,852
Other		<u>68,235</u>
B. Total operating costs of awards		<u>\$ 1,598,315</u>
C. Less disallowed costs		-
D. Less program revenue and other offsets to costs		-
E. Total allowable costs		<u>\$ 1,598,315</u>
F. Gain or (Loss)		<u>\$ -</u>

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
DHS COST REIMBURSEMENT AWARD SCHEDULE
TITLE V--SCSEP: SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM
Year Ended June 30, 2022

DHS identification number	435100-G22-225466-290
Award amount	\$406,539
Award period	7/1/21-6/30/22
Period of award within audit period	<u>7/1/21-6/30/22</u>
A. Expenditures reported to DHS for payment or revenue received	\$ 388,687
B. Total operating costs of award	
Assistance to individuals	-
Salaries and wages	323,192
Employee benefits	25,724
Payroll taxes	24,305
Professional fees	1,931
Supplies	992
Telephone	2,734
Occupancy	3,918
Equipment rental and maintenance	204
Travel	1,188
Conferences and meetings	89
Other	<u>4,410</u>
B. Total operating costs of awards	<u>\$ 388,687</u>
C. Less disallowed costs	-
D. Less program revenue and other offsets to costs	-
E. Total allowable costs	<u>\$ 388,687</u>
F. Gain or (Loss)	<u>\$ -</u>

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
SCHEDULE OF REVENUES AND EXPENSES BY FUNDING SOURCE
Year Ended June 30, 2022

Wisconsin Department of Workforce Development

	WIOA Title I Administration	WIOA Title I Adult	WIOA Title I Youth	WIOA Title I Dislocated Worker	Rapid Response	ERDWG	STC / Opioid	WAI Worker Advance	Youth Apprentice	Wisconsin Department of Corrections
REVENUES										
Government grants	\$ 70,310	\$ 273,285	\$ 247,278	\$ 62,108	\$ 57,863	\$ 261,853	\$ 138,794	\$ 239,476	\$ 62,200	\$ 96,471
Leased employee revenue	-	-	-	-	-	-	-	-	-	-
Program service revenue	-	-	-	-	-	-	-	-	-	-
Total revenues	70,310	273,285	247,278	62,108	57,863	261,853	138,794	239,476	62,200	96,471
EXPENSES										
Grants and allocations	-	114,530	138,324	44,657	2,823	96,305	37,323	-	-	-
Specific assistance to individuals	-	128,409	33,959	3,955	-	131,288	45,165	149,360	13,400	8,947
Salaries and wages	44,194	18,481	46,546	7,130	34,025	22,699	37,041	52,826	33,267	48,483
Employee benefits	13,352	3,075	11,445	1,342	10,019	5,558	5,958	12,831	5,446	9,117
Payroll taxes	3,103	1,398	3,435	541	2,515	1,669	2,813	4,034	2,517	3,635
Professional fees	1,568	443	1,161	144	947	592	1,384	1,643	1,260	2,058
Supplies	607	325	949	100	402	388	544	1,710	562	1,973
Telephone	1,092	3,821	4,554	3,347	1,506	596	1,885	3,510	731	2,747
Occupancy	2,043	1,394	3,587	480	2,147	1,262	2,726	3,621	2,186	4,596
Equipment rental and maintenance	115	83	187	27	97	74	144	160	95	290
Travel	941	187	500	139	997	267	683	1,113	946	5,629
Conferences and meetings	163	56	946	43	666	31	1,244	362	60	97
Other	3,132	1,083	1,685	203	1,719	1,124	1,884	8,306	1,730	8,899
Total expenses	70,310	273,285	247,278	62,108	57,863	261,853	138,794	239,476	62,200	96,471
Excess revenues (expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
SCHEDULE OF REVENUES AND EXPENSES BY FUNDING SOURCE
Year Ended June 30, 2022

