

Southwest Wisconsin Counties Consortium Meeting

May 24, 2022
Meeting Minutes

The Southwest Wisconsin Counties Consortium meeting was held on Tuesday, May 24, 2022, at the SWWDB Administrative Office, 1370 North Water Street, Platteville, WI and via conference call. Attendance was as follows:

Members Present:	Mr. Jerry Guth Mr. Robert Keeney	Mr. John Meyers Mr. Russ Podzilni
Members Absent:	Mr. Marty Brewer	Mr. Jack Sauer
Staff Present:	Ms. Katie Gerhards Mr. Matt Riley	Ms. Rhonda Suda Ms. Danielle Thousand

The meeting of the Southwest Wisconsin Counties Consortium (SWCC) was called to order by Mr. Podzilni at 11:33 a.m.

1. Approval of Agenda

The meeting agenda of the May 24, 2022, SWCC meeting was reviewed by SWCC members. No corrections or changes were made.

Motion made by Mr. Keeney, seconded by Mr. Guth, to approve the May 24, 2022, SWCC meeting agenda. **Motion carried unanimously.**

2. Election of Officers

The Southwest Wisconsin Counties Consortium (SWCC) by-laws require an election for the positions of Chair and Vice Chair every two (2) years following local elections. Ms. Suda opened the floor for nominations.

Motion made by Mr. Keeney, seconded by Mr. Podzilni, to nominate Mr. Meyers for Chair. **Motion carried unanimously.**

Mr. Podzilni nominated Mr. Brewer for Vice Chair. Motion made by Mr. Keeney, seconded by Mr. Guth, to close the nominations for Vice Chair. **Motion carried unanimously.**

3. Approval of Minutes

The meeting minutes of the February 22, 2022, SWCC meeting were distributed and reviewed by SWCC members.

Motion made by Mr. Keeney, seconded by Mr. Meyers, to approve the minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on February 22, 2022. Mr. Guth abstained.
Motion carried unanimously.

4. Program Year 2021-22 Financial Reports, Quarter 3

Ms. Thousand presented the financial statements to SWCC members. The draft financial statements include the Balance Sheet and Statement of Operations as of March 31, 2022.

The Balance Sheet is current through Quarter 3 (January 1 – March 31). It shows that revenue is exceeding expenditures by \$99,334.28. Ms. Thousand noted that the accounts labeled “Prepaid” mean that those costs are paid for ahead of the time that they are used. SWWDB’s health insurance, for example, is paid for prior to it being used.

Account 1540-PAS Rewrite Project is for SWWDB’s internal software. PAS stands for Payment Authorization System. It is the system used to track vouchers, payments, and participant limits. When the project is completed, it will amortized over 10 years out of SWWDB’s corporate funds.

Account 3003-Accrued Vacation includes staff’s unused vacation. SWWDB’s policy is that staff must use their vacation in the same program year it is received or it will be lost. However, with Ms. Suda’s approval, unused vacation can be carried over into the next program year. SWWDB’s program year runs July 1 through June 30.

Ms. Thousand noted that a few years ago, Board members approved a change to the vacation policy because staff were having a hard time using their carried over vacation by the deadline of September 1. The policy change was that approved carried over vacation must be used by June 30 instead of September 1. Carried over vacation cannot be carried over year after year or paid out. SWWDB has 32 staff not including leased employees. The maximum number of vacation weeks an employee can receive is five (5) at 15 years of employment.

Mr. Guth asked if staff use their vacation. Ms. Thousand said that some employees use their vacation as they receive it and do not carry it over while some use their prior year vacation before it is lost.

Since SWWDB is through Quarter 3, the goal on the Statement of Operations is to be around 75% spent. The column labeled “Pct” is showing revenues at 34.9% and expenditures at 76.16%. The Statement of Operations includes modifications approved from the last SWCC meeting. Ms. Thousand went over some of the accounts that appear out of line.

Account 6170-Staff Train/Development is showing 692.96% spent. When preparing the budget last year, SWWDB administration did not know SWWDB would be receiving the Pathway Home 2 grant. This grant training incorporated into it.

Account 6257-Job Fair Expense is showing 197.12% spent due to Rapid Response events held for Hufcor.

Account 6272-IT Equipment – Network is showing 0% spent. These costs usually come in during Quarter 4.

Account 6274-Licenses is showing 121.31% spent. This is due to Microsoft changing their license fees to individual licenses.

Account 6317-Moving Expense is showing 0% spent because the Rock County Job Center moved. The costs incurred for the move were not budgeted for.

Account 6343-Board is showing low at 19% spent. This is because SWWDB is still having virtual meetings.

Account 6353-Network Connectivity is showing 99.75%. SWWDB is billed semi-annually and has already been billed for the second half of the year.

Account 6410-Legal is reporting 0% because there have been no legal expenses.

Account 6580-Depreciation is coming in at 36.95%. Some projects have not been placed in to service yet such as Citrix, SQL, and PAS. All of these projects are occurring now, but cannot be depreciated until they are fully functional.

