

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.

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- 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

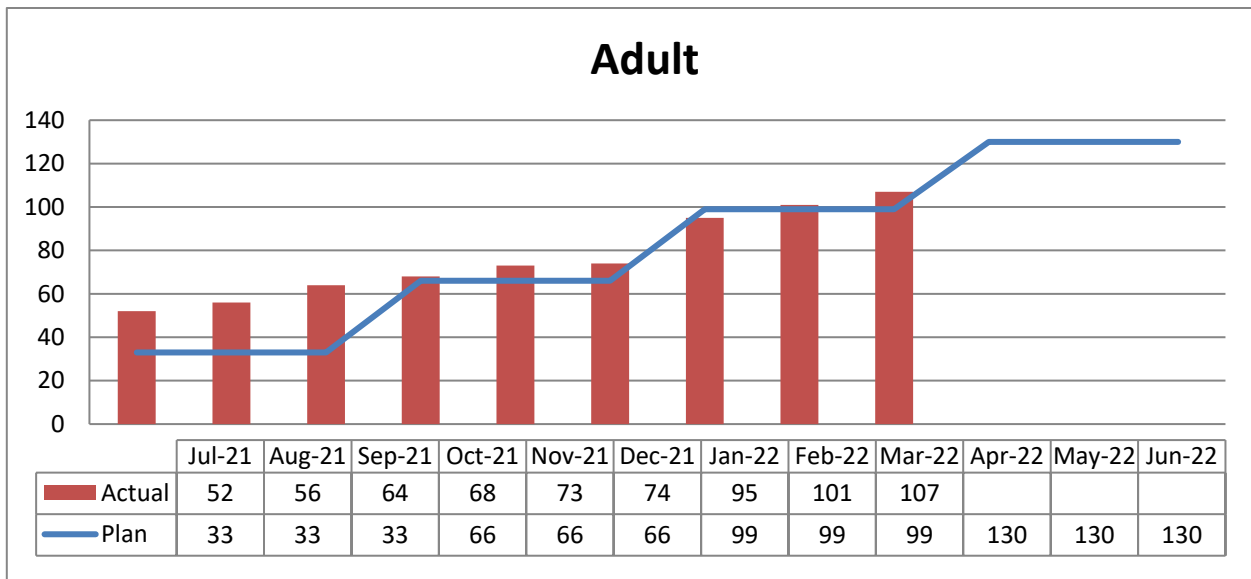
[Enclosure 9](#) includes one (1) revised policy:

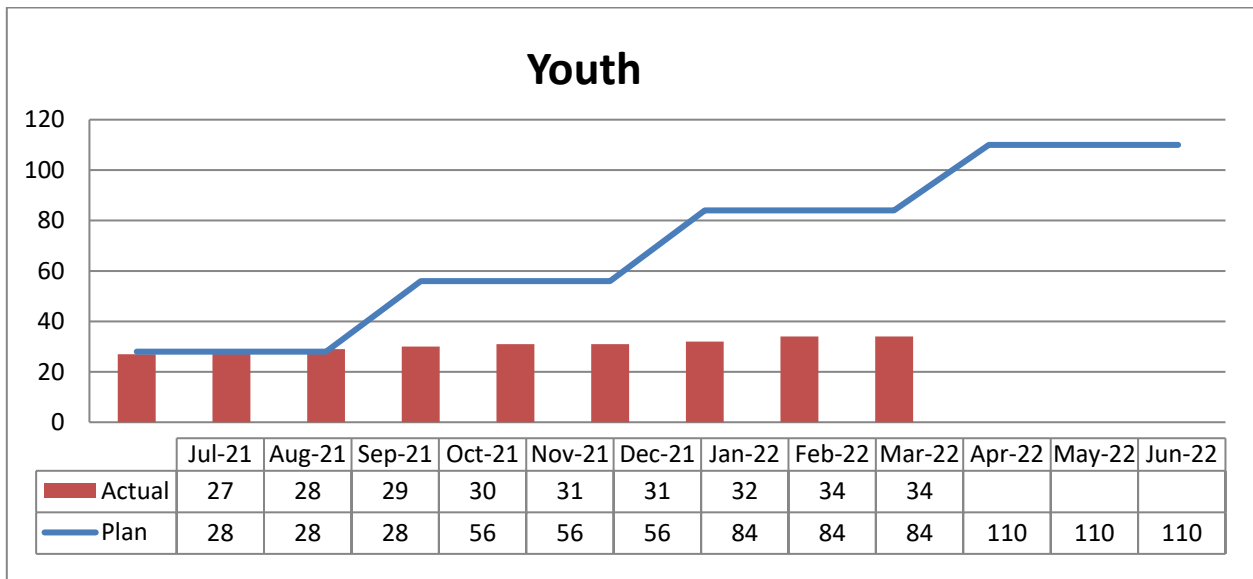
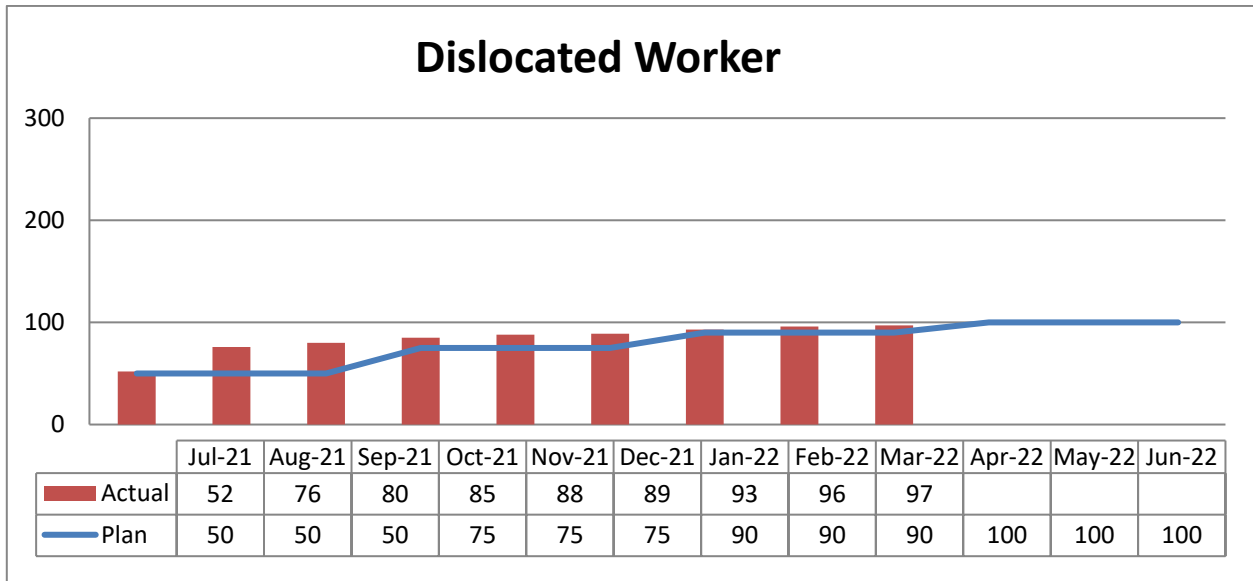
- B.560 Reasonable Accommodation– this policy is updated to reflect changes recommended SWWDB's Equal Opportunity Officer.

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.