

Southwest Wisconsin Workforce Development Board, Inc. Board Meeting

December 13, 2023

Meeting Minutes

The Southwest Wisconsin Workforce Development Board met on Wednesday, December 13, 2023, via video conference. Attendance was as follows:

Members Present:

Ms. Maria Lauck, Chairperson	Mr. Troy Marx
Mr. Jason Aarud	Mr. John Meyers
Mr. Ivan Collins	Ms. Lisa Omen
Ms. Heather Fifrick	Mr. James Otterstein
Mr. Geoff Fricke	Dr. Tracy Pierner
Mr. Kendal Garrison	Mr. Dave Shaw
Mr. Waylon Gross	Ms. Andrea Simon
Ms. Linda Hendrickson	Mr. Brian Toutant
Mr. Aaron Jach	Ms. Adrienne Weber
Ms. Ela Kakde	Mr. Michael Williams
Mr. Keith Kruse	

Members Excused:

Ms. Jill Liegel	Ms. Amy Santas
Mr. Andrew Marcotte	Mr. Dave Smith

Staff Present:

Ms. Katie Gerhards	Ms. Rhonda Suda
Ms. Gail Graham	Ms. Danielle Thousand
Mr. Matt Riley	Mr. Jimmy Watson

Other Guests:

Beth Gayton, Wisconsin Literacy	Alejandra Lopez, Stateline Literacy
Ashleigh Henrichs, Wisconsin Literacy	Ms. Julie Pluemer, Southwest WI Tech College
Derek Hilst, Wegner CPAs	Bridgette Stoeckel, DWD

1. Welcome; Call to Order; Introduction of New Board Members and Guests

Ms. Lauck called the meeting to order at 2:30 p.m. and welcomed members, guests, and staff. Ms. Gerhards conducted roll call.

2. Approval of Minutes of SWWDB Meeting

The minutes of the September 13, 2023, SWWDB meeting were presented for review and discussion. There was no discussion.

Motion made by Mr. Collins, seconded by Ms. Omen, to approve the minutes of the September 13, 2023, meeting. **Motion carried unanimously.**

3. Program Year (PY) 2022-23 Audit

SWWDB has gone from having two (2) major programs to four (4) in the last year. A major program is defined as spending over \$750,000 in one year. The two (2) newest major programs are Pathways Home 2 (PH2) and the Workforce Advancement Initiative (WAI). The 2022-23 audit was conducted on PH2 and WAI the week of October 2, 2023.

Ms. Thousand stated that Wegner CPAs implemented the new lease standard. As a positive practice, they also implemented a new auditor's documentation standard early. This resulted in more questions being asked and more required documentation.

Derek Hilst, Senior Manager at Wegner CPAs, provided an overview of the audit results. Wegner CPAs issued an unmodified opinion. Overall, the audit was clean with no findings or questioned costs. There were also no material weaknesses or deficiencies. Auditor responsibilities are outlined in the report.

A draft of the Form 990 was just received today. It has not been reviewed by Ms. Thousand yet; therefore, it is not final. Ms. Suda recommended that Board members should not vote on it since it is not the final draft.

Motion made by Dr. Pierner, seconded by Mr. Jach, to approve the draft audit report. **Motion carried unanimously.**

4. Financial Reports

Board members were presented with the financial reports through September 30, 2023. The financial reports include the Balance Sheet, Statement of Operations, and 2023-24 Budget Modifications.

The Balance Sheet represents a draft of the financial statement through Quarter 1 (July 1 – September 30). It shows revenue exceeding expenses by \$86,780.

The SWWDB finance department implemented its government shutdown protocol in late September to prepare for a potential shutdown on September 30 (the last date of the quarter). Ms. Thousand explained that finance staff try to pull in as much cash as possible in case of a shutdown. SWWDB finance staff do not ask for excess cash – just cash to reimburse paid expenditures. If SWWDB operations are impacted by a shutdown, SWWDB administration does not want any interruptions in services. The September and November potential shutdowns were averted. The next potential government shutdown is in February.

Account 1245-Dental Insurance Prepaid is showing a negative balance. SWWDB had a former employee prepay for coverage. SWWDB now owes that employee coverage.

The Statement of Operations compares budget to actual. Because SWWDB is through Quarter 1 of the fiscal year, the goal in the column labeled "Pct" is to be around 25% spent. Revenues show 31.42% spent and expenses at 23.27%. Ms. Thousand went over some of the accounts that appear to deviate from the 25% goal.

Account 6119-Fringes shows 254.96% spent. An adjustment was made to SWWDB's flexible spending account. This number will change this month as employees redeem their money.

