

# MEMORANDUM



**Date:** September 7, 2022  
**From:** Maria Lauck, SWWDB Chair  
**To:** SWWDB Members

## PRIVATE SECTOR

Name	Business/Organization	County
Mr. Jason Aarud	JM Aarud Mechanical	Rock
Ms. Brittini Ackley	Monroe Truck	Green
Mr. Ivan Collins	Rock County Central Labor Council	Rock
Mr. Christopher Comella	Inclusa	Rock, Green
Mr. Jeff Ellingson	Edelweiss Chalet Country Club	Green
Mr. Kendal Garrison	Lactalis American Group	Lafayette
Mr. Keith Kruse	Tricor Insurance	All
Ms. Jill Liegel	Land's End	Iowa
Mr. Andrew Marcotte	Blain Supply	Rock-All
Mr. Troy Marx	Upland Hills Health	Iowa
Ms. Heather McLean	Reddy Ag Service, Inc. /Ross Soil Service, LLC.	SW Counties
Ms. Lisa Omen	Forward Services Corporation	All
Mr. Dale Poweleit	Steamfitters Local #601	Green, Iowa, Lafayette, Richland, Rock
Mr. Tom Schmit	Hodan Community Services	Iowa
Mr. David Smith	Grant Regional Health Center	Grant
Mr. Michael Williams	Bricklayers and Allied Craftworkers	All

## PUBLIC SECTOR

Name	Organization	County
Ms. Heather Fifrick	SW Wisconsin Technical College	SW Counties
Ms. Linda Hendrickson	Unemployment Insurance Benefit Center	Dane
Ms. Ela Kakde	Platteville Area Economic Development Corporation	Grant
Mr. John Meyers	Iowa County Board Chairperson & SWCC Chair	Iowa
Mr. James Otterstein	Rock County Economic Development Agency	Rock
Dr. Tracy Pierner	Blackhawk Technical College	Rock, Green
Mr. Dave Shaw	Bureau of Job Service	All
Ms. Andrea Simon	Division of Vocational Rehabilitation	All

**RE: Southwest Wisconsin Workforce Development Board Meeting Notice**  
Wednesday, September 14, 2022, from 2:30 p.m. to 4:00 p.m.  
Location: Video Conference

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In the interest of time, please direct questions regarding any of the agenda items or enclosures to Rhonda Suda at (608) 314-3300, Ext. 305 or [r.suda@swwdb.org](mailto:r.suda@swwdb.org) prior to the meeting.

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, Ext. 230 no later than 2:00 p.m., Tuesday, September 13, 2022.

**Southwest Wisconsin Workforce Development Board (SWWDB) is an Equal Opportunity Employer & Service Provider.**

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For assistance, contact  
SWWDB Equal Opportunity Officer  
Ryan Schomber  
1717 Center Ave.  
Janesville, WI 53546  
(608) 314-3300 Ext. 303

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# AGENDA

## Southwest Wisconsin Workforce Development Board, Inc.

Wednesday, September 14, 2022

2:30 p.m. to 4:00 p.m.

Video Conference

(Members can call in if they prefer.)

<https://meet.goto.com/745234397>

**You can also dial in using your phone:**

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**Access Code:** 745-234-397

- All times are approximate -

● = Action required

2:30 p.m.

### 1. Welcome; Call to Order; Roll Call

Katie Gerhards will conduct a roll call of members and guests, as appropriate.

2:35 p.m.

### ● 2. Approval of Minutes of SWWDB Meeting

Minutes of the June 8, 2022, SWWDB meeting are contained in [Enclosure 1](#).

Approval of the minutes from the June 8, 2022, meeting is requested.

2:40 p.m.

### ● 3. Financial Reports

Danielle Thousand will share the SWWDB financial statements representing a draft of the financial condition of the organization through June 30, 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 2021-2022 program year are listed in [Enclosure 4](#).

Approval of the Program Year (PY) 2021-22 financial statements for the period ending June 30, 2022, including the Budget Modifications, is requested.

### 4. Old Business

2:50 p.m.

### ● A. Method, Time, and Location of Future Meetings

Rhonda Suda will share results ([Enclosure 5](#)) of the survey that was sent to Board members following the last Board meeting. The survey showed that members prefer:

- December 14, 2022 Meeting: Virtual, 2:30 p.m. start (50%)
- March 8, 2023 Meeting: Virtual, 2:30 p.m. start (61%)
- June 14, 2023 Meeting: Face-to-face (61%)
- September 13, 2023 Meeting: Evenly split, 39% for 2:30 p.m. virtual meeting

Action is requested to finalize the meeting details for the next four (4) meetings of the SWWDB Board of Directors.

2:55 p.m.

**B. One-Stop MOU Update**

The 2022 One-Stop Memorandum of Understanding (MOU) has not been approved by the Department of Workforce Development (DWD) to-date. The MOU is an agreement developed and executed between SWWDB and the One-Stop partners, with the agreement of the Chief Local Elected Official and the One-Stop partners, relating to the operation of the One-Stop delivery system in the local area. Rhonda Suda will share the MOU status and answer questions.

**5. New Business**

3:00.m.

**● A. Program Year 2022 and 2023 Performance Negotiations**

Every two (2) years, the Department of Labor (DOL), state workforce agencies, and local workforce boards engage in negotiations to set performance goals. The Department of Workforce Development (DWD) negotiates with each local board once negotiations have been completed with DOL. Local performance negotiation is a function of the Local Elected Officials (LEOs) and the local board.

On August 23, 2022, the local elected officials authorized the SWWDB Chief Executive Officer (CEO) to accept final targets that are equal to or less than those indicated under “SWWDB Proposal”.

Indicator	Prior 2 Year Period	PY 2022 & 2023			
	Negotiated	State Proposed	% Change	SWWDB Proposal	% Change
Adult Q2 Unsubsidized Employment	76%	63%	-17%	63%	-17%
Adult Q4 Unsubsidized Employment	74%	70%	-5%	70%	-5%
Adult Median Earnings	\$5,000	\$6,000	20%	\$6,000	\$0
Adult Credential Attainment Rate	66%	66%	0%	66%	0%
Adult Measurable Skills Gain	42%	68%	62%	52%	24%
Dislocated Worker Q2 Unsubsidized Employment	82%	72%	-12%	72%	-12%
Dislocated Worker Q4 Unsubsidized Employment	79%	76%	-4%	76%	-4%
Dislocated Worker Median Earnings	\$7,500	\$8,100	8%	\$8,100	\$0
Dislocated Worker Credential Attainment Rate	70%	74%	6%	74%	6%
Dislocated Worker Measurable Skills Gain	55%	73%	33%	60%	9%
Youth Q2 Employment/Education	70%	67%	-4%	67%	-4%
Youth Q4 Employment/Education	68%	72%	6%	72%	6%
Youth Median Earnings	\$3,000	\$3,400	13%	\$3,400	\$0
Youth Credential Attainment Rate	62%	50%	-19%	50%	-19%
Youth Measurable Skills Gain	34%	75%	121%	54%	59%

Since this approval, DWD has countered SWWDB’s initial proposal. The history of this process is provided in [Enclosure 6](#).

SWWDB administration will be convening a joint meeting of the SWWDB Executive Committee and the Southwest Wisconsin Counties Consortium (SWCC) this month to continue the negotiation process and finalize Workforce Innovation and Opportunity Act (WIOA) Title 1 Performance Targets for the next two (2) years.

Action is requested to approve the targets indicated under “SWWDB Proposal” above.

3:10 p.m.

**● B. Program Year 2022 WIOA Title 1 Funding**

The Department of Workforce Development (DWD) provided Program Year (PY) 2022 Workforce Innovation and Opportunity Act (WIOA) allotments on June 6, 2023 ([Enclosure 7](#)). Workforce Development Area (WDA) 11 WIOA allocations are decreasing by \$177,287 (approximately 13%). This decrease is a result of the lower state award and the improving labor market in Southwest Wisconsin.

Approval of the Program Year (PY) 2022 Workforce Innovation and Opportunity Act (WIOA) Title 1 allocations is requested.

State Allocation	2018	2019	2020	2021	2022	Change	% Change
Youth	\$11,197,879	\$10,091,692	\$9,204,676	\$12,040,412	\$10,957,464	(\$1,082,948)	-8.99%
Adult	\$9,671,276	\$8,714,035	\$7,944,787	\$10,403,176	\$9,438,464	\$964,712	9.27%
Dislocated Worker	\$11,769,133	\$11,431,285	\$11,212,132	\$11,939,631	\$10,874,839	\$1,064,792	8.92%
Wagner Peyser	\$11,632,564	\$11,469,141	\$11,531,892	\$11,423,220	\$11,191,329	\$231,891	2.03%
WF Info Grant	\$615,232	\$615,121	\$608,159	\$606,266	\$608,147	(\$1,881)	-0.31%
SWWDB Shares	2018	2019	2020	2021	2022	Change	% Change
Youth	4.08%	3.79%	3.75%	5.13%	5.37%	0.24%	4.68%
Adult	3.99%	3.71%	3.67%	5.12%	5.30%	0.18%	3.52%
Dislocated Worker	4.46%	3.86%	3.74%	5.66%	4.29%	-1.37%	-24.20%
SWWDB Funding	2018	2019	2020	2021	2022	Change	% Change
Youth	\$388,124	\$325,436	\$293,022	\$453,388	\$500,589	\$47,201	10.41%
Adult	\$325,148	\$274,980	\$247,579	\$523,655	\$424,911	(\$98,744)	-18.86%
Dislocated Worker	\$315,052	\$264,420	\$251,772	\$405,826	\$280,082	(\$125,744)	-30.98%

- 3:20 p.m.     **C. Ad Hoc Audit Committee**  
 SWWDB administration is seeking three (3) to four (4) Board members to serve on this year's Ad Hoc Audit Committee. The committee will meet at the beginning and close of the audit, October 31, 2022, and November 3, 2022, respectively.

The SWWDB Chair shall make appropriate appointments.

- 3:25 p.m.     **D. One-Stop Job Center Certification**  
 SWWDB administration received verification that Workforce Development Area (WDA) 11's job centers are certified through June 30, 2025. See [Enclosure 8](#).

**6. Committee Updates**

- 3:30 p.m.     **A. August 30, 2022 Executive Committee Meeting**  
 The SWWDB Executive Committee met on August 30, 2022. The meeting minutes are provided as [Enclosure 9](#).

