

MEMORANDUM



Date: June 1, 2022
From: Maria Lauck, SWWDB Chairman
To: **SWWDB Members**

PRIVATE SECTOR

Name	Business/Organization	County
Mr. Jason Araud	JM Mechanical Piping	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	Platteville Area Economic Development Corporation	Grant
Mr. John Meyers	Iowa County Board Chairperson & SWCC Chair	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, June 8, 2022, from 2:30 p.m. to 4:00 p.m.
Refreshments will be set out 2:00 p.m. and will be available through the meeting.

Location: Edelweiss Chalet Country Club
W4764 Edelweiss Road, New Glarus, WI 53574
<https://goo.gl/maps/Ye3trUe5jEn> (map)

Board members may also call-in via SWWDB's conference line:
Toll Free: 1-888-273-3658, Access Code: 3107524

Staff will bring tablets uploaded with the agenda and all enclosures to the meeting, eliminating the need for you to print the materials at your office.

The agenda for the meeting is attached and provides links to the enclosure documents. This will allow you to read the documents online or download them.

NOTE: All enclosures will be hyperlinked to SWWDB's website. They may be previewed and/or downloaded by clicking on the enclosure number.

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, Ext. 230 no later than 2:00 p.m., Tuesday, June 7, 2022.

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

**Auxiliary Aids and services are available to individuals with disabilities
upon request. If you need this printed material interpreted to a
language you understand or in a different format, or need assistance
in using this service, please contact us.**

For assistance, contact
SWWDB Equal Opportunity Officer
Ryan Schomber
1717 Center Ave.
Janesville, WI 53546
(608) 314-3300 Ext. 303
[Click Here to Email](#)

**Deaf, hearing or speech-impaired callers may reach us by the
Wisconsin Relay number 711.**

AGENDA

Southwest Wisconsin Workforce Development Board, Inc.

Wednesday, June 8, 2022

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

Location: Edelweiss Chalet Country Club
W4764 Edelweiss Road, New Glarus, WI 53574
<https://goo.gl/maps/Ye3trUe5jEn> (map)

Board members may also call-in via SWWDB's conference line:

Toll Free: 1-888-273-3658, **Access Code:** 3107524

- All times are approximate -

● = Action required

2:30 p.m.

1. Welcome; Call to Order; Roll Call

Katie Gerhards will conduct a roll call of members and guests.

Please welcome new Board member, Keith Kruse, who is replacing Gina Erickson. Mr. Kruse is Partner and Vice President of Business Accounts at Tricor Insurance. Also welcome Matt Walthius, WIOA Program Manager, Manpower Government Solutions.

2:35 p.m.

● 2. Approval of Minutes of SWWDB Meeting

Minutes of the March 9, 2022, SWWDB meeting are contained in [Enclosure 1](#).

Approval of the minutes from the March 9, 2022, meeting is requested.

2:40 p.m.

● 3. Financial Reports

Danielle Thousand will share the SWWDB financial statements representing a draft of the financial condition of the organization through March 31, 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 2021-22 Program Year are listed in [Enclosure 4](#).

Approval of the Program Year (PY) 2021-22 financial statements for the period ending March 31, 2022, including the Budget Modifications, is requested.

4. Old Business

2:50 p.m.

A. DWD Monitoring 2020-21

The Department of Workforce Development (DWD) is currently reviewing SWWDB's last response, which was sent April 22, 2022.

5. New Business

- 2:55 p.m. ● **A. 2022-23 Budget**
While SWWDB has not received official Program Year (PY) 2022-23 funding information from state agencies for several programs, SWWDB administration has estimated the 2022-23 budget ([Enclosure 5](#)) based on last year's revenues, verbal discussion with funding entities, and planned expenses.
- Rhonda Suda and Danielle Thousand will review the budget with members and answer questions. The Local Elected Officials approved the budget at the May 24, 2022, meeting of the Southwest Wisconsin Counties Consortium (SWCC).
- Approval of the 2022-23 budget is requested.
- 3:05 p.m. ● **B. 2022 Update to By-Laws**
The Wisconsin Department of Workforce Development (DWD) is requiring changes to local board's governance documents. DWD has stated it can play no role in the local assignment of liability. Thus, the Southwest Wisconsin Counties Consortium (SWCC), comprised of the Local Elected Officials for the six (6) counties, must identify the procedure it will use to determine each county's share of a liability (i.e. disallowed cost) in the event the SWCC initially cannot reach an agreement. All governance documents must be updated/amended. Accordingly, SWWDB must amend Article 4, Section 3.L.2. of the By-laws ([Enclosure 6](#)), which explains how the SWCC will manage assignment of liability relating to Workforce Innovation and Opportunity Act (WIOA) Title 1 funds.
- SWWDB By-laws are provided with the change indicated. SWWDB administration is seeking Board approval of the amended By-laws and to move the amended By-laws to the SWCC for final approval.
- 3:10 p.m. ● **C. 2022 Update of the MOA between SWCC and SWWDB**
As discussed in agenda item B above, all governance documents for the Southwest Wisconsin Workforce Development Area (WDA 11) require an update/amendment to reflect the Department of Workforce Development's (DWD) required changes relating to the assignment of liability in the event WDA 11 misuses Workforce Innovation and Opportunity Act (WIOA) Title 1 funds.
- SWWDB and SWCC executed a Memorandum of Agreement in December of 2015, which describes how both bodies will work together to deliver WIOA Title 1 services and oversee the WDA 11 local workforce development system. This document also addresses liability at Section IV.B.
- SWWDB administration has updated this document ([Enclosure 7](#)) for both parties to review and is seeking SWWDB approval of the changes.
- 3:15 p.m. ● **D. Fiscal Agent Designation**
To reflect changes required by the Department of Workforce Development (DWD) and acknowledge new Local Elected Officials, the Southwest Wisconsin Counties Consortium (SWCC) and SWWDB must execute an updated Fiscal Agent Designation ([Enclosure 8](#)).
- 3:20 p.m. ● **E. WIOA Title 1 Service Provider Contract**
SWWDB administration is proposing extending Manpower Government Solutions' contract to deliver Workforce Innovation and Opportunity Act (WIOA) Title 1 Career, Emergency

Grant, and Youth Services through June 30, 2023. SWWDB will modify Manpower’s contract by no more than the amounts indicated below.

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	

- represents total project enrollment goal from 9/1/2020 to 8/31/2024

Approval is requested to modify Manpower’s contract by no more than the amounts indicated above.

3:30 p.m. ● **F. WIOA One-Stop Operator Modification**

Manpower’s contract modification will include \$25,000 for the One-Stop Operator services.

Action is requested to award Manpower Government Solutions \$25,000 to deliver One-Stop Operator services in the Southwest Wisconsin Workforce Development Area.

3:35 p.m. ● **G. Determination of Program Year 2022-23 SWWDB Meeting Schedule**

SWWDB administration is seeking discussion and action to set the meeting schedule for Program Year (PY) 2022-23.

3:40 p.m. **H. Program Year 2022-23 One-Stop MOU**

Rhonda Suda will provide an update on the 2022-23 One-Stop Memorandum of Understanding (MOU) process. SWWDB and partners will be executing a new One-Stop and Affiliate MOU as both locations have changed over the past year.

Rhonda Suda will explain the MOU process with members and answer questions.

3:45 p.m. **I. One-Stop Certification**

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.

Rhonda Suda will explain the self-certification process to members. Once the review has been completed, the Chief Local Elected Official (Chairperson of the Southwest Wisconsin Counties Consortium (SWCC)) will sign the form that is then submitted to the Department of Workforce Development (DWD).

3:50 p.m. **J. Update on WIOA Title 1 Allocations – Agenda Hold**

SWWDB administration has not received formal notification of Workforce Innovation and Opportunity Act (WIOA) Title 1 Program Year 2022-23 funding at the time of this agenda’s publication. If award information is made available by the meeting, SWWDB administration will discuss the awards and seek approval from the Southwest Wisconsin Counties Consortium (SWCC) to accept the awards.

6. Committee Updates

None.

3:55 p.m. ● 7. Consent Agenda

SWWDB's standard consent agenda includes policies and performance reports. These items can be approved in one action, rather than through the filing of multiple motions.

A. Approval of SWWDB Policies and Revisions

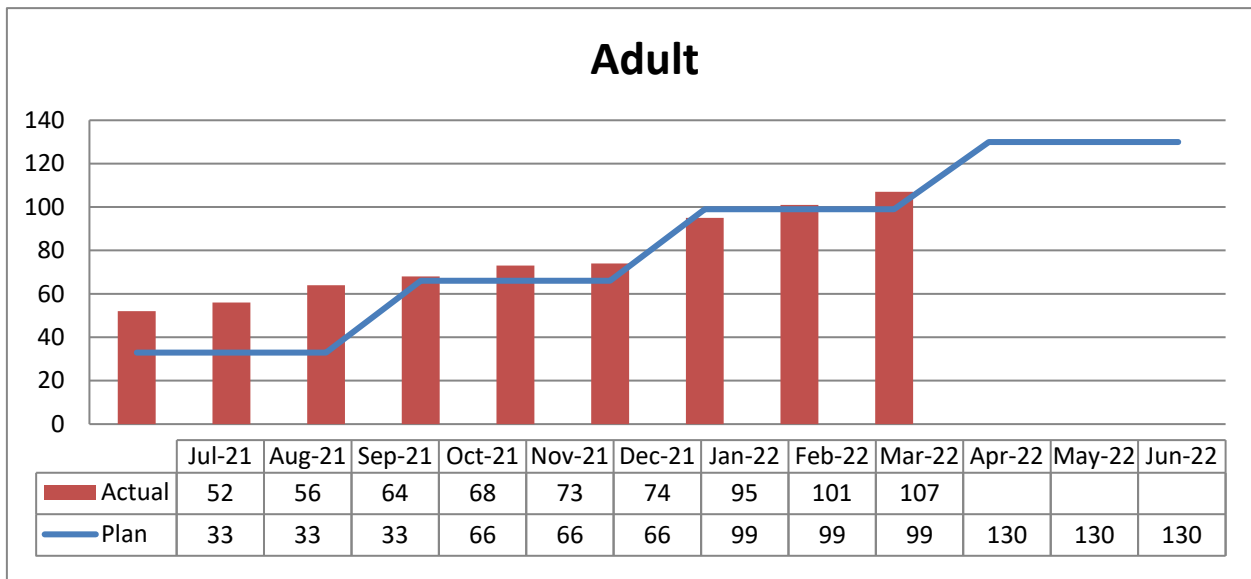
[Enclosure 9](#) includes one (1) revised policy:

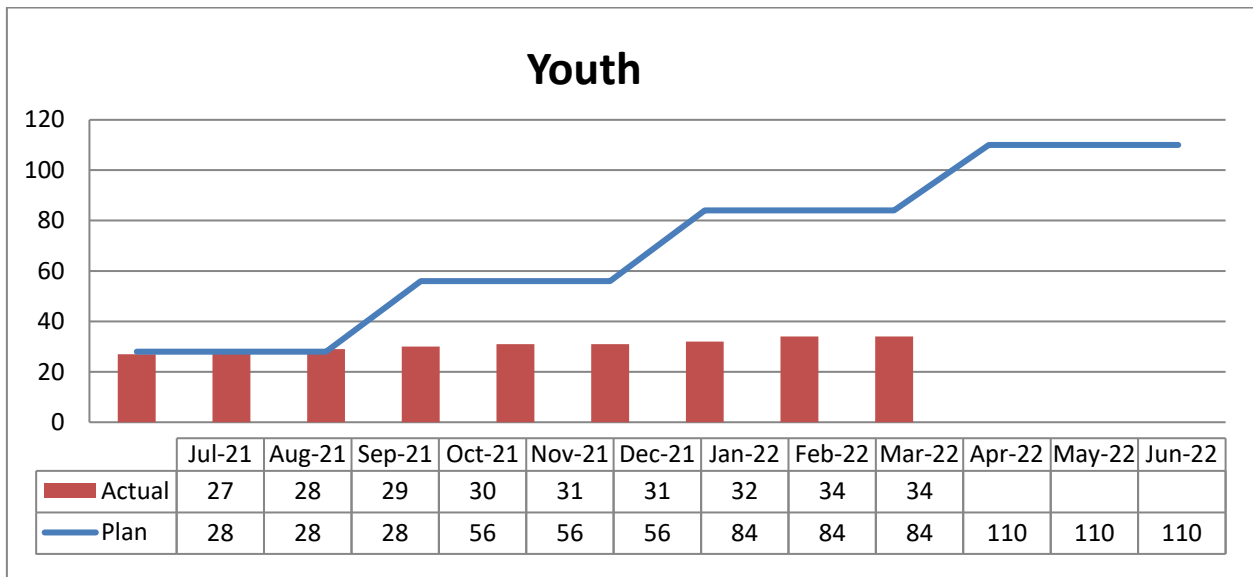
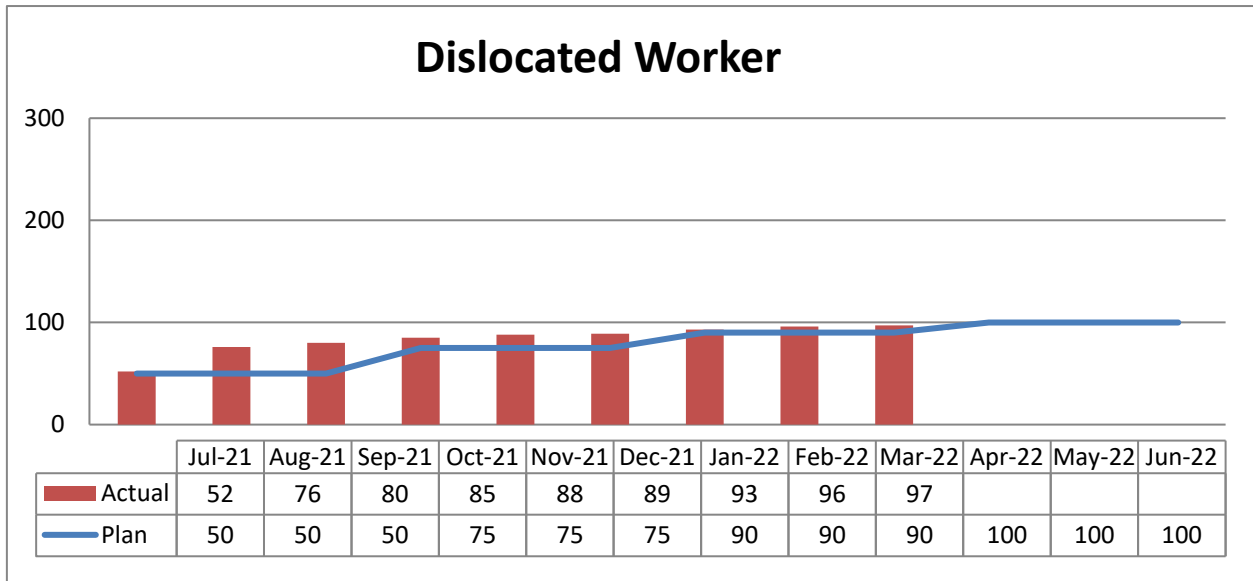
- B.560 Reasonable Accommodation– this policy is updated to reflect changes recommended SWWDB's Equal Opportunity Officer.

B. Performance Reports

WIOA Planned Participation

The Workforce Innovation and Opportunity Act (WIOA) service provider contract includes participation goals. Failure to achieve the stated participation goals, within a 10% variance, requires a corrective action plan. We continue to see Manpower struggle in the Youth program, with participation trending 60% less than plan.





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. This performance period accounted for those who exited the program between October 1, 2019, through March 31, 2022. The results below represent the rolling four (4) quarters model reported to DOL.

