

Southwest Wisconsin Workforce Development Board, Inc. Board Meeting

June 8, 2022
Meeting Minutes

The Southwest Wisconsin Workforce Development Board met on Wednesday, June 8, 2022, at the Edelweiss Chalet Country Club and via teleconference. Attendance was as follows:

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

*Joined via teleconference.

1. Welcome; Call to Order; Roll Call

Ms. Lauck called the meeting to order at 2:33 p.m. and welcomed members, staff, and guests.

New Board member Keith Kruse, Partner/Vice President, Business Insurance Specialist, from Tricor Insurance and new Chief Local Elected Official (CLEO) John Meyers were in attendance. Guests present were Matt Walthius, Workforce Innovation and Opportunity Act (WIOA) Program Supervisor, and Heather Leach, Client Principal/Director, from Manpower Government Solutions.

2. Approval of Minutes of SWWDB Meetings

The minutes of the March 9, 2022, SWWDB meeting were presented to Board members for review and discussion. There was no discussion.

Motion made by Dr. Pierner, seconded by Mr. Poweleit, to approve the March 9, 2022, meeting minutes.
Motion carried unanimously.

3. Financial Reports

Board members were presented with the financial reports through March 31, 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 3 (January 1 – March 31). It shows that revenue is exceeding expenses by \$99,334.28. Ms. Thousand said SWWDB is in good financial shape. There are no new accounts.

Account 1540-PAS Rewrite Project is for SWWDB's Payment Authorization System (PAS) software. A down payment was made to kick-off the project. The software will be amortized when it is fully operational and the project is completed.

Account 3003-Accrued Vacation is vacation that has been earned but not used. SWWDB's operating year is July 1 through June 30. SWWDB staff are given their vacation in July and it must be used by June 30 or it will be lost. However, staff are allowed to carry-over unused vacation from one year to the next with the approval of Ms. Suda. Carried-over vacation cannot be paid out.

The Statement of Operations was presented to Board members. Because SWWDB is through Quarter 3 of the fiscal year, the goal in the column labeled "Pct" is to be around 75% spent. Revenues are showing 34.9% spent and expenses at 76.16%. The reason revenue is so low is because SWWDB has multi-year grants that carry-over from one year to another; the majority of actual revenue (vs budget) will be recognized as actual revenue in a future period.

Account 6170-Staff Train/Development is showing 692.96% spent due to the Pathway Home 2 grant. SWWDB administration did not know SWWDB would be awarded the grant at the time the budget was being worked on. It was received after the June Board meeting. This grant came with required staff training.

Account 6257-Job Fair Expenses is showing 197.12% spent. This is due to the closure of Hufcor and Durr Universal.

Account 6272-IT Equipment-Network is showing 0% because these costs usually come in in Quarter 4.

Account 6274-Licenses is showing 121.31%. Some of these costs were purchased early in the year and SWWDB paid Microsoft for an annual package of Microsoft 365.

Account 6317-Moving Expense is showing 0%. The Rock County Job Center moved across the street and SWWDB needed assistance moving larger office items. Rock County took care of most of the expenses, but SWWDB had to move some items to storage.

Account 6343-Board is showing 19% because many meetings are still being held virtually.

Account 6410-Legal is showing 0%. As PAS is a proprietary piece of software, this is hold account for the PAS project as a safety net to protect the investment if needed.

Account 6580-Depreciation is showing 36.95%. SWWDB administration invested in a few high-cost projects at the beginning of the year. However, the projects must be complete and fully functional before depreciation begins.

Account 6708-Stipends is showing 0% spent. This is because of the Workforce Advancement Initiative (WAI) grant. With this grant came stipend payments for participants. Currently, participants in a child care program (Early Childhood Education, teacher, daycare, etc.) can be paid a stipend for going to class. The grant will also pay for their tuition and fee costs. This grant has really taken off.

Account 6740-Customized Training is showing 0%. SWWDB administration supported two (2) kinds of sponsorships: \$1,000 to Blackhawk Technical College's Manufacturing Days and \$1,000 to CESA 3's Business and Education Summit. Both events promote employment and training.

The Budget Modifications are provided to Board members at every meeting. It shows changes to the budget since the last meeting. The Department of Health Services (DHS) provided funding through Foodshare Employment and Training (FSET) to create a video about the program. SWWDB administration is envisioning a "feel good" video of success stories, positive experiences, etc. The Request for Quote (RFQ) for a film maker to produce the video is due by September.

Ms. Lauck asked who the target audience is. Ms. Suda responded that the video will be shared at FSET orientations for new participants and the general public.

