

MEMORANDUM



Date: February 21, 2023

From: John Meyers, Chief Local Elected Official

To: **Local Elected Officials**

Mr. Marty Brewer

Mr. Jerry Guth

Mr. Robert Keeney

Mr. Russ Podzilni

Mr. Jack Sauer

RE: **Southwest Wisconsin Counties Consortium (SWCC) Meeting Notice**

Tuesday, February 28, 2023, 1:00 p.m. to 2:30 p.m.

This meeting will be held virtually.

Please join my meeting from your computer, tablet or smartphone.

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Access Code: **405-171-381**

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The next meeting of the Local Elected Officials, Southwest Wisconsin Counties Consortium is scheduled for Tuesday, February 28, 2023 at the time and location listed above. The agenda for the meeting is included for your review.

All county board chairs are urged to attend the meeting. If you cannot attend, please arrange for an alternate to represent your county.

If you are unable to attend the meeting, please contact Katie Gerhards at k.gerhards@swwdb.org or (608) 314-3300 two days prior to the meeting date.

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.

A proud partner of the American Job Center network

Southwest Wisconsin Counties Consortium

Tuesday, November 22, 2022

1:00 p.m. to 2:30 p.m.

Please join the meeting from your computer, tablet or smartphone.

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Agenda

1. **Approval of Agenda** – (Action)

Approval of the February 23, 2023, meeting agenda is requested.

2. **Approval of Minutes** – (Action)

Minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on November 22, 2022, ([Enclosure 1](#)) are enclosed. Approval of the minutes is requested.

3. **Program Year 2022-23 Financial Reports, Quarter 2** – (Action)

Danielle Thousand will share the SWWDB financial statements representing a draft of the financial condition of the organization through December 31, 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 current program year are listed in [Enclosure 4](#).

Approval of the Program Year (PY) 2022-23, Quarter 2, financial statements and budget modifications is requested.

4. **Appointment of Board Members** – (Action)

SWWDB administration has received an application package for a new board member to replace Chris Comella, who resigned last month. Aaron Jach, Production Director at Foremost Media, has been nominated by Forward Janesville. Application materials are provided for member review in [Enclosure 5](#).

5. **Leased Employee Program** – (Information)

SWWDB has maintained a leased employee program for several years. The program has been primarily serving local county governmental entities and non-profits who are in need of limited-term employees.

All employees placed through this program have access to all SWWDB benefits, which are determined by their full- or part-time status.

Danielle Thousand will provide an update on SWWDB's leased employee program ([Handout 1](#)).

6. Adjournment

The next meeting of the Southwest Wisconsin Counties Consortium is tentatively scheduled for May 23, 2023.

Southwest Wisconsin Counties Consortium Meeting

November 22, 2022

Meeting Minutes

The Southwest Wisconsin Counties Consortium meeting was held on Tuesday, November 22, 2022, virtually via GoToMeeting. Attendance was as follows:

Members Present:	Mr. Jerry Guth Mr. Robert Keeney	Mr. John Meyers Mr. Russ Podzilni
Members Absent:	Mr. Marty Brewer	Mr. Jack Sauer
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 1:02 p.m.

1. Approval of Agenda

The meeting agenda of the November 22, 2022, SWCC meeting was reviewed by SWCC members. No corrections or changes were made.

Motion made by Mr. Guth, seconded by Mr. Podzilni, to approve the November 22, 2022, SWCC meeting agenda. **Motion carried unanimously.**

2. Approval of Minutes

The minutes of the August 23, 2022, and September 21, 2022, SWCC meetings were distributed and reviewed by SWCC members.

Motion made by Mr. Keeney, seconded by Mr. Podzilni, to approve the minutes of the Southwest Wisconsin Counties Consortium (SWCC) meetings held on August 23, 2022, and September 21, 2022. **Motion carried unanimously.**

3. Program Year 2022-23 Financial Reports, Quarter 1

Ms. Thousand presented the financial statements to SWCC members. The draft financial statements include the Balance Sheet and Statement of Operations as of September 30, 2022. The Balance Sheet is a draft through Quarter 1 (July 1 – September 30). It shows revenues are exceeding expenditures by \$50,587.05.