Account 6156-Lodging shows 0% spent. Conference season is usually in Quarter 2. Board members will see this account increase at the next meeting.

Accounts 6272-IT Equipment – Network and 6273-IT Equipment – Other both show 0% spent. Ms. Thousand stated that most IT equipment is purchased in Quarter 4.

Account 6313-PO Box Rental shows 0% spent. This account will eventually disappear. SWWDB gave up the post office box for the administrative office in Platteville in Quarter 1.

Account 6420-Audit shows 0% spent. SWWDB's audit for the fiscal year ending June 30, 2023, took place in Quarter 2.

Account 6503-Worker's Compensation shows 0.92% spent. A refund was received in Quarter 1 for a prior year's work comp audit. SWWDB is asked to prepay the premiums a year in advance.

The Budget Modifications are provided to Board members at every meeting. It shows changes to the budget since the September meeting. The biggest changes are the awards of the FoodShare Employment and Training (FSET) contract and Pathways Home 4 (PH4).

SWWDB currently operates the Pathways Home 2 contract so SWWDB administration could not write for PH4. Marcia Galvan, SWWDB's Special Projects Supervisor, is taking the lead on PH4 even though another workforce development board (WDB) is operating it. Ms. Galvan will be the lead on the program side of the grant.

The One-Stop Operator (OSO) monitoring update will show up on the next budget modification at the March meeting as will the Saputo Rapid Response grant. SWWDB admin requested special funds from the Department of Workforce Development (DWD) just for this dislocation. An event was held in Belmont on December 1 for this group.

Motion made by Mr. Kruse, seconded by Mr. Aarud, to approve the Program Year (PY) 2023-24 financial statements for Quarter 1, including the Budget Modifications, as presented. **Motion carried unanimously.**

5. Old Business

A. **WIOA Title 1 Allocation Process**

Ms. Suda presented information on the Workforce Innovation and Opportunity Act (WIOA) Title 1 allocation process. The process is used to determine WIOA local funding. The presentation also showed a comparison of SWWDB's funding to other workforce development boards throughout the state.

B. **Program Year (PY) 2022-23 Updated Performance**

The updated Program Year (PY) 2022-23 Workforce Innovation and Opportunity Act (WIOA) performance results were presented to Board members for review and approval. The results show SWWDB "exceeded" 12 measures, "met" three (3), and "failed" one (1).

The performance results were presented and approved at the last Board meeting in September. However, because they were not yet final, the updated results are being presented for approval at this meeting.

Motion made by Mr. Jach, seconded by Ms. Omen, to approve the updated Program Year (PY) 2022-23 WIOA performance results. **Motion carried unanimously.**

6. New Business

A. **2024 Health Insurance**

Ms. Suda and Ms. Thousand reviewed the 2024 employee health insurance options with Board members. The process was started with a 20% increase to SWWDB's marketplace plan. SWWDB's broker (Risk Strategies) was asked to negotiate with Dean Health to see if other marketplace programs could be provided without an increase.

Dean came back with a level-funded plan (EPO), which is the same as an HMO plan, and a 20% decrease. Ten days later, SWWDB was informed that those rates were only preliminary, and the rates came in with a 20% increase. SWWDB's broker was asked to continue negotiations with Dean. Ms. Suda added that marketplace plans are based on the region employees live in and the age of the employees.

Dean came back again with two (2) level-funded plans reflecting a .6% decrease and a 4.6% decrease.

Normally, this information is presented to the SWWDB Executive Committee for review and approval. However, this plan information was not received until just recently. Mr. Kruse agrees with SWWDB admin's decision to offer two (2) plans. Ms. Lauck is glad to hear rates were able to be decreased. Ms. Suda indicated that last year there was a 17% increase. This year Dean initially presented plans with an average 20% increase. SWWDB admin is unsure how sustainable this will be in the future.

Motion made by Mr. Kruse, seconded by Mr. Gross, to approve the level funded plans as presented.
Motion carried unanimously.

B. Board Recertification

Every two (2) years, the Department of Workforce Development (DWD) completes a review of each workforce development board's membership materials. A local workforce board must be comprised of individuals from certain areas of business, education, government, and workforce sectors. This review also includes an evaluation of all Board members' signed Conflict of Interest Disclosure Statement forms.

On September 6, the Department of Workforce Development (DWD) recertified SWWDB for the period July 1, 2023, through June 30, 2025.

C. FoodShare Employment and Training (FSET) Contract

On December 5, SWWDB admin received a notice of award for the FoodShare Employment and Training (FSET) contract for federal fiscal year 2025. Services will begin on October 1, 2024, with the opportunity to renew for an additional four (4) years. The estimated award for the first year is \$1,994,492. The five-year projected award is \$10,543,301.

