

# MEMORANDUM



**Date:** May 17, 2022

**From:** Rhonda Suda

**To: Local Elected Officials**

Mr. Marty Brewer

Mr. Jerry Guth

Mr. Robert Keeney

Mr. John Meyers

Mr. Russ Podzilni

Mr. Jack Sauer

**RE: Southwest Wisconsin Counties Consortium (SWCC) Meeting Notice**

Tuesday, May 24, 2022, 11:30 a.m. – 1:30 p.m.

SWWDB Administrative Office

1370 North Water Street, Platteville, WI 53818

Members can also join via conference call.

Call-in Number: **1-888-273-3658**


Access Code: **3107524**

The next meeting of the Local Elected Officials, Southwest Wisconsin Counties Consortium is scheduled for Tuesday, May 24, 2022, at the time and location listed above. This meeting will follow SWWRPC's meeting. The agenda for the meeting is included for your review.

All county board chairs are urged to attend the meeting. If you cannot attend, please arrange for an alternate to represent your county.

If you are unable to attend the meeting, please contact Katie Gerhards at [k.gerhards@swwdb.org](mailto:k.gerhards@swwdb.org) or (608) 314-3300 two days prior to the meeting date.

SWWDB is an equal opportunity employer and service provider. Upon advance request, reasonable accommodations will be made for persons with disabilities. If special accommodations are needed, please contact Katie Gerhards ([k.gerhards@swwdb.org](mailto:k.gerhards@swwdb.org)) or (608) 314-3300 at least two days prior to the meeting.

A proud partner of the  American Job Center network

# Southwest Wisconsin Counties Consortium

Tuesday, May 24, 2022

11:30 a.m. to 1:30 p.m.  
SWWDB Administrative Office  
1370 North Water Street, Platteville, WI

Conference Call Option:  
Call-in Number: **1-888-273-3658**  
Access Code: **3107524**

## Agenda

**1. Approval of Agenda** – (Action)

Approval of the May 24, 2022, meeting agenda is requested.

**2. Election of Officers** – (Action)

The by-laws of the Southwest Wisconsin Counties Consortium (SWCC) require an election for the positions of chair and vice chair every two (2) years following local elections.

The person elected to the position of Chair of the SWCC will be the Chief Local Elected Official (CLEO). The Chair of the SWCC shall also serve on the Southwest Wisconsin Workforce Development Board (SWWDB) and the SWWDB Executive Committee. The SWCC Chair is also the person who signs documents and represents the SWCC in matters related to the Workforce Innovation and Opportunity Act (WIOA). The Vice Chair assumes the duties of the Chair in the absence of the Chair.

An election for the positions of Chair and Vice Chair of the SWCC is in order. Action is requested to nominate and elect individuals to serve in these positions.

**3. Approval of Minutes** – (Action)

Minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on February 22, 2022, are contained in [Enclosure 1](#). Approval of the meeting minutes is requested.

**4. Program Year 2021-22 Financial Reports, Quarter 3** – (Action)

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 current program year are listed in [Enclosure 4](#).

Approval of the Program Year (PY) 2021-22 Quarter 3 financial statements and budget modifications is requested.

5. **2022-23 Budget** – (Action)

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.

Approval of the 2022-23 Budget is requested.

6. **Appointment of Board Members** – (Action)

None.

7. **Southwest Wisconsin Counties Consortium Agreement** – (Action)

Rhonda Suda provided members with an updated Southwest Wisconsin Counties Consortium Agreement that reflects updated language related to the obligation and management of Workforce Innovation and Opportunity Act (WIOA) Title 1-related disallowed costs. Member were provided a copy of the proposed changes to present to county counsel. This document is also provided in [Enclosure 6](#).

SWWDB administration is seeking approval of the by-laws with the indicated updates. Once approved, the document must be signed by all county board Chairpersons per Department of Workforce Development (DWD) guidance.

8. **Program Year WIOA Title 1 Allocations** – (Action)

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 SWCC to accept the awards.

9. **Fiscal and Administrative Agent Designation** – (Action)

The SWCC has designated the Southwest Wisconsin Workforce Development Board, Inc. to serve as the Local Fiscal and Administrative Agent. In this role, the SWWDB accepts Workforce Innovation and Opportunity Act (WIOA) Title 1 funding on behalf of Workforce Development Area (WDA) 11, prepares annual budgets to be presented to the SWCC for approval, procures providers, and coordinates all annual monitoring and auditing efforts. With the retirement of Art Carter, SWWDB administration is seeking affirmation of this current arrangement. [Enclosure 7](#) is provided for member review.

Approval to designate the Southwest Wisconsin Workforce Development Board as the fiscal and administrative agent for Workforce Development Area 11 is requested.

10. **Program Year 2022-23 WIOA Title Provider Contract Modification** – (Action)

SWWDB administration is proposing extending Manpower Government Solutions' contract to deliver Workforce Innovation and Opportunity Act (WIOA) Title 1 Career and Youth Services during Program Year 2022-23. SWWDB will modify Manpower's contract by no more than the amounts indicated below.

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
<b>Grand Total</b>	<b>\$579,000</b>

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

**11. Program Year 2022-23 One-Stop MOU – (Information)**

Rhonda Suda will provide an update on the 2022-23 One-Stop MOU process. The Department of Workforce Development (DWD) has scheduled a meeting on May 17, 2022, to discuss the state changes to this process.