**7. Consent Agenda**

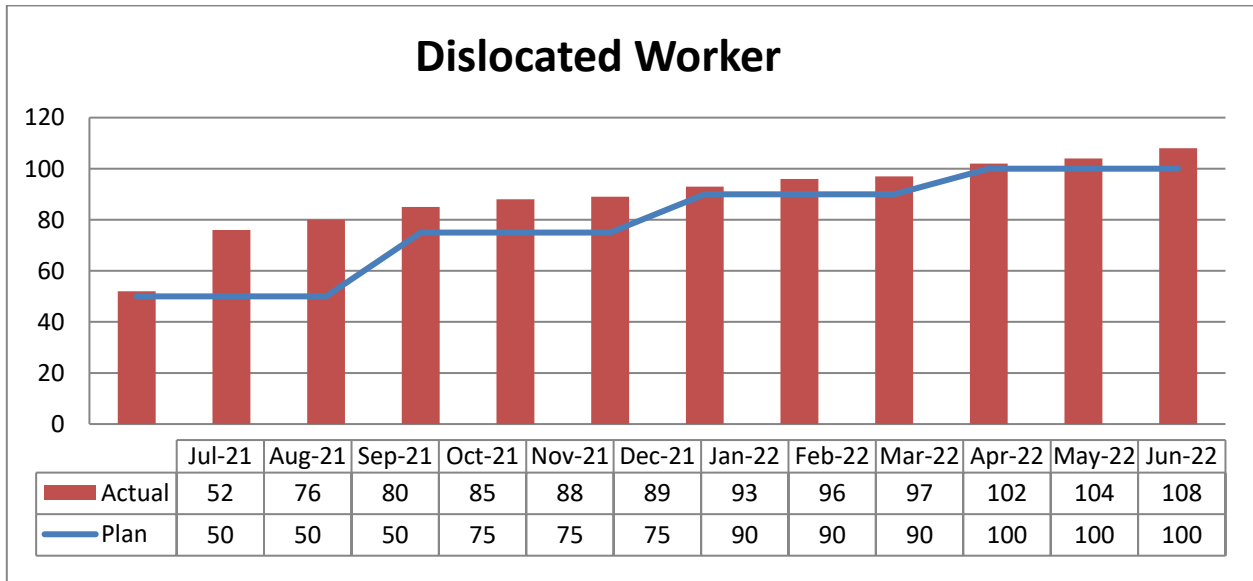
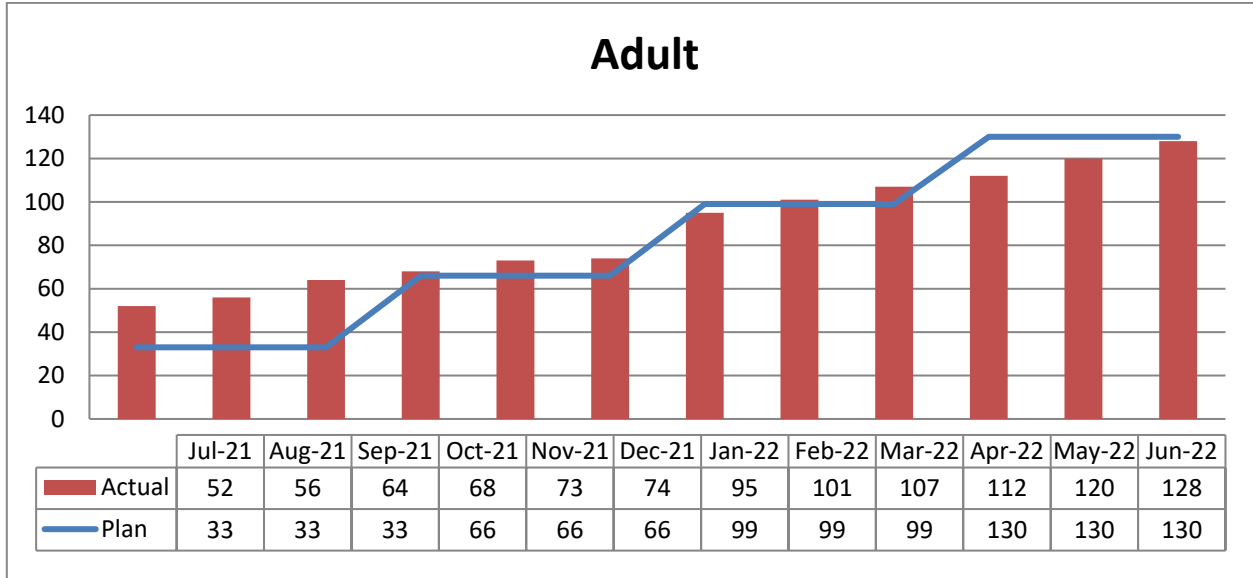
*SWWDB's standard consent agenda includes policies and performance reports. These items can be approved in one action, rather than through the filing of multiple motions.*

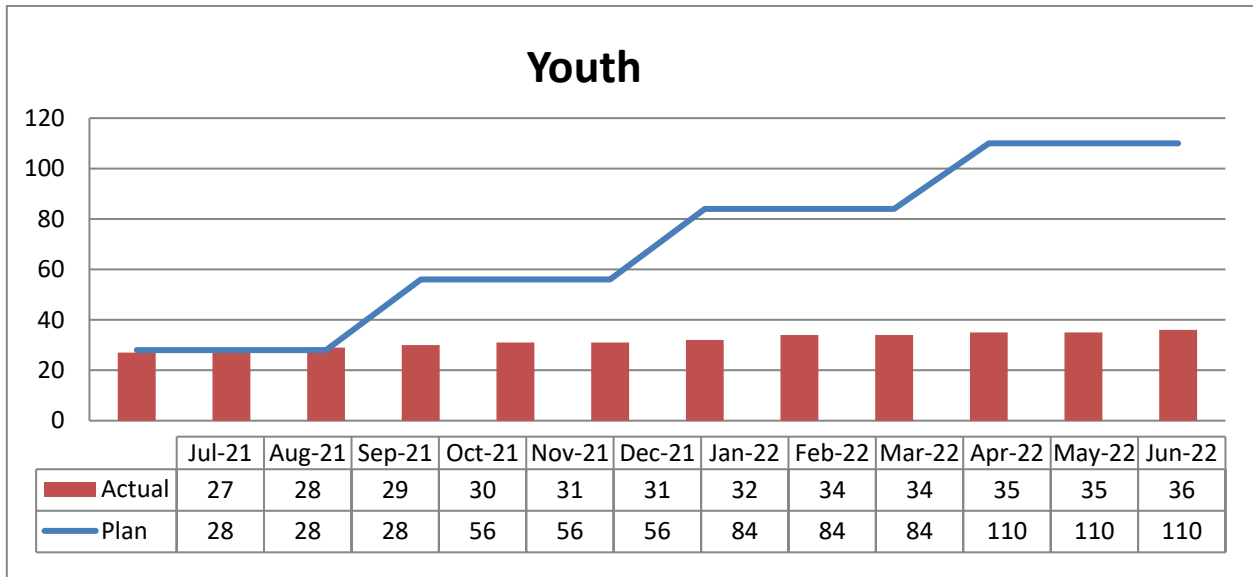
- A. Approval of SWWDB Policies and Revisions**  
 There are no new policies or revisions.

**B. Performance Reports**

**WIOA Planned Participation**

The Workforce Innovation and Opportunity Act (WIOA) service provider contract includes participation goals. Failure to achieve the stated participation goals, within a 10% variance, requires a corrective action plan. Manpower has provided a corrective action plan to address Youth enrollments and, for the first time in over 12 months, is fully staffed.





#### WIOA Performance Measures

WIOA requires performance accountability. The U.S. Department of Labor (DOL) holds state and local areas accountable through the application of performance measures. These performance indicators are an assessment of the effectiveness of the public workforce system at the state and local levels. Every “titled” program within WIOA utilizes the same performance measures/indicators. This performance period accounted for those who exited the program between October 1, 2019, and March 31, 2022. The results below represent the rolling four (4) quarters model reported to DOL.

Program Measure	PY21 Neg.	PY21 Q4 Actual	PY21 90%	PY21 50%**
Adult Q2 Unsubsidized Employment	76%	78.8%	68.4%	38%
Adult Q4 Unsubsidized Employment	74%	75.6%	66.6%	37%
Adult Median Earnings	\$5,000	\$6,894	\$4,500	\$2,500
Adult Credential Attainment Rate	66%	81.8%	59.4%	33%
Adult Measurable Skill Gain	42%	63.3%	37.8%	21%
Dislocated Worker Q2 Unsubsidized Employment	82%	80.5%	73.8%	41%
Dislocated Worker Q4 Unsubsidized Employment	79%	67.8%*	71.1%	39.5%
Dislocated Worker Median Earnings	\$7,500	\$8,065	\$6,750	\$3,750
Dislocated Worker Credential Attainment Rate	70%	73.7%	63%	35%
Dislocated Worker Measurable Skill Gain	55%	54.5%	49.5%	27.5%
Youth Q2 Unsubsidized Employment/Entered Education	70%	69.8%	63%	35%
Youth Q4 Unsubsidized Employment/Entered Education	68%	75%	61.2%	34%
Youth Median Earnings	\$3,000	\$3,899	\$2,700	\$1,500
Youth Credential Attainment Rate	62%	73.7%	55.8%	31%
Youth Measurable Skill Gain	34%	63.6%	30.6%	17%
<b>Exceed</b>	11			
<b>Meet</b>	4			
<b>Fail</b>	0			

(\*) – indicates they would have failed if not for recent DOL (50%) Guidance. Program exits between 1/1/2020 through 6/30/2021.

For MSG, those participating in education and training between 7/1/2021 and 6/30/2022.

(\*\*) – denotes the minimum needed to meet in order to successfully pass the performance measure based on DOL’s COVID 19 Reporting Guidance to DWD.

**FoodShare Employment and Training (FSET)**

Able-bodied adults without dependents who receive FoodShare benefits are required to meet 80 hours of work requirements every month. Participating in the FoodShare Employment and Training (FSET) program is one way individuals can be in compliance to this requirement. Additionally, any FoodShare recipient who is 16-years old or older can volunteer for the FSET program and receive services.

The table below provides an overview of SWWDB’s compliance to the Service Level Agreement goals indicated in the contract held with the Department of Health Services.

Service Level Agreement Goal 10/2021 to 9//2021	Plan	QTR 1	QTR 2	QTR 3	QTR 4
Average Monthly Enrollment to Referral Ratio	25%	62.5%	61.27%	77.12%	
Component Participation	40%	79.2%	84.46%	78.09%	
Education and Training Component	25%	50.1%	47.92%	42.76%	
Contacting Referrals	95%	100%	100%	100%	
Scheduling Appointments	95%	100%	100%	100%	

Board approval to accept the consent agenda as presented is requested.

**8. Organizational Information & Recurring Business**

3:40 p.m.

**A. Rapid Response Activity/Updates**

Upon notification of a company closing or significant layoff, SWWDB and job center partners organize Rapid Response events with the employer to introduce the affected employees to the services available within the public workforce system and to answer questions relating to unemployment, retraining, local employment opportunities, etc. The table below provides an overview of layoff/closure activity since July 1, 2021.

No Board action is required.