2021.2022 Program Year	PY 2021 Plan	Actual Q3	90%	50%	Exit Cohort	Performance Period
ADULT PROGRAM						
Q2 Unsubsidized Employment	76%	67.70%	68.40%	38.00%	4/1/20 - 3/31/21	10/1/20 - 9/30/21
Q4 Unsubsidized Employment	74%	69.40%	66.60%	37.00%	10/1/19 - 9/30/20	10/1/20 - 9/30/21
Q2 Median Earnings	\$5,000	\$5,878	\$4,500	\$2,500	4/1/20 - 3/31/21	10/1/20 - 9/30/21
Credential Attainment Rate	66%	78.10%	59.40%	33.00%	10/1/19 - 9/30/20	10/1/20 - 9/30/21
Measurable Skill Gains	42%	52.50%	37.80%	21.00%	4/1/21 - 3/31/22	4/1/21 - 3/31/22
DISLOCATED WORKER PROGRAM						
Q2 Unsubsidized Employment	82%	79.10%	73.80%	41.00%	4/1/20 - 3/31/21	10/1/20 - 9/30/21
Q4 Unsubsidized Employment	79%	66.70%	71.10%	39.50%	10/1/19 - 9/30/20	10/1/20 - 9/30/21
Q2 Median Earnings	\$7,500	\$7,747	\$6,750	\$3,750	4/1/20 - 3/31/21	10/1/20 - 9/30/21
Credential Attainment Rate	70%	71.40%	63.00%	35.00%	10/1/19 - 9/30/20	10/1/20 - 9/30/21
Measurable Skill Gains	55%	57.40%	49.50%	27.50%	4/1/21 - 3/31/22	4/1/21 - 3/31/22
YOUTH PROGRAM						
Q2 Unsubsidized Employment/Ed	70%	70.40%	63.00%	35.00%	4/1/20 - 3/31/21	10/1/20 - 9/30/21
Q4 Unsubsidized Employment/Ed	68%	75.50%	61.20%	34.00%	10/1/19 - 9/30/20	10/1/20 - 9/30/21
Q2 Median Earnings	\$3,000	\$3,899	\$2,700	\$1,500	4/1/20 - 3/31/21	10/1/20 - 9/30/21
Credential Attainment Rate	62%	73.10%	55.80%	31.00%	10/1/19 - 9/30/20	10/1/20 - 9/30/21
Measurable Skill Gains	32%	78.60%	28.80%	16.00%	4/1/21 - 3/31/22	4/1/21 - 3/31/22
	Exceed	11				
	Meet	4				
	Fail	0				

(*) – indicates they would have failed if not for recent DOL (50%) Guidance.

FoodShare Employment and Training (FSET)

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.

The table below provides an overview of SWWDB's compliance to the Service Level Agreement goals indicated in the contract held with the Department of Health Services.

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

Board approval to accept the consent agenda as presented is requested.

8. Organizational Information & Recurring Business

4:00 p.m.

A. Rapid Response Activity/Updates

Upon notification of a company closing or significant layoff, SWWDB and job center partners organize 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. The table below provides an overview of layoff/closure activity since July 1, 2021.

No Board action is required.

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		

9. Local Retention

4:05 p.m.

A. 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, 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.

No Board action is required.

4:10 p.m.

10. CEO's Report

- New hires and open positions
- Rock 5.0 Internship Program
- Worker Advancement Grant

4:15 p.m.

11. Chairperson's Report

4:20 p.m.

12. Adjournment

The next SWWDB meeting is scheduled for September 14, 2022.

- **Action Requested**
All Times are Approximate.

Southwest Wisconsin Workforce Development Board, Inc. Board Meeting

March 9, 2022
Meeting Minutes

The Southwest Wisconsin Workforce Development Board met on Wednesday, March 9, 2022, via GoToMeeting. Attendance was as follows:

- | | | |
|-------------------------|------------------------------|-----------------------------|
| Members Present: | Ms. Maria Lauck, Chairperson | Mr. Andrew Marcotte |
| | Mr. Jason Aarud | Mr. Troy Marx |
| | Mr. Art Carter | Ms. Heather McLean |
| | Mr. Christopher Comella | Ms. Lisa Omen |
| | Mr. Jeff Ellingson | Mr. James Otterstein |
| | Ms. Heather Fifrick | Mr. Dale Poweleit |
| | Ms. Linda Hendrickson | Mr. Dave Shaw |
| | Ms. Ela Kakde | Ms. Andrea Simon |
| | Ms. Jill Liegel | |
| Members Excused: | Ms. Brittni Ackley | Dr. Tracy Pierner |
| | Mr. Ivan Collins | Mr. Tom Schmit |
| | Mr. Kendal Garrison | Mr. Dave Smith |
| | Mr. Keith Kruse | Mr. Michael Williams |
| 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 | Ms. Heather Leach, 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.

Ms. Suda stated the Keith Kruse will be replacing Gina Erickson from Tricor. Mr. Kruse was not able to attend today's meeting.

2. Approval of Minutes of SWWDB Meetings

The minutes of the December 8, 2021, SWWDB meeting were presented to Board members for review and discussion. There was no discussion.

Motion made by Mr. Comella, seconded by Mr. Poweleit, to approve the December 8, 2021, meeting minutes. **Motion carried unanimously.**

3. Financial Reports

Board members were presented with the financial reports through December 31, 2021. 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 2 (October 1 – December 31). It shows that revenue is exceeding expenses by \$108,014.16.

ENCLOSURE 1

The Statement of Operations compares budget to actual. Because SWWDB is through Quarter 2 of the fiscal year, the goal in the column labeled "Pct" is to be around 50% spent. Revenues are showing 45.12% spent and expenses at 50.23%. SWWDB is in a good place financially.

At the next meeting in June, Board members will amend the current year budget and approve the budget for the next year. Ms. Thousand went over a few of the accounts on the Statement of Operations. Account 6170-Staff Train/Development is showing 515.90% spent. When last year's budget was created in June, SWWDB administration was not aware of being awarded the Pathways Home 2 grant. This grant came with a lot of required staff training. This line will be amended in June.

Account 6317-Moving Expense is showing 0% spent. The Rock County Job Center moved across the street. SWWDB administration had to hire a company to help move furniture, equipment, etc.

Account 6420-Audit is showing at 100% spent. Ms. Thousand explained that this is a timing difference. The audit was paid for early in the fiscal year.

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

The Budget Modifications show changes to the budget since the last meeting. With approval from the Department of Workforce Development (DWD), SWWDB administration transferred \$30,000 from the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker program to the Adult program. The Employee Recovery Dislocated Worker Grant (ERDWG) is used to assist dislocated workers and therefore allows SWWDB flexibility to transfer funds. The Adult program is where the need is.

The Department of Corrections (DOC) funding is for providing services in Boscobel and staffing a job center at the Prairie du Chien Correctional Institution (PDCI). These services were difficult to provide in the beginning because SWWDB staff were not allowed in the Boscobel facility due to COVID-19 and are still recruiting for the PDCI position.

The DWD Set Aside Projects-Docusign is for the use of Docusign. SWWDB administration is expanding its use.

Ms. Suda thanked Ms. Thousand for all her hard work preparing the financial statements. SWWDB administration recently received the Foster Care grant that begins every January 1. The grant increased to include stimulus supportive assistance in the form of direct stimulus payments to youth participants.

Motion made by Mr. Otterstein, seconded by Mr. Comella, to approve the Program Year (PY) 2021-22 financial statements for Quarter 2, including the Budget Modifications, as presented. **Motion carried unanimously.**

4. Old Business

At the last meeting, Board members asked questions where the answers required further research.

- **Construction Up Training Incentive:** Construction Up is one of the projects of the Worker Advancement Initiative (WAI). Mr. Williams asked if apprentices would receive a "credit" for training that was completed prior to enrollment into the project. An answer has not yet been received from the Department of Workforce Development (DWD). However, current apprentices and any individual interested are encouraged to apply. Participants will receive a \$1,000 incentive

ENCLOSURE 1

for completing the training. Mr. Poweleit asked if apprentices apply with SWWDB and then SWWDB administration determines eligibility. Ms. Suda said yes. Eligibility criteria is set by DWD. Ms. Suda will send the flyers to Board members on how to apply.

- **Manpower Service Contract:** The document providing additional clarification on the purpose and reasoning behind the increase in Manpower's contract was provided to Board members. It was also sent to Board members on December 30 and again on January 12.
- **Manpower Modification:** A summary of the modification was provided to Board members. It shows award and participation goals to be met by the end of the program year on June 30.
- **DWD 2020-21 Monitoring:** The Department of Workforce Development (DWD) is currently reviewing last year's monitoring results. It includes issues associated with disallowed costs. Ms. Suda indicated that Manpower will be responsible for paying back any disallowed costs.

5. **New Business**

A. **Prairie du Chien Correctional Institution**

The Department of Corrections (DOC) reached out to SWWDB administration at the end of last year. DOC had received a Fast Forward grant and was looking to fund a job center at the Prairie du Chien Correctional Institution up to five (5) days per week. Miranda Addison, SWWDB's Outreach Coordinator, is helping with this initiative, but cannot do five (5) days per week due to her other job duties. SWWDB administration is looking to hire someone that would be located at the Prairie du Chien site.

B. **WIOA Annual State Allotments**

The Department of Labor (DOL) is predicting Program Year (PY) 2022-23 Workforce Innovation and Opportunity Act (WIOA) Title 1 state allotments to decrease around 10%. Ms. Kakde asked why it is going down. Ms. Suda responded that Wisconsin goes through an allocation process just as DOL does. The process includes looking at such data as the unemployment rate, company closures, individuals collecting unemployment, etc. in every area. The local area allocations will be released in the next few months.

C. **Biennial Board Recertification**

Ms. Suda shared that the Southwest Wisconsin Workforce Development Board has been recertified for another two (2) years through June 30, 2023. The Department of Workforce Development (DWD) is changing the recertification period to run on a calendar year basis versus a program year basis. This means this recertification is actually for only 18 months. At the end of 2023, DWD will complete this process again for a two (2) year period beginning January 1, 2024.

6. **Committee Updates**

None.

7. **Consent Agenda**

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

ENCLOSURE 1

SWWDB policy E-360 Incumbent Worker Training Policy contains a minor change. At the time it was adopted, SWWDB administration was using Salesforce. Now, SWWDB administration only uses ASSET and Job Center of Wisconsin Business. This change does not affect business operations.

The Performance Reports are presented through December 30, 2021. SWWDB is “exceeding” nine (9) goals, “meeting” six (6), and “failing” zero (0). The performance measures shared are from the Department of Workforce Development (DWD) and the Department of Labor (DOL). The numbers are a result of the COVID-19 pandemic and a variety of other factors.

The Foodshare Employment and Training (FSET) program is exceeding all goals.

Motion made by Mr. Poweleit, seconded by Ms. Kakde, to approve the items in the consent agenda as presented including updates to SWWDB policy E-360 Incumbent Worker Training Policy and the Workforce Innovation and Opportunity Act (WIOA) and Foodshare Employment & Training (FSET) performance and participation reports. **Motion carried unanimously.**

8. Organizational Information & Recurring Business

A. **Rapid Response Activity/Updates**

Board members were provided with an overview of layoff/closure activity since July 1, 2021 (Table 1). This information is provided at every Board meeting per the Board’s request.

Table 1

<u>Program Year 2021-22</u>					
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	166	2 sessions at Union Hall 6/27/2021 & 7/14/2021 Job fair 7/15/2021	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	Unknown	Outreach in progress	-	-
Bloomfield Healthcare and Rehabilitation Center	April 2022	66	2 sessions on 2/7/2022 and 1 session on 2/28/2022	40	0

Exclusive Company, a local music company in Janesville, is closing. SWWDB administration has reached out to the company but has not gotten a response.

Bloomfield Healthcare and Rehabilitation Center in Iowa County is closing in April. The employer is working to place the residents elsewhere and has hired a relocation company to help. The employer also held a job fair where 23 companies were present. SWWDB administration had Rapid Response sessions for the employees, but no one is enrolled yet. Mr. Comella asked if some of the affected employees would be interested in traveling. Ms. Graham responded maybe and will connect with Mr. Comella on the details.

Ms. Lauck asked if there was an update on Chrysler. Ms. Suda said there is no update. Mr. Otterstein added that the company continues to struggle due to not being able to get required supplies. It is a supply chain issue.

9. Local Retention

Since July 1, 2021, 70 participants have exited Workforce Innovation and Opportunity Act (WIOA) programs. As of December 30, 2021, placement information indicates that of the 70 WIOA participants that exited in the program year, 49 (70%) are employed or going to school post-program exit. Of those, 49 (100%) are going to school or working in Wisconsin. WDA 11 retained 44 (89.9%) of these individuals in employment or education compared to 1 (2%) in WDA 10, 1 (2%) in WDA 9, and 3 (6.1%) in WDA 1.

10. Chairperson's Report

Ms. Lauck thanked everyone for attending and looks forward to an in-person meeting this summer in New Glarus.

11. CEO's Report

The agreement between the Southwest Wisconsin Counties Consortium (SWCC) and SWWDB needs to be updated. The Department of Workforce Development (DWD) has indicated that in regards to disallowed costs, the final decision cannot be made by DWD as to who is responsible for payment of the disallowed costs if a decision cannot be made at the local level. If SWWDB would be responsible for payment of disallowed costs, corporate funds would be used and therefore protect the counties. SWWDB also holds the Workforce Innovation and Opportunity Act (WIOA) service provider accountable.

SWCC members have taken the proposed change to the SWCC Agreement to their county counsel for review. Once the SWCC Agreement is approved, Board members must convene to update the agreement between SWWDB and the SWCC.

Ms. Suda clarified that if disallowed costs are identified, SWWDB administration works with DWD to get them resolved. If the disallowed costs are due to an error from the service provider, the service provider would correct the error(s) and remit payment for the disallowed costs. If the disallowed costs are a result of action taken by SWWDB, corporate reserves would be used. If SWWDB administration would happen to run out of corporate reserves, then the counties would step in. Currently, SWWDB's corporate reserves is around \$1.1 million. The SWCC always meets before the full Board. Their next meeting is in May to further discuss and update the agreement.

SWWDB has a few open positions: Re-Entry Coach for the Pathways Home 2 grant and a Career Coach at the Prairie du Chien Correctional Institution. A Foodshare Employment and Training (FSET) Case Manager has resigned and that position will have to be filled as well.

The Rock 5.0 Internship Program is returning after two (2) years. The funds are available to implement and administer. It is a six-week paid internship for high school juniors going into their senior year. The students are matched with employers that best suit their interests. The employers determine the working hours, but students can work 30-hours per week.

The partnership to resettle Afghan guests is moving quickly. There are currently 13 guests (two (2) families) in the Platteville area. SWWDB administration hired Najla Habibullah who has been in the Platteville area for many years. Ms. Habibullah is responsible for connecting the Afghan guests to workforce programs such as WIOA and FSET.

ENCLOSURE 1

The Talent Development Council Conference (TDCON2022) is scheduled for April 7 through April 8 at the Chula Vista Resort in the Wisconsin Dells. The agenda was shared with Board members. Resetting the Future of Work is the topic for the conference.

Round 2 applications for the Workforce Innovation Grant is open. Applications are due by April 15. A summary of Round 1 projects was shared with Board members.

12. Discussion: Article from the Federal Reserve Bank of Atlanta (Time Permitting)

Ms. Suda shared the article from the Federal Reserve Bank of Atlanta titled, *“Will Wage Growth Alone Get Workers Back Into the Labor Market? Not Likely.”* with Board members. The floor was open for discussion.