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

**12. One-Stop Certification – (Information)**

Any job center location that is included in the One-Stop MOU must be certified. The Southwest Wisconsin Workforce Development Plan recognizes two 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 ([Enclosure 8](#)) to members. Once the review has been completed, the Chief Local Elected Official (SWCC Chairperson) will sign the form that is then submitted to DWD.

**13. Leased Employee Program – (Information)**

SWWDB has maintained a leased employee program for several years. The program has been primarily serving local county governmental entities and non-profits who are in need of limited-term employees. All employees placed through this program have access to all SWWDB benefits, which are determined by their full- or part-time status.

Danielle Thousand will provide an update on SWWDB’s leased employee program (**Handout 1**).

**14. Adjournment**

The next meeting of the Southwest Wisconsin Counties Consortium is tentatively scheduled for August 23, 2022.

## Southwest Wisconsin Counties Consortium Meeting

February 22, 2022

Meeting Minutes

The Southwest Wisconsin Counties Consortium meeting was held on Tuesday, February 22, 2022, via conference call. Attendance was as follows:

<b>Members Present:</b>	Mr. Marty Brewer	Mr. John Meyers
	Mr. Art Carter	Mr. Russ Podzilni
	Mr. Robert Keeney	

<b>Members Absent:</b>	Mr. Jack Sauer
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<b>Staff Present:</b>	Ms. Katie Gerhards	Ms. Danielle Thousand
	Ms. Rhonda Suda	

The meeting of the Southwest Wisconsin Counties Consortium (SWCC) was called to order by Mr. Carter at 11:49 a.m.

### 1. Approval of Agenda

The meeting agenda of the February 22, 2022, SWCC meeting was reviewed by SWCC members. No corrections or changes were made.

Motion made by Mr. Podzilni, seconded by Mr. Meyers, to approve the February 22, 2022, SWCC meeting agenda. **Motion carried unanimously.**

### 2. Approval of Minutes

The meeting minutes of the November 23, 2021, SWCC meeting were distributed and reviewed by SWCC members.

Motion made by Mr. Meyers, seconded by Mr. Podzilni, to approve the minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on November 23, 2021. **Motion carried unanimously.**

### 3. Program Year 2021-22 Financial Reports, Quarter 2

Ms. Thousand presented the financial statements to SWCC members. The draft financial statements include the Balance Sheet and Statement of Operations as of December 31, 2021.

The Balance Sheet is current through Quarter 2 (October 1– December 31). SWWDB is in a great spot financially. Overall, operations were successful adapting to working from home during the pandemic. The Balance Sheet shows revenue exceeding expenditures by \$108,014.16. The SWWDB Finance Dept. tries to make sure to use carryover revenue for potential government shutdowns as well as pull in as much cash as possible. This was done last week and it will be done again next week.

## ENCLOSURE 1

There are no new accounts and there is nothing out of the ordinary on the Balance Sheet. Ms. Thousand asked if there were any questions. Mr. Carter asked if the excess funds will be used in the future. Ms. Thousand said yes. Account 6740-Customized Training on the Statement of Operations shows \$2,000 spent for the year. SWWDB made a contribution of \$1,000 each to Blackhawk Technical College (BTC) for Manufacturing Day 2021 and CESA 3 for the Business and Education Summit. Both contributions were industry-related and promote employment and training. SWWDB administration is also looking into expenses for refugees; such as laptops.

Ms. Suda said local organizations in the Platteville area came together and started discussing what Southwest Wisconsin could do to help the refugees. There are a few national resettlement agencies that work with the local resettlement agencies to rehome refugees. They also work with the state. Of the 13,000 refugees that came to Wisconsin, the state only planned to resettle approximately 700. The local organizations discussed ways to help the refugee families as well as grow the local workforce. The Southwest Wisconsin Community Action Program (SWCAP) is leading this effort. Today, one (1) family with ten members has moved to Platteville and secured housing. Local organizations are working with those family members over 18 years of age to find employment in the area and the requirements in order to get employed (clothing, lunch boxes, etc.). This has been a process because the national resettlement agency has detailed steps that must be followed. Ms. Thousand added that SWWDB has hired Najla Habibullah part-time to help the refugees and be their liaison to the workforce.

Going back to Mr. Carter's initial question, the excess in reserves also helps protect the counties. In the event the Department of Workforce Development (DWD) identifies a large amount of disallowed costs during monitoring, the fee for service overage is there to help the counties.

Since SWWDB is through Quarter 2, the goal on the Statement of Operations is to be around 50% spent. The column labeled "Pct" is showing revenues at 45.12% and expenditures at 50.23%. SWWDB is in a positive position. Ms. Thousand went over a few of the accounts.

Account 6170-Staff Training/Development is showing 515.9% spent because the Pathways Home 2 grant required staff take CMI Access Training and go through the Makin' it Work curriculum. SWWDB administration did not know SWWDB was going to be awarded this grant when preparing the budget. At the next meeting in May, SWCC members will amend the current year's budget and review and approve the next program year's budget.

Account 6317-Moving Expense shows 0% spent. This is because when the Rock County Job Center moved, moving costs were incurred in that account.

Account 6709-Incentives is running slightly high and showing 69.76% spent. This is due to the incentives eligible youth in the Foster Care/Independent Living grant are receiving. The last month for youth to receive a payment is March 2022.

Ms. Suda reminded SWCC members that SWWDB received the Worker Advancement Initiative (WAI) grant in October after the budget was prepared. A wide variety of incentives and stipends comes along with this grant. Currently, the Early Childhood Education (ECE) project is in full motion. The grant will pay for eligible participant's books, tuition, and fees and provide them with a weekly stipend of up to \$100.00 for attending class. By doing this, SWWDB is helping the students graduate debt-free which will

## ENCLOSURE 1

affect their cost of living after graduation. Accounts 6708-Stipends and 6709-Incentives will significantly increase over the course of this grant. Ms. Thousand agreed that those accounts will be affected and SWCC members will see the change at the next meeting in May.