Program Year 2021-22					
Company Name	Layoff Date	Affected Employees	RR Sessions or Meetings Held	Attendance	Receiving Services in DW Program
Durr Universal	8/31/2021	87	3 sessions -7/13/2021 Job Fair - 7/22/2021	84	12
HUFCOR	8/3/2021 4/15/2022	166	2 sessions at Union Hall 6/27/2021 & 7/14/2021 Job fair 7/15/2021 4/19/2022 RR Session	150	29
Chrysler	7/23/2021	1,641	Outside WDA	NA	12
TMD	1/23/2022	27	No response to outreach	-	-
Exclusive Company	3/22/2022	7	Rapid Response materials were dropped off	-	-
Bloomfield Healthcare and Rehabilitation Center	April 2022	66	2 sessions on 2/7/2022 and 1 session on 2/28/2022	40	0
Swiss Colony Data Center	7/1/2022	48	3/17/2022	40	0
Chrysler	Staggered	120 in Rock and Green	Outside WDA; materials dropped off	NA	4
Aramark	June 2022	63	Most employees were hired by new contractor.		
Saputo Cheese closing, Belmont, WI	Estimated 4 <sup>th</sup> quarter 2022	200 Lafayette	Contact made; no WARN filing yet.		

## 9. Local Retention

3:45 p.m.

### A. Local Retention – Workforce Innovation and Opportunity Act (WIOA)

Provided below is information regarding local retention (defined as participants working within the local area post-program exit). Since July 1, 2021, 147 participants have exited Workforce Innovation and Opportunity Act (WIOA) programs. Of the 147 exited customers, 78% (115) are employed or going to school post-program exit. Of those, 105 (91%) are going to school or working in Wisconsin. Of those, 78% (82) are employed in WDA 11.

No Board action is required.

3:50 p.m.

## 10. CEO's Report

- Ransomware update

3:55 p.m.

## 11. Chairperson's Report

4:00 p.m.

## 12. Adjournment

The next SWWDB meeting is scheduled for December 14, 2022.

- **Action Requested**  
**All Times are Approximate.**

# Southwest Wisconsin Workforce Development Board, Inc. Board Meeting

June 8, 2022  
Meeting Minutes

The Southwest Wisconsin Workforce Development Board met on Wednesday, June 8, 2022, at the Edelweiss Chalet Country Club and via teleconference. Attendance was as follows:

<b>Members Present:</b>	Ms. Maria Lauck, Chairperson	Mr. Troy Marx*
	Mr. Jason Aarud	Ms. Heather McLean
	Mr. Christopher Comella	Mr. John Meyers
	Ms. Heather Fifrick*	Mr. James Otterstein
	Mr. Kendal Garrison*	Dr. Tracy Pierner
	Ms. Ela Kakde	Mr. Dale Poweleit*
	Mr. Kevin Kruse*	Mr. Dave Shaw*
	Ms. Jill Liegel*	Ms. Andrea Simon*
	Mr. Andrew Marcotte*	Mr. Dave Smith*
<b>Members Excused:</b>	Ms. Brittini Ackley	Ms. Lisa Omen
	Mr. Ivan Collins	Mr. Tom Schmit
	Mr. Jeff Ellingson	Mr. Michael Williams
	Ms. Linda Hendrickson	
<b>Staff Present:</b>	Ms. Katie Gerhards	Ms. Danielle Thousand
	Mr. Matt Riley	Mr. Jimmy Watson
	Ms. Rhonda Suda	
<b>Other Guests:</b>	Mr. Matt Walthius, Manpower	Ms. Heather Leach, Manpower*

\*Joined via teleconference.

## 1. Welcome; Call to Order; Roll Call

Ms. Lauck called the meeting to order at 2:33 p.m. and welcomed members, staff, and guests.

New Board member Keith Kruse, Partner/Vice President, Business Insurance Specialist, from Tricor Insurance and new Chief Local Elected Official (CLEO) John Meyers were in attendance. Guests present were Matt Walthius, Workforce Innovation and Opportunity Act (WIOA) Program Supervisor, and Heather Leach, Client Principal/Director, from Manpower Government Solutions.

## 2. Approval of Minutes of SWWDB Meetings

The minutes of the March 9, 2022, SWWDB meeting were presented to Board members for review and discussion. There was no discussion.

Motion made by Dr. Pierner, seconded by Mr. Poweleit, to approve the March 9, 2022, meeting minutes.  
**Motion carried unanimously.**

## 3. Financial Reports

Board members were presented with the financial reports through March 31, 2022. The financial reports include the Balance Sheet, Statement of Operations, and 2021-22 Budget Modifications.

The Balance Sheet represents a draft of the financial statements through Quarter 3 (January 1 – March 31). It shows that revenue is exceeding expenses by \$99,334.28. Ms. Thousand said SWWDB is in good financial shape. There are no new accounts.

Account 1540-PAS Rewrite Project is for SWWDB's Payment Authorization System (PAS) software. A down payment was made to kick-off the project. The software will be amortized when it is fully operational and the project is completed.

Account 3003-Accrued Vacation is vacation that has been earned but not used. SWWDB's operating year is July 1 through June 30. SWWDB staff are given their vacation in July and it must be used by June 30 or it will be lost. However, staff are allowed to carry-over unused vacation from one year to the next with the approval of Ms. Suda. Carried-over vacation cannot be paid out.

The Statement of Operations was presented to Board members. Because SWWDB is through Quarter 3 of the fiscal year, the goal in the column labeled "Pct" is to be around 75% spent. Revenues are showing 34.9% spent and expenses at 76.16%. The reason revenue is so low is because SWWDB has multi-year grants that carry-over from one year to another; the majority of actual revenue (vs budget) will be recognized as actual revenue in a future period.

Account 6170-Staff Train/Development is showing 692.96% spent due to the Pathway Home 2 grant. SWWDB administration did not know SWWDB would be awarded the grant at the time the budget was being worked on. It was received after the June Board meeting. This grant came with required staff training.

Account 6257-Job Fair Expenses is showing 197.12% spent. This is due to the closure of Hufcor and Durr Universal.

Account 6272-IT Equipment-Network is showing 0% because these costs usually come in in Quarter 4.

Account 6274-Licenses is showing 121.31%. Some of these costs were purchased early in the year and SWWDB paid Microsoft for an annual package of Microsoft 365.

Account 6317-Moving Expense is showing 0%. The Rock County Job Center moved across the street and SWWDB needed assistance moving larger office items. Rock County took care of most of the expenses, but SWWDB had to move some items to storage.

Account 6343-Board is showing 19% because many meetings are still being held virtually.

Account 6410-Legal is showing 0%. As PAS is a proprietary piece of software, this is hold account for the PAS project as a safety net to protect the investment if needed.

Account 6580-Depreciation is showing 36.95%. SWWDB administration invested in a few high-cost projects at the beginning of the year. However, the projects must be complete and fully functional before depreciation begins.

Account 6708-Stipends is showing 0% spent. This is because of the Workforce Advancement Initiative (WAI) grant. With this grant came stipend payments for participants. Currently, participants in a child care program (Early Childhood Education, teacher, daycare, etc.) can be paid a stipend for going to class. The grant will also pay for their tuition and fee costs. This grant has really taken off.

Account 6740-Customized Training is showing 0%. SWWDB administration supported two (2) kinds of sponsorships: \$1,000 to Blackhawk Technical College's Manufacturing Days and \$1,000 to CESA 3's Business and Education Summit. Both events promote employment and training.

The Budget Modifications are provided to Board members at every meeting. It shows changes to the budget since the last meeting. The Department of Health Services (DHS) provided funding through Foodshare Employment and Training (FSET) to create a video about the program. SWWDB administration is envisioning a "feel good" video of success stories, positive experiences, etc. The Request for Quote (RFQ) for a film maker to produce the video is due by September.

Ms. Lauck asked who the target audience is. Ms. Suda responded that the video will be shared at FSET orientations for new participants and the general public.

The Department of Workforce Development (DWD) approved SWWDB to transfer Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker formula funds to WIOA Adult. Dislocated workers are being covered under the Employment Recovery Dislocated Worker grant (ERDWG) which allows SWWDB administration to move funds to the Adult program where the need is. Almost everyone is eligible for the Adult program.

SWWDB received additional stimulus funding under the Foster Care (FC)/Independent Living (IL) grant. It is funding for youth. Since the pandemic, SWWDB has received a special funds called stimulus funding. The funding offers opportunities like helping with the purchase of a car and/or stipend payments.

The Department of Corrections (DOC) contract indicates that funds be used by the end of the current year's allocation. All funds must be used or they have to be returned. Ms. Thousand explained that there was a time SWWDB staff could not go into the prisons due to the ongoing pandemic. This was discussed with DOC and DOC decided that funds were going to be taken back to make sure it was all spent, but SWWDB must spend out the contract amount. It was noted that DOC can reissue up to 5% of the grant at the end of the year.

Youth Apprenticeship (YA) funds are not on the Budget Modification, but Board members were informed that the budget will be modified with more funds under this grant.

Motion made by Mr. Otterstein, seconded by Ms. Kakde, to approve the Program Year (PY) 2021-22 financial statements for Quarter 3, including the Budget Modifications, as presented. **Motion carried unanimously.**

#### 4. Old Business

##### A. **DWD Monitoring 2020-21**

Ms. Suda provided Board members with an update on the Department of Workforce Development's (DWD) monitoring of 2020-2021 records. The monitoring is still under review by DWD due to between \$5,000 and \$6,000 in disallowed costs associated with work experience.

#### 5. New Business

##### A. **2022-23 Budget**

Although SWWDB has not received official funding information from state agencies for Program Year (PY) 2022-23, some funding sources provide SWWDB with funds through 2024. Ms. Thousand went

## ENCLOSURE 1

over the draft budget with Board members. The budget document has three (3) major sections: the Budget Summary, the Budget Expenses detail, and the Revenues detail.

The Budget Summary shows every funding source and the highest budgeted expenses. Column 1 labeled "Approved Budget" is the budget that was established at the June 2021 meeting. Column 2 labeled "P/Y (Prior Year) Reserve Avail for Use" includes the carry-over from last year that SWWDB can use if needed. Column 3 labeled "Budget Changes" includes the budget modifications that are presented at every Board meeting and is the placeholder for any adjustments. Ms. Thousand noted that the budget doubled from last year because of the Pathway Home 2 (PH2) and Workforce Advancement Initiative (WAI) grants.

Column 4 labeled "Budget w/ Reserve" adds columns 1 through 3 together. Mr. Aarud asked what the red numbers are. Ms. Thousand answered that those are negative numbers. Those are possible. Column 5 labeled "YTD (Year to Date) as of 3/31/22" ties to the March 31, 2022, financial statements that were presented earlier in the meeting. Column 6 labeled "Projected as of 6/30/22 Modified Budget" is determined by looking at the actual numbers as of March 31 and analyzing where SWWDB is likely going to be at the end of the program year.

Column 7 labeled "Planned Reserve" is for reference only and it is reflective of projected carry over revenue. Column 8 labeled "Proposed Budget" is made up of new revenue and expenses SWWDB administration believes will happen in the upcoming program year. Ms. Thousand noted that SWWDB finance follow the accounting principle, FIFO (first in, first out). The old funds get used before the new funds.

Column 9 labeled "Projected vs Proposed" shows where revenue and expenditures are different from one year to the next as a dollar amount. Column 10 labeled "Percent Change" is column 9 changed into a percentage.