13. Adjournment

Motion made by Mr. Poweleit, seconded by Mr. Aarud, to adjourn the meeting at 4:10 p.m. The next regularly scheduled board meeting will be Wednesday, June 8, 2022, in New Glarus in-person. **Motion carried unanimously.**

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Balance Sheet

March 2022

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Date: 5/13/2022

Time: 11:55:33 AM

Account Description	Balance Amount	Totals
Assets:		
1000 CASH	\$885,522.18	
1100 GRANT CASH RECEIVABLE	\$468,561.84	
1101 LOAN RECEIVABLE	\$8.67	
1201 PREPAID VISION INSURANCE	\$22.02	
1202 PREPAID PLATTEVILLE RENT	\$2,500.00	
1203 PREPAID CORP. INSURANCES	\$21,281.29	
1207 PREPAID SUBSCRIPTIONS	\$9,358.35	
1220 PREPAID RENT OTHER	\$1,868.00	
1240 LIFE,LTD INSUR PREPAID	\$555.55	
1245 DENTAL INSURANCE PREPAID	\$225.18	
1250 PREPAID HEALTH INSURANCE	\$29,528.28	
1252 PREPAID FLEXIBLE SPENDING	\$223.20	
1310 PREPAID ROCK COUNTY RENT	\$3,890.52	
1500 AUTOMOBILE PURCHASE	\$25,708.38	
1501 ACCUMULATED DEPRECIATION	(\$141,950.64)	
1503 EQUIPMENT & FURNITURE	\$172,442.51	
1540 PAS REWRITE PROJECT	\$45,949.50	
Total assets		\$1,525,694.83
Liabilities:		
3003 ACCRUED VACATION	\$45,632.70	
3004 ACCRUED PAYROLL	\$70,173.37	
3089 FLEX PLAN MEDICAL	\$2,980.61	
3200 ACCOUNTS PAYABLE	\$160,085.04	
Total liabilities		\$278,871.72
Prior year fund balance	\$1,147,488.83	
Current fund balance	\$99,334.28	
Total liabilities and fund balance:		\$1,525,694.83

(Funds included: ALL)

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

March 2022

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Date: 5/13/2022

Time: 12:22:37 PM

Revenues

Account	-----Monthly-----			-----YTD-----			Annual estimated	Unrealized	Pct
	Estimated	Actual	Pct	Estimated	Actual				
5100 REVENUE	\$846,150.00	\$596,030.06	70.44%	\$7,615,350.00	\$3,054,492.99	\$10,153,807.00	\$7,099,314.01	30.08%	
5110 LEASED EMPLOYEE REVENUE	\$70,607.00	\$233,335.26	330.47%	\$635,463.00	\$701,746.13	\$847,295.00	\$145,548.87	82.82%	
5140 TICKET TO WORK REVENUE	\$4,194.00	\$24,176.00	576.44%	\$37,746.00	\$45,099.00	\$50,337.00	\$5,238.00	89.59%	
5150 BENEFIT ANALYSIS REVENUE	\$4,194.00	\$17,700.00	422.03%	\$37,746.00	\$73,200.00	\$50,338.00	(\$22,862.00)	145.42%	
5300 REVENUE INTEREST INCOME	\$87.00	\$76.82	88.30%	\$783.00	\$604.38	\$1,050.00	\$445.62	57.56%	
Total Revenues	\$925,232.00	\$871,318.14	94.17%	\$8,327,088.00	\$3,875,142.50	\$11,102,827.00	\$7,227,684.50	34.90%	

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6100 SALARIES	\$201,326.00	\$375,996.28	186.76%	\$1,811,934.00	\$1,894,559.42	\$2,415,914.00	\$521,354.58	78.42%	
6110 P/R TAX FICA	\$15,401.00	\$23,926.65	155.36%	\$138,609.00	\$134,055.77	\$184,817.00	\$50,761.23	72.53%	
6119 FRINGES	\$83.00	(\$434.70)	-523.73%	\$747.00	\$674.37	\$1,000.00	\$325.63	67.44%	
6120 HEALTH INSURANCE	\$23,967.00	\$25,821.74	107.74%	\$215,703.00	\$203,283.64	\$287,608.00	\$84,324.36	70.68%	
6122 UNEMPLOYMENT INSURANCE	\$1,014.00	\$1,588.75	156.68%	\$9,126.00	\$7,470.26	\$12,178.00	\$4,707.74	61.34%	
6123 LIFE/DISABILITY INSURANCE	\$558.00	\$597.84	107.14%	\$5,022.00	\$5,156.43	\$6,701.00	\$1,544.57	76.95%	
6130 DENTAL INSURANCE	\$1,676.00	\$1,775.48	105.94%	\$15,084.00	\$15,788.39	\$20,113.00	\$4,324.61	78.50%	
6140 TRAVEL IN WDA	\$3,428.00	\$3,523.69	102.79%	\$30,852.00	\$34,858.36	\$41,140.00	\$6,281.64	84.73%	
6155 MEALS	\$166.00	\$24.56	14.80%	\$1,494.00	\$1,262.79	\$2,000.00	\$737.21	63.14%	
6156 LODGING	\$291.00	\$417.00	143.30%	\$2,619.00	\$1,112.90	\$3,500.00	\$2,387.10	31.80%	
6160 401(K)	\$7,500.00	\$7,515.00	100.20%	\$67,500.00	\$64,222.12	\$90,000.00	\$25,777.88	71.36%	
6170 STAFF TRAIN/DEVELOPMENT	\$333.00	\$5,541.37	1664.08%	\$2,997.00	\$27,718.57	\$4,000.00	(\$23,718.57)	692.96%	
6172 DUES AND MEMBERSHIPS	\$583.00	\$175.00	30.02%	\$5,247.00	\$4,618.00	\$7,000.00	\$2,382.00	65.97%	
6250 OFFICE SUPPLIES	\$2,500.00	\$1,727.16	69.09%	\$22,500.00	\$21,757.41	\$30,000.00	\$8,242.59	72.52%	
6255 AUDIO/WISLINE	\$125.00	\$45.47	36.38%	\$1,125.00	\$745.23	\$1,500.00	\$754.77	49.68%	
6257 JOB FAIR EXPENSES	\$41.00	\$0.00	0.00%	\$369.00	\$985.58	\$500.00	(\$485.58)	197.12%	
6261 EQUIPMENT UNDER \$5000	\$2,500.00	\$5,061.00	202.44%	\$22,500.00	\$16,673.98	\$30,000.00	\$13,326.02	55.58%	
6267 COPIER RENTAL	\$458.00	\$306.72	66.97%	\$4,122.00	\$3,759.28	\$5,500.00	\$1,740.72	68.35%	
6270 IT SOFTWARE	\$1,166.00	\$1,125.00	96.48%	\$10,494.00	\$10,125.00	\$14,000.00	\$3,875.00	72.32%	
6272 IT EQUIPMENT - NETWORK	\$333.00	\$0.00	0.00%	\$2,997.00	\$0.00	\$4,000.00	\$4,000.00	0.00%	
6273 IT EQUIPMENT - OTHER	\$41.00	\$0.00	0.00%	\$369.00	\$0.00	\$500.00	\$500.00	0.00%	
6274 LICENSES	\$308.00	\$83.33	27.06%	\$2,772.00	\$4,488.48	\$3,700.00	(\$788.48)	121.31%	
6309 FACILITIES	\$0.00	\$0.00	0.00%	\$0.00	\$100.00	\$0.00	(\$100.00)	0.00%	

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

March 2022

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Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6310 RENT	\$8,333.00	\$6,277.52	75.33%	\$74,997.00	\$72,598.64	\$100,000.00	\$27,401.36	72.60%	
6311 STORAGE RENTAL	\$1,216.00	\$1,215.00	99.92%	\$10,944.00	\$10,935.00	\$14,600.00	\$3,665.00	74.90%	
6312 CLEANING/JANITORIAL	\$350.00	\$250.00	71.43%	\$3,150.00	\$1,700.00	\$4,200.00	\$2,500.00	40.48%	
6313 P.O. BOX RENTAL	\$33.00	\$0.00	0.00%	\$297.00	\$296.00	\$400.00	\$104.00	74.00%	
6317 MOVING EXPENSE	\$0.00	\$0.00	0.00%	\$0.00	\$588.65	\$0.00	(\$588.65)	0.00%	
6330 TELEPHONE	\$625.00	\$306.52	49.04%	\$5,625.00	\$3,476.70	\$7,500.00	\$4,023.30	46.36%	
6331 GARBAGE REMOVAL	\$33.00	\$0.00	0.00%	\$297.00	\$189.80	\$400.00	\$210.20	47.45%	
6340 POSTAGE	\$833.00	\$132.94	15.96%	\$7,497.00	\$6,425.14	\$10,000.00	\$3,574.86	64.25%	
6341 SERVICE FEES	\$666.00	\$629.52	94.52%	\$5,994.00	\$6,953.53	\$8,000.00	\$1,046.47	86.92%	
6342 SUBSCRIPTIONS	\$583.00	\$2,388.00	409.61%	\$5,247.00	\$3,614.06	\$7,000.00	\$3,385.94	51.63%	
6343 BOARD	\$416.00	\$0.00	0.00%	\$3,744.00	\$949.84	\$5,000.00	\$4,050.16	19.00%	
6351 CELL PHONE	\$1,708.00	\$1,328.80	77.80%	\$15,372.00	\$12,152.49	\$20,500.00	\$8,347.51	59.28%	
6352 INTERNET	\$1,041.00	\$977.98	93.95%	\$9,369.00	\$10,186.72	\$12,500.00	\$2,313.28	81.49%	
6353 NETWORK CONNECTIVITY	\$3,333.00	\$0.00	0.00%	\$29,997.00	\$39,900.00	\$40,000.00	\$100.00	99.75%	
6370 ADVERTISING	\$500.00	\$303.25	60.65%	\$4,500.00	\$1,280.35	\$6,000.00	\$4,719.65	21.34%	
6371 BACKGROUND CHECKS	\$29.00	\$0.00	0.00%	\$261.00	\$262.50	\$350.00	\$87.50	75.00%	
6410 LEGAL	\$250.00	\$0.00	0.00%	\$2,250.00	\$0.00	\$3,000.00	\$3,000.00	0.00%	
6420 AUDIT	\$1,104.00	\$0.00	0.00%	\$9,936.00	\$13,250.00	\$13,250.00	\$0.00	100.00%	
6433 CONTRACTED SUPPORT	\$4,166.00	\$3,244.83	77.89%	\$37,494.00	\$29,203.49	\$50,000.00	\$20,796.51	58.41%	
6503 WORKER'S COMPENSATION	\$1,208.00	(\$1,810.00)	-149.83%	\$10,872.00	\$10,021.48	\$14,500.00	\$4,478.52	69.11%	
6504 MULTI-PERIL	\$166.00	\$128.67	77.51%	\$1,494.00	\$1,248.51	\$2,000.00	\$751.49	62.43%	
6507 CORPORATE INSURANCES	\$916.00	\$1,008.84	110.14%	\$8,244.00	\$8,761.07	\$11,000.00	\$2,238.93	79.65%	
6580 DEPRECIATION	\$2,750.00	\$1,354.98	49.27%	\$24,750.00	\$12,194.81	\$33,000.00	\$20,805.19	36.95%	
6602 COMPANY CAR INSURANCE	\$154.00	\$149.08	96.81%	\$1,386.00	\$1,344.72	\$1,850.00	\$505.28	72.69%	
6603 COMPANY CAR GAS	\$60.00	\$0.00	0.00%	\$540.00	\$78.39	\$720.00	\$641.61	10.89%	
6604 COMPANY CAR MAINTENANCE	\$83.00	\$89.13	107.39%	\$747.00	\$973.24	\$1,000.00	\$26.76	97.32%	
6610 SUBCONTRACTOR EXPENSE	\$37,500.00	\$47,618.53	126.98%	\$337,500.00	\$380,430.99	\$450,000.00	\$69,569.01	84.54%	
6701 PARTICIPANT SUPPORT	\$41,666.00	\$48,384.88	116.13%	\$374,994.00	\$263,964.34	\$500,000.00	\$236,035.66	52.79%	
6703 ASSESSMENTS	\$2,083.00	\$875.00	42.01%	\$18,747.00	\$8,505.00	\$25,000.00	\$16,495.00	34.02%	
6708 STIPENDS	\$0.00	\$11,000.00	0.00%	\$0.00	\$25,375.00	\$0.00	(\$25,375.00)	0.00%	
6709 INCENTIVES	\$10,416.00	\$9,000.00	86.41%	\$93,744.00	\$106,200.00	\$125,000.00	\$18,800.00	84.96%	

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

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Expenditures

Account	-----Monthly-----			-----YTD-----		Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures			
6735 35% TRAINING	\$16,250.00	\$15,705.00	96.65%	\$146,250.00	\$186,405.07	\$195,000.00	\$8,594.93	95.59%
6736 35% TRAINING SUPPORT	\$10,833.00	\$17,722.37	163.60%	\$97,497.00	\$100,926.71	\$130,000.00	\$29,073.29	77.64%
6740 CUSTOMIZED TRAINING	\$0.00	\$0.00	0.00%	\$0.00	\$2,000.00	\$0.00	(\$2,000.00)	0.00%
Total Expenditures	\$413,102.00	\$623,098.18	150.83%	\$3,717,918.00	\$3,775,808.22	\$4,957,441.00	\$1,181,632.78	76.16%
Excess (Deficit)	\$512,130.00	\$248,219.96		\$4,609,170.00	\$99,334.28	\$6,145,386.00	\$6,046,051.72	

(Funds included: ALL)

SWWDB Budget Modifications Since the 03/09/2022 Board Meeting

Item	Admin	Program	Amount
2021.22 Budget - Approved Revenue	542,844	4,753,067	\$5,295,911
Changes to PY21 Funds (Adjust to Actual)			
DHS / FSET Video	2,500	22,500	\$25,000
WIOA PY20 DW - transfer #4 to WIOA Adult		(40,000)	(\$40,000)
WIOA PY20 Adult - transfer #4 from WIOA DW		40,000	\$40,000
FC / Independent Living - additional stimulus funding	1,700	15,300	\$17,000
FC / Independent Living - additional stimulus funding	300	2,700	\$3,000
Department of Corrections - DOC take back to ensure funds are all spent of current year allocation	(700)	(6,300)	(\$7,000)
DWD Set Aside Projects - Docusign max grant		270	\$270
Department of Corrections - new funds for PDCI Job Center	3,500	31,500	\$35,000
Department of Corrections - new funds for Boscobel work	1,394	12,547	\$13,941
WIOA PY20 DW - transfer #3 to WIOA Adult		(30,000)	(\$30,000)
WIOA PY20 Adult - transfer #3 from WIOA DW		30,000	\$30,000
Employment Recovery DWG - rec'd a second year of funding	22,727	227,273	\$250,000
Hufcor, Inc. Rapid Response Dislocation Grant - additional funding via mod	623	6,235	\$6,858
Durr Universal Rapid Response Dislocation Grant - additional funding via mod	231	2,313	\$2,544
WIOA PY20 DW - transfer #2 to WIOA Adult		(40,000)	(\$40,000)
WIOA PY20 Adult - transfer #2 from WIOA DW		40,000	\$40,000
WIOA PY21 Admin - Adjust to Actual Q2 - Q4 Award	(3)		(\$3)
WIOA PY21 Adult - Adjust to Actual Q2 - Q4 Award		2	\$2
WIOA PY21 DW - Adjust to Actual Q2 - Q4 Award		1	\$1
Workforce Advancement Initiative - new award (\$1,610,243 through 9/30/23)	146,386	1,463,857	\$1,610,243
Youth Apprenticeship - additional funding awarded		9,357	\$9,357
Independent Living / Foster Care - Stimulus auto match modification		4,000	\$4,000
Pathway 2 Home - new award (\$3,858,861 through 12/31/2024)	385,886	3,472,975	\$3,858,861
Department of Corrections - adjust to actual award	300	2,700	\$3,000
Rapid Response Annual Allotment - adjust to actual	(182)	(1,642)	(\$1,824)
Hufcor, Inc. Rapid Response Dislocation Grant - new	751	7,510	\$8,261
Durr Universal Rapid Response Dislocation Grant - new	359	3,590	\$3,949
Youth Apprenticeship - adjust to actual award, additional funds from Intent to Award		2,456	\$2,456
Modified Revenues	1,108,616	10,032,211	11,140,827
Net Change	565,772	5,279,144	5,844,916
Changes to PY20 Funds (Affects Planned Reserve / Carryover) - for informational purposes only			
Department of Corrections - adjust to actual final/close out	237	5,887	\$6,124
Foster Care / IL - Add full Stimulus Supportive Services for direct stimulus payments (rec'd full modification request)		12,000	\$12,000