Ms. Thousand pointed out account 1245-Dental Insurance Prepaid. SWWDB had a situation where a former employee accepted Cobra coverage and pre-paid for it. Now SWWDB owes that employee the coverage. Mr. Meyers asked if this dental coverage is different from flexible spending. Ms. Thousand said yes.

Account 3080-401(K) Liability is showing as a negative because of a timing difference.

Since SWWDB is through Quarter 1, the goal on the Statement of Operations is to be around 25% spent. The column labeled "Pct" is showing revenues at 30.38% and expenditures at 27.61%. SWWDB is currently in a really good financial position. Ms. Thousand went over some of the accounts that look different.

Account 5300-Revenue Interest Income is showing 153.26% spent. When SWWDB administration created the budget, it was when banks were paying minimal interest. The estimate has been exceeded and this will true up.

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

Accounts 6313-P.O. Box Rental and 6420-Audit are showing 0% spent. These expenses have not been incurred yet in the fiscal year.

Account 6410-Legal is showing 166.67% spent as a result of the ransomware attack. These were expenses that were not planned. Ms. Thousand noted that SWWDB has, and has had for many years, cyber liability coverage.

Account 6431-Consultants is showing 0% spent, but there are expenditures. SWWDB received funds for a Foodshare Employment and Training (FSET) video project that was unexpected. SWWDB had to hire a videographer and a filming company for the project.

Accounts 6708-Stipends and 6709-Incentives are showing 107.02% and 0% spent respectively. These are mainly for participants in the Worker Advancement Initiative (WAI) grant that has really taken off. Ms. Thousand explained that participants in the childcare project of the grant, for example, receive a stipend to go to class. An incentive is an inducement or reward intended to motivate achievement. For example, upon successful completion of training, participants can receive an incentive payment.

Account 6740-Customized Training is showing 184.15% spent. Funds were sent to Blackhawk Technical College for Level 1 Leadership mentoring for the Youth Apprenticeship program. This was not in the budget initially but aligns with SWWDB's vision and mission.

The Budget Modifications were presented to SWCC members for review and discussion. Since the last meeting, two (2) changes to the budget occurred. The Wisconsin Senior Employment (WISE) grant agreement was finally received. SWWDB administration budgeted off of last year's contract, but it was received for less. The budget was adjusted to the actual award.

SWWDB administration requested additional stimulus funds for the Independent Living/Foster Care (IL/FC) grant. These funds were spent.

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

Motion carried unanimously.

4. Fiscal Year 2021-22 Audit

The audit was conducted by Wegner CPAs of Madison. Wegner staff conducted the audit virtually October 31 – November 2, 2022. Ms. Thousand stated that the audit went very well. Wegner is not recommending any adjusting journal entries or proposing any changes to internal controls. The draft audit report and draft Form 990 have not been received yet. Ms. Thousand goes through both reports very thoroughly and will do so once they are received.

The goal is to have the audit submitted to SWWDB’s funding sources by the end of December. The SWCC will reconvene to review the draft documents when they are available. The draft documents will be sent to SWCC members electronically for review.

Motion made by Mr. Podzilni, seconded by Mr. Keeney, to approve the draft Fiscal Year (FY) 2021-22 audit report and draft Form 990 subject to receiving them electronically. **Motion carried unanimously.**

5. Appointment of Board Members

There are none.

6. Board Member Reappointments

SWWDB Board members are appointed to three-year terms on a calendar year cycle. Therefore, the end of the calendar year brings an end to the appointment term of several Board members.