Mr. Comella asked about the "Planned Reserve" column and the color coded cells. Ms. Thousand indicated that those numbers tie to a document that does not get shared with Board members. It has to do with reporting for the Department of Workforce (DWD) to the Department of Labor (DOL).

Ms. Lauck asked what percentage of staff work from home and work from the office. Ms. Suda stated that forward-facing staff need to be in the office a minimum of two (2) days per week unless otherwise directed by their supervisor. FSET staff have been made aware to expect an influx of individuals in September when the COVID-19 waiver is lifted. More staff are expected to be in the office by the end of August. Ms. Lauck asked if staff have what they need in order to successfully work from home. Ms. Suda said yes. SWWDB provided staff with printers, extra monitors, etc. in 2020 and 2021. Foot traffic at the Rock County Job Center is still not significant.

Mr. Comella asked about Rapid Response Durr and Hufcor funding sources in the "Proposed Budget" column. Ms. Thousand stated that when SWWDB receives information on a specific layoff, SWWDB administration can ask for specific funding for that company separate from the normal annual funding allotment. DWD retains 15% of each funding pot and reserves another 25% for Rapid Response activities. Mr. Aarud asked what Rapid Response funds are. They are used to fund Rapid Response activities such as reaching out to businesses regarding closures or layoffs. The specific Rapid Response funds can be used for the specific group being affected for costs such as training and support. Once the funds are gone, the participants will be assisted with general dislocated worker dollars.

Ms. Kakde asked if SWWDB staff are being paid enough compared to other organizations. Ms. Suda said SWWDB administration has conducted salary comparisons. SWWDB has a federally approved cost allocation plan and have tenure staff that are very experienced.

Motion made by Mr. Poweleit, seconded by Mr. Aarud, to approve the 2022-2023 budget as presented. **Motion carried unanimously.**

**B. 2022 Update to By-Laws**

Last year, the Department of Workforce Development (DWD) informed Workforce Development Area (WDA) Executive Directors that changes were required to be made to the local board’s by-laws. DWD stated it cannot play a role in the local assignment of liability.

Motion made by Dr. Pierner, seconded by Mr. Meyers, to approve the amended by-laws and to move the amended by-laws to the SWCC for final approval. **Motion carried unanimously.**

**C. 2022 Update of the MOA between SWCC and SWWDB**

All governance documents for the Southwest Wisconsin Workforce Development Area (WDA) require an update/amendment to reflect the Department of Workforce Development’s (DWD) request for required changes relating to the assignment of liability. The same change is being made on the Memorandum of Agreement (MOA) between the Southwest Wisconsin Counties Consortium (SWCC) and SWWDB as in the by-laws.

Motion made by Mr. Otterstein, seconded by Mr. Aarud, to approve the Memorandum of Agreement (MOA) between the Southwest Wisconsin Counties Consortium (SWCC) and SWWDB. **Motion carried unanimously.**

**D. Fiscal Agent Designation**

The Fiscal Agent Designation is an agreement between the Southwest Wisconsin Counties Consortium (SWCC) and SWWDB. It indicates that SWWDB will serve as the fiscal agent for Workforce Innovation and Opportunity Act (WIOA) Title 1 funding.

A formal agreement is needed and reflects changes to Local Elected Officials. It was signed in late May.

**E. WIOA Title 1 Service Provider Contract**

The Southwest Wisconsin Counties Consortium (SWCC) approved to extend Manpower Government Solution’s contract to deliver Workforce Innovation and Opportunity Act (WIOA) Title 1 services through June 30, 2023, at their May meeting. SWWDB will modify Manpower’s contract by no more than the amounts indicated in Table 1.

**Table 1**

<b>Program</b>	<b>2021 Award</b>	<b>Participation Goals</b>	<b>2022-23 Modification</b>	<b>Participation Goals</b>
<b>Adult</b>	\$100,000	130	110,000	110
<b>D Worker / ERDWG (Co-enrollment)</b>	\$155,000	190	155,000	155
<b>Youth</b>	138,413	110	130,000	105
<b>Youth WEX</b>	111,587	20	124,000	25
<b>Support to Communities</b>	35,500	120*	35,000	120*

Grand Total	\$540,500	\$554,000
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Continuing the contract shows how they are performing. Manpower staff are meeting or exceeding WIOA requirements. The struggle is still in the Youth program as a result of not being able to get into schools due to the COVID-19 pandemic.

Since the last Board meeting, Casey Dobson has left Manpower as the WIOA Program Supervisor and Matt Walthius has replaced her. Ms. Suda provided Board members with Handout 1. It outlines a plan for the Youth program. Ms. Suda reminded Board members that no formal grant agreements are in place and the modified Manpower contract would not go over the amount indicated.

Dr. Pierner asked when SWWDB bids for these services. Ms. Suda answered every four (4) years. This year is year two (2). WIOA does not authorize local Boards to provide these services. SWWDB offers a single contract with the opportunity to renew every year. Overall, the contract will not exceed \$554,000.

Motion made by Dr. Pierner, seconded by Mr. Comella, to modify Manpower's contract by no more than the amounts indicated. **Motion carried unanimously.**

**F. WIOA One-Stop Operator Modification**

Manpower Government Solution's contract modification will include \$25,000 to serve as the One-Stop Operator (OSO). Ms. Suda noted that this must be voted on separately.

Motion made by Mr. Otterstein, seconded by Dr. Pierner, to modify Manpower's contract by \$25,000 to deliver One-Stop Operator services in the Southwest Wisconsin Workforce Development Area. **Motion carried unanimously.**

**G. Determination of Program Year 2022-23 SWWDB Meeting Schedule**

The quarterly Board meetings have always been held the second Wednesday of the last quarter. For the last few years, the meetings have been in-person at the Edelweiss Chalet Country Club in New Glarus at 4:00 p.m. with dinner provided.

Ms. Suda asked Board members their preference for meeting on September 14, 2022, December 14, 2022, March 8, 2023, and June 14, 2023. This year, the full Board met twice in-person and twice virtually.

Board members agreed that the option to attend via conference call or in-person is nice. The meeting start time of 2:30 p.m. is also nice. Ms. Suda was asked to send out a survey to obtain all member's responses. The survey should give members a few options to choose from. Once a determination is made, Ms. Gerhards will update the Outlook meeting invite.

The next meeting in September will be virtual. Mr. Comella asked why the meetings cannot be held as a combination virtual and in-person. It is costly, the meeting is long, and the time it takes to drive can make it a long day. SWWDB administration wants to do what can be done to get the most engagement from Board members.

Ms. Kakde asked if networking could be included in meetings. Ms. Lauck stated that networking sessions could be allowed outside of Board meetings.

At the September meeting, SWWDB administration and Board members will define the times and how to hold the next three (3) Board meetings.

Motion made by Ms. Lauck, seconded by Ms. Kakde, to hold the September 14, 2022, Board meeting virtually at 2:30 p.m. **Motion carried unanimously.**

**H. Program Year 2022-23 One-Stop MOU**

The Program Year (PY) 2022-23 One-Stop Memorandum of Understanding (MOU) is in progress. The MOU states how job center partners are going to work together. A substantial change to the MOU is the physical location change of the Rock County Job Center and affiliate site at Southwest Wisconsin Technical College (SWTC).

**I. One-Stop Certification**

Every two (2) years, any job center location that is included in the One-Stop Memorandum of Understanding (MOU) must be certified. The Southwest Wisconsin Workforce Development Plan recognizes two (2) 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. The locations are reviewed for accessibility.

**J. Update on WIOA Title 1 Allocations – Agenda Hold**

The Workforce Innovation and Opportunity Act (WIOA) Title 1 allocations have not been received to-date. SWWDB administration presented an estimation on what they will be in the budget.

**6. Committee Updates**

None.

**7. Consent Agenda**

The items on the consent agenda were presented to board members for review and discussion. There was no discussion.

Motion made by Dr. Pierner, seconded by Mr. Aarud, to approve the items in the consent agenda as presented including the policy revision and Workforce Innovation and Opportunity Act (WIOA) and Foodshare Employment & Training (FSET) performance and participation reports. **Motion carried unanimously.**

**8. Organizational Information & Recurring Business**

**A. Rapid Response Activity/Updates**

Board members were provided with an overview of lay-off/closure activity since July 1, 2021 (Table 2). This information is provided at every Board meeting per the Board's request.



**Table 2**

Program Year 2021-22					
Company Name	Layoff Date	Affected Employees	RR Sessions or Meetings Held	Attendance	Receiving Services in DW Program
Durr Universal	8/31/2021	87	3 sessions -7/13/2021 Job Fair - 7/22/2021	84	12
HUFCOR	8/3/2021 4/15/2022	166	2 sessions at Union Hall 6/27/2021 & 7/14/2021 Job fair 7/15/2021 4/19/2022 RR Session	150	29
Chrysler	7/23/2021	1,641	Outside WDA	NA	12
TMD	1/23/2022	27	No response to outreach	-	-
Exclusive Company	3/22/2022	7	Rapid Response materials were dropped off	-	-
Bloomfield Healthcare and Rehabilitation Center	April 2022	66	2 sessions on 2/7/2022 and 1 session on 2/28/2022	40	0
Swiss Colony Data Center	7/1/2022	48	3/17/2022	40	0
Chrysler	Staggered	120 in Rock and Green	Outside WDA; materials dropped off	NA	4
Aramark	6/30/22	59	Notified on 6/1/22, Outreach will be made		

Bloomfield Healthcare and Rehabilitation Center closed in Iowa County. Rapid Response sessions were held on-site. The Swiss Colony Data Center is closing their Dickeyville location in June. Chrysler is closing. So far, the employer is not working with SWWDB and is only working with the Rockford workforce development board. However, SWWDB staff have dropped off paperwork.

Aramark will be closing at the end of June. Aramark is the food service for the Beloit School District. Most of the staff may be hired by the new vendor. No Rapid Response sessions have been set-up yet.

## 9. Local Retention

**A. Local Retention – Workforce Innovation and Opportunity Act (WIOA)**

Since July 1, 2021, 111 participants have exited Workforce Innovation and Opportunity Act (WIOA) programs. As of March 31, 2022, placement information indicates that of the 111 WIOA participants that exited in the program year, 86 (77%) are employed or going to school post-program exit. Of those, 78 (91%) are going to school or working in Wisconsin. WDA 11 retained 65 (76%) of these individuals in employment or education compared to 8 (9%) in WDA 10, 1 (2%) in WDA 9, and 3 (6.1%) in WDA 1.

**10. CEO's Report**

SWWDB has hired two (2) replacements for Foodshare Employment and Training (FSET) staff: Britta Hartje and Sophia Lindsey. Both are great additions. Two (2) additional staff are coming on-board: one (1) for the Pathway Home 2 (PH2) grant and one (1) for the Prairie du Chien Institution Job Center through the Department of Corrections (DOC).

The Rock 5.0 Internship program starts this week. Mr. Otterstein stated that this is the third year of the program. It is a paid summer internship with a large variety of employers. There are approximately 26 students from six (6) school districts that will be earning \$13.00 per hour. Students identify career clusters or interests and are matched at 95% or greater with an employer or career field. Some of the employers are taking more than one (1) intern. Orientation day is this Friday. There is also an externship for 16 teachers from four (4) districts starting soon. Board members will be given an update at the next meeting as the program ends in July.