Southwest Wisconsin Workforce Development Board, Inc. Budget Summary

5/17/2022

	2021-22						2022-23			
	1	2	3	4	5	6	7	8	9	10
* Requesting Approval at 6/8/22 Board Mtg	Approved Budget *	P/Y Reserve Avail for Use	Budget Changes	Budget w/Reserve	YTD as of 3/31/22	Projected as of 6/30/22 Modified Budget	Planned Reserve	Proposed Budget	Projected vs Proposed	Percent Change
Projected Carryover at start of PY	\$1,543,381									
Projected Corporate Carryover at start of PY	\$1,250,570						reference only			
Revenues:										
Administration Funds	\$542,845	\$140,307	\$481,759	\$1,164,911	\$391,563	\$522,083	\$642,828	\$577,548	\$55,465	10.62%
WIOA Adult	\$408,049	\$63,569	\$93,512	\$565,130	\$165,822	\$221,096	\$344,034	\$421,507	\$200,411	90.64%
WIOA In-School Youth	\$94,258	\$61,710	\$17,662	\$173,630	\$62,305	\$83,074	\$90,556	\$99,012	\$15,938	19.18%
WIOA Out-of-School Youth	\$377,032	\$61,710	(\$5,966)	\$432,776	\$120,831	\$161,107	\$271,669	\$396,046	\$234,939	145.83%
WIOA Dislocated Worker	\$365,243	\$176,596	(\$104,637)	\$437,202	\$61,892	\$82,522	\$354,680	\$276,755	\$194,232	235.37%
WISE	\$371,214	\$0		\$371,214	\$280,329	\$371,214	\$0	\$371,214	\$0	0.00%
DWD Set Aside Projects - DocuSign, Tech	\$210	\$0	\$270	\$480	\$0	\$480	\$0	\$480	\$0	0.00%
Department of Corrections (inc PDCI JC)	\$63,000	\$0	\$8,947	\$71,947	\$48,944	\$71,947	\$0	\$141,247	\$69,300	96.32%
Employment Recovery DWG	\$0	\$183,306	\$227,273	\$410,579	\$166,336	\$221,782	\$188,797	\$135,000	(\$86,782)	-39.13%
Foster Care / Independent Living	\$67,500	\$156,872	\$29,000	\$253,372	\$157,379	\$209,839	\$43,533	\$61,200	(\$148,639)	-70.83%
Opioid / Support to Communities	\$144,478	\$74,087	(\$66,941)	\$151,624	\$94,477	\$125,970	\$25,654	\$144,478	\$18,508	14.69%
Opioid / STC - fee for service contract	\$0	\$0	\$9,355	\$9,355	\$2,084	\$2,779	\$6,576	\$0	(\$2,779)	-100.00%
Pathways Home 2	\$0	\$0	\$3,472,975	\$3,472,975	\$217,209	\$289,612	\$3,183,363	\$0	(\$289,612)	-100.00%
Rapid Response Annual Allotment	\$39,880	\$0	(\$1,642)	\$38,238	\$17,498	\$38,238	\$0	\$38,238	\$0	0.00%
Rapid Response DG Data Dimensions	\$0	\$1,293	(\$1,139)	\$154	\$154	\$154	\$0	\$0	(\$154)	-100.00%
Rapid Response DG Durr	\$0	\$0	\$5,903	\$5,903	\$5,903	\$5,903	(\$0)	\$0	(\$5,903)	-100.00%
Rapid Response DG Hufcor	\$0	\$0	\$7,999	\$7,999	\$7,999	\$7,999	\$0	\$0	(\$7,999)	-100.00%
Dept. of Public Instruction - Pathways	\$19,238	\$0		\$19,238	\$0	\$19,238	\$0	\$19,238	(\$1)	0.00%
Youth Apprenticeship	\$44,528	\$0	\$16,556	\$61,084	\$45,813	\$61,084	(\$0)	\$85,500	\$24,416	39.97%
Worker Advancement Initiative (WAI)	\$0	\$0	\$1,463,857	\$1,463,857	\$109,875	\$146,500	\$1,317,357	\$0	(\$146,500)	-100.00%
Personnel Leasing	\$791,865	\$0	\$82,578	\$874,443	\$655,832	\$874,443	\$0	\$887,776	\$13,333	1.52%
Network Services/PAS	\$66,000	\$0	\$3,325	\$69,325	\$62,263	\$69,325	\$0	\$72,950	\$3,625	5.23%
DVR/ETN/Ticket to Work/Benefit Analysis	\$90,608	\$0	\$57,266	\$147,874	\$106,469	\$147,874	\$0	\$141,967	(\$5,907)	-3.99%
FSET (included Bonus and/or video funds)	\$1,809,465	\$623,930	(\$434,393)	\$1,999,002	\$1,027,856	\$1,399,026	\$599,976	\$1,824,917	\$425,890	30.44%
Donations	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Unearned Rev/Job Ctr/Job Fair/Work Today	\$500	\$0	(\$500)	\$0	\$66,309	\$0	\$0	\$500	\$500	0.00%
Total Revenue:	\$5,295,913	\$1,543,380	\$5,363,019	\$12,202,312	\$3,875,143	\$5,133,290	\$7,069,022	\$5,695,572	\$562,281	10.95%
Expenses:										
SWWDB Salaries	\$2,415,914		\$110,165		\$1,894,559	\$2,526,079		\$2,804,975	\$278,896	11.04%
SWWDB Fringe Benefits	\$602,418		(\$28,217)		\$430,651	\$574,201		\$642,474	\$68,273	11.89%
SWWDB Operational Expenses	\$108,420		\$4,294		\$87,848	\$112,714		\$123,520	\$10,806	9.59%
Travel Expenses	\$46,640		\$3,005		\$37,234	\$49,645		\$83,597	\$33,952	68.39%
Insurance	\$29,350		(\$849)		\$21,376	\$28,501		\$30,400	\$1,899	6.66%
Supplies	\$30,000		(\$990)		\$21,757	\$29,010		\$31,000	\$1,990	6.86%
Technology	\$105,500		(\$8,843)		\$79,974	\$96,657		\$109,500	\$12,843	13.29%
Rent	\$100,000		(\$3,202)		\$72,599	\$96,798		\$97,000	\$202	0.21%
Facilities / Utilities	\$31,700		(\$296)		\$23,700	\$31,404		\$33,100	\$1,696	5.40%
Telephone	\$28,000		(\$7,161)		\$15,629	\$20,839		\$26,500	\$5,661	27.17%
Equipment	\$34,500		(\$12,268)		\$16,674	\$22,232		\$35,000	\$12,768	57.43%
Participant Support	\$755,000		(\$93,045)		\$496,466	\$661,955		\$765,750	\$103,795	15.68%
Participant Training	\$220,000		\$52,933		\$196,910	\$272,933		\$285,421	\$12,488	4.58%
Program Operators	\$450,000		\$57,241		\$380,431	\$507,241		\$1,013,745	\$506,504	99.85%
Total Expenses:	\$4,957,442		\$72,768	\$0	\$3,775,808	\$5,030,210		\$6,081,982	\$1,051,773	20.91%
Net Position/Projected Carryover at End of FY	\$338,471			\$12,202,312	\$99,334	\$103,080		(\$386,411)		

Document Column Ties To: Prior Year Budget Prior Year Budget Mods Sheet each board mtg = 1 + 2 + 3 3/31/2022 Financial Stmt Projection Based on Q3 F/S Revenue tab & Expenses tab = 8 - 6 = 9 / 6

not all "profit;" will have carryover

PY2022 Budget Expenses

Based on March 2022 Expenses

Object Code	Category	Description	3/31 Expense	# Months Used		PY2022		
				9	12			
			Monthly Ave.	Annualized Exp				
6100	Salaries	Salaries	1,894,559.42	210,506.60	2,526,079.23	2,804,975	7.5% inc, PH2, PDCI JC, FSET adjs	
6110	Fringe	FICA Taxes	134,055.77	14,895.09	178,741.03	214,581	7.65% of wages	
6119	Fringe	Fringes	674.37	74.93	899.16	1,000		
6120	Fringe	Health Insurance	203,283.64	22,587.07	271,044.85	298,149	with 10% increase	
6122	Fringe	Unemployment Insurance	7,470.26	830.03	9,960.35	10,259	with 3% increase	
6123	Fringe	Life/Disability Insurance	5,156.43	572.94	6,875.24	7,013	with 2% increase	
6130	Fringe	Dental Insurance	15,788.39	1,754.27	21,051.19	21,472	with 2% increase	
6140	Travel	Travel in WDA	34,858.36	3,873.15	46,477.81	58,097	with 25% inc as PY21 still lots virtual	
6155	Travel	Meals	1,262.79	140.31	1,683.72	2,000		
6156	Travel	Lodging	1,112.90	123.66	1,483.87	23,500	WIOA Roundtable	
6160	Fringe	Staff Annuity / 401k	64,222.12	7,135.79	85,629.49	90,000	more in; those in at higher %	
6170	Operational	Staff Train/Development	27,718.57	3,079.84	36,958.09	15,000	WIOA roundtable & Makin' it Work	
6171	Fringe	Employee Tuition Reimb.	0.00	0.00	0.00	0	not aware of anyone in school	
6172	Operational	Dues & Memberships	4,618.00	513.11	6,157.33	7,000		
6250	Supplies	Office Supplies	21,757.41	2,417.49	29,009.88	31,000		
6255	Technology	Audio/Wisline	745.23	82.80	993.64	1,500		
6256	Operational	Marketing Supplies	0.00	0.00	0.00	0		
6257	Operational	Job Fair Expenses	985.58	109.51	1,314.11	1,500	RR events & fairs	
6260	Operational	Meeting Expense	0.00	0.00	0.00	0		
6261	Equipment	Equipment Under \$5,000	16,673.98	1,852.66	22,231.97	30,000	laptops & phones	
6267	Operational	Copier Rental	3,759.28	417.70	5,012.37	5,500		
6270	Technology	IT Software	10,125.00	1,125.00	13,500.00	14,000		
6272	Equipment	IT Equipment - Network	0.00	0.00	0.00	4,000	Q4 renewals in prior years	
6273	Equipment	IT Equipment - Other	0.00	0.00	0.00	1,000	Q4 renewals in prior years	
6274	Operational	Licenses	4,488.48	498.72	5,984.64	6,500	Microsoft annual renewals now	
6309	Facilities	Facilities	100.00	11.11	133.33	0		
6310	Rent	Rent	72,598.64	8,066.52	96,798.19	97,000	mo. leases less MP reimb	96,066
6311	Facilities	Storage Rental	10,935.00	1,215.00	14,580.00	14,700	Fox Den & server storage	14,700
6312	Facilities	Cleaning/Janitorial	1,700.00	188.89	2,266.67	4,000	turnover in companies again	
6313	Operational	PO Box Rental	296.00	32.89	394.67	400		
6317	Facilities	Moving Expense	588.65	65.41	589.00	0	only for RCJC move	
6330	Phone	Telephone	3,476.70	386.30	4,635.60	6,000		
6331	Facilities	Garbage Removal	189.80	21.09	253.07	400		
6340	Operational	Postage	6,425.14	713.90	8,566.85	10,000		
6341	Operational	Service Fees	6,953.53	772.61	9,271.37	9,500		
6342	Operational	Subscriptions	3,614.06	401.56	4,818.75	7,000		
6343	Operational	Board	949.84	105.54	1,266.45	5,000	PY20 mtgs -many virtual	

6351	Phone	Cell Phone	12,152.49	1,350.28	16,203.32	20,500	
6352	Facilities	Internet	10,186.72	1,131.86	13,582.29	14,000	
6353	Technology	Network Connectivity	39,900.00	4,433.33	43,225.00	44,000	billed in July & January
6370	Operational	Advertising	1,280.35	142.26	1,707.13	5,000	
6371	Operational	Background Checks	262.50	29.17	350.00	400	
6380	Operational	Marketing Printing	0.00	0.00	0.00	0	
6410	Operational	Legal	0.00	0.00	0.00	1,500	
6420	Operational	Audit	13,250.00	1,472.22	13,250.00	13,500	per S.H. email 6/3/2020
6431	Operational	Consultants	0.00	0.00	0.00	0	
6433	Technology	Contracted Support	29,203.49	3,244.83	38,937.99	50,000	
6503	Insurance	Worker's Compensation	10,021.48	1,113.50	13,361.97	14,500	mod rate increase & return to office
6504	Insurance	Multi-Peril	1,248.51	138.72	1,664.68	2,000	
6507	Insurance	Corporate Insurances	8,761.07	973.45	11,681.43	12,000	D&O, ERISA, E&O, Prof, Cyber & Umbre
6580	Operational	Depreciation	12,194.81	1,354.98	16,259.75	33,000	current+1/10th share PAS Rewrite
6602	Insurance	Company Car Insurance	1,344.72	149.41	1,792.96	1,900	
6603	Operational	Company Car Gas	78.39	8.71	104.52	720	
6604	Operational	Company Car Maintenance	973.24	108.14	1,297.65	2,000	car is a few years old now
6610	Program Operator	Subcontractor Expense	380,430.99	42,270.11	507,241.32	1,013,745	one WIOA prog. operator; PH2 subs
6701	Support	Participant Support	263,964.34	29,329.37	351,952.45	450,000	
6702	Training	Participant Training	0.00	0.00	0.00	0	
6703	Training	Assessments	8,505.00	945.00	11,340.00	15,000	
6707	Training	Incumbent Worker Training	0.00	0.00	11,053.00	48,421	Scot Forge IWT
6708	Support	Stipends	25,375.00	2,819.44	33,833.33	50,750	WAI started Jan 2022
6709	Support	Incentives	106,200.00	11,800.00	141,600.00	125,000	YA SBC & WAI
6735	Training	35% Training	186,405.07	20,711.67	248,540.09	220,000	WIOA 35% goal increases
6736	Support	35% Training Support	100,926.71	11,214.08	134,568.95	140,000	WIOA 35% goal increases
6740	Training	Customized Training	2,000.00	222.22	2,000.00	2,000	
		Totals	3,775,808.22	419,534.25	5,030,209.76	6,081,982	

Total Expenses by Cost Category	3/31 Expense	Annualized Exp	PY2022
Salary	1,894,559.42	2,526,079.23	2,804,975
Fringe	430,650.98	574,201.31	642,474
Travel	37,234.05	49,645.40	83,597
Operational	87,847.77	112,713.69	123,520
Supplies	21,757.41	29,009.88	31,000
Technology	79,973.72	96,656.63	109,500
Equipment	16,673.98	22,231.97	35,000
Facilities	23,700.17	31,404.36	33,100
Rent	72,598.64	96,798.19	97,000
Phones	15,629.19	20,838.92	26,500
Insurance	21,375.78	28,501.04	30,400
Program Operator	380,430.99	507,241.32	1,013,745
Support	496,466.05	661,954.73	765,750
Training	196,910.07	272,933.09	285,421
Totals transfer to the Summary tab	3,775,808.22	5,030,209.76	6,081,982

