

Southwest Wisconsin Counties Consortium Meeting

February 28, 2023

Meeting Minutes

The Southwest Wisconsin Counties Consortium meeting was held on Tuesday, February 28, 2023, virtually via GoToMeeting. Attendance was as follows:

Members Present:

Mr. Marty Brewer
Mr. Jerry Guth
Mr. John Meyers

Mr. Russ Podzilni
Mr. Jack Sauer

Members Absent:

Mr. Robert Keeney

Staff Present:

Ms. Katie Gerhards
Mr. Matt Riley

Ms. Rhonda Suda
Ms. Danielle Thousand

The meeting of the Southwest Wisconsin Counties Consortium (SWCC) was called to order by Mr. Meyers at 1:00 p.m.

1. Approval of Agenda

The meeting agenda of the February 28, 2023, SWCC meeting was reviewed by SWCC members. No corrections or changes were made.

Motion made by Mr. Brewer, seconded by Mr. Sauer, to approve the February 28, 2023, SWCC meeting agenda. **Motion carried unanimously.**

2. Approval of Minutes

The meeting minutes of the November 22, 2022, SWCC meeting were distributed and reviewed by SWCC members.

Motion made by Mr. Guth, seconded by Mr. Podzilni, to approve the minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on November 22, 2022. **Motion carried unanimously.**

3. Program Year 2022-23 Financial Reports, Quarter 2

Ms. Thousand presented the financial statements to SWCC members. The draft financial statements include the Balance Sheet and Statement of Operations as of December 31, 2022.

The Balance Sheet is current through Quarter 2 (October 1– December 31). It shows revenues are exceeding expenditures by \$103,415.63. Ms. Thousand went over some of the accounts.

Account 1245-Dental Insurance Prepaid is showing as a negative. This is because a leased employee left and accepted COBRA coverage and pre-paid for it. SWWDB now owes that employee the coverage.

Account 1539-Software Project reflects the Youth Apprenticeship program and the use of Salesforce that kicked off last month. Account 1540-PAS Rewrite Project is for the Payment Authorization System (PAS) project and reflects payment for half the cost of the project. The remainder is due upon implementation.

Account 3003-Accrued Vacation reflects vacation hours earned through December but not yet used. SWWDB's policy is that staff must use their vacation by June 30, or it will be lost. However, staff can request approval from the CEO to carry-over their unused vacation to the next program year. Any carried over vacation must be used by June 30 and cannot be paid out upon leaving employment with SWWDB.

Since SWWDB is through Quarter 2, the goal on the Statement of Operations is to be around 50% spent. The column labeled "Pct" shows revenues at 62.28% and expenditures at 55.94%. SWWDB is currently in a really good financial position. Ms. Thousand went into more detail on some of the accounts that appear to deviate from the 50% goal.

Account 5300-Revenue Interest Income reflects when interest rates increased.

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

Account 6155-Meals is showing 170.29% spent. This is for a graduation event for participants in the Worker Advancement Initiative (WAI) and a Youth Apprenticeship mentor training event.

Accounts 6272-IT Equipment-Network and 6273-IT Equipment-Other are showing 0% spent. Ms. Thousand explained that IT purchases in these categories are typically done in Quarter 4.

Account 6410-Legal shows 166.67% spent. When SWWDB was hit with a ransomware attack in June 2022, SWWDB's portion of \$2,500 was paid. SWWDB's insurance company is squaring away the remainder.

Account 6420-Audit shows 100% spent. The audit was completed in October. This account will not change through the end of the program year.

Account 6431-Consultants shows 0% spent. SWWDB was given funding to create a Foodshare Employment and Training (FSET) video. The video highlights success stories and funding through the Department of Health Services (DHS). This account also includes a job center survey to conduct an ADA assessment.

Account 6708-Stipends shows 204.31% spent. This is primarily due to the WAI grant. The grant provides stipend payments to participants for attending class.

Account 6740-Customized Training shows 234.15% spent. Funds were sent to Blackhawk Technical College for Level 1 Leadership mentoring for the Youth Apprenticeship program.

Account 6736-35% Training Support shows 202.09% spent. This funding is directly for participant support.

The Budget Modifications were presented to SWCC members for review and discussion. With approval from the Department of Workforce Development (DWD), SWWDB can transfer funds between the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker programs. Therefore, \$72,000 was approved and transferred from Dislocated Worker to Adult as this is where the need is. The Employee Recovery Dislocated Worker Grant (ERDWG) is assisting dislocated workers. Ms. Thousand noted that most individuals qualify for the Adult program.

Winning with Wisconsin is a new grant from DWD. Its purpose is to highlight the workforce around Wisconsin and includes multiple workforce series. March 13 is SWWDB's first event series.

The Department of Corrections (DOC) provided SWWDB with additional funds for participants. SWWDB also received \$16,150 more than budgeted in the Foster Care/Independent Living (FC/IL) grant. It operates on a calendar-year basis.

SWWDB administration was informed last week that it will receive around \$250,000 for a Quest grant geared toward training and support to improve childcare and education options. SWCC members will see more information on this grant at the next meeting in May.

SWWDB administration submitted a grant proposal to the Department of Labor (DOL) for nursing. The results of this grant will be presented to SWCC members in May.

Motion made by Mr. Brewer, seconded by Mr. Sauer, to approve the Program Year (PY) 2022-2023 financial statements, including the Budget Modifications, for the period ending December 31, 2022.

Motion carried unanimously.

4. Appointment of Board Members

Chris Comella served as the Vice Chair on the SWWDB Board of Directors. Mr. Comella worked for Inklusia who recently merged with Humana. As a result of the merger, Mr. Comella lost his job and therefore his position on the Board of Directors. Ms. Suda contacted chambers of commerce in the local area for nominations on a replacement for Mr. Comella. Ms. Suda received one (1) nomination for Aaron Jach, Director of Production for Foremost Media. Mr. Jach's application materials were provided to SWCC members for review and discussion.

Motion made by Mr. Podzilni, seconded by Mr. Guth, to appoint Aaron Jach to fill Chris Comella's position and serve on the Southwest Wisconsin Workforce Development (SWWDB) Board of Directors.

Motion carried unanimously.

5. 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 February 20, 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 (October 1 – December 31). The information compares the fourth calendar quarter

numbers in 2020, 2021, and 2022. In 2020, there were 27 leased employees with a gross billing of \$234,843.19. In 2021, there were 34 leased employees with \$256,061.06 in gross billing. In 2022, there were 27 leased employees with \$211,262.75 in gross billing.

Ms. Thousand noted that the big change after Quarter 4 is that Richland County hired all of the full-time leased employees. SWCC members will see the impact of this change at the next meeting in the next quarter.

6. Adjournment

Before adjourning, Ms. Suda talked about activity in SWWDB's Southwest counties. Two (2) years ago, SWWDB was awarded the Worker Advancement Initiative (WAI). The award was around \$1.6 million, and the funds are to be used by the end of September.

CESA 3 operates Youth Apprenticeship (YA) in most of the Southwest counties and serves about 100 youth. Since CESA 3 does not have the funding to assist with the purchase of tools, SWWDB is covering the cost of tools and the items needed under the WAI grant. Once the youth successfully complete the YA related instruction, they can receive a \$250 incentive payment. Over the last few months, SWWDB has purchased around \$50,000 in tools that will prepare the youth to work in construction, manufacturing, and agriculture.

SWWDB is serving many YAs in Monroe High School and Rock County. The program is getting the resources out to those who need them. Ms. Suda added that Blain's Farm & Fleet has been a great partner in providing the tools that the YAs need.

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