Mr. Comella asked how many students the program has had over the years. In 2018, there were around 22 students and 12 employers. In 2019, there were 30 students and the number of employers doubled. The hope is for the numbers to keep increasing.

Dr. Pierner added that this program shows the power of working together. The High Schools were trying to do this alone and it was a struggle.

**11. Chairperson's Report**

None.

**12. Adjournment**

Motion made by Mr. Comella, seconded by Mr. Poweleit, to adjourn the meeting at 4:12 p.m. The next regularly scheduled Board meeting will be held virtually at 2:30 p.m. on Wednesday, September 14, 2022. **Motion carried unanimously.**

## General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Balance Sheet

June 2022

Page: Page 1 of 1

Date: 8/21/2022

Time: 11:37:25 AM

Account Description	Balance Amount	Totals
Assets:		
1000 CASH	\$632,496.29	
1100 GRANT CASH RECEIVABLE	\$941,809.26	
1101 LOAN RECEIVABLE	\$2.89	
1202 PREPAID PLATTEVILLE RENT	\$2,500.00	
1203 PREPAID CORP. INSURANCES	\$14,187.52	
1207 PREPAID SUBSCRIPTIONS	\$7,725.85	
1220 PREPAID RENT OTHER	\$1,888.00	
1240 LIFE,LTD INSUR PREPAID	\$573.83	
1250 PREPAID HEALTH INSURANCE	\$29,625.74	
1251 PREPAID CUSTOMER SUPPORT	\$150.39	
1252 PREPAID FLEXIBLE SPENDING	\$179.80	
1310 PREPAID ROCK COUNTY RENT	\$3,890.52	
1500 AUTOMOBILE PURCHASE	\$25,708.38	
1501 ACCUMULATED DEPRECIATION	(\$146,202.35)	
1503 EQUIPMENT & FURNITURE	\$193,522.51	
1540 PAS REWRITE PROJECT	\$45,949.50	
Total assets		<u>\$1,754,008.13</u>
Liabilities:		
3004 ACCRUED PAYROLL	\$113,804.47	
3080 401(K) LIABILITY	(\$15.37)	
3089 FLEX PLAN MEDICAL	\$2,064.36	
3200 ACCOUNTS PAYABLE	\$326,003.93	
Total liabilities		<u>\$441,857.39</u>
Prior year fund balance	\$1,147,488.83	
Current fund balance	\$164,661.91	
Total liabilities and fund balance:		<u><u>\$1,754,008.13</u></u>
(Funds included: ALL)		

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

June 2022

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Date: 8/21/2022

Time: 12:07:46 PM

Revenues

Account	-----Monthly-----			-----YTD-----			Annual estimated	Unrealized	Pct
	Estimated	Actual	Pct	Estimated	Actual				
5100 REVENUE	\$342,513.00	\$970,629.55	283.38%	\$4,110,123.00	\$4,175,765.01	\$4,110,123.00	(\$65,642.01)	101.60%	
5110 LEASED EMPLOYEE REVENUE	\$72,873.00	\$288,934.58	396.49%	\$874,443.00	\$990,680.71	\$874,443.00	(\$116,237.71)	113.29%	
5140 TICKET TO WORK REVENUE	\$5,158.00	\$21,379.00	414.48%	\$61,874.00	\$66,478.00	\$61,874.00	(\$4,604.00)	107.44%	
5150 BENEFIT ANALYSIS REVENUE	\$7,174.00	\$11,400.00	158.91%	\$86,000.00	\$93,900.00	\$86,000.00	(\$7,900.00)	109.19%	
5300 REVENUE INTEREST INCOME	\$80.00	\$51.91	64.89%	\$850.00	\$791.47	\$850.00	\$58.53	93.11%	
<b>Total Revenues</b>	<b>\$427,798.00</b>	<b>\$1,292,395.04</b>	<b>302.10%</b>	<b>\$5,133,290.00</b>	<b>\$5,327,615.19</b>	<b>\$5,133,290.00</b>	<b>(\$194,325.19)</b>	<b>103.79%</b>	

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6100 SALARIES	\$210,515.00	\$312,914.69	148.64%	\$2,526,081.00	\$2,504,092.78	\$2,526,081.00	\$21,988.22	99.13%	
6110 P/R TAX FICA	\$14,896.00	\$22,998.39	154.39%	\$178,741.00	\$182,194.27	\$178,741.00	(\$3,453.27)	101.93%	
6119 FRINGES	\$85.00	(\$855.87)	1006.91%	\$899.00	(\$181.50)	\$899.00	\$1,080.50	-20.19%	
6120 HEALTH INSURANCE	\$22,588.00	\$22,629.11	100.18%	\$271,045.00	\$269,520.79	\$271,045.00	\$1,524.21	99.44%	
6122 UNEMPLOYMENT INSURANCE	\$830.00	\$431.45	51.98%	\$9,960.00	\$10,105.08	\$9,960.00	(\$145.08)	101.46%	
6123 LIFE/DISABILITY INSURANCE	\$583.00	\$620.41	106.42%	\$6,875.00	\$6,892.51	\$6,875.00	(\$17.51)	100.25%	
6130 DENTAL INSURANCE	\$1,757.00	\$1,709.58	97.30%	\$21,051.00	\$20,825.05	\$21,051.00	\$225.95	98.93%	
6140 TRAVEL IN WDA	\$3,875.00	\$5,089.79	131.35%	\$46,478.00	\$53,056.26	\$46,478.00	(\$6,578.26)	114.15%	
6155 MEALS	\$144.00	\$38.84	26.97%	\$1,684.00	\$1,572.27	\$1,684.00	\$111.73	93.37%	
6156 LODGING	\$131.00	\$0.00	0.00%	\$1,484.00	\$1,946.90	\$1,484.00	(\$462.90)	131.19%	
6160 401(K)	\$7,144.00	\$8,155.99	114.17%	\$85,629.00	\$93,910.36	\$85,629.00	(\$8,281.36)	109.67%	
6170 STAFF TRAIN/DEVELOPMENT	\$3,089.00	\$0.00	0.00%	\$36,958.00	\$27,818.57	\$36,958.00	\$9,139.43	75.27%	
6172 DUES AND MEMBERSHIPS	\$514.00	\$0.00	0.00%	\$6,157.00	\$4,618.00	\$6,157.00	\$1,539.00	75.00%	
6250 OFFICE SUPPLIES	\$2,423.00	\$1,402.81	57.90%	\$29,010.00	\$26,836.24	\$29,010.00	\$2,173.76	92.51%	
6255 AUDIO/WISLINE	\$92.00	\$194.04	210.91%	\$994.00	\$1,042.09	\$994.00	(\$48.09)	104.84%	
6257 JOB FAIR EXPENSES	\$115.00	\$0.00	0.00%	\$1,314.00	\$985.58	\$1,314.00	\$328.42	75.01%	
6261 EQUIPMENT UNDER \$5000	\$1,860.00	\$283.99	15.27%	\$22,232.00	\$47,373.97	\$22,232.00	(\$25,141.97)	213.09%	
6267 COPIER RENTAL	\$425.00	\$125.08	29.43%	\$5,012.00	\$4,730.26	\$5,012.00	\$281.74	94.38%	
6270 IT SOFTWARE	\$1,125.00	\$1,125.00	100.00%	\$13,500.00	\$13,500.00	\$13,500.00	\$0.00	100.00%	
6274 LICENSES	\$507.00	\$83.34	16.44%	\$5,985.00	\$4,738.48	\$5,985.00	\$1,246.52	79.17%	
6309 FACILITIES	\$12.00	\$0.00	0.00%	\$133.00	\$100.00	\$133.00	\$33.00	75.19%	
6310 RENT	\$8,072.00	\$6,277.52	77.77%	\$96,798.00	\$96,615.20	\$96,798.00	\$182.80	99.81%	
6311 STORAGE RENTAL	\$1,215.00	\$1,225.00	100.82%	\$14,580.00	\$14,600.00	\$14,580.00	(\$20.00)	100.14%	

## General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

June 2022

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Time: 12:07:46 PM

## Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6312	CLEANING/JANITORIAL	\$199.00	\$300.00	150.75%	\$2,267.00	\$2,500.00	\$2,267.00	(\$233.00)	110.28%
6313	P.O. BOX RENTAL	\$43.00	\$0.00	0.00%	\$395.00	\$296.00	\$395.00	\$99.00	74.94%
6317	MOVING EXPENSE	\$50.00	\$0.00	0.00%	\$589.00	\$588.65	\$589.00	\$0.35	99.94%
6330	TELEPHONE	\$390.00	\$314.50	80.64%	\$4,636.00	\$4,452.64	\$4,636.00	\$183.36	96.04%
6331	GARBAGE REMOVAL	\$22.00	\$0.00	0.00%	\$253.00	\$189.80	\$253.00	\$63.20	75.02%
6340	POSTAGE	\$724.00	(\$82.54)	-11.40%	\$8,567.00	\$8,256.39	\$8,567.00	\$310.61	96.37%
6341	SERVICE FEES	\$779.00	\$688.10	88.33%	\$9,271.00	\$9,140.19	\$9,271.00	\$130.81	98.59%
6342	SUBSCRIPTIONS	\$408.00	\$1,319.96	323.52%	\$4,819.00	\$7,029.53	\$4,819.00	(\$2,210.53)	145.87%
6343	BOARD	\$111.00	\$683.99	616.21%	\$1,266.00	\$1,788.86	\$1,266.00	(\$522.86)	141.30%
6351	CELL PHONE	\$1,353.00	\$10,310.44	762.04%	\$16,203.00	\$25,123.98	\$16,203.00	(\$8,920.98)	155.06%
6352	INTERNET	\$1,141.00	\$1,470.08	128.84%	\$13,582.00	\$12,379.76	\$13,582.00	\$1,202.24	91.15%
6353	NETWORK CONNECTIVITY	\$3,603.00	\$6,175.00	171.38%	\$43,225.00	\$46,075.00	\$43,225.00	(\$2,850.00)	106.59%
6370	ADVERTISING	\$145.00	\$414.70	286.00%	\$1,707.00	\$1,870.05	\$1,707.00	(\$163.05)	109.55%
6371	BACKGROUND CHECKS	\$31.00	\$21.00	67.74%	\$350.00	\$475.00	\$350.00	(\$125.00)	135.71%
6420	AUDIT	\$1,106.00	\$0.00	0.00%	\$13,250.00	\$13,250.00	\$13,250.00	\$0.00	100.00%
6433	CONTRACTED SUPPORT	\$3,254.00	\$3,244.84	99.72%	\$38,938.00	\$43,592.99	\$38,938.00	(\$4,654.99)	111.95%
6503	WORKER'S COMPENSATION	\$1,119.00	\$1,078.00	96.34%	\$13,362.00	\$13,255.48	\$13,362.00	\$106.52	99.20%
6504	MULTI-PERIL	\$147.00	\$128.67	87.53%	\$1,665.00	\$1,634.52	\$1,665.00	\$30.48	98.17%
6507	CORPORATE INSURANCES	\$978.00	\$1,008.84	103.15%	\$11,681.00	\$11,787.59	\$11,681.00	(\$106.59)	100.91%
6580	DEPRECIATION	\$1,355.00	\$1,541.75	113.78%	\$16,260.00	\$16,446.52	\$16,260.00	(\$186.52)	101.15%
6581	DONATIONS	\$0.00	\$0.00	0.00%	\$0.00	\$5,000.00	\$0.00	(\$5,000.00)	0.00%
6602	COMPANY CAR INSURANCE	\$154.00	\$149.08	96.81%	\$1,793.00	\$1,791.96	\$1,793.00	\$1.04	99.94%
6603	COMPANY CAR GAS	\$17.00	\$166.36	978.59%	\$105.00	\$327.27	\$105.00	(\$222.27)	311.69%
6604	COMPANY CAR MAINTENANCE	\$110.00	\$0.00	0.00%	\$1,298.00	\$1,102.23	\$1,298.00	\$195.77	84.92%
6610	SUBCONTRACTOR EXPENSE	\$42,271.00	\$57,089.11	135.06%	\$507,241.00	\$538,271.51	\$507,241.00	(\$31,030.51)	106.12%
6701	PARTICIPANT SUPPORT	\$29,333.00	\$49,979.13	170.39%	\$351,952.00	\$374,360.78	\$351,952.00	(\$22,408.78)	106.37%
6703	ASSESSMENTS	\$945.00	\$1,575.00	166.67%	\$11,340.00	\$12,250.00	\$11,340.00	(\$910.00)	108.02%
6707	INCUMBENT WORKER TRAININ	\$922.00	\$11,722.79	1271.45%	\$11,053.00	\$11,722.79	\$11,053.00	(\$669.79)	106.06%
6708	STIPENDS	\$2,824.00	\$32,620.00	1155.10%	\$33,833.00	\$79,420.00	\$33,833.00	(\$45,587.00)	234.74%
6709	INCENTIVES	\$11,800.00	\$0.00	0.00%	\$141,600.00	\$106,400.00	\$141,600.00	\$35,200.00	75.14%
6735	35% TRAINING	\$20,719.00	\$33,927.78	163.75%	\$248,540.00	\$267,923.59	\$248,540.00	(\$19,383.59)	107.80%