PY2022 Revenues Before Carryover (New Funds / Awards)				
	Value of	Value of	Total	
Description of Funding Source	Admin	Program	Revenue	Notes
Bank Interest	850	0	850	Based on current year earnings annualized
CARPC Fiscal Services	30,775	0	30,775	Based on current MOUs
Department of Corrections	15,694	141,247	156,941	Based on PY21 contract: base services \$73k + Boscobel \$13,941 + PDCI JC \$70k
Dept. of Public Instruction - Pathways	2,138	19,238	21,375	Based on PY21 signed grant with CESA 5 / MadREP RCP Partners
DVR/Ticket to Work/Benefits Analysis	15,773	141,967	157,740	Based on current year projected activity
DWD Set Aside Projects - DocuSign	0	480	480	Based on max license reimbursement
Employment Recovery DWG	15,000	135,000	150,000	Requested amount
Foster Care / Independent Living	6,800	61,200	68,000	Based on calendar year 2022 grant (regular only funds, no COVID or stimulus)
FSET	202,769	1,824,917	2,027,685	FSET RFP Best and Final Offer Proposal (Intent to Award to us based on this)
Job Fairs	0	500	500	Current year = 0 as no in person events, will reopen more
Network Services/PAS/User Fees	0	72,950	72,950	Based on current year projected activity
Pathways Home 2	0	0	0	No new grant; utilizing carryover funds
Personnel Leasing	62,144	887,776	949,921	Based on current year activity plus Rock 5.0 Internship Prog. restarting
Rapid Response Annual Allotment	4,249	38,238	42,487	Based on PY21's grant
Rapid Response DG	0	0	0	Data Dimensions, Durr, and Hufcor - no new grants
Support to Communities / Opioid	16,053	144,478	160,531	Based on PY21's grant and project budget
SWWRPC Fiscal Services	32,888	0	32,888	Based on current MOUs
WIOA Adult	46,834	421,507	468,341	PY22 Draft Allocations
WIOA DW	30,751	276,755	307,505	PY22 Draft Allocations
WIOA In-School Youth	11,001	99,012	110,013	PY22 Draft Allocations
WIOA Out-of-School Youth	44,005	396,046	440,051	PY22 Draft Allocations
WISE / SCSEP	35,325	371,214	406,539	Based on PY21's grant
Worker Advancement Initiative	0	0	0	No new grant; utilizing carryover funds
Youth Apprenticeship	4,500	85,500	90,000	Requested \$135,662 but we've never rec'd this much
Donations	0	0	0	
Totals	577,548	5,118,023	5,695,572	

**BY-LAWS
OF
SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD, INC.**

ARTICLE I: Name of the Organization.

The name of the corporation shall be Southwest Wisconsin Workforce Development Board, Inc.

ARTICLE II: Term of the Organization.

The period of existence shall be perpetual.

ARTICLE III: Purpose of the Organization.

Section 1. Geographic Area

The areas to be served by the Southwest Wisconsin Workforce Development Board (SWWDB) for purposes of the Workforce Investment Act and the Workforce Innovation and Opportunity Act (WIOA) are the Wisconsin counties of Grant, Green, Iowa, Lafayette, Richland and Rock, which have been designated as a Workforce Development Area (WDA 11) pursuant to the provisions of Section 117 of the Workforce Investment Act (WIA) and Section 106 of WIOA. The board may serve additional counties in Wisconsin as subsequently re-designated by the Governor of the State of Wisconsin.

Section 2. Purpose.

A. The Southwest Wisconsin Workforce Development Board (SWWDB) is organized for the following purposes:.

- 1) Providing public policy guidance for, and strategic and operational oversight of, WIA and WIOA activities delivered within the Workforce Development Area (WDA #11), financed in whole or in part with funds from the U.S. Department of Labor, in partnership with the elected officials of the local workforce development area, and to exercise all other responsibilities authorized by the Workforce Investment Act (Public Law 105-220), Workforce Innovation and Opportunity Act 29 (Public Law 113-128) and other applicable state and federal laws and regulations.
- 2) Fostering successful partnerships among local elected officials, businesses, educators, organizations and individuals and providing workforce development leadership that advances economic growth by building a workforce able to meet and exceed industry demands.
- 3) Continuously improving and strengthening the talent delivery system through stakeholder collaboration, innovation, and resource alignment of employment, economic development, and training and education programs to promote local economic health.
- 4) Integrating, coordinating and monitoring the implementation and use of funds granted under the provisions of the Workforce Investment Act (WIA) of 1998 (Public Law 105-220) and the Workforce Innovation and Opportunity Action (WIOA) of 2014 (Public Law 113-128).
- 5) SWWDB may also engage in any lawful activities within the purposes for which corporations may be organized under the Wisconsin Non-Stock Corporation Law.

B. Limitations

- 1) This Corporation is a private non-profit public benefit corporation operating in the state of Wisconsin and is not organized for the private gain of any person.
- 2) No part of the activities of SWWDB shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and SWWDB shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
- 3) No part of the earnings or funds of SWWDB shall be used to the benefit of or be distributable to its members, director, officers, or other private persons except that SWWDB shall be authorized and empowered to pay reasonable compensation for services rendered.
- 4) Upon dissolution of SWWDB, the Board of Directors shall, after paying and making provisions for the granting of funds assigned to SWWDB, return said funds and any other assets to the federal or state funding agency from whence such funds came.
- 5) SWWDB shall not provide training services as described in WIOA Sec. 107 (g).

Section 3. Powers.

SWWDB shall have all powers permitted by law to the extent that said powers do not conflict with either funding source regulations and/or regulations as imposed by Section 501 (c) (3) of the United States Internal Revenue Code of 1954 as it may be amended from time to time.

ARTICLE IV: Board of Directors.

Section 1. Members.

The Board of Directors of SWWDB shall be appointed by the Southwest Wisconsin Counties Consortium, comprised of the local elected officials (LEOs) of the Southwest Wisconsin Workforce Development Area. Membership of the Board of Directors of SWWDB shall be selected in accordance with criteria established under the Workforce Innovation and Opportunity Act, Sections 107(a) and 107(b). The Board of Directors shall be comprised of not less than twenty-five (25) voting members, and may include additional members as determined and authorized by the Southwest Wisconsin Counties Consortium.

Board Composition: The SWWDB is composed to comply with WIOA and the Wisconsin Department of Workforce Development (DWD) requirements. Alternate members shall not be appointed or designated. SWWDB members may be appointed as a representative of more than one entity if the individual meets all the criteria for representation for each entity represented.

A. Workforce Board Nomination / Appointment Process.

1. The SWCC shall make all appointments to the WDB based on nominations received in accordance with the Act.
2. All appointments to the WDB shall be for three (3) years or when filling a vacancy, for the remaining time of the unexpired term. Board terms shall be staggered to ensure that no more than 1/3 of the membership expire in a given year.
3. As allowed under the Act, additional members may be appointed to the WDB as the LEOs deem appropriate.
4. The board shall notify the SWCC of a board vacancy and its intent to recruit nominations from the appropriate entity(s) as required in the Act.
5. Nomination forms and applications will be brought to the next meeting of the SWCC for review and action.

6. All WDB appointments shall require the approval, by the recorded vote, of a majority of the SWCC members present at the meeting when the appointment occurs.
7. The board shall inform the nominees of the results and, as appropriate, schedule a board member orientation.

B. Business Majority.

A majority of the members, at least fifty-one percent (51%), must be representatives of businesses in the local area, who:

- 1) Are business owners, chief executive officers, chief operating officers, or other individuals with optimum policymaking or hiring authority;
- 2) Represent businesses, including small business, or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in demand industry sectors or occupations in the local area; and
- 3) Are appointed from among individuals nominated by local business organizations and business trade organizations.

C. Workforce.

Not less than 20 percent of the members of the local board shall be representatives of the workforce (Labor, Community Based Organization and Youth Serving Organizations) within the local area:

- 1) Shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees;
- 2) Shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;
- 3) May include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
- 4) May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

D. Education and Training.

Each local board shall include representatives of entities administering education and training activities in the local area:

- 1) Shall include a representative of eligible providers administering adult education and literacy activities under title II;
- 2) Shall include a representative of institutions of higher education providing workforce investment activities (including community colleges);

- 3) May include representatives of local educational agencies, and of community based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment;

E. Government and Economic Development.

- 1) A representative of economic and community development entities serving the local area.
- 2) An appropriate representative from the State employment service office under the Wagner-Peyser Act (WIOA Title III) serving the local area.
- 3) An appropriate representative of Vocational Rehabilitation (WIOA Title IV) serving the local area.
- 4) An appropriate representative of Unemployment Insurance.
- 5) (OPTIONAL) There may be government and economic development representatives from agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance, and/or a representative of philanthropic organizations serving the local area.

F. Other Members.

- 1) The Chief Local Elected Official (CLEO), as elected by the Southwest Wisconsin Counties Consortium (SWCC), shall serve on the SWWDB.
- 2) The SWCC may appoint individuals to the Local Board at his or her discretion, such as local agencies or entities administering transportation, housing and public assistance, and philanthropic organizations.

Section 2. Term of Office.

The terms of the Board of Directors shall be fixed for three years and staggered in accordance with WIOA.

Section 3. Functions of the Board of Directors

The duties of the Board of Directors shall include:

A. Sunshine Provision [WIOA 107 (e)]

SWWDB shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operators, and the awards of grants or contract to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the local board.

B. Fiscal and Administrative Activities

- 1) Establish and maintain a private not-for profit 501(c) 3 corporation to serve as the local fiscal agent and administrative entity for the Southwest Wisconsin Workforce Development Area.
- 2) Conduct an annual agency-wide unqualified audit, per the requirements of the State of Wisconsin's Department of Workforce Development, and shall provide each local elected official with a complete copy of the audit, including a management letter. A copy of any audit response by the SWWDB shall also be provided to the Local Elected Officials.

- 3) Prepare, and have approved by the SWCC, a budget for the purpose of carrying out the duties of the SWWDB for the operation and oversight of workforce development programs and services allowable under the WIOA.
- 4) Receive and disburse grant funds, in accordance with applicable rules and regulations, for workforce development activities as approved by fully executed contracts or other authorizing agreements
- 5) Hire the Chief Executive Officer and employ qualified staff needed for the planning and administration of allowable programs and services, and the disbursement of grant funds [WIOA Sec 107 (f)].
- 6) May solicit and accept grants and donations from sources other than the Federal funds made available under this act.
- 7) Establish and maintain by-laws and operating policies to ensure the efficient administration and management of workforce development activities and grant funds. In the event by-laws are in conflict with this agreement, this agreement shall prevail.

C. Workforce Research and Regional Labor Market Analysis:

Assist in the development and implementation of the local plan, the SWWDB shall analyze local economic conditions, assist the Governor in developing the workforce and labor market information system including knowledge and skills needed for the region, region's workforce, and conduct other research and activities related to workforce needs.

D. Convening, Brokering, Leveraging:

Engage local workforce stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources to leverage support workforce development activities.

E. Employer Engagement:

Lead efforts to engage with a diverse range of employers and with entities involved to promote business representation, to develop linkages with employers to increase utilization of the workforce development system, to ensure activities meet the needs of employers and support economic growth, and to develop and implement proven strategies for meeting the employment and skill needs of workers and employers.

F. Career Pathway Development:

With representatives of secondary and post-secondary education programs, lead efforts in the local area to develop and implement career pathways.

G. Proven and Promising Practices:

Lead efforts to identify and promote proven and promising strategies and initiatives for meeting workforce customer needs including ensuring universal access to One-Stop and workforce programs, activities and resources.

H. Technology:

Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers and job-seekers.

I. Selection of Operators and Providers

- 1) Identify eligible providers of youth workforce activities in the local area by awarding grants or contract on a competitive bases (except as provided in section 123(b). The eligibility of such providers may be terminated for cause.
- 2) If the one-stop operator does not provide career services, SWWDB shall identify eligible providers of career services in the local area as described in the WIOA.
- 3) Identify eligible providers of training services in the local area.
- 4) Work with the State to ensure there are sufficient numbers and types of providers of career and training services in a manner that maximizes consumer choices in addition to providing opportunities that lead to competitive integrated employment for individuals with disabilities.

J. Coordination with Education Providers:

Coordinate activities with education and training providers in the local area, including providers of workforce investment activities, providers of adult education and literacy under title II, providers of career and technical education and local agencies administering plans under title I of the Rehabilitation Act of 1973. This coordination includes:

- 1) Reviewing adult education and literacy activities under title II for the local area as required by the WIOA to determine whether such applications are consistent with the local plan and making recommendations to the eligible agency to promote alignment with the local plan.
- 2) Replicating and implementing cooperative agreements (in accordance with subparagraph (B) of section 101(a) of the Rehabilitation Act of 1973) with local agencies to promote and enhance the provision of services to individuals with disabilities and other individual such as cross-training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts to improve cooperation, collaboration and coordination.

K. Accessibility for Individuals with Disabilities

Assess the physical and programmatic accessibility, in accordance of section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 of all one-stop centers in the local area.

The duties/functions shared between the SWWDB and the SWCC include:

- L.
- 1) Insurance: The SWWDB shall obtain and maintain all required insurances. Policies shall include: comprehensive general liability (including personal injury and civil rights coverage), directors and officers, audit exception insurance, automobile, worker's compensation, and errors and omissions, for past and future liabilities, in such amounts as may be necessary to protect the members of the SWWDB, the SWCC their respective counties, which shall be names as insureds under these policies. The SWWDB shall also obtain fidelity bond protection for the SWWDB as an entity against the loss of money or property caused by the dishonesty on the part SWWDB members, staff, sub-contractors or program participants.
 - 2) Liability: As indicated above, the SWWDB will maintain both general liability and errors and omissions coverage for past and future liabilities to protect the member of the SWCC and their respective counties. In the case of any misuse of grant funds allocated to the local area beyond the parameters listed above, the SWCC agrees to assume liability as follows (29 USC 3122(d)(B)(i)(I) and (II): liability will be determined based upon the particular facts of the situation as to the responsibility of individual SWCC members for the particular members. If more than one SWCC member is involved, then the respective counties will attempt to reach an agreement as to relative liabilities based upon the fact of the situation. ~~If counties are unable to reach agreement, then DWD shall make the determination. the SWCC shall adhere to process identified in SECTION 8 of~~

the Chief Elected Officials Consortium Agreement of the Southwest Wisconsin Workforce Development Area to determine member liability.