The terms of the following Board members below are due to expire on December 31, 2022, and are recommended for re-appointment:

Member	Title	Company / Organization	Industry / Representation
Jeff Ellingson	General Manager	Edelweiss Chalet Country Club	Business
Heather Fifrick	Career Services Manager	SWTC	Education
Linda Hendrickson	Supervisor, Training & Outreach	DWD - Unemployment Insurance Division Benefits Operations Bureau	Unemployment
Ela Kakde	Regional Economic Development Director	WEDC, Region 9	Economic Development
Jill Liegel	Senior Manager, Employee Services	Land’s End	Business
Andrew Marcotte	HR Manager	Blain’s Farm & Fleet	Business
Lisa Omen	Chief Operations Officer	Forward Services	W-2/TANF & Business
Dave Shaw	SW District Director	DWD – Job Service	Labor Exchange; TAA; Veterans Employment & Training
David Smith	President and CEO	Grant Regional Health Center	Business

Motion made by Mr. Guth, seconded by Mr. Keeney, to re-appoint the members above to a three-year term beginning January 1, 2023, through December 31, 2025. **Motion carried unanimously.**

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 November 1, 2022, SWWDB has five (5) contracts: one (1) with Grant County, one (1) with Green County, two (2) with Richland County, and one (1) in Rock County.

The leased employee information shared with SWCC members compares the third calendar quarter in 2020, 2021, and 2022. In 2020, there were 27 employees with a gross billing of \$189,216.63. In 2021, there were 36 employees with a gross billing of \$212,430.97. In 2022, there were 57 employees with a gross billing of \$289,783.98.

The summary shows that the program is trending upward. Ms. Thousand added that there are more full-time employees and the cost-of-living adjustments this year have been between 5% and 7%. This has resulted in an increase in gross salaries and all wage-related fringe benefits and taxes.

The change in the number of employees is due to the Rock 5.0 internship program. The program was not run last summer (July through August) due to COVID-19. Ms. Thousand noted that SWWDB maintains the same number of contracts, but the number of employees under each contract changes.

8. Adjournment

Before adjourning, Ms. Suda asked SWCC members how they liked the format of the meeting. Members agreed that meeting virtually is good for the winter months, but meeting in-person is good as well.

The next meeting will be held virtually via GoToMeeting on Tuesday, February 28, 2023, at 1:00 p.m.

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

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Balance Sheet

December 2022

Page: Page 1 of 1

Date: 2/15/2023

Time: 12:49:23 PM

Account Description	Balance Amount	Totals
Assets:		
1000 CASH	\$981,371.86	
1100 GRANT CASH RECEIVABLE	\$849,012.13	
1101 LOAN RECEIVABLE	\$36.93	
1202 PREPAID PLATTEVILLE RENT	\$2,500.00	
1203 PREPAID CORP. INSURANCES	\$200.00	
1207 PREPAID SUBSCRIPTIONS	\$19,320.85	
1220 PREPAID RENT OTHER	\$1,888.00	
1245 DENTAL INSURANCE PREPAID	(\$337.77)	
1250 PREPAID HEALTH INSURANCE	\$38,568.42	
1251 PREPAID CUSTOMER SUPPORT	\$1,430.59	
1252 PREPAID FLEXIBLE SPENDING	\$250.06	
1310 PREPAID ROCK COUNTY RENT	\$3,944.71	
1500 AUTOMOBILE PURCHASE	\$25,708.38	
1501 ACCUMULATED DEPRECIATION	(\$155,678.47)	
1503 EQUIPMENT & FURNITURE	\$193,522.51	
1539 SOFTWARE PROJECT	\$27,900.00	
1540 PAS REWRITE PROJECT	\$45,949.50	
Total assets		<u>\$2,035,587.70</u>
Liabilities:		
3003 ACCRUED VACATION	\$33,671.35	
3004 ACCRUED PAYROLL	\$111,779.30	
3089 FLEX PLAN MEDICAL	\$2,760.07	
3200 ACCOUNTS PAYABLE	\$434,654.17	
Total liabilities		<u>\$582,864.89</u>
Prior year fund balance	\$1,349,307.18	
Current fund balance	\$103,415.63	
Total liabilities and fund balance:		<u><u>\$2,035,587.70</u></u>
(Funds included: ALL)		