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

June 2022

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**Expenditures**

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6736 35% TRAINING SUPPORT	\$11,215.00	\$27,263.14	243.10%	\$134,569.00	\$155,357.04	\$134,569.00	(\$20,788.04)	115.45%	
6740 CUSTOMIZED TRAINING	\$174.00	\$0.00	0.00%	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	100.00%	
<b>Total Expenditures</b>	<b>\$419,439.00</b>	<b>\$627,558.88</b>	<b>149.62%</b>	<b>\$5,030,210.00</b>	<b>\$5,162,953.28</b>	<b>\$5,030,210.00</b>	<b>(\$132,743.28)</b>	<b>102.64%</b>	
<b>Excess (Deficit)</b>	<b>\$8,359.00</b>	<b>\$664,836.16</b>		<b>\$103,080.00</b>	<b>\$164,661.91</b>	<b>\$103,080.00</b>	<b>(\$61,581.91)</b>		

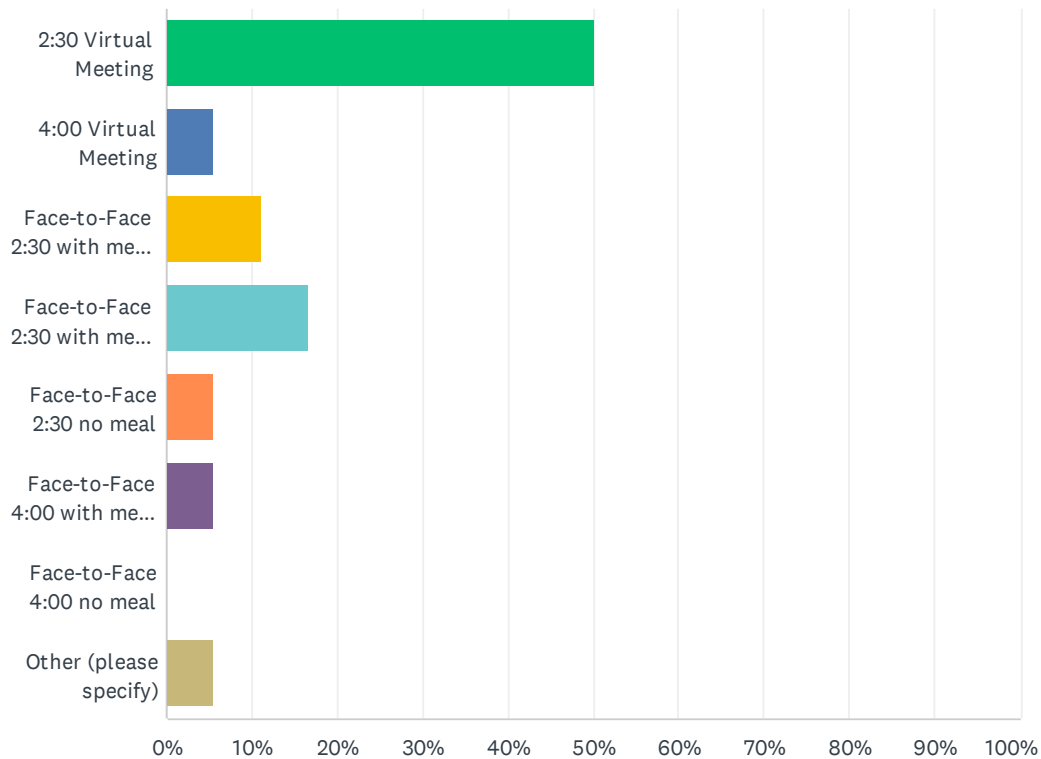
(Funds included: ALL)

## SWWDB Budget Modifications Since the 06/08/2022 Board Meeting

Item	Admin	Program	Amount
<b>2022.23 Budget - Approved Revenue</b>	<b>577,548</b>	<b>5,118,024</b>	<b>\$5,695,572</b>
<b>Changes to PY22 Funds (Adjust to Actual)</b>			
FC / Independent Living - requested additional stimulus funding \$15,500 verbally approved			\$0
WISE - Adjust to Actual Award - verbally will decrease by approx \$16,000			\$0
WIOA PY22 Admin - Adjust to Actual Award	(12,033)		(\$12,033)
WIOA PY22 Adult - Adjust to Actual Award		(39,087)	(\$39,087)
WIOA PY22 DW - Adjust to Actual Award		(24,681)	(\$24,681)
WIOA PY22 ISY - Adjust to Actual Award		(8,906)	(\$8,906)
WIOA PY22 OSY - Adjust to Actual Award		(35,622)	(\$35,622)
Independent Living / Foster Care - Mod #2 for additional General Stimulus funds for direct customer support		10,000	\$10,000
Department of Corrections - adjust to actual award	(3)	(24)	(\$27)
Rapid Response Annual Allotment - adjust to actual	(1,029)	(9,264)	(\$10,293)
Youth Apprenticeship - adjust to actual award, additional funds from Intent to Award	2,758	52,394	\$55,152
<b>Modified Revenues</b>	<b>567,241</b>	<b>5,062,834</b>	<b>5,630,075</b>
Net Change	(10,307)	(55,190)	(65,497)
<b>Changes to PY21 Funds (Affects Planned Reserve / Carryover) - for informational purposes only</b>			
Department of Corrections - adjust to actual final/close out	(57)	2,626	\$2,569
Youth Apprenticeship - budget mod increase (from 58,567 to 62,200)	736	2,897	\$3,633

## Q1 Wednesday, December 14, 2022 Annual Meeting (select one option)

Answered: 18 Skipped: 0

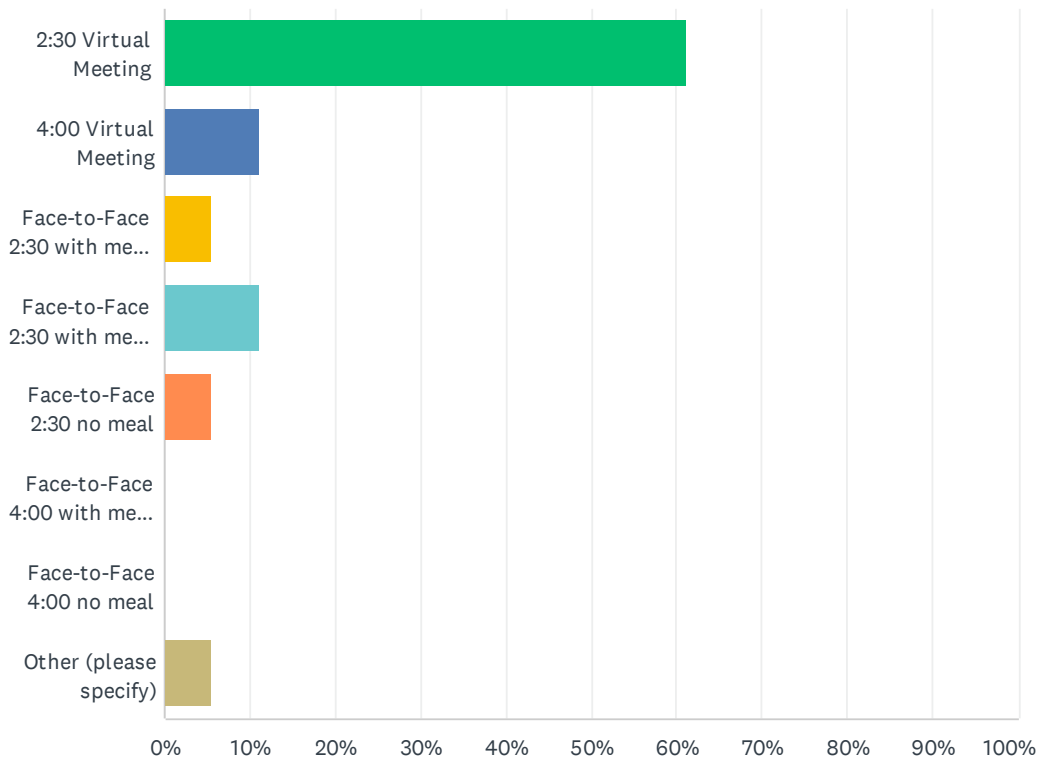


ANSWER CHOICES	RESPONSES	
2:30 Virtual Meeting	50.00%	9
4:00 Virtual Meeting	5.56%	1
Face-to-Face 2:30 with meal option provided before meeting starts	11.11%	2
Face-to-Face 2:30 with meal option after meeting	16.67%	3
Face-to-Face 2:30 no meal	5.56%	1
Face-to-Face 4:00 with meal option provided before meeting starts	5.56%	1
Face-to-Face 4:00 no meal	0.00%	0
Other (please specify)	5.56%	1
<b>TOTAL</b>		<b>18</b>