The Department of Workforce Development (DWD) approved SWWDB to transfer Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker formula funds to WIOA Adult. Dislocated workers are being covered under the Employment Recovery Dislocated Worker grant (ERDWG) which allows SWWDB administration to move funds to the Adult program where the need is. Almost everyone is eligible for the Adult program.

SWWDB received additional stimulus funding under the Foster Care (FC)/Independent Living (IL) grant. It is funding for youth. Since the pandemic, SWWDB has received a special funds called stimulus funding. The funding offers opportunities like helping with the purchase of a car and/or stipend payments.

The Department of Corrections (DOC) contract indicates that funds be used by the end of the current year's allocation. All funds must be used or they have to be returned. Ms. Thousand explained that there was a time SWWDB staff could not go into the prisons due to the ongoing pandemic. This was discussed with DOC and DOC decided that funds were going to be taken back to make sure it was all spent, but SWWDB must spend out the contract amount. It was noted that DOC can reissue up to 5% of the grant at the end of the year.

Youth Apprenticeship (YA) funds are not on the Budget Modification, but Board members were informed that the budget will be modified with more funds under this grant.

Motion made by Mr. Otterstein, seconded by Ms. Kakde, to approve the Program Year (PY) 2021-22 financial statements for Quarter 3, including the Budget Modifications, as presented. **Motion carried unanimously.**

4. Old Business

A. DWD Monitoring 2020-21

Ms. Suda provided Board members with an update on the Department of Workforce Development's (DWD) monitoring of 2020-2021 records. The monitoring is still under review by DWD due to between \$5,000 and \$6,000 in disallowed costs associated with work experience.

5. New Business

A. 2022-23 Budget

Although SWWDB has not received official funding information from state agencies for Program Year (PY) 2022-23, some funding sources provide SWWDB with funds through 2024. Ms. Thousand went

over the draft budget with Board members. The budget document has three (3) major sections: the Budget Summary, the Budget Expenses detail, and the Revenues detail.

The Budget Summary shows every funding source and the highest budgeted expenses. Column 1 labeled "Approved Budget" is the budget that was established at the June 2021 meeting. Column 2 labeled "P/Y (Prior Year) Reserve Avail for Use" includes the carry-over from last year that SWWDB can use if needed. Column 3 labeled "Budget Changes" includes the budget modifications that are presented at every Board meeting and is the placeholder for any adjustments. Ms. Thousand noted that the budget doubled from last year because of the Pathway Home 2 (PH2) and Workforce Advancement Initiative (WAI) grants.

Column 4 labeled "Budget w/ Reserve" adds columns 1 through 3 together. Mr. Aarud asked what the red numbers are. Ms. Thousand answered that those are negative numbers. Those are possible. Column 5 labeled "YTD (Year to Date) as of 3/31/22" ties to the March 31, 2022, financial statements that were presented earlier in the meeting. Column 6 labeled "Projected as of 6/30/22 Modified Budget" is determined by looking at the actual numbers as of March 31 and analyzing where SWWDB is likely going to be at the end of the program year.

Column 7 labeled "Planned Reserve" is for reference only and it is reflective of projected carry over revenue. Column 8 labeled "Proposed Budget" is made up of new revenue and expenses SWWDB administration believes will happen in the upcoming program year. Ms. Thousand noted that SWWDB finance follow the accounting principle, FIFO (first in, first out). The old funds get used before the new funds.

Column 9 labeled "Projected vs Proposed" shows where revenue and expenditures are different from one year to the next as a dollar amount. Column 10 labeled "Percent Change" is column 9 changed into a percentage.

Mr. Comella asked about the "Planned Reserve" column and the color coded cells. Ms. Thousand indicated that those numbers tie to a document that does not get shared with Board members. It has to do with reporting for the Department of Workforce (DWD) to the Department of Labor (DOL).

Ms. Lauck asked what percentage of staff work from home and work from the office. Ms. Suda stated that forward-facing staff need to be in the office a minimum of two (2) days per week unless otherwise directed by their supervisor. FSET staff have been made aware to expect an influx of individuals in September when the COVID-19 waiver is lifted. More staff are expected to be in the office by the end of August. Ms. Lauck asked if staff have what they need in order to successfully work from home. Ms. Suda said yes. SWWDB provided staff with printers, extra monitors, etc. in 2020 and 2021. Foot traffic at the Rock County Job Center is still not significant.

Mr. Comella asked about Rapid Response Durr and Hufcor funding sources in the "Proposed Budget" column. Ms. Thousand stated that when SWWDB receives information on a specific layoff, SWWDB administration can ask for specific funding for that company separate from the normal annual funding allotment. DWD retains 15% of each funding pot and reserves another 25% for Rapid Response activities. Mr. Aarud asked what Rapid Response funds are. They are used to fund Rapid Response activities such as reaching out to businesses regarding closures or layoffs. The specific Rapid Response funds can be used for the specific group being affected for costs such as training and support. Once the funds are gone, the participants will be assisted with general dislocated worker dollars.

