

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. Brittini 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.

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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.

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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.

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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.**