

Southwest Wisconsin Counties Consortium Meeting

August 22, 2023

Meeting Minutes

The Southwest Wisconsin Counties Consortium meeting was held on Tuesday, August 22, 2023, in-person at the SWWDB Administrative Office and via conference call. Attendance was as follows:

Members Present:	Mr. Marty Brewer Mr. Jerry Guth	Mr. Robert Keeney Mr. John Meyers
Members Absent:	Mr. Jack Sauer	Mr. Russ Podzilni
Guests Present:	Ms. Candace Pesch, Richland County	
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 11:30 a.m.

1. **Approval of Agenda**

The agenda of the August 22, 2023, meeting was presented for review and discussion. No changes were made.

Motion made by Mr. Brewer, seconded by Mr. Guth, to approve the agenda of the August 22, 2023, meeting. **Motion carried unanimously.**

2. **Approval of Minutes**

The meeting minutes of the May 23, 2023, SWCC meeting were distributed and reviewed by SWCC members.

Motion made by Mr. Keeney, seconded by Mr. Guth, to approve the minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on May 23, 2023. **Motion carried unanimously.**

3. **Program Year (PY) 2022-23 Financial Reports, Quarter 4**

Ms. Thousand presented the financial statements to SWCC members. The draft financial statements include the Balance Sheet and Statement of Operations as of June 30, 2023.

The Balance Sheet is current through Quarter 4 (April 1 – June 30). It shows revenues are exceeding expenditures by \$240,823.99. Ms. Thousand indicated that the organization is still working on processing invoices from last program year (prior to July 1). The current fund balance will change. Ms. Thousand went over a few accounts with members.

Accounts 1100-Grant Cash Receivable and 3200-Accounts Payable go hand-in-hand. SWWDB operates on a cost reimbursement basis for many of its fund sources. So, if one of these accounts changes, the other does too. Ms. Thousand indicated that the SWWDB Finance team will continue to process payments from last program year and hopes to fully close out the year mid-September.

Account 1245-Dental Insurance Prepaid is showing as a negative because a leased employee paid for Cobra coverage and now SWWDB owes that employee coverage.

Since SWWDB is through Quarter 4, the goal on the Statement of Operations is to be around 100% spent. The column labeled "Pct" shows revenues at 105.60% and expenditures at 104.86%. Ms. Thousand went over a few of the accounts that appear to deviate from the goal.

Two (2) of the biggest changes are in Accounts 5140-Ticket to Work Revenue and 5150- Benefit Analysis Revenue. Both are fee for service operations and both had large 4th quarter additions. Account 5300-Revenue Interest Income increased dramatically after the budget was prepared.

Account 6156-Lodging shows 163.85% spent. This is due to staff attending the Workforce Innovation and Opportunity Act (WIOA) Roundtable event and a staff member conducting sub-recipient monitoring for the Pathways Home 2 grant.

Account 6261-Equipment under \$5,000 shows 279.68% spent. After SWWDB administration modified the budget, it picked up new laptops for new hires and a new disability computer at the Rock County Job Center. SWWDB had additional resources in WIOA to help with the disability computer. New staff were hired because of new grants SWWDB received.

Account 6309-Facilities shows 191.73% spent. Ms. Thousand indicated that the budget itself was small for this area. There is nothing to be concerned about.

Account 6343-Board shows 223.65% spent. This is due to the June Board meeting being held in-person.

Account 6370-Advertising shows 2,859.56% spent. Ms. Suda explained that under WIOA, advertising is not allowed unless it is targeted advertising (for a specific program and not for SWWDB as an organization). For the past several months, SWWDB struggled with enrollments in the Dislocated Worker program. With WIOA, SWWDB has two (2) years to spend the funds. Whatever funds are not spent must be returned to the state. In an effort to utilize the funds, SWWDB published a Request for Quotes (RFQ) for targeted advertising. Two (2) responses were received: one (1) was local and the other was from the La Crosse area.