Account 6708-Stipends is showing 0% spent. SWWDB received the Workforce Advancement Initiative (WAI) grant. The grant allows SWWDB to pay students in industry-specific programs (such as childcare) a stipend to attend class along with paying for their tuition and fees. The grant started in January. Stipends are attached to almost every project with this grant. SWWDB administration will submit a modification for the grant for healthcare programs.

Account 6740-Customized Training is showing 0% spent. SWWDB sponsored two (2) events: Blackhawk Technical College's Manufacturing Day and CESA 3's Business Education Summit. Both events promote workforce development.

Ms. Thousand indicated that the \$6 million projected revenue is carry-over for multi-year grants and will carry forward.

SWWDB's new program year budget that starts July 1 gets presented to SWCC members in May and the full Board in June. It is an estimated budget because the grant agreements do not usually come through until after the beginning of the program year. SWWDB administration applies for grants throughout the year. However, the Independent Living (IL)/Foster Care (FC) grant starts in January and Foodshare Employment and Training (FSET) begins in October.

The Budget Modifications were presented to SWCC members. The changes from the last SWCC meeting are at the top. The contract with the Department of Corrections (DOC) indicates that SWWDB must spend all obligations or DOC will take unspent funds back. Ms. Thousand stated that SWWDB can overspend the contract, not underspend.

The additional stimulus funding for FC/IL is for payments to youth. Youth participants who have aged out of foster care can receive \$1,000 per month for six (6) months. The youth must be enrolled in the IL program and be working with a Case Manager.

With the Department of Workforce Development's (DWD) approval, SWWDB transferred formula funds from the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker program to the WIOA Adult program as that is where the need is. To backfill the dislocated worker funds, SWWDB has Employee Recovery Dislocated Worker grant (ERDWG) funds. A dislocated worker is someone who has been dislocated from their job (mass closing, large layoff, etc.) and has a connection with the workforce.

SWWDB was awarded funds to create an FSET Video through the Department of Health Services (DHS). DHS received extra ARPA funding and asked all 11 regions to produce a video of success of the program in the area. The \$25,000 award must be used by September 30 and a contract with a video company is required. SWWDB administration is currently working on a Request for Quote (RFQ).

Motion made by Mr. Keeney, seconded by Mr. Guth, to approve the Program Year (PY) 2021-2022 financial statements, including the Budget Modifications, for the period ending March 31, 2022. **Motion carried unanimously.**

5. 2022-23 Budget

SWCC members were presented with the budget for Program Year (PY) 2022-23. The document consists of three (3) major pieces: the Budget Summary, the PY 2022 Budget Expenses, and the PY 2022 Revenues. This budget will amend and modify the current year budget and set the initial budget for next year starting July 1.

Ms. Thousand went over the Budget Summary and explained what each column represents. Column 1- Approved Budget is the budget that was approved at the May 2021 SWCC meeting. Column 2-P/Y (Prior Year) Reserve Avail for Use is revenue from a year or two ago and is at SWWDB's disposal. When SWWDB gets to a grant's ending period, the unused funds are either forfeited or used. Column 3- Budget Changes includes modifications that are presented at every meeting. Column 4-Budget w/ Reserve combines the first three (3) columns. Column 5-YTD as of 3/31/22 ties to the financial statements presented earlier in the meeting. Column 6-Projected as of 6/30/22 Modified Budget is used to project where SWWDB will be at the end of the year. Column 7-Planned Reserve includes carry-over from multiple year grants.

Ms. Thousand noted that the SWWDB Finance Dept. follows the accounting method FIFO (first in, first out). Old funds are used before new funds. Column 8-Proposed Budget includes strictly new grants SWWDB will receive beginning July 1. Column 9-Projected vs. Proposed is the difference between the "Proposed Budget" column and the "Projected as of 6/30/22 Modified Budget" column. Column 10- Percent Change is the difference as a percent.

Ms. Thousand presented the PY 2022 Budget Expenses and Revenues to SWCC members and asked if there were any questions. The planned reserve includes carry-over. SWWDB is in a great position and has the resources not had in the past.

Account 6610-Program Operator on the PY 2022 Budget Expenses is for SWWDB's subcontractors. It is budgeted for just over \$1 million. The contracts for the Workforce Innovation and Opportunity Act (WIOA) and Pathway Home 2 (PH2) are subcontracted out and the funds are passed downstream. The responsibility is labor intensive and SWWDB has to conduct monitoring of the subcontractors. SWWDB conducts an audit of these organizations and then SWWDB gets audited.

This budget will be presented to the full Board at their June meeting.

Motion made by Mr. Keeney, seconded by Mr. Guth, to approve the 2022-23 Budget as presented.

Motion carried unanimously.

6. Appointment of Board Members

None.