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

December 2022

Page: Page 1 of 3

Date: 2/15/2023

Time: 12:53:06 PM

Revenues

Account	-----Monthly-----			-----YTD-----			Annual estimated	Unrealized	Pct
	Estimated	Actual	Pct	Estimated	Actual				
5100 REVENUE	\$376,727.00	\$1,369,470.37	363.52%	\$2,260,362.00	\$2,915,185.65	\$4,520,726.00	\$1,605,540.35	64.48%	
5110 LEASED EMPLOYEE REVENUE	\$79,160.00	\$213,058.83	269.15%	\$474,960.00	\$501,046.36	\$949,921.00	\$448,874.64	52.75%	
5140 TICKET TO WORK REVENUE	\$6,572.00	\$25,390.00	386.34%	\$39,432.00	\$44,932.00	\$78,870.00	\$33,938.00	56.97%	
5150 BENEFIT ANALYSIS REVENUE	\$6,572.00	\$7,800.00	118.69%	\$39,432.00	\$39,300.00	\$78,870.00	\$39,570.00	49.83%	
5300 REVENUE INTEREST INCOME	\$70.00	\$1,991.03	2844.33%	\$420.00	\$5,298.48	\$850.00	(\$4,448.48)	623.35%	
Total Revenues	\$469,101.00	\$1,617,710.23	344.85%	\$2,814,606.00	\$3,505,762.49	\$5,629,237.00	\$2,123,474.51	62.28%	

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6100 SALARIES	\$233,747.00	\$344,862.33	147.54%	\$1,402,482.00	\$1,374,806.07	\$2,804,975.00	\$1,430,168.93	49.01%	
6110 P/R TAX FICA	\$17,881.00	\$22,502.80	125.85%	\$107,286.00	\$97,480.72	\$214,581.00	\$117,100.28	45.43%	
6119 FRINGES	\$83.00	(\$2,756.19)	3320.71%	\$498.00	\$810.24	\$1,000.00	\$189.76	81.02%	
6120 HEALTH INSURANCE	\$24,845.00	\$25,208.95	101.46%	\$149,070.00	\$140,970.61	\$298,149.00	\$157,178.39	47.28%	
6122 UNEMPLOYMENT INSURANCE	\$854.00	\$134.75	15.78%	\$5,124.00	\$1,724.41	\$10,259.00	\$8,534.59	16.81%	
6123 LIFE/DISABILITY INSURANCE	\$584.00	\$631.30	108.10%	\$3,504.00	\$3,557.72	\$7,013.00	\$3,455.28	50.73%	
6130 DENTAL INSURANCE	\$1,789.00	\$1,747.81	97.70%	\$10,734.00	\$9,907.04	\$21,472.00	\$11,564.96	46.14%	
6140 TRAVEL IN WDA	\$4,841.00	\$5,711.85	117.99%	\$29,046.00	\$40,474.31	\$58,097.00	\$17,622.69	69.67%	
6155 MEALS	\$166.00	\$31.21	18.80%	\$996.00	\$3,405.85	\$2,000.00	(\$1,405.85)	170.29%	
6156 LODGING	\$1,958.00	\$654.00	33.40%	\$11,748.00	\$3,440.19	\$23,500.00	\$20,059.81	14.64%	
6160 401(K)	\$7,500.00	\$7,859.19	104.79%	\$45,000.00	\$49,102.81	\$90,000.00	\$40,897.19	54.56%	
6170 STAFF TRAIN/DEVELOPMENT	\$1,250.00	\$0.00	0.00%	\$7,500.00	\$5,368.79	\$15,000.00	\$9,631.21	35.79%	
6172 DUES AND MEMBERSHIPS	\$583.00	\$150.00	25.73%	\$3,498.00	\$4,125.00	\$7,000.00	\$2,875.00	58.93%	
6250 OFFICE SUPPLIES	\$2,583.00	\$1,258.83	48.74%	\$15,498.00	\$12,020.84	\$31,000.00	\$18,979.16	38.78%	
6255 AUDIO/WISLINE	\$125.00	\$11.02	8.82%	\$750.00	\$330.76	\$1,500.00	\$1,169.24	22.05%	
6257 JOB FAIR EXPENSES	\$125.00	\$0.00	0.00%	\$750.00	\$0.00	\$1,500.00	\$1,500.00	0.00%	
6261 EQUIPMENT UNDER \$5000	\$2,500.00	\$98.90	3.96%	\$15,000.00	\$1,738.90	\$30,000.00	\$28,261.10	5.80%	
6267 COPIER RENTAL	\$458.00	\$191.39	41.79%	\$2,748.00	\$1,565.23	\$5,500.00	\$3,934.77	28.46%	
6270 IT SOFTWARE	\$1,166.00	\$1,158.33	99.34%	\$6,996.00	\$6,955.95	\$14,000.00	\$7,044.05	49.69%	
6272 IT EQUIPMENT - NETWORK	\$333.00	\$0.00	0.00%	\$1,998.00	\$0.00	\$4,000.00	\$4,000.00	0.00%	
6273 IT EQUIPMENT - OTHER	\$83.00	\$0.00	0.00%	\$498.00	\$0.00	\$1,000.00	\$1,000.00	0.00%	
6274 LICENSES	\$541.00	\$867.62	160.37%	\$3,246.00	\$4,530.99	\$6,500.00	\$1,969.01	69.71%	
6310 RENT	\$8,083.00	\$6,331.71	78.33%	\$48,498.00	\$48,262.77	\$97,000.00	\$48,737.23	49.76%	

