



MEMORANDUM

Date: August 17, 2023

From: Maria Lauck, Chair, SWWDB

To: **SWWDB Executive Committee Members**

Mr. Keith Kruse

Mr. John Meyers

Ms. Lisa Omen

Mr. James Otterstein

Mr. Mike Williams

RE: Notice of Meeting of the Southwest Wisconsin Workforce Development Board Executive Committee

Tuesday, August 25, 2023, at 1:30 p.m.

Location: Virtual Meeting via Microsoft Teams

Join on your computer, mobile app, or room device.

[Click here to join the meeting](#)

Meeting ID: 289 225 950 833

Passcode: Yf9x6y

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We strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. Please let us know if you require any accommodations or have any questions about this event.

All Executive Committee members are urged to attend the meeting. Other Board members are welcome to attend.

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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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**Southwest Wisconsin Workforce Development Board
Executive Committee**

Friday, August 25, 2023

1:30 p.m.

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Agenda

The Southwest Wisconsin Workforce Development Board (SWWDB) Executive Committee will convene in open session and, at the conclusion of routine business, will adjourn to closed session pursuant to Wis. Stats. 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the committee has jurisdiction or exercises responsibility. The committee will reconvene in open session at the conclusion of the closed session. Any action which might result from the closed session will be taken upon reconvening in open session, scheduled for action in open session at the next regular meeting, or scheduled for action at a special meeting called on notice.

1. Call to Order

2. Approval of Minutes

Minutes of the December 2, 2022, ([Enclosure 1](#)) Executive Committee meeting is presented for review and discussion.

Approval of the minutes from the December 2, 2022, meeting is requested.

3. Adjourn to Closed Session

The committee will adjourn to closed session under section 19.85 (1)(c) of Wisconsin Statutes for the purpose of discussing employee compensation.

4. Reconvene to Open Session

The committee will reconvene to open session under section 19.85 (1)(c) of the Wisconsin Statutes for acting upon the recommendation relating to employee compensation.

5. Payment Authorization System Replacement Project

Rhonda Suda and Danielle Thousand will update the committee on the Payment Authorization System Replacement Project.

6. 401(k) Plan Discussion

7. Fiscal Services Contract Termination

Rhonda Suda will discuss the December 31, 2023, termination of the two fiscal services contracts SWWDB holds with Southwestern Wisconsin and Capital Area Regional Planning Commissions.

8. Adjournment

Executive Committee Meeting
Friday, December 2, 2022
Meeting Minutes

The Executive Committee of the Southwest Wisconsin Workforce Development Board met on Friday, December 2, 2022, via virtual meeting. Attendance was as follows:

Members Present:	Mr. Christopher Comella	Mr. James Otterstein
	Mr. John Meyers	Mr. Mike Williams
	Ms. Lisa Omen	
Members Absent:	Ms. Maria Lauck, Chairperson	
Staff Present:	Ms. Katie Gerhards	Ms. Danielle Thousand
	Ms. Rhonda Suda	

1. **Call to Order**

Ms. Omen called the meeting to order at 11:34 a.m.

2. **Approval of Meeting Minutes**

The minutes of the April 8, 2022, and August 30, 2022, Executive Committee meetings were presented for review. There was no discussion.

Motion made by Mr. Williams, seconded by Mr. Meyers, to approve the minutes from the April 8, 2022, and August 30, 2022, meetings as presented. **Motion carried unanimously.**

3. **2023 Health Insurance Renewal**

When SWWDB administration created the budget in June, a 10% increase was estimated. Dean Health provided a 17.07% premium increase for 2023 for renewal of SWWDB’s current plan. Dean also provided an alternate plan renewal with a 10.6% increase. The current plan includes an ER Room co-pay increase from \$325 to \$500. The alternate plan includes a deductible increase from \$500/\$1,000 to \$1,250/\$2,500. After staffing adjustments of hiring three (3) new employees and ten new members, SWWDB administration estimates the increases for the current and alternate plans to be around 16% and 10%, respectively.

For similar plans through Quartz, plans indicated about a 25% increase for the current plan and a 23% increase for the alternate plan. Overall, Quartz plans included less benefits and cost more.

SWWDB administration has always budget conservatively knowing revenue changes over the course of the year. With the amount of carryover SWWDB has (around \$7 million), SWWDB’s budget can afford the increase in Dean’s 2023 insurance premiums.

SWWDB administration is proposing offering two (2) Dean Health plans to give employees a choice. Per SWWDB’s Health Insurance Procedure, employees pay for approximately 25% of insurance premiums. For many years, SWWDB has offered a 25%/75% split. However, Ms. Suda is aware that SWWDB may have to change to a single higher deductible plan next year.

SWWDB employs 62 people where 45 are full-time and eligible for benefits. There are a total 58 people on SWWDB’s health plan.

ENCLOSURE 1

If Executive Committee members approve offering the two (2) plans, SWWDB's budget expenses for the current plan would increase by \$46,734 and \$26,355 for the alternate plan. Ms. Suda reached out to Johnson Insurance, and they indicated SWWDB can offer two (2) plans. This has not been the case in the past.

Motion made by Mr. Otterstein, seconded by Mr. Williams, to approve the 2023 employee health insurance options as presented. **Motion carried unanimously.**

4. **Other Business**

Ms. Suda indicated that there were no changes in dental, life, or disability insurances. Also, the cost-of-living wage increase of 5.1% (when 7.5% was Board-approved for the total budget increase in the year) helps balance out the increase in health insurance benefits.

5. **Adjournment**

Motion made by Mr. Meyers, seconded by Mr. Williams, to adjourn the meeting at 11:54 a.m. **Motion carried unanimously.**