- 3) Local Plan
 - a. The SWWDB, in partnership with the SWCC, shall develop and submit and submit a local plan to the Governor that meets the requirements in section 108. If the local area is a part of a region that includes other local area, the SWWDB and the SWWC shall collaborate with other local boards and chief elected officials in the preparation and submission of regional plan as described in section 106(c) (2).
 - b. Upon approval of the local Workforce Development Plan, the SWWDB shall be responsible for the implementation of the local Workforce Development Plan.
 - c. The SWWDB, under SWCC oversight, shall assure that equitable services are provided throughout the Southwest Wisconsin Workforce Development Area.
 - d. The SWWDB shall provide ongoing oversight, including review, monitoring, evaluation, and contract management of the programs conducted under the local Workforce Development Plan.
 - e. The SWCC reserves the right to oversee the general progress and conduct of the local Workforce Development Plan. The SWWDB shall have full and final authority with respect to actions regarding SWWB staff and the development, execution, termination or modification of individual sub-contracts or sub-grants consistent deemed necessary to support the implementation of the local Workforce Development Plan.
 - f. 6. Consistent with federal and state laws, use of funds under the WIOA or any other funds received or administered by the SWWDB shall not result in the displacement of currently employed workers or impair existing contracts for services. Funds shall not be used to support or not support collective bargaining.
- 4) Negotiation of Local Performance Measures: The SWWDB, the SWCC and the Governor shall negotiate and reach agreement on local performance accountability measures as described in section 116(c).
- 5) Records: The SWCC and the SWWDB shall conduct business openly and in accordance with the Wisconsin Open Meetings Laws:
 - a. All actions must be authorized by a majority pf the members present in compliance with the by-laws of each entity.
 - b. When it is necessary to hold a Closed Session meeting, SWCC members shall not be excluded from SWWDB meetings. SWWDB members will not be allowed to participate in SWCC Closed Sessions, although they may participate at the invitation of SWCC.
 - c. 3. The SWWDB Chief Executive Officer shall be the custodian of the public records of the SWCC and SWWDB, including meeting agendas and minutes, contracts, fiscal and management documentation:
 - d. The public shall be notified of all SWCC and SWWDB meetings.
 - e. Agendas and meeting minutes, except for closed sessions, shall be maintained on the corporate website, www.swwdb.org.
- 6) Program Oversight: The SWWDB, in partnership with the SWCC, shall:

- a. Conduct oversight for local youth workforce development activities, local employment and training activities for adults, the one-stop delivery system in the local area; and consult with the State as it established objective criteria and procedures to evaluate the operation of the one-stop center(s).
- b. Consult with the One-Stop Operator and partners regarding the funding of the One-Stop infrastructure.
- c. Ensure the appropriate use and management of funds provided through the WIOA for workforce development activities;
- d. Ensure the appropriate use, management, and investment of funds to maximize performance outcomes under section 116.
- e. Consistent with Section 121(d), shall competitively designate or certify one-stop operators and may terminate for cause the eligibility of such operators.

Section 4. Reappointment

A director may be reappointed by the Southwest Wisconsin Counties Consortium (SWCC), in accordance with the Section 106 of WIA, at the expiration of their term of office. There shall be no limit to the number of terms that a member may serve.

Section 5. Resignation

A member of the Board of Directors may resign at any time by filing his/her resignation with SWWDB's registered agent. The registered agent will notify the Chief Local Elected Official (CLEO) in writing of the resignation and an appointment to fill the remainder of the member's term will be made at the next scheduled meeting of the SWCC or a special meeting called by such purpose. All vacancies shall be filled in the same manner as they were appointed.

Section 6. Removal From Office

The SWCC, as the appointing entity, has sole authority for the suspension or removal of any member of the Board of Directors for cause prior to expiration of their term. Board members of the SWWDB, by an affirmative vote of two-thirds of all of the board members, may recommend the removal of a director to the SWCC. The SWCC shall conduct a hearing to determine the facts before acting on the removal of any board member.

Section 7. Meeting Attendance.

Attendance at meetings is important in order to conduct Board business. If a member of the Board of Directors misses two meetings in a row with unexcused absences, they are notified in writing by Corporation's agent, with a copy to the CLEO and the LEO representing their county, of his/her attendance requirement and placed on probation. If a member misses three meetings in a row with unexcused absences, they will be dropped from membership by action of the SWWC.

Section 8. Compensation

The Board of Directors will not normally receive compensation for their service. However, under unusual and extended circumstances the Board of Directors may authorize compensation for services rendered to SWWDB, consistent with funding source guidelines and laws. Board members are eligible to be reimbursed directly by SWWDB for expenses to attend meetings called to conduct business of SWWDB; and conferences, seminars or

other educational programs related to the performance of their responsibilities as board members. Reimbursable expenses shall include:

- (a) Mileage: Reimbursed based on actual miles traveled using the current federal IRS rates.
- (b) Meals: Reimbursed based on current State rates. Receipts are required.
- (c) Lodging: Reimbursed based on current State rates. Receipts are required.
- (d) Conference/Seminar Fees: Reimbursed based on the actual cost of the conference registration fee.

ARTICLE V: Officers.

Section 1. Officers.

The Board of Directors shall 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.

Section 2. Term of Office.

The officers shall be elected by the Board of Directors at the annual meeting or any special meeting called for such purpose, and serve a three (3)-year term. Each officer may succeed himself or herself.

Section 3. Vacancies.

If any officer position becomes vacant, the board members shall elect a successor at the next regular meeting, or a special meeting called for such purpose to fulfill the remainder of the term.

Section 4. Duties of Officers.

- A. Chairperson: Shall preside over all meetings of the Board of Directors and SWWDB; shall act as the liaison with the Local Elected Officials; shall be an ex-officio member of all committees; shall make all appointments to committees and task forces, and shall have the general powers and duties usually associated with the office of President under Chapter 181 Wisconsin Statutes to sign certificates, contracts, and other instruments of SWWDB which are authorized by the Board of Directors. The Chairperson shall have the same rights as other members to discuss any questions before the Board, and shall have the right to relinquish the chair to offer resolutions, to make motions, or to second motions.
- B. First Vice-Chair: Shall serve in the Chairperson's stead if the Chairperson is unable to perform duties as the Chairperson. At such times, the Vice-Chairperson shall have all the powers of the Chairperson and shall perform other duties as the Chairperson and/or the Board of Directors may direct.
- C. Second Vice-Chair: Shall serve in the First Vice-Chairperson's stead if the First Vice-Chairperson is unable to perform other duties as the First Vice-Chairperson. At such times, the Second Vice-Chairperson shall have all the powers of the First Vice-Chairperson and shall perform other duties as the Chairperson and/or Board of Directors may direct.
- D. Secretary: The Secretary shall attend the meetings of the Board and shall ensure that accurate records of all Board proceedings are maintained. The Secretary shall also ensure that the Board's records and vouchers are filed and maintained in a manner convenient for reference. Upon request, the Secretary

shall report minutes of the regular and special meetings in accordance with the Wisconsin Statutes and shall perform other duties as the Chairperson and/or Board of Directors may direct.

- E. Treasurer: The Treasurer shall ensure that records are kept of all funds collected and spent, and that a current accounting of the assets and liabilities of SWWDB is maintained. The books of account shall, at a reasonable time, be open to inspection by any Director. The Treasurer will also serve on the Ad-Hoc Finance Committee. The Treasurer shall be bonded.
- F. The Chief Local Elected Official, as elected by the Southwest Wisconsin Counties Consortium, is an officer.

ARTICLE VI: Meetings.

Section 1. Annual Meeting.

The annual meeting of SWWDB shall be held each year during the month of December for the purpose of seating the officers and for the transaction of the business as may come before SWWDB.

Section 2. Regular Meetings.

The regular meetings of SWWDB shall be held at least quarterly at a time and place designated by the Board of Directors.

Section 3. Special Meetings.

Special meetings of SWWDB may be called at the request of the Chairperson.

Section 4. Notice of Meetings.

Written notice of all meetings shall be given to each member of the Board of Directors by electronic mail no less than seven (7) calendar days prior to the meeting, except in emergency situations. The written notice shall indicate the time, place, and agenda for the meeting. The Open Meetings Law mandate shall be followed.

Section 5. Quorum

For annual, regular, and special meetings of the Board of Directors, a quorum is defined as 40% of the members currently serving at the time of the meeting. A simple majority, of more than one-half, shall constitute a quorum at any other standing committee meeting.

Section 6. Voting Authority.

At all SWWDB meetings, each director shall have one vote. No proxy votes shall be permitted. A simple majority vote of directors present at a meeting shall prevail in all matters except any recommendation to remove a member which shall require a two-thirds vote of all members and the approval of WIA Plans and other such documents as required by WIA which shall require a majority of the members.

Section 7. Minutes.

The Board of Directors shall keep minutes that reflect a correct and complete record of all SWWDB proceedings.

Section 8. Rules of Order.

The By-Laws shall govern the procedure for all meetings of SWWDB, or Robert's Rules of Order in all matters not covered therein.

ARTICLE VII: Committees.**Section 1. Establishment of Committees.**

The Board of Directors shall establish standing and other committees as it chooses from time to time. Except for the Executive Committee, the Chairperson shall set the number of directors to sit on a particular committee.

Section 2. Authority of Committees.

Committees are advisory to the Board of Directors, recommending action for the consideration of all members. The committees, unless specifically authorized by SWWDB, are not empowered to obligate or otherwise commit SWWDB to the delivery of programs and services, or in any way establish financial or contractual relationship on behalf of SWWDB.

Section 3. Notice of Committee Meetings.

Written notice of all committee meetings shall be given not less than seven (7) calendar days in advance of the meeting, whenever possible. The notice shall indicate the time, place, and agenda for the meeting. All directors shall receive notification of the meeting, but only members serving on the committee are expected to attend.

Section 4. Participation on Committees.

Every member of the Board of Directors is encouraged to participate in local workforce development committees.

Section 5. Committee Chairpersons.

The members of the committee shall elect, from its membership, the Chairperson of the committee.

Section 6. Quorums.

A simple majority of more than one-half of the current committee members serving on the committee shall constitute a quorum at any committee meeting.

Section 7. Voting.

At all committee meetings, each member shall have one vote. No proxy votes shall be permitted. A simple majority vote of committee members present at a meeting shall prevail in all matters.

Section 8. Minutes.

Each committee shall keep minutes that reflect a correct and complete record of all committee proceedings.

Section 9. Teleconference.

Committee members may participate in meetings by means of conference telephone or similar communications equipment provided that all persons participating in the meeting can hear.

Section 10. Non-Board Members Serving on Committees.

Non-board members may be appointed to serve on a committee. Non-board member committee members shall have voting privileges at the committee level, but not at the full Board level.

Section 11. Executive Committee.

- A. The Executive Committee shall have full authority to act on behalf of the Board of Directors between meetings of the Board of Directors on such issues of urgency that cannot be held over and acted on by the full Board of Directors at the next regularly scheduled SWWDB meeting. Any action taken by the Executive Committee shall be reported to the full membership at the next regularly scheduled meeting.
- B. The Executive Committee shall consist of the Chairperson, First Vice-Chairperson, Second Vice-Chairperson, Secretary, and Treasurer of SWWDB. The Chief Local Elected Official (CLEO), as elected by the Southwest Wisconsin Counties Consortium, is a non-voting member of this committee.
- C. The responsibilities of the Executive Committee shall include:
 - 1. Address issues regarding the corporate status of the Board;
 - 2. Establish Ad Hoc Committees and recommend standing committees;
 - 3. Provide direction on policy, evaluate performance, and establish direction for the Executive Director;
 - 4. Deal with issues regarding membership and attendance;
 - 5. Review the SWWDB/LEO Agreement with the Local Elected Officials as often as appropriate;
 - 6. Provide input on staff personnel issues such as: review of Personnel Policies, annual review of salary ranges and position descriptions and other personnel related issues as appropriate and needed;
 - 7. Establish fee-for-service policies for the One-Stop Job Centers;
 - 8. Promote active partnerships with the WDAs Local Elected Officials and functions as liaison on major issues;
 - 9. Recommend Board organizational policies and procedures, changes in the By-Laws and Board/LEO Agreement;
 - 10. Participate, with LEOs, in conference committee actions to mediate conflicts and disputes; (Examples of conflicts/disputes include those between the LEOs and the Board, the Board and DWD, among Board members or partners, etc.);
 - 11. Conduct grievance hearings for staff and/or vendors/service providers; and
 - 12. Act for full Board on matters of urgent nature which requires action between scheduled meetings of the full board and brings findings to the next full board meeting for approval.

Section 12. Conference Committee.

The Executive Committee shall designate four members of the Executive Committee to represent the Board of Directors during Conference Committee negotiations with the Chief Local Elected Officials from each of the counties within the Workforce Development Area to negotiate any disagreement/issues. (Refer to the SWWDB/LEO Agreement)

Section 13. Ad Hoc:

Ad Hoc committees may be appointed as needed and will have a specific charge or purpose. Ad Hoc committees shall function as appropriate within the scope of the charge or purpose given to the committee at the time it is established. Appointment of an ad hoc committee rests with the Chairperson of the Board of Directors. Ad hoc committees are temporary and will be reviewed on a quarterly basis by the Executive Committee to determine if they have fulfilled their intended purpose and should be dissolved.

ARTICLE VIII: MISCELLANEOUS.

Section 1. Agent for the Corporation.

SWWDB shall have and continuously maintain, in Wisconsin, a registered agent as required by the Statutes. The Chief Executive Officer shall be the registered agent authorized to act on behalf of SWWDB.

Section 2. Address for the Corporation.

Location of the principle office of SWWDB shall be 1370 North Water Street, Platteville, Wisconsin 53518.

Section 3. Deposits.

No indebtedness for borrowed money shall be contracted on behalf of SWWDB and no evidence of such indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the Board of Directors. Such authorization may be general or confined to specific instances. Unless otherwise stated in such authorization, all such loans shall be signed by the Chairperson (or Vice-Chairperson in the Chairperson's absence) and the Secretary.

Section 4. Amendment of By-Laws.

These By-Laws may be amended by the affirmative vote of a majority of the Board of Directors, in office at the time a meeting is held to consider any modification. Any proposed change or amendment to these By-Laws shall be prepared in writing and submitted to all Directors at least ten (10) calendar days in advance of any meeting called to vote on the modifications.

Section 5. Fiscal Year.

SWWDB's fiscal year shall be July 1 to June 30.

Section 6. Conflict of Interest.

The Board of Directors shall comply with the following provisions regarding Conflict of Interest:

- A. Casting of Votes: No member of the Board of Directors shall cast a vote on the provision of services by that member or any organization which that member directly represents, or vote on any matter which would provide direct financial benefit to that member. (This requirement in and of itself does not preclude SWWDB members or their businesses from participation in training contracts.)
- B. Wisconsin Statutes Governing Conflict of Interest: In keeping with the Attorney General's letter of February 23, 1984 the Board of Directors will develop procedures to ensure that Wisconsin's criminal statutes governing Conflict of Interest for public officers (Section 946.13, Wis Stats) are not violated. Section 946.13, provides, in part, the following:
 - 1. Any public officer or public employee who does any of the following is guilty of Conflict of Interest:

- a) In his/her private capacity, negotiates or bids for or enters into a contract in which he/she has a private pecuniary interest, direct or indirect, if at the same time he/she is authorized or required by law to participate in his/her capacity as such officer or employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on his/her part; or
 - b) In his capacity as such officer or employee, participates in the making of a contract in which he/she has a private pecuniary interest, direct or indirect, or performs exercise of discretion.
2. Subparagraph (1) of this paragraph does not apply to the following:
- a) Contracts in which any single public officer or employee is privately interested which do not involve receipts and disbursements by the state or its political subdivision aggregating more than \$5,000 in any year.
 - b) Contracts involving the deposit of public funds in public depositories.
3. A contract entered into in violation of this section is void and the state or the political subdivision in whose behalf the contract was made incurs no liability thereon.
4. In this section "contract" includes a conveyance.
5. Subparagraph (1) (b) does not apply to a public officer or public employee by reason of his/her holding not more than 2% of the outstanding capital stock of a corporate body involved in such contract.
- a) Code of Standards: As a Grantee of WIOA funds, the Board of Directors shall maintain a written code of standards of conduct which will govern the performance of its officers, employees, or agents in contracting with or otherwise procuring supplies, equipment, or services with DWD/DWE funds. These standards will conform to State regulations applicable to public contracts.
 - b) Use of Position: As a Grantee of WIOA funds, the Board of Directors shall prohibit its employees from using their position(s) for a purpose that is, or that give the appearance of being motivated by a desire for private gain for themselves or those with whom they have family, business, or other ties.
 - c) Appearance of Conflict: As a Grantee of WIOA funds, the Board of Directors and its personnel shall avoid organizational and personal conflict of interest and the appearance of Conflict of Interest. (Please see Attachment #1 for the Conflict of Interest Disclosure Statement to be signed annually.)