	Workforce Development Board of South Central Wisconsin	Wisconsin Department of Health Services		Department of Labor		Richland County	Grant County	Rock Cty 5.0 Interns	Other	Total
		Title V-SCSEP	FSET	Pathway Home 2	Green County					
REVENUES										
Government grants	\$ 206,724	\$ 388,687	\$ 1,598,315	\$ 411,861	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,115,225
Leased employee revenue	-	-	-	-	350,348	441,795	113,446	21,257	64,885	991,731
Program service revenue	-	-	-	-	-	-	-	-	337,805	337,805
Total revenues	206,724	388,687	1,598,315	411,861	350,348	441,795	113,446	21,257	402,690	\$ 5,444,761
EXPENSES										
Grants and allocations	-	-	-	160,094	-	-	-	-	-	594,056
Specific assistance to individuals	101,007	-	369,234	31,190	-	-	-	15,000	2,377	1,033,291
Salaries and wages	62,580	323,192	775,769	128,203	287,169	352,226	95,811	5,662	128,580	2,503,884
Employee benefits	19,626	25,724	146,634	23,718	21,498	49,893	5,747	128	33,141	404,252
Payroll taxes	4,486	24,305	58,641	9,835	23,208	28,682	7,530	433	9,519	192,299
Professional fees	2,704	1,931	33,066	4,558	-	-	-	-	3,384	56,843
Supplies	1,493	992	18,573	2,590	-	-	40	-	4,371	35,619
Telephone	1,828	2,734	47,789	8,568	-	-	-	-	4,365	89,073
Occupancy	5,200	3,918	65,402	8,990	-	-	-	-	7,042	114,594
Equipment rental and maintenance	281	204	2,431	464	-	-	-	-	376	5,028
Travel	3,296	1,188	7,689	3,491	18,164	8,874	4,264	6	1,423	59,797
Conferences and meetings	555	89	4,852	20,642	-	20	-	-	767	30,593
Other	3,668	4,410	68,235	9,518	309	2,100	54	28	5,527	123,614
Total expenses	206,724	388,687	1,598,315	411,861	350,348	441,795	113,446	21,257	200,872	5,242,943
Excess revenues (expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 201,818	201,818

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Workforce Development Board Membership
Southwest Wisconsin Workforce Development Board, Inc.
Platteville, Wisconsin

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Southwest Wisconsin Workforce Development Board, Inc., which comprise Southwest Wisconsin Workforce Development Board, Inc.'s statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 2, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Southwest Wisconsin Workforce Development Board, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Southwest Wisconsin Workforce Development Board, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Southwest Wisconsin Workforce Development Board, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Southwest Wisconsin Workforce Development Board, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Wegner CPAs, LLP
Madison, Wisconsin
December 2, 2022

DRAFT

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR MAJOR FEDERAL PROGRAM AND ON
INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE AND THE
STATE SINGLE AUDIT GUIDELINES

To the Workforce Development Board Membership
Southwest Wisconsin Workforce Development Board, Inc.
Platteville, Wisconsin

Report on Compliance for Major Federal Program

Opinion on Major Federal Program

We have audited Southwest Wisconsin Workforce Development Board, Inc.'s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* and the *State Single Audit Guidelines* (the *Guidelines*) that could have a direct and material effect on each of Southwest Wisconsin Workforce Development Board, Inc.'s major federal program for the year ended June 30, 2022. Southwest Wisconsin Workforce Development Board, Inc.'s major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Southwest Wisconsin Workforce Development Board, Inc. complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal program for the year ended June 30, 2022.

Basis for Opinion on Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards (Government Auditing Standards)*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and the *Guidelines*. Our responsibilities under those standards, the Uniform Guidance, and the *Guidelines* are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Southwest Wisconsin Workforce Development Board, Inc. and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on the compliance for the major federal program. Our audit does not provide a legal determination of Southwest Wisconsin Workforce Development Board, Inc.'s compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Southwest Wisconsin Workforce Development Board, Inc.'s government programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Southwest Wisconsin Workforce Development Board, Inc.'s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, the

Uniform Guidance, and the *Guidelines* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Southwest Wisconsin Workforce Development Board, Inc.'s compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance, and the *Guidelines*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Southwest Wisconsin Workforce Development Board, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Southwest Wisconsin Workforce Development Board, Inc.'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and the *Guidelines*, but not for the purpose of expressing an opinion on the effectiveness of Southwest Wisconsin Workforce Development Board, Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the *Guidelines*. Accordingly, this report is not suitable for any other purpose.

