

Southwest Wisconsin Counties Consortium Meeting

November 22, 2022

Meeting Minutes

The Southwest Wisconsin Counties Consortium meeting was held on Tuesday, November 22, 2022, virtually via GoToMeeting. 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. Meyers at 1:02 p.m.

1. Approval of Agenda

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

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

2. Approval of Minutes

The minutes of the August 23, 2022, and September 21, 2022, SWCC meetings were distributed and reviewed by SWCC members.

Motion made by Mr. Keeney, seconded by Mr. Podzilni, to approve the minutes of the Southwest Wisconsin Counties Consortium (SWCC) meetings held on August 23, 2022, and September 21, 2022. **Motion carried unanimously.**

3. Program Year 2022-23 Financial Reports, Quarter 1

Ms. Thousand presented the financial statements to SWCC members. The draft financial statements include the Balance Sheet and Statement of Operations as of September 30, 2022. The Balance Sheet is a draft through Quarter 1 (July 1 – September 30). It shows revenues are exceeding expenditures by \$50,587.05.

Ms. Thousand pointed out account 1245-Dental Insurance Prepaid. SWWDB had a situation where a former employee accepted Cobra coverage and pre-paid for it. Now SWWDB owes that employee the coverage. Mr. Meyers asked if this dental coverage is different from flexible spending. Ms. Thousand said yes.

Account 3080-401(K) Liability is showing as a negative because of a timing difference.

Since SWWDB is through Quarter 1, the goal on the Statement of Operations is to be around 25% spent. The column labeled "Pct" is showing revenues at 30.38% and expenditures at 27.61%. SWWDB is currently in a really good financial position. Ms. Thousand went over some of the accounts that look different.

Account 5300-Revenue Interest Income is showing 153.26% spent. When SWWDB administration created the budget, it was when banks were paying minimal interest. The estimate has been exceeded and this will true up.

Account 6119-Fringes is an offset account for SWWDB's flexible spending account. It changes constantly.

Accounts 6313-P.O. Box Rental and 6420-Audit are showing 0% spent. These expenses have not been incurred yet in the fiscal year.

Account 6410-Legal is showing 166.67% spent as a result of the ransomware attack. These were expenses that were not planned. Ms. Thousand noted that SWWDB has, and has had for many years, cyber liability coverage.

Account 6431-Consultants is showing 0% spent, but there are expenditures. SWWDB received funds for a Foodshare Employment and Training (FSET) video project that was unexpected. SWWDB had to hire a videographer and a filming company for the project.

Accounts 6708-Stipends and 6709-Incentives are showing 107.02% and 0% spent respectively. These are mainly for participants in the Worker Advancement Initiative (WAI) grant that has really taken off. Ms. Thousand explained that participants in the childcare project of the grant, for example, receive a stipend to go to class. An incentive is an inducement or reward intended to motivate achievement. For example, upon successful completion of training, participants can receive an incentive payment.

Account 6740-Customized Training is showing 184.15% spent. Funds were sent to Blackhawk Technical College for Level 1 Leadership mentoring for the Youth Apprenticeship program. This was not in the budget initially but aligns with SWWDB's vision and mission.

The Budget Modifications were presented to SWCC members for review and discussion. Since the last meeting, two (2) changes to the budget occurred. The Wisconsin Senior Employment (WISE) grant agreement was finally received. SWWDB administration budgeted off of last year's contract, but it was received for less. The budget was adjusted to the actual award.

SWWDB administration requested additional stimulus funds for the Independent Living/Foster Care (IL/FC) grant. These funds were spent.

Motion made by Mr. Guth, seconded by Mr. Keeney, to approve the Program Year (PY) 2022-2023 financial statements, including Budget Modifications, for the period ending September 30, 2022.

Motion carried unanimously.

4. Fiscal Year 2021-22 Audit

The audit was conducted by Wegner CPAs of Madison. Wegner staff conducted the audit virtually October 31 – November 2, 2022. Ms. Thousand stated that the audit went very well. Wegner is not recommending any adjusting journal entries or proposing any changes to internal controls. The draft audit report and draft Form 990 have not been received yet. Ms. Thousand goes through both reports very thoroughly and will do so once they are received.

The goal is to have the audit submitted to SWWDB’s funding sources by the end of December. The SWCC will reconvene to review the draft documents when they are available. The draft documents will be sent to SWCC members electronically for review.

Motion made by Mr. Podzilni, seconded by Mr. Keeney, to approve the draft Fiscal Year (FY) 2021-22 audit report and draft Form 990 subject to receiving them electronically. **Motion carried unanimously.**

5. Appointment of Board Members

There are none.

6. Board Member Reappointments

SWWDB Board members are appointed to three-year terms on a calendar year cycle. Therefore, the end of the calendar year brings an end to the appointment term of several Board members.

The terms of the following Board members below are due to expire on December 31, 2022, and are recommended for re-appointment:

Member	Title	Company / Organization	Industry / Representation
Jeff Ellingson	General Manager	Edelweiss Chalet Country Club	Business
Heather Fifrick	Career Services Manager	SWTC	Education
Linda Hendrickson	Supervisor, Training & Outreach	DWD - Unemployment Insurance Division Benefits Operations Bureau	Unemployment
Ela Kakde	Regional Economic Development Director	WEDC, Region 9	Economic Development
Jill Liegel	Senior Manager, Employee Services	Land’s End	Business
Andrew Marcotte	HR Manager	Blain’s Farm & Fleet	Business
Lisa Omen	Chief Operations Officer	Forward Services	W-2/TANF & Business
Dave Shaw	SW District Director	DWD – Job Service	Labor Exchange; TAA; Veterans Employment & Training
David Smith	President and CEO	Grant Regional Health Center	Business

Motion made by Mr. Guth, seconded by Mr. Keeney, to re-appoint the members above to a three-year term beginning January 1, 2023, through December 31, 2025. **Motion carried unanimously.**

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 November 1, 2022, SWWDB has five (5) contracts: one (1) with Grant County, one (1) with Green County, two (2) with Richland County, and one (1) in Rock County.

The leased employee information shared with SWCC members compares the third calendar quarter in 2020, 2021, and 2022. In 2020, there were 27 employees with a gross billing of \$189,216.63. In 2021, there were 36 employees with a gross billing of \$212,430.97. In 2022, there were 57 employees with a gross billing of \$289,783.98.

The summary shows that the program is trending upward. Ms. Thousand added that there are more full-time employees and the cost-of-living adjustments this year have been between 5% and 7%. This has resulted in an increase in gross salaries and all wage-related fringe benefits and taxes.

The change in the number of employees is due to the Rock 5.0 internship program. The program was not run last summer (July through August) due to COVID-19. Ms. Thousand noted that SWWDB maintains the same number of contracts, but the number of employees under each contract changes.

8. Adjournment

Before adjourning, Ms. Suda asked SWCC members how they liked the format of the meeting. Members agreed that meeting virtually is good for the winter months, but meeting in-person is good as well.

The next meeting will be held virtually via GoToMeeting on Tuesday, February 28, 2023, at 1:00 p.m.

Motion made by Mr. Guth, seconded by Mr. Keeney, to adjourn the meeting at 1:26 p.m. **Motion carried unanimously.**