Section 7. Nepotism.

- A. No member of the Board of Directors shall effectively recommend or decide to hire, promote, or establish the salary of another person when the person affected is a member of his or her immediate family.
- B. No member of the Board of Directors shall give preferential treatment in the supervision or management of another employee who is a member of his or her immediate family.

- C. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, and stepchild.

Section 8. Maintenance of Effort.

The Board of Directors of SWWDB shall ensure that all of its contractors comply with the Maintenance of Effort provisions described as follows:

- A. Displacement: Programs administered by SWWDB shall comply with the following:
1. Shall result in an increase in employment and training opportunities over those which would otherwise be available in the area.
 2. May not result in the total or partial displacement of currently employed workers or reduction in hours of non-overtime work, wages or employment benefits; and
 3. May not impair existing contracts or grants for services nor substitute federal funds to pay for services that would have been funded by other sources.
- B. Supplanting Funds: Program funds shall be used to supplement and not supplant funds that would otherwise be available from non-federal sources for planning and administering programs.
- C. Hiring Freezes: Participants may not be hired into or remain in any position when the same or a substantially equivalent position is vacant due to a hiring freeze.
- D. Layoffs and Recalls: Participants may not be hired into or remain working when any person who is program funded and is one of the following:
1. A person is on layoff from the same or substantially or equivalent job in the same organizational unit of the same employer; or
 2. A person is on layoff or has been bumped and has recall or bumping rights to that position according to a personnel code or practice or a collective bargaining agreement of the same employer; or
 3. For purposes of this paragraph, a layoff is in effect until the expiration of the period required by a recall list, or if no recall list or re-employment rights exists, for a period of one year from the last layoff or until the next operating year of the department or agency, whichever occurs later.
- E. Promotions: No jobs shall be created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals.

Section 9. Sunshine Provision

- A. SWWDB shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operators, and the awards of grants or contract to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the local board. [WIOA 107 (e)]

Section 10. Use of Technology.

The Board of Directors of SWWDB shall utilize web based meetings and video conferencing as appropriate to ensure board member participation in meetings, committee meetings, conferences and other events. Technology

shall also be utilized to bring programming activities to the broadest populations possible across the Southwest Wisconsin Workforce Development Area.

Memorandum of Agreement
Between the Southwest Counties Consortium and the
Southwest Wisconsin Workforce Development Board

The Workforce Innovation and Opportunity Act, Public Law 113-128, hereinafter referred to as “WIOA”, authorizes the expenditure of federal funds for employment and training activities in locally determined workforce development areas (WDAs). This agreement is made and entered into this ~~_____~~20 day of ~~June~~ ~~2022~~~~December~~ ~~2015~~ by and between the Southwest Wisconsin Counties Consortium, hereinafter referred to as “SWCC”, and the Southwest Wisconsin Workforce Development Board, Inc., hereinafter referred to as “SWWDB” to ensure the proper planning and oversight of workforce development activities and compliance to the WIOA and applicable regulations.

WHEREAS, the Counties of Grant, Green, Iowa, Lafayette, Richland and Rock have been designated as a Workforce Development Area (WDA) under the WIOA; and

WHEREAS, the Counties of Grant, Green, Iowa, Lafayette, Richland and Rock have declared their intent to provide workforce development services as defined in the WIOA; and

WHEREAS, the Locally Elected Officials (LEOs), officially known as the Southwest Wisconsin Counties Consortium, have established a Workforce Development Board to provide policy guidance for and exercise oversight responsibility with respect to activities under the Local Workforce Development Plan for the Southwest Wisconsin Workforce Development Area; and

WHEREAS, the SWCC is the appointing authority for members of the SWWDB under the WIOA; and

WHEREAS, the Wisconsin Department of Workforce Development, under the authority of the WIOA, requires an agreement between locally elected officials (SWCC) (described in WIOA as chief elected officials) and the local workforce development board (SWWDB) that describes the roles and responsibilities of each party.

NOW, THEREFORE, BE IT RESOLVED that this Agreement, pursuant to the WIOA, is made and entered between the SWCC and SWWDB; and

BE IT FURTHER RESOLVED that this Agreement, fairly and fully describes the authorities and responsibilities of each partner.

I. Purpose:

The SWCC and the SWWDB share a collaborative relationship to ensure workforce development activities taking place in the Southwest Wisconsin Workforce Development Area promote economic health and create a competitive advantage for the region. The purpose of this Agreement is to define the duties, roles and responsibilities of the chief elected officials (CEOs) of the SWCC and the SWWDB under the Workforce Innovation and Opportunity Act of 2014.

II. Authorities and Responsibilities of the SWCC:

- A. (Local Area Designation) The SWCC shall submit a request for initial designation of the local workforce development area (WDA 11 - Southwest Wisconsin Workforce Development Area) and consult with the Governor of the State of Wisconsin on any sub-sequent re-designation of the local workforce development area.
- B. (Board Appointment) In accordance with the requirements established by the Governor, the criteria established under the WIOA, and the SWCC Agreement, the SWCC shall appoint the members of the SWWDB.

C. (Fiscal and Administrative Activities)

1. The SWCC shall serve as the grant recipient for, and be liable for any misuse of, the WIOA grant funds allocated to the Southwest Wisconsin Workforce Development Area.
2. SWCC shall designate the SWWDB to serve as the local fiscal agent and to receive the WIOA funds on behalf of Southwest Wisconsin Workforce Development Area. Such designation shall not relieve the SWCC for any misuse of grant funds.
3. SWCC shall designate the SWWDB to serve as the administrative entity responsible for workforce planning and activities defined under the WIOA in the local workforce development area.
4. (Budget) SWCC shall review and approve annual budgets that will allow SWWDB to carry out the duties of the local board as defined in the WIOA and supported by this Agreement.
5. The SWCC shall review and approve a Memorandum of Understanding (MOU) between the SWWDB and the One Stop Partners, relating to the operation of the One Stop delivery system in the Southwest Wisconsin Workforce Development Area, consistent with the requirements in 29 USC 3151(c)(2), 29 USC 3151(c)(1).
6. The SWCC shall consult with the Governor as he/she determines funding allocation for youth activities and statewide workforce investment activities.
7. The SWCC shall consult with the Governor as he/she determines funding allocation for adult employment and training activities and a statewide workforce investment activities.

- D. (Performance Measurement/Sanctions) In the event of unsuccessful performance as defined in the WIOA, the SWCC shall determine whether to appeal a gubernatorial reorganization to the Governor and to the Secretary of the U.S. Department of Labor.

III. Authorities and Responsibilities of the SWWDB:

A. (Fiscal and Administrative Activities)

1. The SWWDB shall establish and maintain a private not-for profit, 501(c) 3 corporation to serve as the local fiscal agent and administrative entity for the Southwest Wisconsin Workforce Development Area.
2. The SWWDB shall conduct an annual agency-wide unqualified audit, per the requirements of the State of Wisconsin's Department of Workforce Development, and shall provide each local elected official with a complete copy of the audit, including a management letter. A copy of any audit response by the SWWDB shall also be provided to the Local Elected Officials.
3. The SWWDB shall prepare, and have approved by the SWCC, a budget for the purpose of carrying out the duties of the SWWDB for the operation and oversight of workforce development programs and services allowable under the WIOA.
4. The SWWDB shall disburse grant funds, in accordance with applicable rules and regulations, for workforce development activities as approved by fully executed contracts or other authorizing agreements.
5. The SWWDB shall hire the Chief Executive Officer and employ staff needed for the planning and administration of allowable programs and services, and the disbursement of grant funds.
6. The SWWDB may solicit and accept grants and donations from sources other than the Federal funds made available under this act.
7. The SWWDB shall establish and maintain by-laws and operating policies to ensure the efficient administration and management of workforce development activities and grant

funds. In the event by-laws are in conflict with this agreement, this agreement shall prevail.

- B. (Workforce Research and Regional Labor Market Information) To assist in the development and implementation of the local plan, the SWWDB shall analyze local economic conditions, assist the Governor in developing the workforce and labor market information system including knowledge and skills needed for the region, region's workforce, and conduct other research and activities related to workforce needs.
- C. (Convening, Brokering, Leveraging) The SWWDB shall engage local workforce stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources to leverage support workforce development activities.
- D. (Employer Engagement) The SWWDB shall lead efforts to engage with a diverse range of employers and with entities involved to promote business representation, to develop linkages with employers to increase utilization of the workforce development system, to ensure activities meet the needs of employers and support economic growth, and to develop and implement proven strategies for meeting the employment and skill needs of workers and employers.
- E. (Career Pathway Development) The SWWDB, with representatives of secondary and post-secondary education programs, shall lead efforts in the local area to develop and implement career pathways.
- F. (Proven and Promising Practices) The SWWDB shall lead efforts to identify and promote proven and promising strategies and initiatives for meeting workforce customer needs including ensuring universal access to One-Stop and workforce programs, activities and resources.
- G. (Technology) The SWWDB shall develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers and job-seekers.
- H. (Selection of Operators and Providers)
 - 1. The SWWDB shall identify eligible providers of youth workforce activities in the local area by awarding grants or contract on a competitive bases (except as provided in section 123(b). The eligibility of such providers may be terminated for cause.
 - 2. If the one-stop operator does not provide career services, SWWDB shall identify eligible providers of career services in the local area as described in the WIOA.
 - 3. The SWWDB shall identify eligible providers of training services in the local area.
 - 4. The SWWDB shall work with the State to ensure there are sufficient numbers and types of providers of career and training services in a manner that maximizes consumer choices in addition to providing opportunities that lead to competitive integrated employment for individuals with disabilities.
- I. (Coordination with Education Providers) The SWWDB shall coordinate activities with education and training providers in the local area, including providers of workforce investment activities, providers of adult education and literacy under title II, providers of career and technical education and local agencies administering plans under title I of the Rehabilitation Act of 1973. This coordination shall include:
 - 1. Reviewing adult education and literacy activities under title II for the local area as required by the WIOA to determine whether such applications are consistent with the local plan; and
 - a. Shall make recommendations to the eligible agency to promote alignment with the local plan.
 - 2. Replicating and implementing cooperative agreements (in accordance with subparagraph (B) of section 101(a) of the Rehabilitation Act of 1973) with local agencies to promote and

enhance the provision of services to individuals with disabilities and other individual such as cross-training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts to improve cooperation, collaboration and coordination.

3. "Cooperative agreement" under this section means an agreement entered into by a State designated agency or unit under subparagraph (A) of section 101(a)(11) of the Rehabilitation Act of 1973.
- J. (Accessibility for Individuals with Disabilities) The SWWDB shall annually assess the physical and programmatic accessibility, in accordance of section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 of all one-stop centers in the local area.

IV. Shared and/or Coordinated Responsibilities:

- A. (Insurance) The SWWDB shall obtain and maintain all required insurances. Policies shall include: **comprehensive general liability (including personal injury and civil rights coverage), directors and officers, audit exception insurance, automobile, worker's compensation, and errors and omissions, for past and future liabilities**, in such amounts as may be necessary to protect the members of the SWWDB, the SWCC their respective counties, which shall be names as insureds under these policies. The SWWDB shall also obtain fidelity bond protection for the SWWDB as an entity against the loss of money or property caused by the dishonesty on the part SWWDB members, staff, sub-contractors or program participants.
- B. (Liability) As indicated above, the SWWDB will maintain both general liability and errors and omissions coverage for past and future liabilities to protect the member of the SWCC and their respective counties. In the case of any misuse of grant funds allocated to the local area beyond the parameters listed above, the SWCC agrees to assume liability as follows (29 USC 3122(d)(B)(i)(I) and (II): *liability will be determined based upon the particular facts of the situation as to the responsibility of individual SWCC members for the particular members. If more than one SWCC member is involved, then the respective counties will attempt to reach an agreement as to relative liabilities based upon the fact of the situation. If counties are unable to reach agreement, ~~then DWD shall make the determination, the SWCC shall adhere to process identified in SECTION 8 of the Chief Elected Officials Consortium Agreement of the Southwest Wisconsin Workforce Development Area to determine member liability.~~*
- C. (Local Plan)
 1. The SWWDB, in partnership with the SWCC, shall develop and submit and submit a local plan to the Governor that meets the requirements in section 108. If the local area is a part of a region that includes other local area, the SWWDB and the SWWC shall collaborate with other local boards and chief elected officials in the preparation and submission of regional plan as described in section 106(c) (2).
 2. Upon approval of the local Workforce Development Plan, the SWWDB shall be responsible for the implementation of the local Workforce Development Plan.
 3. The SWWDB, under SWCC oversight, shall assure that equitable services are provided throughout the Southwest Wisconsin Workforce Development Area.
 4. The SWWDB shall provide ongoing oversight, including review, monitoring, evaluation, and contract management of the programs conducted under the local Workforce Development Plan.
 5. The SWCC reserves the right to oversee the general progress and conduct of the local Workforce Development Plan. The SWWDB shall have full and final authority with respect to actions regarding SWWB staff and the development, execution, termination or modification

of individual sub-contracts or sub-grants consistent deemed necessary to support the implementation of the local Workforce Development Plan.

6. Consistent with federal and state laws, use of funds under the WIOA or any other funds received or administered by the SWWDB shall not result in the displacement of currently employed workers or impair existing contracts for services. Funds shall not be used to support or not support collective bargaining.
- D. (Negotiation of Local Performance Measures) The SWWDB, the SWCC and the Governor shall negotiate and reach agreement on local performance accountability measures as described in section 116(c).
- E. (Records) The SWCC and the SWWDB shall conduct business openly and in accordance with the Wisconsin Open Meetings Laws:
 1. All actions must be authorized by a majority of the members present in compliance with the by-laws of each entity.
 2. When it is necessary to hold a Closed Session meeting, SWCC members shall not be excluded from SWWDB meetings. SWWDB members will not be allowed to participate in SWCC Closed Sessions, although they may participate at the invitation of SWCC.
 3. The SWWDB Chief Executive Officer shall be the custodian of the public records of the SWCC and SWWDB, including meeting agendas and minutes, contracts, fiscal and management documentation:
 - a. The public shall be notified of all SWCC and SWWDB meetings.
 - b. Agendas and meeting minutes, except for closed sessions, shall be maintained on the corporate website, www.swwdb.org.
- F. (Program Oversight) The SWWDB, in partnership with the SWCC, shall:
 1. Conduct oversight for local youth workforce development activities, local employment and training activities for adults, the one-stop delivery system in the local area; and consult with the State as it established objective criteria and procedures to evaluate the operation of the one-stop center(s).
 2. Consult with the One-Stop Operator and partners regarding the funding of the One-Stop infrastructure.
 3. Ensure the appropriate use and management of funds provided through the WIOA for workforce development activities;
 4. Ensure the appropriate use, management, and investment of funds to maximize performance outcomes under section 116.
 5. Consistent with Section 121(d), shall competitively designate or certify one-stop operators and may terminate for cause the eligibility of such operators.

V. Other Conditions and Provisions

- A. It is agreed that this document constitutes the entire scope of the Memorandum Agreement between the parties and all previous communication between the parties, whether oral or written, are void and superseded.
- B. Both the SWCC and the SWWDB must agree to any change, revisions, modification or amendment to the terms and provisions of this agreement, by way of a written amendment, fully executed by both parties, prior to any change becoming effective.
- C. Both the SWCC and the SWWDB commit to a positive, interactive and workforce focused

relationship. In the event of a disagreement between the parties, each party shall appoint four (4) of their voting members to a Conference Committee to resolve differences and reach a consensus agreement. The Chief Local Elected Official (CLEO) of the SWCC shall chair the Conference Committee. A tie vote will be broken by the CLEO.