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

December 2022

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Date: 2/15/2023

Time: 12:53:07 PM

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6311 STORAGE RENTAL	\$1,225.00	\$1,225.00	100.00%	\$7,350.00	\$7,397.11	\$14,700.00	\$7,302.89	50.32%	
6312 CLEANING/JANITORIAL	\$333.00	\$400.00	120.12%	\$1,998.00	\$2,600.00	\$4,000.00	\$1,400.00	65.00%	
6313 P.O. BOX RENTAL	\$33.00	\$0.00	0.00%	\$198.00	\$318.00	\$400.00	\$82.00	79.50%	
6330 TELEPHONE	\$500.00	\$313.25	62.65%	\$3,000.00	\$1,883.47	\$6,000.00	\$4,116.53	31.39%	
6331 GARBAGE REMOVAL	\$33.00	\$0.00	0.00%	\$198.00	\$0.00	\$400.00	\$400.00	0.00%	
6340 POSTAGE	\$833.00	\$43.51	5.22%	\$4,998.00	\$2,667.18	\$10,000.00	\$7,332.82	26.67%	
6341 SERVICE FEES	\$791.00	\$698.09	88.25%	\$4,746.00	\$4,530.40	\$9,500.00	\$4,969.60	47.69%	
6342 SUBSCRIPTIONS	\$583.00	\$120.00	20.58%	\$3,498.00	\$2,659.15	\$7,000.00	\$4,340.85	37.99%	
6343 BOARD	\$416.00	\$0.00	0.00%	\$2,496.00	\$226.26	\$5,000.00	\$4,773.74	4.53%	
6351 CELL PHONE	\$1,708.00	\$1,347.22	78.88%	\$10,248.00	\$9,603.21	\$20,500.00	\$10,896.79	46.84%	
6352 INTERNET	\$1,166.00	\$982.98	84.30%	\$6,996.00	\$5,872.88	\$14,000.00	\$8,127.12	41.95%	
6353 NETWORK CONNECTIVITY	\$3,666.00	\$1,187.50	32.39%	\$21,996.00	\$20,979.16	\$44,000.00	\$23,020.84	47.68%	
6370 ADVERTISING	\$416.00	\$0.00	0.00%	\$2,496.00	\$657.90	\$5,000.00	\$4,342.10	13.16%	
6371 BACKGROUND CHECKS	\$33.00	\$17.00	51.52%	\$198.00	\$127.00	\$400.00	\$273.00	31.75%	
6410 LEGAL	\$125.00	\$0.00	0.00%	\$750.00	\$2,500.00	\$1,500.00	(\$1,000.00)	166.67%	
6420 AUDIT	\$1,125.00	\$2,500.00	222.22%	\$6,750.00	\$13,500.00	\$13,500.00	\$0.00	100.00%	
6431 CONSULTANTS	\$0.00	\$0.00	0.00%	\$0.00	\$26,447.50	\$0.00	(\$26,447.50)	0.00%	
6433 CONTRACTED SUPPORT	\$4,166.00	\$3,244.83	77.89%	\$24,996.00	\$19,468.99	\$50,000.00	\$30,531.01	38.94%	
6503 WORKER'S COMPENSATION	\$1,208.00	\$1,077.98	89.24%	\$7,248.00	\$3,998.98	\$14,500.00	\$10,501.02	27.58%	
6504 MULTI-PERIL	\$166.00	\$128.67	77.51%	\$996.00	\$772.02	\$2,000.00	\$1,227.98	38.60%	
6507 CORPORATE INSURANCES	\$1,000.00	\$1,008.84	100.88%	\$6,000.00	\$6,053.04	\$12,000.00	\$5,946.96	50.44%	
6580 DEPRECIATION	\$2,750.00	\$1,767.39	64.27%	\$16,500.00	\$9,476.12	\$33,000.00	\$23,523.88	28.72%	
6602 COMPANY CAR INSURANCE	\$158.00	\$149.08	94.35%	\$948.00	\$894.48	\$1,900.00	\$1,005.52	47.08%	
6603 COMPANY CAR GAS	\$60.00	\$0.00	0.00%	\$360.00	\$71.59	\$720.00	\$648.41	9.94%	
6604 COMPANY CAR MAINTENANCE	\$166.00	\$0.00	0.00%	\$996.00	\$119.10	\$2,000.00	\$1,880.90	5.96%	
6610 SUBCONTRACTOR EXPENSE	\$84,478.00	\$105,874.97	125.33%	\$506,868.00	\$546,441.40	\$1,013,745.00	\$467,303.60	53.90%	
6701 PARTICIPANT SUPPORT	\$37,500.00	\$37,099.40	98.93%	\$225,000.00	\$287,045.13	\$450,000.00	\$162,954.87	63.79%	
6703 ASSESSMENTS	\$1,250.00	\$1,050.00	84.00%	\$7,500.00	\$8,715.00	\$15,000.00	\$6,285.00	58.10%	
6707 INCUMBENT WORKER TRAININ	\$4,035.00	\$0.00	0.00%	\$24,210.00	\$4,939.38	\$48,421.00	\$43,481.62	10.20%	
6708 STIPENDS	\$4,229.00	\$11,175.00	264.25%	\$25,374.00	\$103,688.00	\$50,750.00	(\$52,938.00)	204.31%	
6709 INCENTIVES	\$10,416.00	\$10,600.00	101.77%	\$62,496.00	\$12,800.00	\$125,000.00	\$112,200.00	10.24%	