Ms. Thousand reminded SWCC members that the Statement of Operations compares budget to actual. Some accounts are affected because of a timing issue.

Mr. Meyers asked about those students going into child care. How does SWWDB make sure they stay in that field? Ms. Suda said like any education funded by SWWDB, there is no assurance that those participants stay in their field of study. Part of the WAI project SWWDB proposed to the Department of Workforce Development (DWD) was denied.

The Budget Modifications show changes to the budget since the last meeting. The largest change is the \$30,000 approved transfer of Dislocated Worker funds to the Adult program. SWWDB has Employment Recovery Dislocated Worker Grant (ERDWG) funds to assist dislocated workers. Therefore, this allows SWWDB administration to transfer funds to where the need is. SWWDB strives to spend out all funding within the allotted timeframe and transferring funds allows this to happen.

New funds from the Department of Corrections for the Prairie du Chien Job Center and work at the Boscobel institution is included in the Budget Modifications. Lastly, SWWDB took advantage of the larger DocuSign package as it has been greatly used since the onset of COVID-19.

Motion made by Mr. Meyers, seconded by Mr. Podzilni, to approve the Program Year (PY) 2021-2022 financial statements, including the Budget Modifications, for the period ending December 31, 2021.

**Motion carried unanimously.**

#### 4. **Appointment of Board Members**

At the last SWCC meeting, members and Ms. Suda discussed Board membership. As a result of this discussion, Ms. Suda made it a goal to recruit new Board members that represent small businesses. Board member Gina Erickson retired from Tricor and the SWWDB Board of Directors in December. Ms. Erickson recommended Keith Kruse from Tricor replace her. Ms. Suda indicated that she has worked with Mr. Kruse in the past. Tricor Insurance is not necessarily a small business, but Mr. Kruse would fill Ms. Erickson's spot. Tricor has good knowledge of small businesses. If SWCC members do not approve Mr. Kruse to the Board of Directors, Ms. Suda will continue recruiting.

Motion made by Mr. Brewer, seconded by Mr. Keeney, to appoint Keith Kruse to fill Gina Erickson's position and serve on the Southwest Wisconsin Workforce Development (SWWDB) Board of Directors.

**Motion carried unanimously.**

#### 5. **Southwest Wisconsin Counties Consortium Agreement**

At the last SWCC meeting, possible options to change the language in the Southwest Wisconsin Counties Consortium (SWCC) Agreement were shared and discussed. The current agreement indicates that the Department of Workforce Development (DWD) can make a final assignment of disallowed costs, which is not allowable under the Workforce Innovation and Opportunity Act (WIOA). SWCC members and Ms. Suda discussed ways to address disallowed costs at the local level. The revised agreement was sent to members in December to share with county council. It was presented to SWCC members again for discussion.

Ms. Suda provided example situations where disallowed costs would come out of SWWDB's corporate reserves, not from the Counties. The only time the Counties would get involved is if SWWDB does not have corporate reserves. Additionally, if there are any disallowed costs where the mistake is the program operator's, it is their responsibility to pay it back. Ms. Suda clarified further that the Counties are not responsible for the entire SWWDB budget – only that of WIOA. SWWDB administration tries to fight disallowed costs as much as possible.

The largest purchase right now is updating SWWDB's Payment Authorization System (PAS). This is the system SWWDB uses to issue and track client payments. It is being updated now and will be depreciated.

SWWDB administration is proposing the following language if the Counties are unable to reach agreement:

*“Finally, after every possible method to reduce liability is exhausted, and the Counties are unable to reach agreement on relative liability, the liability, as determined by the CEO Consortium, shall be apportioned between the six counties in proportion to their respective percentage of the workforce expenditures by WIOA Program in the fiscal year the disallowed cost or other liability occurred. For example, if 10% of WIOA Adult program funds were expended in a County, that County would be responsible for 10% of the liability/disallowed cost.”*

SWWDB administration is looking for whether or not this is an appropriate change. Changing the language in the SWCC Agreement requires majority vote. However, if this needs further action with county council, a vote can wait. A decision does not need to be made today. DWD has not provided a deadline, but asked that SWWDB work on changing the language this year. SWCC members can discuss this again at the next meeting as another month or so would help finalize the process.

Ms. Suda will resend the revised SWCC Agreement to members to present to their county council. It will be sent with high importance and include a summary. Any ideas from the county council can be incorporated into the agreement. This is an important decision to make that all members must be comfortable with. It is not urgent.

## **6. SWWDB Recertification**

SWWDB has been recertified for calendar years 2022 and 2023 by the Department of Workforce Development (DWD). SWCC members were provided with a copy of the recertification approval letter.

## **7. 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 February 17, 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 is current through SWWDB's second fiscal quarter (October 1 – December 31). The information compares the fourth calendar quarter numbers in 2019, 2020, and 2021. In 2019, there were 29 leased employees with a gross billing of around \$184,000. In 2020, there were 27 leased employees with around \$235,000 in gross billing. In 2021, there were 34 leased employees with around \$256,000 in gross billing.



There has been a steady increase and Green County activity has increased. Green County experiences much turnover, but SWWDB is happy to provide this program as an option for them. There are more full-time employees with benefits being hired.