SWWDB administration selected the local provider to cover the entire Workforce Development Area for six (6) months. Some of the advertising was radio ads, but there were also display ads and email blasts to specific populations. The advertising was mostly for the Dislocated Worker program, but there was also advertising for the Adult and Youth programs.

Ms. Suda noted that in a normal situation, SWWDB would not do this. However, the funds were available, and it was approved by the state.

Account 6430-Legal Counsel shows 0.0% spent. Ms. Thousand indicated that a mistake was made and will be corrected. There were no funds spent on Legal Counsel.

Accounts 6603-Company Car Gas and 6604-Company Car Maintenance show 175.15% and 240.14% spent respectively. SWWDB administration budgeted low in these accounts.

Account 6707-Incumbent Worker Training shows 46.66% spent. SWWDB administration is working on finalizing Incumbent Worker Training invoices to two (2) companies. The trainings have been completed.

Account 6709-Incentives shows 253.15% spent. Ms. Thousand stated that when the budget was completed in May, SWWDB administration did not factor in the second semester Youth Apprenticeship payments to local high schools. It was explained that local schools receive two (2) payments per school year for a certain number of students in SWWDB's Youth Apprenticeship program.

The Budget Modifications were presented to members for review and discussion. Ms. Thousand noted that when the budget was presented in May, SWWDB administration had not received any contracts, so the budget was an estimate.

Since 2011, SWWDB has been the fiscal agent for the Southwestern Wisconsin Regional Planning Commission (SWWRPC) and since 2015 for Capital Area Regional Planning Commission (CARPC). After much discussion, SWWDB administration has opted not to renew the contracts for 2024. SWWDB's budget has increased as has SWWRPC's. The capacity of work has also increased for both.

Ms. Suda further explained that discussion on this has gone on for about one (1) year. As a local workforce board, Ms. Suda is constantly looking for more funding. The SWWDB Finance team has been divided for a long time. In the end, SWWDB's work needs to come first.

Mr. Guth asked if SWWDB's accounting is similar to the RPC's. Ms. Thousand responded that some of it is. However, there are some areas of the RPC's work that has required SWWDB Finance staff to research and learn more (i.e., cash match, benefits programs that only government organizations can participate in). Mr. Guth understands SWWDB's reasons but would like to continue some kind of shared services agreement.

Ms. Suda said that it is hard for SWWDB to advance as an organization and look for efficiencies when answering to other organizations. It was considered to hire one (1) full-time individual to take on both RPCs, but it would not work as Ms. Thousand would still be the lead and the burden would still fall on SWWDB's Finance team.

SWWDB administration met with both RPCs to discuss ideas, help with training, and to simply provide assistance. Ms. Thousand recommended the RPCs reach out to other RPCs around the state to see what they do. The RPCs were informed that SWWDB would do their 2023 W-2s. However, the first payroll in 2024 would be done by the new fiscal person or new organization.

Per a meeting with the Department of Health Services (DHS) in July, the Wisconsin Senior Employment (WISE) contract was adjusted to the anticipated award. SWWDB still does not have a signed contract

from DHS. Furthermore, DHS will not reimburse SWWDB for costs incurred until DHS has a signed contract.

The budget was adjusted to the actual awards for the WIOA Program Year (PY) 2023 contracts as well as the Department of Corrections (DOC). DOC allowed SWWDB to exceed its contract amount and paid out the additional funds.

Ms. Suda informed members that SWWDB was awarded the Pathways Home 4 (PH4) grant. It is not on the Budget Modifications as the grant agreement has not been received yet. SWWDB currently operates the Pathways Home 2 (PH2) grant. PH2 is a \$3.8 million grant that is collaboratively operated by SWWDB, the Fox Valley Workforce Development Board (WDB), Western WDB, and the Northwest WDB and will end December 2024. The goal is to serve 800 people in the whole service area. As long as the incarcerated individuals are being released into any of the service areas PH2 covers, they can be provided services.

The Department of Labor (DOL) came out with PH4. It is about a \$1.2 grant that goes through the end of 2026. The North Central WDB is the recipient of the grant and SWWDB is the sub-recipient. SWWDB could not apply for the PH4 grant as SWWDB currently operates PH2.