## Q2 Wednesday, March 8, 2023 (select one option)

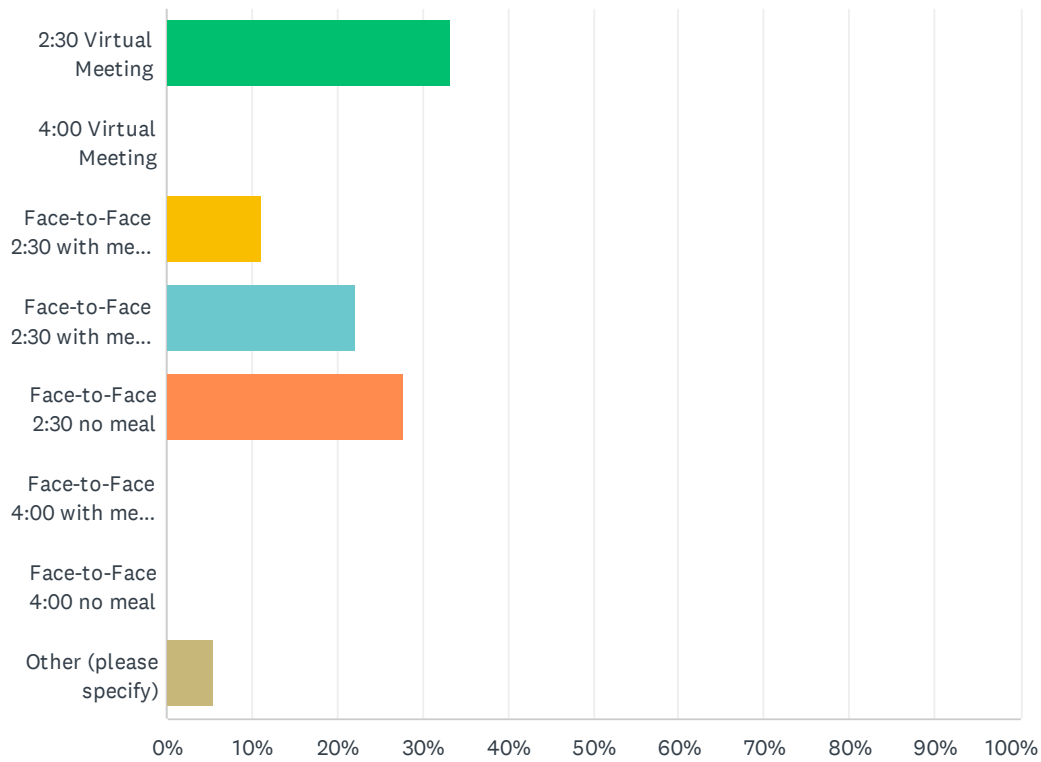
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
2:30 Virtual Meeting	61.11%	11
4:00 Virtual Meeting	11.11%	2
Face-to-Face 2:30 with meal option provided before meeting starts	5.56%	1
Face-to-Face 2:30 with meal option after meeting	11.11%	2
Face-to-Face 2:30 no meal	5.56%	1
Face-to-Face 4:00 with meal option provided before meeting starts	0.00%	0
Face-to-Face 4:00 no meal	0.00%	0
Other (please specify)	5.56%	1
<b>TOTAL</b>		<b>18</b>

### Q3 June 14, 2023 (select one option)

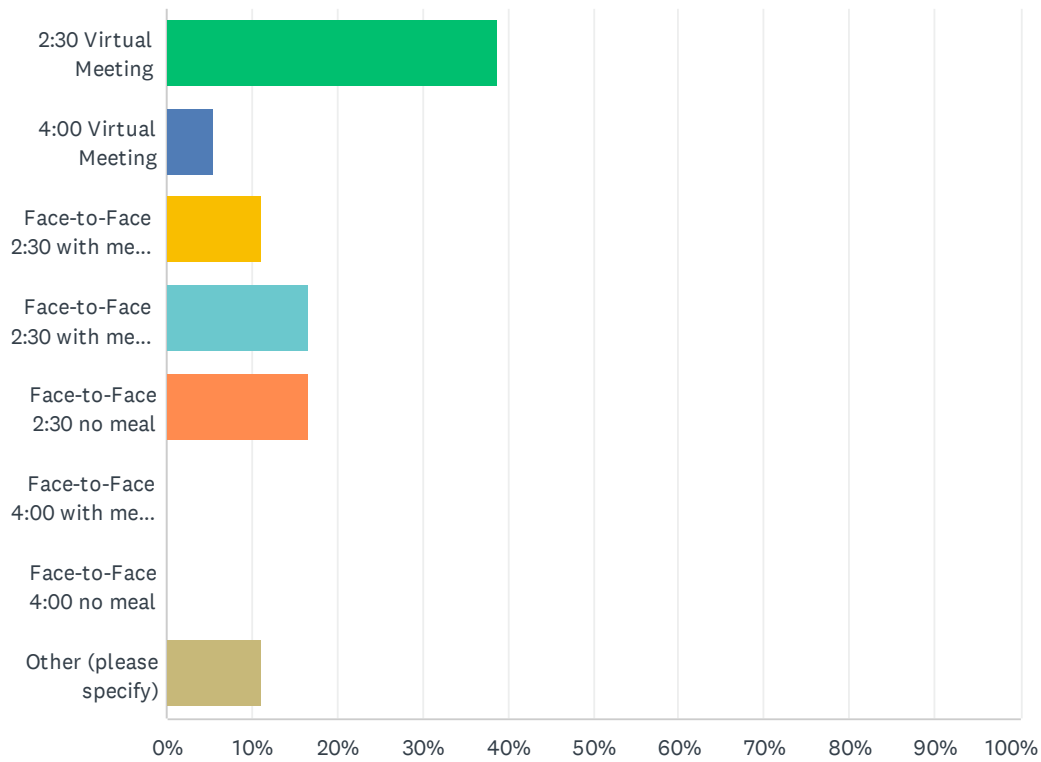
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
2:30 Virtual Meeting	33.33%	6
4:00 Virtual Meeting	0.00%	0
Face-to-Face 2:30 with meal option provided before meeting starts	11.11%	2
Face-to-Face 2:30 with meal option after meeting	22.22%	4
Face-to-Face 2:30 no meal	27.78%	5
Face-to-Face 4:00 with meal option provided before meeting starts	0.00%	0
Face-to-Face 4:00 no meal	0.00%	0
Other (please specify)	5.56%	1
<b>TOTAL</b>		<b>18</b>

## Q4 September 13, 2023 (select one option)

Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
2:30 Virtual Meeting	38.89%	7
4:00 Virtual Meeting	5.56%	1
Face-to-Face 2:30 with meal option provided before meeting starts	11.11%	2
Face-to-Face 2:30 with meal option after meeting	16.67%	3
Face-to-Face 2:30 no meal	16.67%	3
Face-to-Face 4:00 with meal option provided before meeting starts	0.00%	0
Face-to-Face 4:00 no meal	0.00%	0
Other (please specify)	11.11%	2
<b>TOTAL</b>		<b>18</b>

## Program Year 2022 and 2023 Performance Negotiations

	Past Performance				Proposed		Counter 1	Counter 2	State Targets
	2021 Targets	2021 Actual	2021 Actual to Targets	4 Year Average Performance	2022 / 23 State Proposed	% Change from 2021 Targets	SWWDB Proposed /LEO Approved	DWD Counter	2022-23 State Targets
Adult Q2 Unsubsidized Employment	76%	78.8%	103.7%	73.8%	63%	-17%	Accept	Accept	72%
Adult Q4 Unsubsidized Employment	74%	75.6%	102.2%	73.3%	70%	-5%	Accept	Accept	70%
Adult Median Earnings	\$5,000	\$6,894	138%	\$5,912	\$6,000	20%	Accept	Accept	\$6,200
Adult Credential Attainment Rate	66%	81.8%	124.0%	77.1%	66%	0%	Accept	Accept	70%
Adult Measurable Skills Gain*	42%	63.3%	150.6%	63.6%	68%	<b>62%</b>	52%	<b>55%</b>	49%
DW Q2 Unsubsidized Employment	82%	80.5%	98.2%	77.6%	72%	-12%	Accept	Accept	80%
DW Q4 Unsubsidized Employment	79%	67.8%	85.8%	76.1%	76%	-4%	Accept	Accept	79%
DW Median Earnings	\$7,500	\$8,065	108%	\$7,636	\$8,100	8%	Accept	Accept	\$8,900
DW Credential Attainment Rate	70%	73.7%	105.3%	78.1%	74%	6%	Accept	Accept	71%
DW Measurable Skills Gain*	55%	54.5%	99.2%	67.8%	73%	<b>33%</b>	60%	Accept	62%
Youth Q2 Employment/Education	70%	69.8%	99.7%	72.7%	67%	-4%	Accept	Accept	76%
Youth Q4 Employment/Education	68%	75.0%	110.3%	72.9%	72%	6%	Accept	Accept	73%
Youth Median Earnings	\$3,000	\$3,899	130%	\$3,479	\$3,400	13%	Accept	Accept	\$3,800
Youth Credential Attainment Rate	62%	73.7%	118.8%	61.3%	50%	-19%	Accept	Accept	56%
Youth Measurable Skills Gain*	34%	63.6%	187.2%	60.0%	75%	<b>121%</b>	54%	<b>65%</b>	46%

DEPARTMENT OF WORKFORCE DEVELOPMENT  
 DIVISION OF EMPLOYMENT AND TRAINING  
 ADMINISTRATOR'S MEMO SERIES

ACTION  
 NOTICE 22-03

ISSUE DATE: 06/09/2022  
 DISPOSAL DATE: On-going

\*PROGRAM CATEGORIES:  
 AS  FM  LM  TC  
 CR  IT  ML  TR  
 FL  JC  TA  WIOA  
 YA

**TO:** Workforce Development Board Directors

**FROM:** Michele Carter  
 Division Administrator 

**RE:** Workforce Innovation and Opportunity Act Program Year 2022 Allotments

**PURPOSE:** To transmit the allotments of Workforce Innovation and Opportunity Act (WIOA) Title I Funds to the Wisconsin Workforce Development Boards (WDBs) for Program Year 2022 (PY22) and State Fiscal Year 2023 (SFY23).

**BACKGROUND:** The United States Department of Labor (DOL), Employment and Training Administration published the Guidance Letter (TEGL) No. 9-21, with the details of the allotments for WIOA, Wagner-Peyser and the Workforce Information Grant. Wisconsin received a PY22 formula allotment totaling \$43,070,243.00. This is a 7.20% percent decrease from PY21. Changes by program are detailed in the chart below.