Ms. Kakde asked if SWWDB staff are being paid enough compared to other organizations. Ms. Suda said SWWDB administration has conducted salary comparisons. SWWDB has a federally approved cost allocation plan and have tenure staff that are very experienced.

Motion made by Mr. Poweleit, seconded by Mr. Aarud, to approve the 2022-2023 budget as presented. **Motion carried unanimously.**

B. 2022 Update to By-Laws

Last year, the Department of Workforce Development (DWD) informed Workforce Development Area (WDA) Executive Directors that changes were required to be made to the local board’s by-laws. DWD stated it cannot play a role in the local assignment of liability.

Motion made by Dr. Pierner, seconded by Mr. Meyers, to approve the amended by-laws and to move the amended by-laws to the SWCC for final approval. **Motion carried unanimously.**

C. 2022 Update of the MOA between SWCC and SWWDB

All governance documents for the Southwest Wisconsin Workforce Development Area (WDA) require an update/amendment to reflect the Department of Workforce Development’s (DWD) request for required changes relating to the assignment of liability. The same change is being made on the Memorandum of Agreement (MOA) between the Southwest Wisconsin Counties Consortium (SWCC) and SWWDB as in the by-laws.

Motion made by Mr. Otterstein, seconded by Mr. Aarud, to approve the Memorandum of Agreement (MOA) between the Southwest Wisconsin Counties Consortium (SWCC) and SWWDB. **Motion carried unanimously.**

D. Fiscal Agent Designation

The Fiscal Agent Designation is an agreement between the Southwest Wisconsin Counties Consortium (SWCC) and SWWDB. It indicates that SWWDB will serve as the fiscal agent for Workforce Innovation and Opportunity Act (WIOA) Title 1 funding.

A formal agreement is needed and reflects changes to Local Elected Officials. It was signed in late May.

E. WIOA Title 1 Service Provider Contract

The Southwest Wisconsin Counties Consortium (SWCC) approved to extend Manpower Government Solution’s contract to deliver Workforce Innovation and Opportunity Act (WIOA) Title 1 services through June 30, 2023, at their May meeting. SWWDB will modify Manpower’s contract by no more than the amounts indicated in Table 1.

Table 1

Program	2021 Award	Participation Goals	2022-23 Modification	Participation Goals
Adult	\$100,000	130	110,000	110
D Worker / ERDWG (Co-enrollment)	\$155,000	190	155,000	155
Youth	138,413	110	130,000	105
Youth WEX	111,587	20	124,000	25
Support to Communities	35,500	120*	35,000	120*

Grand Total	\$540,500	\$554,000
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Continuing the contract shows how they are performing. Manpower staff are meeting or exceeding WIOA requirements. The struggle is still in the Youth program as a result of not being able to get into schools due to the COVID-19 pandemic.

Since the last Board meeting, Casey Dobson has left Manpower as the WIOA Program Supervisor and Matt Walthius has replaced her. Ms. Suda provided Board members with Handout 1. It outlines a plan for the Youth program. Ms. Suda reminded Board members that no formal grant agreements are in place and the modified Manpower contract would not go over the amount indicated.

Dr. Pierner asked when SWWDB bids for these services. Ms. Suda answered every four (4) years. This year is year two (2). WIOA does not authorize local Boards to provide these services. SWWDB offers a single contract with the opportunity to renew every year. Overall, the contract will not exceed \$554,000.

Motion made by Dr. Pierner, seconded by Mr. Comella, to modify Manpower’s contract by no more than the amounts indicated. **Motion carried unanimously.**

F. WIOA One-Stop Operator Modification

Manpower Government Solution’s contract modification will include \$25,000 to serve as the One-Stop Operator (OSO). Ms. Suda noted that this must be voted on separately.

Motion made by Mr. Otterstein, seconded by Dr. Pierner, to modify Manpower’s contract by \$25,000 to deliver One-Stop Operator services in the Southwest Wisconsin Workforce Development Area. **Motion carried unanimously.**

G. Determination of Program Year 2022-23 SWWDB Meeting Schedule

The quarterly Board meetings have always been held the second Wednesday of the last quarter. For the last few years, the meetings have been in-person at the Edelweiss Chalet Country Club in New Glarus at 4:00 p.m. with dinner provided.

Ms. Suda asked Board members their preference for meeting on September 14, 2022, December 14, 2022, March 8, 2023, and June 14, 2023. This year, the full Board met twice in-person and twice virtually.

Board members agreed that the option to attend via conference call or in-person is nice. The meeting start time of 2:30 p.m. is also nice. Ms. Suda was asked to send out a survey to obtain all member’s responses. The survey should give members a few options to choose from. Once a determination is made, Ms. Gerhards will update the Outlook meeting invite.