The number of contracts has increased from four (4) to five (5). The Richland County Management Information Services (MIS) department contract restarted. There is also the possibility of the Rock 5.0 Internship program returning this summer.

Ms. Suda reiterated that this information is presented to SWCC members because the counties are the primary customer for this program. It is important that SWCC members know county agencies reach out to SWWDB administration for assistance.

Mr. Brewer stated that having this program available allows the county to act quickly during a time of retirements and staff that “come and go”. Mr. Carter added that it takes some burden off of county personnel staff as well.

### 8. Adjournment

Mr. Carter will not be returning for the next SWCC meeting as he is retiring as Green County Board Chair and from the SWWDB Board of Directors. Mr. Carter will continue to work and not fully retire. SWCC members thanked Mr. Carter for his many years of service.

Motion made by Mr. Meyers, seconded by Mr. Podzilni, to adjourn the meeting at 12:52 p.m. **Motion carried unanimously.**

## General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Balance Sheet

March 2022

Page: Page 1 of 1

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

Page: Page 1 of 3

Date: 5/13/2022

Time: 12:16:47 PM

Revenues

Account	-----Monthly-----			-----YTD-----			Annual estimated	Unrealized	Pct
	Estimated	Actual	Pct	Estimated	Actual				
5100 REVENUE	\$404,824.00	\$596,030.06	147.23%	\$3,643,416.00	\$3,054,492.99	\$4,857,896.00	\$1,803,403.01	62.88%	
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%	
<b>Total Revenues</b>	<b>\$483,906.00</b>	<b>\$871,318.14</b>	<b>180.06%</b>	<b>\$4,355,154.00</b>	<b>\$3,875,142.50</b>	<b>\$5,806,916.00</b>	<b>\$1,931,773.50</b>	<b>66.73%</b>	

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

Page: Page 2 of 3

Date: 5/13/2022

Time: 12:16:47 PM

## 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

For User: d.thousand

Agency Statement of Operations

March 2022

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Date: 5/13/2022

Time: 12:16:48 PM

**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%
<b>Total Expenditures</b>	<b>\$413,102.00</b>	<b>\$623,098.18</b>	<b>150.83%</b>	<b>\$3,717,918.00</b>	<b>\$3,775,808.22</b>	<b>\$4,957,441.00</b>	<b>\$1,181,632.78</b>	<b>76.16%</b>
<b>Excess (Deficit)</b>	<b>\$70,804.00</b>	<b>\$248,219.96</b>		<b>\$637,236.00</b>	<b>\$99,334.28</b>	<b>\$849,475.00</b>	<b>\$750,140.72</b>	

(Funds included: ALL)

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

Item	Admin	Program	Amount
<b>2021.22 Budget - Approved Revenue</b>	<b>542,844</b>	<b>4,753,067</b>	<b>\$5,295,911</b>
<b>Changes to PY21 Funds (Adjust to Actual)</b>			
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
<b>Modified Revenues</b>	<b>1,108,616</b>	<b>10,032,211</b>	<b>11,140,827</b>
Net Change	565,772	5,279,144	5,844,916
<b>Changes to PY20 Funds (Affects Planned Reserve / Carryover) - for informational purposes only</b>			
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			
<b>Revenues:</b>										
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%
<b>Total Revenue:</b>	<b>\$5,295,913</b>	<b>\$1,543,380</b>	<b>\$5,363,019</b>	<b>\$12,202,312</b>	<b>\$3,875,143</b>	<b>\$5,133,290</b>	<b>\$7,069,022</b>	<b>\$5,695,572</b>	<b>\$562,281</b>	<b>10.95%</b>
<b>Expenses:</b>										
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%
<b>Total Expenses:</b>	<b>\$4,957,442</b>		<b>\$72,768</b>	<b>\$0</b>	<b>\$3,775,808</b>	<b>\$5,030,210</b>		<b>\$6,081,982</b>	<b>\$1,051,773</b>	<b>20.91%</b>
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	
<b>Totals</b>	<b>577,548</b>	<b>5,118,023</b>	<b>5,695,572</b>	

**CHIEF ELECTED OFFICIALS CONSORTIUM AGREEMENT  
OF THE  
SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT AREA**

FOR THE WISCONSIN COUNTIES OF GRANT, GREEN, IOWA, LAFAYETTE, RICHLAND AND ROCK COUNTIES UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, by and between the Counties of Grant, Green, Iowa, Lafayette, Richland and Rock in the State of Wisconsin (hereinafter the Counties).

WITNESSETH:

WHEREAS, the County Board of Supervisors of the aforementioned Counties did previously adopt resolutions authorizing the County Board Chairperson to sign a Consortium Agreement creating the Southwest Wisconsin Counties Consortium under section 66.30, Wisconsin Statutes, in order to administer the provisions of Public Law 105-220, the federal Workforce Investment Act; and,

WHEREAS, the County Board of Supervisors of each of the aforementioned counties has adopted a resolution authorizing the County Board Chairperson to sign this "Charter of the Southwest Wisconsin Counties Consortium" under the Workforce Investment Act (P.L. 105-220)" (hereinafter, the "Charter"); and,

WHEREAS, the Workforce Innovation and Opportunity Act (Public Law 113-128) has been enacted by Congress in replacement of the Workforce Investment Act,

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and each party acknowledges sufficiency of which for itself, the Counties do hereby agree to the following Charter:

AGREEMENT

- SECTION 1: That the Counties of Grant, Green, Iowa, Lafayette, Richland and Rock, under Section 66.30, Wisconsin Statutes, do hereby constitute themselves to be a consortium for the purposes of Section P.L. 113-128 (Workforce Innovation and Opportunity Act) as described in 29 USC Chapter 32.
- SECTION 2: The chief local elected officials (the Chairpersons of the County Board of Supervisors) or the designees of said officials of the Counties in Section 1 shall constitute the Workforce Development Area Consortium of Commissioners (hereinafter, the "Consortium") which shall appoint the Workforce Development Board under the Workforce Innovation and Opportunities Act, Section 29 USC Chapter 32.
- SECTION 3: The Consortium shall elect from its membership a Chairperson, a Vice Chairperson and such other officers as may be provided in the by-laws. Vacancies shall be filled by election for the remainder of the unexpired term. The Chairperson shall appoint a staff person of one of the consortium member counties ~~to serve~~ or the administrative entity to serve as consortium clerk.
- SECTION 4: The Consortium shall name a Chief Elected Official from their membership. This person shall have signatory authority and authority to speak for the Consortium in all matters regarding the Workforce Innovation and Opportunity Act. The term of this designation shall be identified.

## ENCLOSURE 6

- SECTION 5: Roberts Rules of Order, Newly Revised, shall govern the procedures of the Consortium insofar as they do not conflict with applicable law or administrative rules or by-laws duly adopted by the Consortium.
- SECTION 6: The Consortium may adopt operational and procedural bylaws consistent with this Charter, applicable federal and state laws, and rules or regulations pursuant thereto. By-laws or amendments thereto may be adopted by the affirmative vote of 2/3 of the entire membership of the Consortium at any regular meeting called for that purpose, provided that written copies hereof are delivered to each member fifteen (15) days prior to consideration.
- SECTION 7: The Consortium shall appoint the Workforce Development Board of the area. In accordance with the requirements established by the Governor and the criteria established under 29 USC 3122(b), the Consortium appoints the members of the local board from the individuals nominated or recommended to be such members according to 29 USC 3122(c)(l)(B).
- SECTION 8: The Consortium shall execute an agreement with the Workforce Development Board for the operation and functions of the Board under WIOA (29 USC Chapter 32). The Consortium is the grant recipient of the Workforce Innovation grant funds and shall be liable for any misuse of the grant funds allocated to the local area, unless the chief elected official reaches an agreement with the Governor to bear such liability ~~(29 USC 3122(d)(12)(B)(i)(I) and (II))~~. The Consortium will direct the Board to receive the Workforce Innovation and Opportunity Act funds on behalf of the Consortium and serve as administrative entity and fiscal agent and disburse funds at the direction of the local board pursuant to the requirements of 29 USC Chapter 32, subchapter II. 29 USC 3122(d)(12)(B)(i)(III). In the role as grant administrator and fiscal agent, the SWWDB shall:
1. Conduct an annual agency wide unqualified audit, per the requirements of the State of Wisconsin Department of Workforce Development, and shall provide each Local Elected Official with a complete copy of the audit, including any management letter. A copy of any audit response by the SWWDB shall also be provided to the Local Elected Officials.
  2. Maintain both general liability and errors and omissions coverage for past and future liabilities to protect the Local Elected Officials and their respective counties.
  3. **In the case of any misuse of grant funds allocated to the local area beyond the parameters stated above, the Consortium agrees to assume liability as required at as follows: 29 USC 3122(d)(12)(B)(i)(I) and (II);** Liability will be determined based upon the particular facts of the situation as to the responsibility of individual Consortium members for the particular funds. ~~For example, if WIOA funds are misused only by the employee(s) or subcontractor(s) of one member of the Consortium, then only that county shall be held liable for the repayment of the misused funds. If more than one Consortium member is involved, then the respective counties will attempt to reach an agreement as to relative liabilities based upon the facts of the situation. If the Counties are unable to reach agreement, the Consortium shall consider the following when determining responsibility for the repayment of misused funds: then DWD shall make the determination as to respective liabilities.~~ *(This (yellow) is the section that it is out*

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ENCLOSURE 6

*of compliance; DWD cannot make the decision)*

Proposed changes for member consideration:

- A. Workforce programs in the Southwest Wisconsin Workforce Development Area shall be administered prudently to minimize liability;
- B. Contracts for service delivery shall require indemnification by the contractor in the event that contractor errors or omissions result in disallowed costs or other liability;
- C. Service delivery contractors shall assume repayment of disallowed costs that result in their failure to implement WIOA programs according to public law 113-125, corresponding federal regulations, and/or State or Local policy;
- D. The SWWDB shall maintain adequate errors and omission insurance as described in the Joint Agreement, to cover CEOs and the SWWDB members;
- E. The Consortium is liable for any misuse of the grant funds allocated to the local area under sections 128 and 133 of the Workforce Innovation and Opportunity Act.
- F. In the case of any misuse of grant funds allocated to the local area, the Consortium agrees to assume liability as follows (Section 20 CFR 683.710):
  - As the designated Fiscal Agent for WIOA Title 1 program funds, the SWWDB shall assume liability, not to exceed available reserves, for WIOA disallowed costs.
  - For disallowed costs exceeding Fiscal Agent reserves, liability will be determined by the CEO Consortium based upon the particular facts of the situation as to the responsibility of individual Consortium members for the particular funds.
- G. Finally, after every possible method to reduce liability is exhausted, and the Counties are unable to reach agreement on relative liability, the liability, as determined by the CEO Consortium, shall be apportioned between the six counties in proportion to their respective percentage of the workforce expenditures by WIOA Program in the fiscal year the disallowed cost or other liability occurred. For example, if 10% of WIOA Adult program funds were expended in a County, that County would be responsible for 10% of the liability/disallowed cost.