As of October 1, 2023, SWWDB has operated the FSET grant for ten years.

D. Program Year (PY) 2021-22 WIOA Monitoring Close-Out

On September 7, 2023, the Department of Workforce Development (DWD) closed out the Program Year (PY) 2021-22 Workforce Innovation and Opportunity Act (WIOA) monitoring. There were four (4) areas of concern and 19 findings. The areas of concern were resolved, and there were no disallowed costs associated with the findings.

SWWDB and Manpower Government Solutions staff were given the opportunity to correct any errors. Additional training has been provided to both the SWWDB team and Manpower.

7. Committee Updates

A. Ad-hoc Audit Committee Minutes

The Ad Hoc Audit Committee met at the opening (October 2) and close (October 5) of the audit. The minutes of these meetings were provided to Board members for informational purposes.

A meeting is held at the opening of the audit to allow committee members and other Board members to ask questions. A meeting is also held at the close of the audit so auditors can discuss any concerns or issues.

8. Consent Agenda

The items on the consent agenda were presented to Board members for review and discussion. Ms. Suda briefly went over the one (1) revised policy and performance reports.

Motion made by Mr. Collins, seconded by Mr. Aarud, to approve the items in the consent agenda as presented including revisions E-030 Priority of Service for WIOA Adult Program Policy and the Workforce Innovation and Opportunity Act (WIOA) and Foodshare Employment & Training (FSET) performance and participation reports. **Motion carried unanimously.**

9. Organizational Information & Recurring Business

A. Rapid Response Activity/Updates

Board members were provided with an overview of layoff/closure activity since July 1, 2023, (Table 1). This information is provided at every Board meeting per the Board’s request.

Table 1

Program Year (PY) 2023-24					
Company Name	Layoff Date	Affected Employees	RR Sessions or Meetings Held	Attendance	Receiving Services in DW Program
Honeywell	7/31/2023	12	Event on held 7/11/2023.	12	0
Shine Medical Technologies	8/8/2023	52	No warning provided to employees. Pay was provided in lieu of notice	Employer did not return calls.	
Saputo Cheese Belmont, WI	11/11/2023	187 Lafayette Co.	12/1/2023 – Job Fair and Rapid Response sessions held.	62	0
Energizer	12/1/2023	172	In contact with employer.		
NorthStar Medical Radioisotopes, LLC	10/11/2023	65	No response from employer		
Saputo Cheese Lancaster, WI	News article	100	Waiting for more details from employer.		

On December 1, SWWDB held a large event at the Belmont Convention Center in Belmont. It was a job fair, Winning with Wisconsin event, and a rapid response session for Saputo employees. There were 62 employees from Saputo that attended, and several are working on enrollment. SWWDB has a positive relationship with Saputo to help employees impacted by the plant closure.

Energizer has submitted their WARN notice. A WARN notice helps ensure advance notice in cases of qualified plant closings and mass layoffs. SWWDB continues to be in contact with the employer. No more layoffs are expected until Quarter 1 2024.

B. Local Retention – Workforce Innovation and Opportunity Act

Local retention is defined as participants working within the local area post-program exit. Since July 1, 2023, 28 participants have exited Workforce Innovation and Opportunity Act (WIOA) programs. As of September 30, 2023, placement information indicates that of the 28 WIOA participants that exited in the program year, 19 (68%) are employed or going to school post-program exit. Of those, 17 (89%) are going to school or working in Wisconsin. Workforce Development Area (WDA) 11 employs 14 of these individuals, which represents 82% of those employed in Wisconsin.

10. CEO's Report

Registration for the 2024 Talent Development Conference (TDCON2024) is now open. It will be held in La Crosse April 9 and 10, 2024. Ms. Suda indicated it is a very informative event to attend.

SWWDB is preparing for the Department of Workforce Development (DWD) to conduct monitoring of Workforce Innovation and Opportunity Act (WIOA) Title 1 programs the first week of January. January will be busier than normal due to year end reporting and monitoring year reporting. DWD has agreed to conduct onsite fiscal monitoring in February.

11. Chairperson's Report

Ms. Lauck and other Board members congratulated SWWDB on a successful event in Belmont. Some SWWDB staff were available to translate as most of the dislocated workers from Saputo were Hispanic.

Ms. Lauck expressed her gratitude for the Board members' continued support and reminded new members to reach out with any questions or if follow-up is needed.

Next year's meeting invite has been sent out. If any Board member did not receive it, please let Ms. Gerhards know.

12. Adjournment

Motion made by Mr. Kruse, seconded by Ms. Omen, to adjourn the meeting at 4:09 p.m. **Motion carried unanimously.**