- D. Neither party has the right or power to assign, subcontract, or transfer any duties or interest in this agreement unless such assignment is authorized in writing by both parties.
- E. The Chairperson of the SWWDB and Chief Local Elected Official (CLEO), or in their absence or disability, the First Vice-chairperson of the SWWDB and Vice-Chairperson of the SWCC, shall be signatories for the SWWDB and the SWCC respectively when the authorized to execute any documents for their respective organizations.
- F. The duration of this agreement shall be from the date of execution by each member of the SWCC and the Chairperson of the SWWDB and is perpetual throughout the existence of the Southwest Wisconsin Workforce Development Board, Inc.
- G. The SWWDB shall keep current with the payment of all employer taxes, workers compensation and unemployment tax payments, and shall file timely reports required by the IRS and the Wisconsin Department of Revenue.

VI. Closeout of Workforce Investment Act

It is understood by all parties to this Agreement that the SWWDB shall be responsible for the timely phase-down and closeout of all the Workforce Investment Act responsibilities.

IN WITNESS WHEREOF, the Southwest Wisconsin Counties Consortium and the Southwest Wisconsin Workforce Development Board execute this agreement as of the date and year listed below.

For the SWWDB (Southwest Wisconsin Workforce Development Board)

_____	_____	_____	_____
SWWDB Chairperson	Date	SWWDB Chief Executive Officer	Date

For the SWCC (Southwest Wisconsin Counties Consortium):

_____	_____	_____	_____
Gant County Board Chair	Date	Lafayette County Board Chair	Date

_____	_____	_____	_____
Green County Board Chair	Date	Richland County Board Chair	Date

_____	_____	_____	_____
Iowa County Board Chair	Date	Rock County Board Chair	Date



Fiscal Agent Designation

As stated in the "Memorandum of Agreement between the Southwest Wisconsin Counties Consortium (SWCC) and the Southwest Wisconsin Workforce Development Board (SWWDB)," dated December 15, 2015, the SWCC has designated the SWWDB as the local fiscal and administrative agent for WIOA Title 1 funding. As such, SWWDB shall receive WIOA Title 1 funds on behalf of the Southwest Wisconsin Workforce Development Area. Additionally, the fiscal agent shall execute the following functions, as described in 20 CFR § 679.420:

- (1) Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA and the corresponding Federal Regulations and State policies.
- (2) Respond to audit financial findings.
- (3) Maintain proper accounting records and adequate documentation.
- (4) Prepare financial reports.
- (5) Provide technical assistance to subrecipients regarding fiscal issues.
- (6) Procure contracts or obtain written agreements.
- (7) Conduct financial monitoring of service providers.
- (8) Ensure independent audit of all employment and training programs.

The SWWDB shall hire staff to ensure these functions are executed.

This form reaffirms the designation indicated in the aforementioned agreement and introduces no changes to the responsibilities of either entity or the Agreement. This designation shall remain in place unless either party initiates a revocation of this designation, which will be addressed through the Conference Council as indicated in the "Memorandum of Agreement between the Southwest Wisconsin Counties Consortium (SWCC) and the Southwest Wisconsin Workforce Development Board (SWWDB)."

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John Meyers

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for SWCC, Chief Elected Official Signature

5/26/2022

Date

John Meyers

Name of Chief Elected Official

DocuSigned by:

Maria Lauck

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for SWWDB, Chairperson

5/27/2022

Date

Maria Lauck

Name of Chairperson

REASONABLE ACCOMMODATION POLICY

B-560



Purpose.

The Southwest Wisconsin Workforce Development Board (SWWDB) will make reasonable effort to enable individuals with disabilities to participate, as independently as possible, in employment and program activities at facilities leased by SWWDB and at area ~~job centers~~ American Job Centers. SWWDB is committed to processing requests for reasonable accommodations and will provide reasonable accommodations, where appropriate, in a prompt and efficient manner. ~~In compliance to 29 CFR Part 38 "Implementation of in accordance with the Nondiscrimination and Equal Opportunity Provisions of time frames set forth in the Workforce Innovation and Opportunity Act", the Reasonable Accommodation Policy supports SWWDB commitment to meeting needs of individuals with disabilities in employment and service delivery activities following policy.~~

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Policy.

In accordance with our Federal obligations under the Americans with Disabilities Act, Section 503 of the Rehabilitation Act, and ~~Section 188 of the Workforce Innovation and Opportunity Act (WIOA) and other applicable state and local disability related regulations,~~ SWWDB ~~shall provide~~ is committed to providing reasonable accommodations ~~and modifications~~ to qualified persons with disabilities, who are employees, applicants for employment and program participants unless to do so would cause an undue hardship or pose a direct threat.

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~~With regard to any aid, benefit, service, training, and employment, SWWDB shall provide reasonable accommodations to qualified individuals with disabilities who are applicants, registrants, eligible applicants/registrants, participants, employees, or applicants for employment, unless providing the accommodation would cause undue hardship.~~

~~Unless determined an "undue hardship", SWWDB shall, at a minimum, provide reasonable accommodation when:~~

SWWDB must provide reasonable accommodation when:

- A qualified applicant with a disability needs an accommodation to have an equal opportunity to compete for a job;
- A qualified employee with a disability needs an accommodation to perform the essential functions of the employee's job;
- A qualified employee with a disability needs an accommodation to enjoy equal access to benefits and privileges of employment (e.g., trainings, office sponsored events); and
- A qualified program participant with a disability needs an accommodation to enjoy equal access to its policies, practices, and procedures for the registration for and provision of core, intensive, training and support program services.

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~~A determination of undue hardship is a detailed process that incorporates several factors relating to SWWDB's financial resources, operations, and facilities/sites. This process is detailed in SWWDB Procedure, B-560-1 Reasonable Accommodation Determination.~~

REASONABLE ACCOMMODATION POLICY

B-560



~~With regard to any aid, benefit, service, training, and employment, SWWDB shall also make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination based on a disability, unless making the modifications would fundamentally alter the nature of the service, program, or activity.~~

~~A determination that a request for an accommodation would fundamentally alter the nature of SWWDB's services, programs or activities is a detailed process that is listed SWWDB Procedure, B-560-1 Reasonable Accommodation Determination.~~

Who is covered by this policy

Applicants, candidates, employees and program participants with physical or mental impairments that substantially limits one or more major life activities or have a record, history or is regarded as having such impairment.

What is reasonable accommodation

The term "reasonable accommodation" means a modification or ~~adjustment~~adjustments to the job, the work environment, or the way things usually are done that enable a qualified individual with a disability to enjoy an equal employment opportunity. Essential functions are, by definition, those that the individual who holds the job would have to perform, with or without reasonable accommodation, in order to be considered qualified for the position.

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Not all Accommodation requests can be honored. Sometimes an applicant, employee or program participant may ask for an accommodation that is not reasonable or necessary, that poses an "undue hardship" (i.e. too costly or disruptive to operation) on the organization or its employees or that might threaten the safety of the individual who has made the request or of others. Even in those cases, SWWDB will discuss whether some other form of workplace accommodation may be effective.

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How to request a reasonable accommodation

It shall be the responsibility of the applicant, employee or program participant to inform SWWDB that an accommodation is needed. An accommodation request may be made to any of the following:

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- SWWDB's Equal Opportunity /Equal Employment Opportunity Officer
- Immediate supervisor or program career specialist /case manager
- SWWDB's Human Resource office

Timing of the request

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An applicant, employee or program participant may request a reasonable accommodation at any time, even if the individual has not previously disclosed the existence of a disability or the need for an accommodation. A request is any communication in which an individual asks or states that he or she needs SWWDB to provide or change something because of a medical condition.

REASONABLE ACCOMMODATION POLICY

B-560



The reasonable accommodation process begins as soon as possible after the request is made.

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Form of the request

The applicant, employee or program participant is responsible for requesting a reasonable accommodation or providing sufficient notice to ~~SWWDB or partner~~the agency that an accommodation is needed.

An initial request for accommodation may be made in any manner (e.g., writing, electronically, in person or orally).

The individual requesting an accommodation does not have to use any special words and does not have to mention the ADA or use the phrase "reasonable accommodation" or "disability." ~~Oral requests must be documented in writing to ensure efficient processing of requests. Request form is available.~~

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Oral requests must be documented in writing to ensure efficient processing of requests. Request form is available. ~~The Reasonable Accommodation Policy was developed to ensure individuals with disabilities are provided full access to employment opportunities and SWWDB-administered program benefits. It provides an overview of SWWDB intent to proactively address~~

When an individual needs the same reasonable accommodation requests. This policy is supported SWWDB Procedure, B-560-1 Reasonable Accommodation Determination.

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~~SWWDB's Equal Opportunity Officer (EOO), appointed by the Chief Executive Officer (CEO), shall provide technical implementation guidance relating to this policy, and conduct monitoring of service providers to ensure their compliance to this policy and corresponding procedure.~~

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 comply with this policy of reasonable on a repeated basis (e.g., the assistance of a sign language interpreter), a written request for accommodation and, as appropriate, develop their own reasonable accommodation policies and procedures.~~

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~~Non response to requests or retaliation against persons request for is required the first time only. However, the individual requesting an accommodation(s) or information on accommodations is prohibited. Non compliance to this policy or any type of retaliation will be subject to disciplinary action or~~

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REASONABLE ACCOMMODATION POLICY

B-560



~~sanctions up to and including employment termination, discharge or expulsion from SWWDB sponsored activities, and/or non-renewal of contracts.~~

~~The Chief Executive Officer (CEO) shall ensure the Reasonable Accommodation Policy must give appropriate advance notice each subsequent time the accommodation is compliant to government regulations and ensure applicants, employees, and participants are afforded reasonable accommodation to fullest extent allowed within the guidelines of this policy and corresponding procedures. The CEO shall ensure staff members, including service providers, receive reasonable accommodation training. 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 needed.~~

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Analysis for processing the request

Before approving or denying a request for accommodation, SWWDB will:

1. Determine if the requestor is a qualified individual with a disability;
2. Determine if the accommodation is needed to:
 - Enable a qualified applicant with a disability to be considered for the position the individual desires;
 - Enable a qualified employee with a disability to perform the essential functions of the position;
 - or
 - Enable a qualified employee with a disability to enjoy equal benefits or privileges of employment as similarly situated employees without disabilities;
 - Enable a qualified program participant with a disability to enjoy equal access to its policies, practices, and procedures for the registration for and provision of core, intensive, training and support program services.
3. Determine whether the requested accommodation is reasonable;
4. Determine whether there is a reasonable accommodation that will be effective for the requestor and SWWDB; and
5. Determine whether the reasonable accommodation will impose an undue hardship on SWWDB's operations.

An employee's accommodation preference is always seriously considered, but SWWDB is not obligated to provide the requestor's accommodation of choice, so long as it offers an effective accommodation, or determines that accommodation would cause an undue hardship.

Obtaining medical documentation in connection with a request for reasonable accommodation

In some cases, the disability and need for accommodation will be reasonably evident or already known, for example, where an individual is blind. In these cases, SWWDB will not seek further medical documentation. If a requestor's disability and/or need for reasonable accommodation are not obvious or already known, SWWDB may require medical information showing that the requestor has a covered disability that requires accommodation.

REASONABLE ACCOMMODATION POLICY

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Where medical documentation is necessary, SWWDB must make the request and use the Letter Requesting Documentation for Determining ADA Eligibility from a Medical Provider. SWWDB must also obtain the requestor's completed and signed Authorization for Release of Medical Information before sending the letter to, or otherwise communicating with, the medical provider.

Only medical documentation specifically related to the individual's request for accommodation and ability to perform the essential functions of the position or program participation will be requested.

Medical information obtained in connection with the reasonable accommodation process must be kept confidential. All medical information obtained in connection with such requests must be collected and maintained on separate forms and in separate physical or electronic files from non-medical personnel files and records.

Approval of requests for reasonable accommodation

When a decision is made that a reasonable accommodation will be provided, SWWDB will process the request and provide the reasonable accommodation in as short of a timeframe as possible. The time necessary to process a request will depend on the nature of the accommodation requested and whether it is necessary to obtain supporting information.

If an approved accommodation cannot be provided within a reasonable time, the decision maker will inform the requestor of the status of the request before the end of 30 days. Where feasible, if there is a delay in providing the request, temporary measures will be taken to provide assistance.

Denial of requests for reasonable accommodation

SWWDB may deny a request for reasonable accommodation where:

- The individual is not a qualified individual with a disability;
- The reasonable accommodation results in undue hardship or the individual poses a direct threat to the individual or others. Undue hardship and direct threat are determined on a case-by-case basis with guidance from the agency EO/EEO Officer; or
- Where no reasonable accommodation, including reassignment to a vacant position, will enable the employee to perform all the essential functions of the job.

The explanation for denial must be provided to the requestor in writing. The explanation should be written in plain language and clearly state the specific reasons for denial. When a decision denied a specific requested accommodation, but has offered a different accommodation in its place, the decision letter should explain both the reasons for denying the accommodation requested and the reasons that the accommodation being offered will be effective.

In addition to providing the requestor with the reasons for denial of a request for reasonable accommodation, SWWDB must designate a process for review when an applicant, employee or program participant chooses to appeal the denial of a reasonable accommodation request.

Southwest Wisconsin Workforce Development Board
1370 N Water Street – Post Office Box 656
Platteville, Wisconsin 53818-0656

REASONABLE ACCOMMODATION POLICY

B-560

This process:

- Must include review by an agency official;
- May include review by the State EO/EEO Officer
- Must inform the requestor of the statutory right to file a charge with the Equal Employment Opportunity Commission. Wisconsin's local field office: EEOC Field Office (Milwaukee): Reuss Federal Plaza, 310 West Wisconsin Avenue, Suite 500, Milwaukee, WI 53203-2292. EEOC National Contact Center toll-free at 1-800-669-4000 or 1-800-669-6820 (TTY).

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SWWDB's Equal Opportunity Officer (EOO), appointed by the Chief Executive Officer (CEO), shall provide technical implementation guidance relating to this policy, and conduct monitoring of service providers to ensure their compliance to this policy and corresponding procedure.

Equal Opportunity Officer

Ryan Schomber
1717 Center Avenue
Janesville, WI 53546
Email: r.schomber@swwdb.org
Phone: (608) 314-3300 Ext. 303
Fax: (608) 342-4429

SWWDB expects all employees, clients, program participants, vendors, associates, and agencies receiving funding from SWWDB to comply with this policy of reasonable accommodation.

Non-response to requests or retaliation against persons request for an accommodation(s) or information on accommodations is prohibited. Non-compliance to this policy or any type of retaliation will be subject to disciplinary action or sanctions up to and including employment termination, discharge or expulsion from SWWDB sponsored activities, and/or non-renewal of contracts.

The Chief Executive Officer (CEO) shall ensure the Reasonable Accommodation Policy is compliant to government regulations and ensure applicants, employees, and participants are afforded reasonable accommodation to fullest extent allowed within the guidelines of this policy and corresponding procedures. The CEO shall ensure staff members, including service providers, receive reasonable accommodation training. 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.

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Southwest Wisconsin Workforce Development Board
 1370 N Water Street – Post Office Box 656
 Platteville, Wisconsin 53818-0656

REASONABLE ACCOMMODATION POLICY

B-560



~~Reference: Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act, 29 CFR Part 38 (§38.4 (yy), §38.4 (rr), §38.14, and §38.4(z))~~

~~SWWDB Procedure, B.560.1 Reasonable Reference: Americans with Disabilities Act, Section 503 of the Rehabilitation Act, Job Accommodation Determination Network~~

Policy Adopted: December 10, 2004

Policy Revised: December 13, 2017, ~~June 8, 2022~~

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