SECTION 9: The Consortium shall perform all functions for local elected officials as contained in P.L.113-128, the Workforce Innovation and Opportunities Act including:

- 1. Submit a request for initial designation of a workforce development area and consult with the Governor on the initial designation and future re-designation of a Workforce Development Area. (29 USC 3121(b)(2) and 29 USC 3121(b)(1)(A)(ii))
- 2. Work with the local board to:
  - A. Develop local and regional plan(s);
    - i. Develop and submit to the Governor a comprehensive 4-year local plan for the region that is consistent with the State plan. 29 USC 3122 (d)(1)

## ENCLOSURE 6

- and 3123(a).
  - ii. Consult with the State to identify regions, consistent with the considerations described in 29 USC 3121(b)(1)(B). 29 USC 3121 (a)(1).
  - iii. Engage in a regional planning process and prepare, submit, and obtain approval of a single regional plan consistent with the requirements in 29 USC 3121(c).
- B. Develop and administer budget and grant responsibilities:
- i. Annually review and approve the local board's budget for the activities of the local board. 29 USC 3122(d)(12)(A).
- C. Oversee workforce programs:
- i. Work with the local board to conduct oversight with respect to local programs of youth activities authorized under 29 USC 3164(c), local employment and training activities authorized under 29 USC 3174(c) and (d), and the one-stop delivery system in the local area; and ensure the appropriate use and management of the WIOA funds provided for these activities and one-stop delivery system; and for workforce development activities, ensure the appropriate use, management and investment of funds to maximize performance outcomes under section 29 USC 3141 and 29 USC 3122(d)(8).
  - ii. In cooperation with the local board, competitively designate or certify One Stop Operators, as described in 29 USC 3151(d)(2)(A) or terminate for cause the eligibility of such operators. 29 USC 3122(d)(10)(A).
  - iii. Review and approve a Memorandum of Understanding (MOU) between the local board and the One Stop Partners, relating to the operation of the One Stop delivery system in the local area, consistent with the requirements in 29 USC 3151(c)(2). 29 USC 3151(c)(1).
  - iv. In agreement with the local board, conduct oversight of the one-stop delivery system, 29 USC 3151(a)(3), and consult with the State as it establishes objective criteria and procedures used to evaluate the operation of the one-stop center as described in 29 USC 3151(g).
  - v. Consult with the local board, the One Stop Operator, and the One Stop- Partners regarding funding of the One Stop infrastructure as described in 29 USC 3151(h)
  - vi. Consult with the Governor as he or she establishes guidance for infrastructure one stop funding (29 USC 3151(H)(1)(B) and determines funding as described in 29 USC 3151(h)(2)(C),
  - vii. Consult with the Governor as he/she determines funding allocation for youth activities and a statewide workforce investment activities under 29 USC 3162(b)(1)(C). 29 USC 3163(b).
  - viii. Consult with the Governor as he/she determines funding allocation for adult employment and training activities and a statewide workforce activities under 29 USC 3172(b)(1)(B). 29 USC 3173(b)(1).
3. Work with the local board and the Governor to negotiate and reach agreement on local performance measures. 29 USC 3122(d)(9).
4. Determine whether to appeal a gubernatorial reorganization determination

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made under 29 USC 3141(g)(A) to the Governor under 29 USC 3141(g)(B)(i) and to the Secretary of the U.S. Department of Labor under 29 USC 3141(g)(B)(ii).

SECTION 10: This Charter agreement shall be effective when executed by the chief elected official thereof and shall thereupon act to repeal and supersede any and all prior written or oral consortium agreements. This Charter may only be revised, modified or amended in writing and upon a majority vote of the Consortium with the governing By-Laws.

SECTION 11: The Consortium may be dissolved and this Charter may be rescinded only with the consent of all the Boards of Supervisors of the counties party hereto and the Governor.

**For Grant County**

\_\_\_\_\_  
Printed Name Title

\_\_\_\_\_  
Signature Date

**For Green County**

\_\_\_\_\_  
Printed Name Title

\_\_\_\_\_  
Signature Date

**For Iowa County**

\_\_\_\_\_  
Printed Name Title

\_\_\_\_\_  
Signature Date

**For Lafayette County**

\_\_\_\_\_



ENCLOSURE 6

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Richland County**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Rock County**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
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. As such, SWWDB shall receive WIOA Title 1 funds on behalf of the Southwest Wisconsin Workforce Development Area.

This form reaffirms the designation indicated at Section II.C.1 of 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).”

\_\_\_\_\_  
*for SWCC, Chief Elected Official Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name of Chief Elected Official*

\_\_\_\_\_  
*for SWWDB, Chairperson*

\_\_\_\_\_  
*Date*

Maria Lauck

\_\_\_\_\_  
*Name of Chairperson*

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**Department of Workforce Development**  
**Employment and Training Division**  
Bureau of Workforce Training  
201 E. Washington Avenue  
P.O. Box 7972  
Madison, WI 53707  
Telephone: (608) 266-5370  
Fax: (608) 267-0330  
Email: [dwdet@dwd.wisconsin.gov](mailto:dwdet@dwd.wisconsin.gov)

A proud partner of the  American Job Center network



**Tony Evers**, Governor  
**Amy Pechacek**, Secretary-designee

April 28<sup>th</sup>, 2022

Directors:

The Workforce Innovation and Opportunity Act of 2014 requires that the State Workforce Board (Council on Workforce Investment), in consultation with chief elected officials (CEOs) and local workforce boards, establish objective criteria and procedures for the local boards to use to assess and certify the one-stop delivery system and its comprehensive and affiliate job center locations at least once every three years. (Section 121 (g)(1)).