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

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Date: 2/15/2023

Time: 12:53:07 PM

December 2022

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6735 35% TRAINING	\$18,333.00	\$10,494.00	57.24%	\$109,998.00	\$197,710.06	\$220,000.00	\$22,289.94	89.87%	
6736 35% TRAINING SUPPORT	\$11,666.00	\$133,930.98	1148.05%	\$69,996.00	\$282,922.15	\$140,000.00	(\$142,922.15)	202.09%	
6740 CUSTOMIZED TRAINING	\$166.00	\$0.00	0.00%	\$996.00	\$4,683.00	\$2,000.00	(\$2,683.00)	234.15%	
Total Expenditures	\$506,811.00	\$743,091.49	146.62%	\$3,040,866.00	\$3,402,346.86	\$6,081,982.00	\$2,679,635.14	55.94%	
Excess (Deficit)	(\$37,710.00)	\$874,618.74		(\$226,260.00)	\$103,415.63	(\$452,745.00)	(\$556,160.63)		

(Funds included: ALL)

SWWDB Budget Modifications Since the 12/14/2022 Board Meeting

Item	Admin	Program	Amount
2022.23 Budget - Approved Revenue	577,548	5,118,024	\$5,695,572
Changes to PY22 Funds (Adjust to Actual)			
FC / Independent Living - adjust calendar year 2023 to actual	1,615	14,535	\$16,150
Department of Corrections - additional funds (\$5k support)	1,000	10,000	\$11,000
Winning with Wisconsin's Workforce - Event Series Grant	2,000	18,000	\$20,000
WIOA PY21 DW - transfer #1 to WIOA Adult		(72,000)	(\$72,000)
WIOA PY21 Adult - transfer #1 from WIOA DW		72,000	\$72,000
FC / Independent Living - requested additional stimulus funding \$15,500 verbally approved	1,550	13,950	\$15,500
WISE - Adjust to Actual Award	(2,158)	(14,180)	(\$16,338)
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
Modified Revenues	571,248	5,105,139	5,676,387
Net Change	(6,300)	(12,885)	(19,185)