Wegner CPAs, LLP
Madison, Wisconsin
December 2, 2022

DRAFT

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 Year Ended June 30, 2022

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP:	Unmodified
Is a material weakness in internal control over financial reporting disclosed?	No
Is a significant deficiency in internal control over financial reporting disclosed?	None reported
Is any noncompliance that is material to the financial statements disclosed?	No

Federal Awards

Type of report the auditor issued on compliance for major federal programs:	Unmodified
Is a material weakness in internal control over major federal programs disclosed?	No
Is a significant deficiency in internal control over major federal programs disclosed?	None reported
Is any audit finding that is required to be reported under 2 CFR 200.516(a) disclosed?	No

Identification of major federal programs:

Assistance Listing Number(s)	Name of Federal Program or Cluster
10.561	SNAP Cluster

Dollar threshold used to distinguish between Type A and Type B programs, as described in 2 CFR 200.518(b)(1):	\$ 750,000
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Did the auditee qualify as a low-risk auditee under 2 CFR 200.520?	Yes
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Section II—Financial Statement Findings

No matters were reported.

Section III—Federal Award Findings and Questioned Costs

No matters were reported.

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 Year Ended June 30, 2022

OTHER ISSUES

Does the auditor's report or the notes to the financial statements include disclosure with regard to substantial doubt as to the auditee's ability to continue as a going concern? No

Does the audit report show audit issues (i.e., material noncompliance, non-material noncompliance, questioned costs, material weaknesses, significant deficiencies, management letter comment, excess revenue, or excess reserve) related to grants and contracts with funding agencies that require audits to be in accordance with the *State Single Audit Guidelines* :

Department of Workforce Development No
 Department of Health Services No

Was a management letter or other document conveying audit comments issued as a result of this audit? No

Name and signature of partner:

 Scott R. Haumersen, CPA

Date of report:

December 2, 2022

DRAFT

Audit Ad Hoc Committee Meeting
Monday, October 31, 2022
Meeting Minutes

The Audit Ad Hoc Committee of the Southwest Wisconsin Workforce Development Board (SWWDB) met on Monday, October 31, 2022, at the SWWDB Administrative Office in Platteville via video conference. Attendance was as follows:

Members Present:	Mr. Christopher Comella	Ms. Maria Lauck
	Mr. Keith Kruse	Mr. James Otterstein

Members Excused:	Mr. John Meyers
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Guests Present:	Mr. Derek Hilst, Wegner LLP
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Staff Present:	Ms. Katie Gerhards	Ms. Danielle Thousand
	Ms. Rhonda Suda	

The meeting was called to order at 2:30 p.m.

1. Discuss 2021-22 Audit with Wegner, LLP Audit Associates

Wegner LLP will be conducting the Program Year (PY) 2022-22 audit virtually starting Monday, October 31, 2022. Wegner staff will test the Southwest Wisconsin Workforce Development Board (SWWDB) financial statements, along with Uniform Guidance and FASB regulations and review SWWDB financial statements for compliance, unusual variances, and disallowed and/or questioned costs. They will also assess with reasonable assurance that the statements are free of material misstatement, that the correct accounting principles were used, and evaluate the overall financial statement presentation.

Derek Hilst, Senior Manager at Wegner CPAs, provided an overview of the audit. The single audit this year will focus on the Foodshare Employment and Training (FSET) program. Last year's focus was the Workforce Innovation and Opportunity Act (WIOA). Mr. Hilst explained that since FSET and WIOA are SWWDB's largest sources of funding and Wegner CPAs alternates between these two (2) programs every year.

Mr. Hilst and his team will review proper revenue recognition and management override of controls. Two (2) minor changes to this year's audit is that on the audit report, the opinion will be shown at top of the page instead of towards the bottom. The second change is that auditors will see if there is any doubt for the organization to continue operating.

The audit starts this week, but Mr. Hilst and his team began reviewing documents last week. The goal is to have a draft audit report to SWWDB by December 5. The final report will hopefully be issued by the end of the year.

Ms. Suda asked for examples of what auditors are looking for under management override of controls and proper revenue recognition. Mr. Hilst stated that they will test SWWDB's internal controls for single audit compliance under management override of controls. Proper revenue recognition has to do with grants. Auditors will make sure that all invoices are billed to the appropriate funding sources. An example of improper revenue recognition is when program costs are used when it should have been admin. Mr. Hilst stated that these have more to do with contributions which SWWDB does not get a lot of. Wegner CPAs look at these at every audit.