Each local area is required to have at least one comprehensive job center located within its borders that provides all WIOA required programs and services.

Certification is required for local areas to receive infrastructure funding as described by the standards established in WIOA Section 121(h). Chief Elected Officials and Local Workforce Development Boards (WDB) are encouraged to extend services beyond these standards to better serve customers. Any job center location that will be included in the MOU and/or will receive Title I infrastructure funding must be certified.

Attached you will find the One Stop Delivery Self-Certification document which includes a One-Stop Delivery System Self-Certification Attestation, One-Stop System Checklist (Section A), and a Job Center Checklist (Section B). The WDB must complete and submit the attestation, one One-Stop System Checklist for the Workforce Development Area, and a Job Center Checklist for **each** Job Center that will be included in the MOU and/or receives Title I infrastructure funding to their Local Program Liaison **by May 31, 2022**. If you are unable to submit the required documentation by this date, please contact your Local Program Liaison.

V/r

DocuSigned by:

A handwritten signature in black ink that reads "Annette Meudt".

D0ADA3B21EC0420...

Annette Meudt

Director, Bureau of Workforce Training

Office: 608-733-3905

[annette.meudt@dwd.wi.gov](mailto:annette.meudt@dwd.wi.gov)



## Wisconsin One-stop Delivery System Self-Certification Attestation

The Workforce Innovation and Opportunity Act of 2014 (WIOA) requires that the State workforce board (Governor's Council on Workforce Investment), in consultation with chief elected officials (CEOs) and local workforce boards (WDBs), establish objective criteria and procedures for use by the WDBs to assess and certify the one-stop delivery system and its comprehensive and affiliate job center locations.<sup>1</sup>

Each local area must have at least one comprehensive job center located within its borders that provides all WIOA required programs and services.

Certification is required for local areas to receive infrastructure funding.<sup>2</sup> Any job center location that will be included in the MOU and/or receive Title I infrastructure funding must be certified.

As a representative of the \_\_\_\_\_ Workforce Development Area (WDA) and on behalf of the counties within the WDA, I hereby notify the state that the One-Stop Delivery System and the following Job Centers in the WDA have been certified.

The WDB has completed **one** One-Stop System Checklist (Attachment A) for the WDA, and **one** Job Center Checklist (Attachment B) for **each** Job Center within its borders that will be included in its MOU and/or receive Title I infrastructure funding.

I understand that the local WDB will be asked to substantiate the certifications in future monitoring conducted by the Wisconsin Department of Workforce Development.

Name of Center	Address	Comprehensive, Affiliate, Other <sup>3</sup>

\_\_\_\_\_  
Printed Name of Chief Elected Official

\_\_\_\_\_  
Signature of Chief Elected Official

\_\_\_\_\_  
Date

<sup>1</sup> WIOA Section 121(g)(1)

<sup>2</sup> WIOA Section 121(h)

<sup>3</sup> WIOA Title I-A & I -B Policy and Procedure Manual Chapter 2.2.3

\_\_\_\_\_  
Printed Name of Board Director

\_\_\_\_\_  
Signature of Board Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

Attach local WDB policies and procedures, as outlined in Certification Checklist and email the signed checklist to your Local Program Liaison.

**Section A: ONE-STOP CERTIFICATION CHECKLIST – ONE-STOP SYSTEM**  
 (Complete one for the One-Stop System)

REQUIREMENTS PER WIOA LEGISLATION REGULATIONS	CERTIFICATION CRITERIA
<b>EFFECTIVENESS (INTEGRATION OF AVAILABLE SERVICES)</b>	
<p>All required governing documents are in place in development prior to the One-stop System's certification.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The local MOU identifying the comprehensive, affiliate, and specialized job centers and agreements for service integration is completed or in progress.</li> <li><input type="checkbox"/> The MOU does/will clearly delineate the roles and responsibilities of all partners.</li> <li><input type="checkbox"/> The OSO is performing all required functions under WIOA (<a href="#">20 CFR § 678.620 and TEGL 15-16 (7)</a>) and the WDB's Local Plan.</li> </ul>
<p>The One-stop System meets the workforce development needs of participants (job seekers) as established in local plans.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The One-stop System provides for service delivery among programs. (<a href="#">Section 678.500</a>) Attach, describe and/or list below the policies and procedures that operationalize the service delivery and referrals among programs.</li> <li><input type="checkbox"/> Co-located partners have established policies and procedures for establishing co-enrollment in core programs. (<a href="#">Section 108(b)(3)</a>) Attach, describe and/or list below those policies and procedures.</li> </ul>
<p>The One-stop System meets the needs of local businesses as established in local plans.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The One-stop System makes career services available to local employers. Describe and/or list below the career services available to local employers and how those services are operationalized.</li> </ul>