The next meeting in September will be virtual. Mr. Comella asked why the meetings cannot be held as a combination virtual and in-person. It is costly, the meeting is long, and the time it takes to drive can make it a long day. SWWDB administration wants to do what can be done to get the most engagement from Board members.

Ms. Kakde asked if networking could be included in meetings. Ms. Lauck stated that networking sessions could be allowed outside of Board meetings.

At the September meeting, SWWDB administration and Board members will define the times and how to hold the next three (3) Board meetings.

Motion made by Ms. Lauck, seconded by Ms. Kakde, to hold the September 14, 2022, Board meeting virtually at 2:30 p.m. **Motion carried unanimously.**

H. Program Year 2022-23 One-Stop MOU

The Program Year (PY) 2022-23 One-Stop Memorandum of Understanding (MOU) is in progress. The MOU states how job center partners are going to work together. A substantial change to the MOU is the physical location change of the Rock County Job Center and affiliate site at Southwest Wisconsin Technical College (SWTC).

I. One-Stop Certification

Every two (2) years, any job center location that is included in the One-Stop Memorandum of Understanding (MOU) must be certified. The Southwest Wisconsin Workforce Development Plan recognizes two (2) job centers: the Comprehensive One-Stop (Rock County Job Center) located in Janesville, WI and an affiliate site located at Southwest Wisconsin Technical College in Fennimore, WI. The locations are reviewed for accessibility.

J. Update on WIOA Title 1 Allocations – Agenda Hold

The Workforce Innovation and Opportunity Act (WIOA) Title 1 allocations have not been received to-date. SWWDB administration presented an estimation on what they will be in the budget.

6. Committee Updates

None.

7. Consent Agenda

The items on the consent agenda were presented to board members for review and discussion. There was no discussion.

Motion made by Dr. Pierner, seconded by Mr. Aarud, to approve the items in the consent agenda as presented including the policy revision and 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 lay-off/closure activity since July 1, 2021 (Table 2). This information is provided at every Board meeting per the Board's request.

Table 2

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	6/30/22	59	Notified on 6/1/22, Outreach will be made		

Bloomfield Healthcare and Rehabilitation Center closed in Iowa County. Rapid Response sessions were held on-site. The Swiss Colony Data Center is closing their Dickeyville location in June. Chrysler is closing. So far, the employer is not working with SWWDB and is only working with the Rockford workforce development board. However, SWWDB staff have dropped off paperwork.

Aramark will be closing at the end of June. Aramark is the food service for the Beloit School District. Most of the staff may be hired by the new vendor. No Rapid Response sessions have been set-up yet.

9. Local Retention

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

Since July 1, 2021, 111 participants have exited Workforce Innovation and Opportunity Act (WIOA) programs. As of March 31, 2022, placement information indicates that of the 111 WIOA participants that exited in the program year, 86 (77%) are employed or going to school post-program exit. Of those, 78 (91%) are going to school or working in Wisconsin. WDA 11 retained 65 (76%) of these individuals in employment or education compared to 8 (9%) in WDA 10, 1 (2%) in WDA 9, and 3 (6.1%) in WDA 1.

10. CEO's Report

SWWDB has hired two (2) replacements for Foodshare Employment and Training (FSET) staff: Britta Hartje and Sophia Lindsey. Both are great additions. Two (2) additional staff are coming on-board: one (1) for the Pathway Home 2 (PH2) grant and one (1) for the Prairie du Chien Institution Job Center through the Department of Corrections (DOC).

The Rock 5.0 Internship program starts this week. Mr. Otterstein stated that this is the third year of the program. It is a paid summer internship with a large variety of employers. There are approximately 26 students from six (6) school districts that will be earning \$13.00 per hour. Students identify career clusters or interests and are matched at 95% or greater with an employer or career field. Some of the employers are taking more than one (1) intern. Orientation day is this Friday. There is also an externship for 16 teachers from four (4) districts starting soon. Board members will be given an update at the next meeting as the program ends in July.

Mr. Comella asked how many students the program has had over the years. In 2018, there were around 22 students and 12 employers. In 2019, there were 30 students and the number of employers doubled. The hope is for the numbers to keep increasing.

Dr. Pierner added that this program shows the power of working together. The High Schools were trying to do this alone and it was a struggle.

11. Chairperson's Report

None.

12. Adjournment

Motion made by Mr. Comella, seconded by Mr. Poweleit, to adjourn the meeting at 4:12 p.m. The next regularly scheduled Board meeting will be held virtually at 2:30 p.m. on Wednesday, September 14, 2022. **Motion carried unanimously.**