With the Pathways grants, Career Coaches must connect with the incarcerated individual 20 to 180 days before their release, develop an employment plan, and continue the same relationship after their release. The goal is to get those individuals on a path to employment. Mr. Guth asked if there are tests to assess their needs. Ms. Suda said yes.

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

4. **Appointment of Board Members**

Brittini Ackley has accepted a position in Dane County and therefore cannot serve on the Southwest Wisconsin Workforce Development Board. Ms. Suda met with Geoff Frickey, Vice President of Human Resources at the Bank of New Glarus, who was nominated by the Monroe Chamber of Commerce to replace Ms. Ackley.

Motion made by Mr. Brewer, seconded by Mr. Keeney, to appoint Geoff Frickey to serve on the Southwest Wisconsin Workforce Development (SWWDB) Board of Directors. **Motion carried unanimously.**

5. **Program Year (PY) 2023-24 WIOA Allocations**

The Department of Workforce Development (DWD) provided Program Year (PY) 2023-24 Workforce Innovation and Opportunity Act (WIOA) allotments on June 30, 2023. Ms. Suda indicated that Wisconsin's allocation decreased as well as SWWDB's. Overall, SWWDB's WIOA funding decreased by \$105,687.

SWWDB's Youth funding decreased by 17.22%, Adult funding decreased by 18.89%, and Dislocated Worker funding increased 21.7%. Ms. Suda noted that DWD looked at the number of layoffs for the

whole state and then prorated the Dislocated Worker funds. Fortunately, funds can be transferred between the Adult and Dislocated Worker programs as needed and only with DWD's approval.

Motion made by Mr. Brewer, seconded by Mr. Keeney, to approve the Program Year (PY) 2023-24 WIOA allocations as presented. **Motion carried unanimously.**

6. Program Year 2022-23 Annual Performance

The preliminary Program Year (PY) 2022-23 Work force Innovation and Opportunity Act (WIOA) Performance results were presented to members for review and discussion. Ms. Suda stated that under WIOA, SWWDB must meet or exceed performance measures. SWWDB is "exceeding" 12 measures, "meeting" two (2), and "failing" one (1).

The failed performance measure is the Credential Attainment Rate under the Dislocated Worker program. Ms. Suda said that SWWDB can process stipend payments to program participants in the Dislocated Worker program for attending school. The funds are available for this. SWWDB can also expand upon Incumbent Worker Training (IWT).

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 August 14, 2023, SWWDB has four (4) contracts: one (1) with Grant County, one (1) with Green County, and two (2) with Richland County.

The leased employee information shared with SWCC members is current through SWWDB's second fiscal quarter (April 1-June 30). The information compares the second calendar quarter numbers in 2021, 2022, and 2023. In 2021, there were 28 leased employees with a gross billing of \$240,764.79. In 2022, there were 50 leased employees with \$273,934.58 in gross billing. In 2023, there were 44 leased employees with \$151,419.58 in gross billing.

Ms. Thousand briefly explained the program for Candace Pesch's sake. One of the biggest changes was Richland County hiring all of the full-time leased employees. During the summer, the Rock 5.0 Internship program took place. The internship program is for high school students going into their senior year and will work on-site in an area of interest to them. The worksites range from basic office duties to medical to a fire department to an airport. The program is funded by Rock County Economic Development and is funded 50% by the employers that participate. SWWDB serves as the employer of record. The program ended on July 28.

8. Updates

The audit of SWWDB's financial statements for the Program Year (PY) ending June 30, 2023, is the week of October 2, 2023. Wegner CPAs of Madison will be conducting the audit once again. The goal is to have a draft of the audit report and Form 990 by the February SWCC meeting.

9. Adjournment

The next meeting of the Southwest Wisconsin Counties Consortium is scheduled for Tuesday, November 28, 2023, at the SWWDB Administrative Office, Platteville, WI, and via conference call.

Motion made by Mr. Guth, seconded by Mr. Keeney, to adjourn the meeting at 12:31 p.m. **Motion carried unanimously.**

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.