	<p><input type="checkbox"/> The One-stop System's co-located partners match businesses with the skilled workers they need. (<a href="#">678.435</a>) Attach, describe and/or list below specific activities related to this.</p> <p><input type="checkbox"/> The Local Plan states specific ways co-located partners will identify how the job center will respond to the economic needs of the local area. Attach, describe and/or list how those plans are being operationalized.</p>
<p>The One-stop System coordinates services among the co-located partner programs to provide access to integrated programs and services (<a href="#">Section 121(g)(B)(ii)</a>).</p>	<p><input type="checkbox"/> Frontline/intake staff are knowledgeable about basic program eligibility requirements and make referrals to partner programs (<a href="#">TEGL 4-15</a>) as evidenced by:</p> <p><input type="checkbox"/> Job center staff who perform similar tasks, work in functional teams rather than programmatic siloes (e.g. Business Services Team) (<a href="#">TEGL 4-15</a>). Provide information on meetings, frequency of meetings, and participating partners to demonstrate this.</p>
<p>Co-located partners provide access to services and activities through at least one physical location in each local area (<a href="#">Section 678.305</a>).</p>	<p><input type="checkbox"/> All co-located partners are programmatically accessible to customers within the Job Center through allowable means. (<a href="#">678.300(d)</a>; <a href="#">TEGL 16-16</a>).</p>

<p>The One-stop System supports the achievement of the negotiated local levels of performance (<a href="#">Section 121 (g)(B)(1)</a>)</p>	<p><input type="checkbox"/> Co-located partners are using state established systems for tracking performance outcomes (e.g. ASSET, JCW Business, etc.).</p>
<p>One-stop System staff and co-located partners invest in continuous improvement ensuring that staff can implement the latest policies and procedures developed at local, state, and federal levels (Section 678.800(c)).</p>	<p><input type="checkbox"/> The One-stop System has a process for responding to the technical assistance needs of staff and co-located partners (i.e. joint trainings and staff meetings).</p> <p><input type="checkbox"/> The One-stop System has a system in place to ensure that staff has the opportunity to participate in professional development opportunities (e.g. conference attendance, Certified Workforce Development Professional certification).</p> <p>Attach, describe and/or list professional development opportunities provided during the last certification period.</p> <p>Attach, describe and/or list any professional development opportunities planned for the next Program Year.</p>
<p>The One-stop system has systems in place for collecting and analyzing customer feedback, both from job seekers and businesses, and the information is used to improve service delivery (<a href="#">Section 678.800(3)(b)</a>)</p>	<p><input type="checkbox"/> The One-stop system has a process by which the Job Centers will manage a customer complaint, including communicating complaints to the local Equal Opportunity Officer in accordance with <a href="#">Administrative Memo 14-04</a>.</p>



**Section B: ONE-STOP CERTIFICATION CHECKLIST – JOB CENTERS**  
 (Complete one for each Job Center that will be in your MOU or receive Title I infrastructure funds)

Official Job Center Name:		
Job Center Name to be displayed on JCW site:		
Address:	City:	Zip Code:
Website:		
Hours of Operation:		
Person Who Completed Certification Checklist:		

Comprehensive Site

Affiliate Site

Other Site

<b>PHYSICAL AND PROGRAMMATIC ACCESSIBILITY</b>	
<p>The job center layout supports a culture of inclusiveness</p> <ul style="list-style-type: none"> <li>• <a href="#">WIOA Section 188</a></li> <li>• <a href="#">WIA Section 188 Disability Checklist</a></li> <li>• <a href="#">29 CFR part 38</a></li> <li>• <a href="#">ADA Full Checklist</a></li> <li>• <a href="#">Section 504</a></li> <li>• <a href="#">Section 508</a> (including website accessibility).</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Inspections, audits, or reviews of the job center using each of the following guidelines have been conducted within the appropriate timeframes.                             <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">ADA Accessibility Checklist</a> (every 3 years) Completed on: _____</li> <li><input type="checkbox"/> <a href="#">WIA Section 188 Disability Checklist</a> (annual) (Boards can complete the <a href="#">DWD-DET Desk Review Survey Tool – Part III Civil Rights and Equal Opportunity Section.</a>) Completed on: _____</li> <li><input type="checkbox"/> <a href="#">Revised Section 508 Standards Applicability Checklist</a> (every 3 years) Completed on: _____                                     <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Website Accessibility</a> (annual): Completed on: _____</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> For any element that is not compliant, a procedure is in place that ensures equal access. Attach those procedures.</li> <li><input type="checkbox"/> For any element that is not compliant, a corrective action plan has been developed that includes barriers identified, the cost to bring each element into compliance, and dates by when all areas will be compliant. This plan will be reviewed during the monitoring cycle.</li> <li><input type="checkbox"/> Program services, to the maximum extent possible, are provided/made available outside regular this job center's business hours to accommodate customers' work, child care, and/or transportation needs. (<a href="#">678.800</a>)</li> </ul>

	<p>Attach, describe and/or list non-traditional service provision activities at this Job Center.</p>
<p>The job center displays the one-stop delivery system common identifier as required (<a href="#">Section 678.900</a>).</p>	<p><input type="checkbox"/> The job center signage and marketing materials, and all partner materials reflect the agreed upon "American Job Center" branding, or a plan has been developed to bring signage and marketing materials in compliance with the common identifier requirements.</p>

<b>CONTINUOUS IMPROVEMENT</b>	
<p>The job center has systems in place for collecting and analyzing customer feedback, both from job seekers and businesses, and the information is used to improve service delivery (<a href="#">Section 678.800(3)(b)</a>)</p>	<p><input type="checkbox"/> The job center uses customer satisfaction surveys for participants and businesses to receive feedback on items such as customer access to services, satisfaction with provided services, timeliness of services provided, friendliness and knowledge of staff, and suggestions for improvement.</p> <p>Describe the following:</p> <ol style="list-style-type: none"> <li>1. To whom are the surveys given?</li> <li>2. How frequently are the surveys conducted? (provide dates during the last certification period)</li> <li>3. Through what methods are the surveys conducted?</li> </ol>