Ms. Suda asked what upcoming changes should SWWDB be looking at for next year. There are two (2) changes: in-kind donations and lease standards. These changes start next fiscal year. Committee members, SWWDB staff, and Mr. Hilst briefly discussed these changes for next year.

If Committee members have any questions, they can contact Mr. Hilst, Ms. Suda, or Ms. Thousand.

2. Closed Session (upon request)

Pursuant to Wis. Stats. 19.85 (1) (f), if necessary, the committee may hold confidential discussions with the audit team regarding issues or concerns they would want examined during the audit.

Committee members agreed that they did not feel it was necessary to move to a closed session.

3. Reconvene in Open Session

There was no closed session.

4. Schedule Audit Close Meeting

The Audit Ad Hoc Committee will meet at 2:30 p.m. on Wednesday, November 2 via video conference. The preliminary results will be discussed during this meeting.

5. Adjournment

The meeting adjourned at 2:56 p.m.

Audit Ad Hoc Committee Meeting
Wednesday, November 2, 2022
Meeting Minutes

The Audit Ad Hoc Committee of the Southwest Wisconsin Workforce Development Board (SWWDB) met on Wednesday, November 2, 2022, via video conference. Attendance was as follows:

Members Present:	Mr. Christopher Comella Mr. Keith Kruse	Ms. Maria Lauck Mr. James Otterstein
Members Excused:		
Guests Present:	Mr. Derek Hilst, Wegner LLP	
Staff Present:	Ms. Katie Gerhards Ms. Rhonda Suda	Ms. Danielle Thousand

The meeting was called to order at 2:31 p.m.

1. Provide Summary of 2021-22 Audit Procedures: Wegner, LLP Audit Associates

The purpose of the post-audit meeting is for Wegner LLP Audit associates to provide SWWDB staff and committee members with preliminary audit results.

Derek Hilst, Senior Manager at Wegner CPAs, has had the opportunity to conduct most of the audit activities. Mr. Hilst stated there are no findings and does not see any adjustments that need to be made. Ms. Thousand and staff did a great job of getting documents together for the audit team.

Every year, the Workforce Innovation and Opportunity Act (WIOA) is monitored by the Department of Workforce Development (DWD). During Wegner’s audit, auditors review DWD’s monitoring findings and any questioned costs found. Ms. Suda said WIOA is the major program that will be audited next year. Ms. Suda asked Mr. Hilst what the Wegner audit team’s obligations are when reviewing client files. Furthermore, what is the difference between Wegner’s review and DWD’s. Mr. Hilst responded that his team tests eligibility and determines if a person is eligible. The checklist in the client’s file is followed. However, Wegner cannot go to the level DWD does because Wegner does not have access to ASSET.

Wegner is finishing up testing and will reach out to Ms. Thousand if any other invoices are needed. Mr. Comella thanked Mr. Hilst for his efforts and is happy with the results.

Mr. Hilst indicated that the draft audit report will be sent to Ms. Suda and Ms. Thousand for review in early December. After changes are made to the draft, it will be re-sent to SWWDB so that it can be presented to Board members at their next meeting in December.

2. Closed Session (upon request)

Pursuant to Wis. Stats. 19.85 (1) (f), if necessary, the committee may hold confidential discussions with the audit team regarding issues or concerns identified during the audit. Committee members agreed that they did not feel it was necessary to move to a closed session.

3. Reconvene in Open Session

There was no closed session.

4. Adjournment

Ms. Suda adjourned the meeting at 2:55 p.m.

Executive Committee Meeting
 Friday, December 2, 2022
Meeting Minutes

The Executive Committee of the Southwest Wisconsin Workforce Development Board met on Friday, December 2, 2022, via virtual meeting. Attendance was as follows:

Members Present:	Mr. Christopher Comella	Mr. James Otterstein
	Mr. John Meyers	Mr. Mike Williams
	Ms. Lisa Omen	

Members Absent: Ms. Maria Lauck, Chairperson

Staff Present:	Ms. Katie Gerhards	Ms. Danielle Thousand
	Ms. Rhonda Suda	

1. Call to Order

Ms. Omen called the meeting to order at 11:34 a.m.