	Youth	Adult	Dislocated Worker	Wagner Peyser	Workforce Information Grant	Total
2021	\$12,040,412	\$10,403,176	\$11,939,631	\$11,423,220	\$606,266	\$46,412,705
2022	\$10,957,464	\$9,438,464	\$10,874,839	\$11,191,329	\$608,147	\$43,070,243
Change	(\$1,082,948)	(\$964,712)	(\$1,064,792)	(\$231,891)	\$1,881	(\$3,342,462)
% change	(8.99%)	(9.27%)	(8.92%)	(2.03%)	0.31%	(7.20%)

Funding for Adult and Dislocated Workers will be issued using the same process as last year. Quarter 1 will be issued July 1, 2022, and Quarters 2-4 will be issued October 1, 2022 as a grant modification. It is anticipated that funds will be distributed to states by allotment through Notices of Awards (NOA) on or by these two dates. Allocations to the WDBs will occur within 30 days of receipt of the NOA, as required under WIOA. The Youth allocation will be allocated annually within 30 days upon receipt of the Youth NOA from DOL. TEGL 9-21 prohibits funds available through the "advance" allocation (October 1, 2022) to be used for activity prior to the award date. Therefore, the amounts available for use at the Workforce Development Board (WDB) level in PY22 are:

Youth Allotment Annual	Adult Allotment			Dislocated Worker Allotment			Total Annual
	1st Qtr	2,3,4 Qtr	Annual	1st Qtr	2,3,4 Qtr	Annual	
\$9,313,845	\$1,466,986	\$6,555,712	\$8,022,698	\$1,312,121	\$5,212,785	\$6,524,906	\$23,861,449

The State of Wisconsin, Department of Workforce Development (DWD), Division of Employment and Training retains fifteen percent (15%) of the WIOA allocated funds for state level program administration and oversight, (\$4,690,609). In addition, twenty-five percent (25%) of the Dislocated Worker allotment (Q1=\$546,716, Q2-4=\$2,171,993) has been set aside for the Rapid Response program. Eighty-five percent (85%) of the Youth (\$9,313,845), eighty-five percent (85%) of Quarter 1 Adult (\$1,466,986), and sixty percent (60%) of Quarter 1 Dislocated Worker (\$1,312,121) allotments authorized by DOL is distributed to the WDBs as shown in the spreadsheet attached (Attachment A) to this memo. Eighty-five percent (85%) of Quarter 2-4 Adult (\$6,555,712) and sixty percent (60%) of Quarter 2-4 Dislocated Worker (\$5,212,785) will be distributed by DWD for use after October 1, 2022. All allocations to WDBs are contingent upon availability of funds and federal guidelines and regulations.

Allocations for each WDB for Quarter 1 (Youth reflects an annual allocation) are provided in Attachment A, "Workforce Innovation and Opportunity Act Allocations by WDB: PY22 – Quarter 1." Attachment B provides preliminary allocations for each WDB after October 1, 2022. Contracts with individual WDBs will be modified at that time to reflect actual allocations for the period after October 1, 2022. WDB allocations are calculated by multiplying the local portion of the state allotment by the WDB's allocation share. Allocation shares are calculated in accordance with the process described in the current approved state plan.

Note: PY22 WIOA Allocations are preliminary and may change when the NOA is issued.

**CONTACT:**

Annette Meudt  
608.733.3893  
Annette.Meudt@dwd.wisconsin.gov

**ATTACHMENT(S):**

Attachment A – Workforce Innovation and Opportunity Act Allotments by WDB: PY22– Quarter 1

Attachment B – Preliminary Workforce Innovation and Opportunity Act Allotments by WDB: PY22 – Quarters 2-4.

## Attachment A

### Workforce Innovation and Opportunity Act by WDB: PY22-Quarter 1

Preliminary										
Workforce Innovation and Opportunity Act by WDA:								PY22		
Federal Funding Formula										
	WDA Name	Adult			Youth			Dislocated Worker		
		HH	Share	Allocation*	HH	Share	Allocation*	HH	Share	Allocation*
1	Southeast	X	12.00%	\$176,064	X	11.85%	\$1,103,992		6.94%	\$91,067
2	Milwaukee		33.97%	\$498,336		33.46%	\$3,116,094		21.97%	\$288,212
3	WOW		4.00%	\$58,649		4.08%	\$379,818		5.04%	\$66,106
4	Fox Valley	X	3.99%	\$58,598	X	4.00%	\$372,222		5.51%	\$72,249
5	Bay Area	X	7.91%	\$116,028	X	7.54%	\$702,649		13.64%	\$179,000
6	NorthCentral		6.90%	\$101,221		6.87%	\$639,449	X	8.33%	\$109,365
7	Northwest		7.25%	\$106,362		5.26%	\$489,475	X	3.99%	\$52,350
8	West Central		6.32%	\$92,716		7.38%	\$687,439	X	9.19%	\$120,573
9	Western		4.07%	\$59,720		4.46%	\$415,329	X	5.68%	\$74,473
10	South Central		8.29%	\$121,595		9.74%	\$906,789		15.43%	\$202,403
11	Southwest		5.30%	\$77,697		5.37%	\$500,589		4.29%	\$56,323
	Total		100.00%	\$1,466,986		100.00%	\$9,313,845		100.00%	\$1,312,121
X Held Harmless										
Source: USDOL TEGL 09-21, May 6, 2022										

## Attachment B

### Workforce Innovation and Opportunity Act by WDB: PY22-Quarter 2-4

Preliminary										
Workforce Innovation and Opportunity Act by WDA:								PY22		
Federal Funding Formula										
	WDA Name	Adult			Youth			Dislocated Worker		
		HH	Share	Allocation*	HH	Share	Allocation*	HH	Share	Allocation*
1	Southeast	X	12.00%	\$786,801	X				6.94%	\$361,792
2	Milwaukee		33.97%	\$2,226,980					21.97%	\$1,145,007
3	WOW		4.00%	\$262,092					5.04%	\$262,626
4	Fox Valley	X	3.99%	\$261,866	X				5.51%	\$287,029
5	Bay Area	X	7.91%	\$518,512	X				13.64%	\$711,129
6	NorthCentral		6.90%	\$452,339				X	8.33%	\$434,484
7	Northwest		7.25%	\$475,313				X	3.99%	\$207,975
8	West Central		6.32%	\$414,330				X	9.19%	\$479,013
9	Western		4.07%	\$266,878				X	5.68%	\$295,865
10	South Central		8.29%	\$543,387					15.43%	\$804,106
11	Southwest		5.30%	\$347,214					4.29%	\$223,759
	Total		100.00%	\$6,555,712					100.00%	\$5,212,785
X Held Harmless										
Source: USDOL TEGL 09-21, May 6, 2022										

**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)

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

July 20<sup>th</sup>, 2022

Rhonda Suda, Chief Executive Officer  
Southwest Wisconsin Workforce Development Board  
1900 Center Avenue  
Janesville, WI 53546

Dear Rhonda:

Thank you for submitting the Wisconsin One-Stop Delivery System Self-Certification Checklist, and the appropriate One-Stop Certification Checklists for the Comprehensive and Affiliate Job Centers within your local Workforce Development Area. This letter serves to confirm that your Local Workforce Development Board has certified the comprehensive and affiliate one-stop centers listed on the certification page dated July 18<sup>th</sup>, 2022, effective until June 30, 2025. DWD-DET will review the ADA checklists during the PY22-23 monitoring cycle since they were not completed prior to the certification.

The Workforce Innovation and Opportunity Act of 2014 requires an assessment of the effectiveness, physical and programmatic accessibility, and continuous improvement of one-stop centers and the one-stop delivery system be conducted at least once every three years (WIOA Sec. 121(g)(1); 20 CFR § 678.800 (d)). This assessment, or certification, is a prerequisite to receiving infrastructure funding as described in WIOA Sec. 121(h), 20 CFR § 678.800(d), and 20 CFR § 678.730.

Sincerely,

DocuSigned by:  
  
D0ADA3B21EC0420  
Annette Meudt

Director, Bureau of Workforce Training

cc: Maria Lauck, Southwest Wisconsin Workforce Development Board Chair  
John Meyers, Chief Local Elected Official  
Tara Cowe-Spigai, Governance & Compliance Section Chief  
Bridgette Stoeckel, Local Program Liaison



## Executive Committee Meeting

Tuesday, August 30, 2022

### Meeting Minutes

The Executive Committee of the Southwest Wisconsin Workforce Development Board met on Tuesday, August 30 2022, via GoToMeeting. Attendance was as follows:

<b>Members Present:</b>	Ms. Maria Lauck, Chairperson	Ms. Lisa Omen
	Mr. Christopher Comella	Mr. James Otterstein
	Mr. John Meyers	Mr. Mike Williams

#### Members Absent:

<b>Staff Present:</b>	Ms. Katie Gerhards	Ms. Danielle Thousand
	Ms. Rhonda Suda	

#### 1. Call to Order

Ms. Lauck called the meeting to order at 11:02 a.m.

#### 2. Adjourn to Closed Session

Motion made by Mr. Otterstein, seconded by Ms. Omen, to adjourn to closed session at 11:03 a.m.

#### 3. Reconvene to Open Session

The SWWDB Executive Committee reconvened to open session at 12:22 p.m.

Motion made by Mr. Meyers, seconded by Mr. Comella, to approve the closed session action. Ms. Lauck abstained. **Motion carried unanimously.**

#### 4. Training and Support Service Limits

SWWDB's Payment Authorization System (PAS) was down during the ransomware attack. PAS is the system used to track client limits and payments. While it was down, Case Managers did not know if a client went over their limits while being provided services.

SWWDB administration is seeking Executive Committee approval to waive client supportive limits during the ransomware recovery period. SWWDB administration acknowledges that some participants may have gone over their limits. Ms. Suda indicated that those participants went over their limits by \$90.00 to \$100.00 approximately. Not all participants went over their limits.

Motion made by Mr. Otterstein, seconded by Mr. Comella, to approve waiving participant payment limits during the ransomware recovery period. **Motion carried unanimously.**

#### 5. Discussion: Ransomware Attack

On June 28, SWWDB fell victim to a ransomware attack. SWWDB administration immediately began working with SWWDB's attorneys and notifying funding sources. Currently, the only item left to be restored is Sharepoint. It has not been determined that any data breach occurred.

Mr. Comella asked if SWWDB's cyber security is up-to-date. Ms. Suda said yes. SWWDB has had cyber security for a long time and is renewed annually. It is unknown how the hackers accessed the network, but a network user either accessed a website they should not have or clicked on a phishing link and provided

their security credentials. Files were deleted, but not copied. The network was able to be restored from the backups that are done every night.

Ms. Lauck asked if all network users understand what happened. Ms. Suda said yes. It was discussed frequently and at staff meetings. SWWDB administration continues to talk to the attorneys and other agencies. Additionally, the Department of Justice (DOJ) wants to look at the affected servers.

If there are any other questions about the ransomware attack, please contact Ms. Suda.

**6. Adjournment**

Before adjourning, Mr. Comella indicated that on August 8, Inclusa, a non-profit, published a press release stating Humana is to purchase Inclusa. If it goes through, it will be final in October. At that time, Inclusa will no longer be a non-profit, but will be a for-profit for Humana.

Motion made by Mr. Comella, seconded by Mr. Meyers, to adjourn the meeting at 12:30 p.m. **Motion carried unanimously.**