7. Southwest Wisconsin Counties Consortium Agreement

Ms. Suda provided SWCC members with an updated version of the Southwest Wisconsin Counties Consortium Agreement. It reflects updated language related to the obligation and management of Workforce Innovation and Opportunity Act (WIOA)-related funds and disallowed costs. The Consortium will assume liability for disallowed costs. Repayment of disallowed costs would come from SWWDB's corporate reserves. Currently, there is \$1.2 million in reserves. The Department of Workforce Development (DWD) has indicated that they cannot make the determination as to respective liabilities.

There is a clause in Manpower's contract that says if they misuse funds, they are responsible for repayment. SWWDB has the reserves available if the disallowed costs are not of Manpower's fault. If there are no reserves, SWWDB administration would go through the process of meeting with SWCC members to determine how much is to be paid from each county.

Ms. Suda is open to suggestions from the county-level. SWCC members asked Ms. Suda to send the revised agreement to all members again so that it can be put on the next county meeting agenda. SWCC members agreed that at the next meeting in August, members will approve and sign the agreement.

8. Program Year 2022-23 WIOA Title 1 Allocations

SWWDB administration has not received any grant agreements for Program Year (PY) 2022-23. Formal action to accept the grants will be presented at the next SWCC meeting in August. A Chart of Funds will also be presented.

9. Fiscal and Administrative Agent Designation

The Fiscal and Administrative Agent Designation is a 2-year document depending on if the SWCC member body changes. The SWCC has designated SWWDB to serve as the Local Fiscal and Administrative Agent. In this role, SWWDB accepts Workforce Innovation and Opportunity Act (WIOA) Title 1 funding on behalf of Workforce Development Area (WDA 11), prepares the annual budget, procures providers, and coordinates all annual monitoring and auditing efforts. There are no changes in the services provided.

Motion made by Mr. Guth, seconded by Mr. Podzilni, to designate SWWDB to serve as Local Fiscal and Administrative Agent for Workforce Development Area (WDA 11). **Motion carried unanimously.**

10. Program Year 2022-23 WIOA Title 1 Provider Contract Modification

Table 1 lists the amounts SWWDB is proposing to modify Manpower's contract by for Program Year (PY) 2022-23. SWWDB administration is requesting approval not to exceed these amounts.

Table 1

Program	2022-23 Modification
Adult	110,000
D Worker / ERDWG	155,000
Youth	130,000
Youth WEX	124,000
OSO	25,000
Support to Communities	35,000
Grant Total	\$579,000

Motion made by Mr. Keeney, seconded by Mr. Guth, to modify Manpower’s Program Year (PY) 2022-23 contract by no more than \$579,000. **Motion carried unanimously.**

11. Program Year 2022-23 One-Stop MOU

The One-Stop Memorandum of Understanding (MOU) is a document put together for all the workforce operators connected to the Southwest Wisconsin Technical College (SWTC) Job Center and the comprehensive site (Rock County Job Center).

The Department of Workforce Development (DWD) has indicated that an MOU can only carry-over for two (2) years. SWWDB administration is completing the MOU process to see if there are any significant changes. The MOU states how services will be delivered, how costs will be shared, and how the job center partners will work together. If changes need to be made, the SWCC Chair will have to sign off on those changes.

12. One-Stop Certification

The Workforce Innovation and Opportunity Act (WIOA) requires that the Council on Workforce Investment, in consultation with the local elected officials and local workforce boards, access and certify the one-stop delivery system and its comprehensive and affiliate job center locations at least once every three (3) years. The Southwest Wisconsin Workforce Development Plan recognizes two (2) job centers: the comprehensive site (Rock County Job Center) located in Janesville, WI and an affiliate site located at Southwest Wisconsin Technical College (SWTC) in Fennimore, WI.

Jimmy Watson, SWWDB’s Workforce Operations Manager, completes this certification for the two (2) sites to make sure all WIOA requirements are met. The completed form will be sent to the Department of Workforce Development (DWD). Once approved by DWD, the SWCC Chair’s signature is required.

13. Leased Employee Program

Ms. Thousand presented a summary of SWWDB’s leased employee program to SWCC members. It is summarized by contract/department, not by person. As of May 11, 2022, SWWDB has five (5) contracts: one (1) with Grant County, one (1) with Green County, and three (3) with Richland County.

The leased employee information shared with SWCC members compares the first calendar quarter in 2020, 2021, and 2022. In 2020, there were 36 employees with a gross billing of \$190,590.35. In 2021,

there were 27 employees with a gross billing of \$210,743.05. In 2022, there were 35 employees with a gross billing of \$233,335.30. The admin fee has been the same for years at 7%.

Ms. Thousand pointed out that Richland County has always been a strong advocate for the program. Green County does well and Grant County has continuously had two (2) leased employees.

The summary breaks down full-time and part-time employees, which contract the employees tie to, and for how much. This information is presented to SWCC members at every meeting.

14. Adjournment

Motion made by Mr. Guth, seconded by Mr. Keeney, to adjourn the meeting at 1:17 p.m. **Motion carried unanimously.**