2. Approval of Meeting Minutes

The minutes of the April 8, 2022, and August 30, 2022, Executive Committee meetings were presented for review. There was no discussion.

Motion made by Mr. Williams, seconded by Mr. Meyers, to approve the minutes from the April 8, 2022, and August 30, 2022, meetings as presented. **Motion carried unanimously.**

3. 2023 Health Insurance Renewal

When SWWDB administration created the budget in June, a 10% increase was estimated. Dean Health provided a 17.07% premium increase for 2023 for renewal of SWWDB’s current plan. Dean also provided an alternate plan renewal with a 10.6% increase. The current plan includes an ER Room co-pay increase from \$325 to \$500. The alternate plan includes a deductible increase from \$500/\$1,000 to \$1,250/\$2,500. After staffing adjustments of hiring three (3) new employees and ten new members, SWWDB administration estimates the increases for the current and alternate plans to be around 16% and 10%, respectively.

For similar plans through Quartz, plans indicated about a 25% increase for the current plan and a 23% increase for the alternate plan. Overall, Quartz plans included less benefits and cost more.

SWWDB administration has always budget conservatively knowing revenue changes over the course of the year. With the amount of carryover SWWDB has (around \$7 million), SWWDB’s budget can afford the increase in Dean’s 2023 insurance premiums.

SWWDB administration is proposing offering two (2) Dean Health plans to give employees a choice. Per SWWDB’s Health Insurance Procedure, employees pay for approximately 25% of insurance premiums. For many years, SWWDB has offered a 25%/75% split. However, Ms. Suda is aware that SWWDB may have to change to a single higher deductible plan next year.

SWWDB employs 62 people where 45 are full-time and eligible for benefits. There are a total 58 people on SWWDB’s health plan.

If Executive Committee members approve offering the two (2) plans, SWWDB's budget expenses for the current plan would increase by \$46,734 and \$26,355 for the alternate plan. Ms. Suda reached out to Johnson Insurance, and they indicated SWWDB can offer two (2) plans. This has not been the case in the past.

Motion made by Mr. Otterstein, seconded by Mr. Williams, to approve the 2023 employee health insurance options as presented. **Motion carried unanimously.**

4. Other Business

Ms. Suda indicated that there were no changes in dental, life, or disability insurances. Also, the cost-of-living wage increase of 5.1% helps balance out the increase in health insurance benefits.

5. Adjournment

Motion made by Mr. Meyers, seconded by Mr. Williams, to adjourn the meeting at 11:54 a.m. **Motion carried unanimously.**

**Purpose.**

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to the primary principles of nondiscrimination, equal opportunity, and affirmative action. SWWDB shall honor this commitment to be fair and impartial in all its relations with employees, job applicants, participants and employers using SWWDB and Job Center services, and contractors and suppliers providing goods and services. It is the intent of this policy to comply with all applicable rules, as they may change from time to time, and federal and state equal opportunity and anti-discrimination laws and executive orders.

Policy.**Employment:**

SWWDB shall provide equal employment opportunity (EEO) to all employees and applicants for employment without regard race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. SWWDB prohibits discrimination against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Additionally, in compliance with Wisconsin Fair Employment Laws, SWWDB shall provide equal employment opportunity to all employees and applicants without regard to ~~ancestry, arrest or conviction record, creed, marital status or membership in any reserve component of the United States or state military forces.~~ military or veteran status, sexual orientation, gender identity or expression, national origin, marital or familial status, pregnancy, genetic information, arrest or conviction record, use or non-use of lawful products outside the workplace or political affiliation.

Employment practices subject to the application of this policy include, but are not limited to: recruitment, selection, promotion, performance appraisals, compensation, transfer, layoff, training, demotion, termination, work assignments, and other benefits of employment.

SWWDB prohibits harassment, retaliation, and unfair honesty testing. SWWDB expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status or other protected status. Improper interference with the ability of SWWDB's employees to perform their job duties may result in discipline up to and including discharge.

Service Delivery/Program Operations:

SWWDB provides services to individuals seeking assistance from the public workforce system. As a recipient of federal and state workforce funds, the SWWDB organization, staff and contracted providers shall advance equal opportunity in all customer interactions. SWWDB prohibits discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.



