

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 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) 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.
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1370 North Water Street, Platteville, WI

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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
Grand Total	\$579,000

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.