The recipient must not discriminate in any of the following areas: Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

Service actions include, but are not limited, to: recruitment, admission, counseling, job placement, training programs, facility and/or program accessibility, and the delivery of other employment and training services authorized by the SWWDB.

Subcontractors:

SWWDB requires that state and local government agencies receiving Workforce Innovation and Opportunity Act (WIOA) funds, as well as non-governmental WIOA contractors affirm their commitment to equal opportunity and nondiscrimination in all of their employment and service actions. These agencies shall develop and implement non-discrimination and affirmative action policies and procedures that guide their relations with employees and constituency groups consistent with applicable laws.

WIOA Title 1 funded subcontracts developed by SWWDB shall include the following language (this language shall also apply to other federally funded subcontracts):

The Contractor agrees to the following provisions as a condition to the award of financial assistance from United States Department of Labor (DOL) under Title I WIOA. The Contractor assures that it will comply fully with the nondiscrimination and EO provision of the following laws:

1. *Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.*
2. *This covers eligibility for and access to service delivery, and treatment in all programs and activities. Employees of (Name) are expected to support goals and programmatic activities relating to nondiscrimination in service delivery.*
3. *Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, and national origin.*
4. *Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination against qualified individuals with disabilities.*



5. *The Age Discrimination Act of 1975, as amended, prohibits discrimination on the basis of age.*
6. *Title IX of the Education Amendments of 1972, as amended, prohibits discrimination on the basis of sex in educational programs.*

The Contractor also assures that it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIOA Title I – financially assisted programs.

Equal Employment Opportunity.

The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. (Name) will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. (Name) agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.

The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Contractor will comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant



thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

The Contractor will include the provisions of paragraphs (A) through (H) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub-contractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or vendor as a result of such direction, (Name) may request the United States to enter into such litigation to protect the interests of the United States.

Affirmative Action Plan.

The Contractor must have a written Affirmative Action Plan that complies with federal and state laws and regulations. The Contractor's Affirmative Action Plan must be submitted to the SWWDB Affirmative Action Officer within thirty (30) calendar days of SWWDB requesting the agency's plan. The Affirmative Action Plan shall meet the minimum requirements specified in section 50.05 of the Wisconsin Administrative Code.

Compliance.

SWWDB will take constructive steps to ensure the Contractor complies with all non-discrimination, affirmative action and civil rights laws and regulations. The Contractor agrees to comply with Civil Rights monitoring reviews performed by SWWDB, including the examination of records and relevant files maintained by the Contractor. The Contractor further agrees to cooperate with SWWDB in developing, implementing, and monitoring corrective action plans that result from any reviews.

Failure to comply with the above nondiscrimination and equal opportunity provisions will require corrective actions to eliminate violations to be submitted to SWWDB within fifteen (15) working days or the Contractor may incur sanctions. Sanctions may include: 1) withholding of reimbursable payments submitted to (Name) or 2) termination of contract.

SWWDB shall make an affirmative effort to maintain an environment free of any type of harassing behavior and will not tolerate any form of harassment of employees, clients, or program participants.



SWWDB prohibits harassment on the basis of sex, race, color, national origin, age, disability, or any other protected status.

Affirmative Action / Equal Employment Opportunity policies developed to ensure non-discrimination in employment and service opportunities are monitored by the SWWDB EEO Officer who is appointed by the Chief Executive Officer (CEO).

Equal Opportunity Officer

Ryan Schomber
1900 Center Avenue
Janesville, WI 53546
Email: r.schomber@swwdb.org
Phone: (608) 314-3300 ext. 303
Fax: (608) 741-3528

SWWDB expects all employees, clients, program participants, vendors, associates, and agencies receiving funding from SWWDB to participate in its program of non-discrimination and shall, when appropriate, develop and implement their own equal opportunity policies and procedures.

Retaliation against persons raising concerns about any type of harassment is prohibited and anyone suspected of retaliation will be subject to disciplinary action up to and including discharge or expulsion from SWWDB sponsored activities.

SWWDB will take necessary corrective action to remedy any instances where it is determined that discrimination or retaliation has occurred. Employees discriminating against other staff or clients will be subject to discipline under appropriate SWWDB policies. Clients discriminating against another client will be subject to discipline under the applicable participant code of conduct. Any employee or client retaliating against anyone raising concerns about any type of harassment will be subject to disciplinary action up to and including discharge or expulsion from SWWDB employment or sponsored activities.

SWWDB has an established procedure for resolving complaints relating to discrimination and harassment. Reports of alleged acts of discrimination, complaints of harassment, or inquiries concerning the equal opportunity policies and practices may be filed directly with the Southwest Wisconsin Workforce Development Board (SWWDB) Equal Opportunity Officer.

The Chief Executive Officer (CEO) shall ensure equal opportunity is provided and advanced in all employment and customer relationship to create a discrimination- and harassment-free work and service sites. The CEO shall ensure policies and procedures are established and staff members, including service providers, are trained to work and deliver services free of bias and harassment. The equal opportunity officer, under the direction of and in consultation with the CEO, shall be operationally responsible for the documentation, training, and compliance efforts relating to this policy.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

B-110



Reference: Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act, 29 CFR Part 38 (§38.9)
DOL Title VI of the Civil Rights Act of 1964 42 W.S.C. §2000(d)
Wis. Fair Employment Law, ss 111.31 to 111.395, Wis. Stats.

Policy Adopted: December 10, 2004
Policy Revised: **December 13, 2017; June 13, 2018**

ENCLOSURE 13



Stipend Payments

C-750

Purpose.

The Workforce Innovation and Opportunity Act (WIOA) Final Rule 20 CFR 681.640 allows for the awarding of incentives payments for recognition and achievement directly tied to training activities and work experiences. Many federal and state-funded grants allow for the use of stipends to support program participants while they are attending and/or completing activities related to the grant-funded program. Incentives are allowable to youth enrolled into the WIOA Title I Youth program. Stipends encourage participants to complete their assigned activities without having the burden of not earning wages to cover essential basic needs. They are intended to encourage and motivate WIOA youth to reach specific goals and obtain positive outcomes. WIOA regulations do not specifically provide for incentives for adult and dislocated worker participants. Reasonable incentives stipends are allowable only if the local workforce board has written policies and procedures governing incentive the issuance of payments, to participants as they relate to the participants' Individual Employment Plan (IEP), and the provision an incentive is included is in the participant's individual service strategy. This document provides the policy of the Southwest Wisconsin Workforce Development Board (SWWDB) for granting authorizing and issuing stipend incentive award payments to youth enrolled in the Title I Workforce Innovation and Opportunity Act (WIOA) youth program participants of approved programs.

Policy.

It is the policy of the Southwest Wisconsin Workforce Development Board (SWWDB) to offer reasonable incentives to youth participants to encourage the youth stipends for program participants to participate in and complete WIOA Title I education, training activities and work experiences training and other approved activities. The justification for awarding incentives issuing stipends must be clearly defined in the youth's individual service strategy (ISS), participant's IEP. Incentive award payments shall be made in a uniform and consistent manner that ensures all participants receive equal rewards for equal achievement. Although the standard stipend payment is set at \$7.25 per hour for attending or completing the approved activity, there will be instances where those amounts will be more based on federal, and/or state, and/or grant guidance.

For the purposes of this policy, the term "incentive stipend" shall mean an inducement or reward intended to motivate achievement a fixed sum of money paid periodically for authorized services in order to defray expenses of the individual receiving the payment. The incentive stipend must be directly linked to attainment of specific and measurable program outcome authorized and approved services listed in the individual's IEP.

Any incentive shall be limited to WIOA youth programs. WIOA adult and dislocated workers clients are not eligible for incentives. All incentive award payments are subject to the availability of WIOA funds and are not an entitlement. SWWDB may suspend or withdraw authorization for incentive award payments at any time and at the sole discretion of SWWDB.

Youth incentive award Stipend payments are limited to a lifetime amount of \$5,000 maximum per eligible youth participant.

Goals and/or training outcomes eligible for an incentive must be linked to an achievement related to training, employment, work readiness skills, occupational skills, and/or basic skills attainment goals as stated in the clients' ISS and documented in accordance with applicable WIOA regulations. Participants cannot receive

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Southwest Wisconsin Workforce Development Board
1370 North Water Street, P.O. Box 656
Platteville, Wisconsin 53818-0656

ENCLOSURE 13



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multiple ~~incentive stipend~~ payments for the same activity ~~from multiple authorized programs~~. ~~Achievements Activities~~ eligible for ~~an incentive award~~ stipend payments include, but are not limited to:

- ~~Attain high school diploma or its recognized equivalent~~; ~~Hourly skills training attendance~~;
- ~~Graduate from an alternative school~~; ~~Hourly pre-employment workshop attendance~~;
- ~~Complete a GED/HSED test~~; ~~Hourly adult basic education attendance~~;
- ~~Career pathway exploration activities when tied directly to a job shadow or work experience~~; ~~Hourly professional development training/continuing education attendance~~;
- ~~Complete basic, work readiness, occupational skill attainment goals when tied directly to a work experience~~;
- ~~Complete TABE post-test (attainment of measureable skill level gain for WIOA performance indicator)~~;
- ~~Obtain unsubsidized employment~~;
- ~~Attain a post-secondary credential (occupational certificate, diploma or degree)~~; ~~Hours completed for any other approved activity based on specific grant guidance~~.

~~A participant may be eligible for an incentive award when involved in an unpaid work experience.~~ Documentation of attendance may be accomplished by ~~timesheets~~ attendance sheets signed by the participant and the ~~supervisor~~ instructor or case manager.

~~Incentives Stipends~~ are available to each ~~WIOA-eligible youth program~~ participant based on need documented in the participant's ~~ISSEP~~. ~~WIOA Title I service providers~~ SWWDB and its service provider(s) shall maintain required documentation detailing the distribution and management of ~~awards~~ payments. ~~All incentives are taxable at the full amount of the award and subject to withholding in accordance with Internal Revenue Service (IRS) regulations~~ SWWDB will require the completion of the W-9, Request for Taxpayer Identification Number and Certification IRS Form for all participants seeking to receive stipend payments as part of their program participation agreement.

SWWDB shall require all ~~WIOA~~ service providers and grantees receiving funds from a grant or contract administered by SWWDB to comply with this policy and applicable procedures. At a minimum, ~~SWWDB staff and its~~ service providers shall document the need for the ~~incentive stipend~~ and justify issuance of the ~~award payment(s)~~ in the participant's ~~ISSEP~~ and in the ASSET system. ~~SWWDB staff and its~~ service providers will also maintain records verifying the ~~client participant~~ received the ~~award payment~~ through an ~~original~~ signature on a receipt form or direct deposit stipends into a bank account chosen by the participant where the bank can verify receipt of the stipend. If the form is an electronic version, the case manager shall attach the approval email to the form to show the authenticity of the approved request. It is the responsibility of each service provider to become aware of all applicable regulations and to monitor personnel and client activities to ensure compliance. SWWDB shall review grantee compliance with this policy during the annual monitoring process.

The Chief Executive Officer (CEO) shall ensure that procedures and systems are established and maintained to document payment of ~~incentive awards~~ stipends. The Finance Manager and the Workforce Operations Manager, under the direction of and in consultation with the CEO, shall be operationally responsible for the

ENCLOSURE 13



Stipend Payments

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documentation, accountability and management of incentives stipends in accordance with federal and state ~~WIOA~~ rules/guidelines and IRS regulations.

Reference: [Workforce Innovation and Opportunity Act of 2014, Final Rule, 20 CFR 681.640; Uniform Guidance, 2 CFR Parts 200 and 2900; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(Uniform Guidance\) – 2 CFR Parts 200 and 2900 \(200.1 Definition of Participant Support Costs and 200.456 Participant Support Costs\)](#)
[Department of Workforce Development, Division of Employment and Training WIOA Policy Update 16-01: Youth Incentive Awards Payment Policy dated August 8, 2016; Worker Advancement Initiative Project Implementation Plan \(October 2021\)](#) and [SWWDB Policy C-730 – Gifts and Awards to Board Members, Staff, Providers and WIOA Participants](#)

Commented [WJ1]: I will definitely need help with this section.

Policy Adopted: **June 12, 2013**

Policy Revised: **March 8, 2017, March 14, 2018**