Changes to PY21 Funds (Affects Planned Reserve / Carryover) - for informational purposes only			
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

Changes to PY22 That Don't Impact SWWDB's Bottom Line - for informational purposes only			
Community Action, Inc. of Rock & Walworth Counties - an FSET Third Party Program Provider (50% match grant pass through funding only shown at 100% contract value) for their Project Thrive Program	-	200,917	200,917

Aaron Jach

Director of Production with a background of 10+ years developing websites in an agency setting. Currently focused on efficiency improvement and establishing better processes.

A: 9136 N Raven Ct
Milton, WI 53563
P: (608) 289-7317
E: aaron.robert.jach@gmail.com

EXPERIENCE

Foremost Media

Director of Production

July 2022 - Present

Responsible for the management, training, profitability and performance of the team that develops websites and software services for Foremost Media customers. Departments include Front-End Development, Back-End Development, Project Management, and Service Team.

- Updated tracking procedure, increasing tracked time by 6.52%
- Adapted billable process, increasing quality billable by 7.69%
- Increased production team members from 9 to 18

Project Manager / Engagement Coordinator

July 2018 - July 2022

Manage an average of 35 concurrent projects and handle resource utilization. Implemented a new onboarding process and trained new hires. Planned culture events and orchestrated company outings.

Full-Stack Developer

July 2016 - July 2018

Created and maintained custom modules / plugins for a .Net / C# ecosystem. Worked with clients to establish scope and budgets for projects.

Front-End Developer

July 2011 - July 2016

Converted designs to functional templates for .Net based CMS and E-Commerce. Led Support Department, acted as primary contact for existing customers, and established updated strategies within the hosting environment.

EDUCATION

UW-Whitewater - 2020

Master of Business Administration -
Management Emphasis

Cornell College - 2010

Bachelor of Arts - Computer Science

SKILLS

Communication

Critical Thinking

Organization

PROJECT WORK

Website Redesigns

Catalog Websites

E-Commerce Websites

Progressive Web Apps

Mobile Apps

Marketing Campaigns



Southwest Wisconsin Workforce Development Board
1370 N. Water Street, Platteville, WI 53818 • (608) 342-4220

SWWDB Member Applicant Form

In accordance with the Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, the Southwest Wisconsin Workforce Development Area (Grant, Green, Iowa, Lafayette, Richland and Rock Counties) has established a Workforce Development Board (WDB) which assists in strategic planning, oversight, and evaluation of the local workforce development area. This includes promoting effective outcomes consistent with statewide goals, objectives, and negotiated local performance. WDB members are appointed by the Southwest Wisconsin Counties Consortium (SWCC) to represent specified categories of the community as listed below. Applicants may select more than one category.

Individuals interested in serving on the SWWDB must complete and submit this **Application** along with a copy of their **current resume** to the SWWDB Chief Executive Officer (Rhonda Suda, r.suda@swwdb.org, Contact Number: 608-314-3300, Ext. 305). In addition, this Application and the related Nomination Form(s), if any, may be subject to public disclosure.

Personal Information

Name:	Aaron Sach	County of Residence:	Rock
Address:	9136 N Raven Ct., Milton, WI		
Telephone:	608-289-7317	Email:	aaron.robert.sach@gmail.com

Occupational Information:

Industry Sector:	Technology		
Employer:	Foremost Media	Title:	Director of Production
Address:	207 N Academy St #200, Janesville, WI		
Telephone:	608-758-4841 ext 105	Email:	asach@foremostmedia.com

Why are you interested in volunteering on the Southwest Wisconsin Workforce Development Board?

To be a voice and advocate for the technology sector with my local community.

List any other local/national boards, committees or commissions you presently serve on.

Blackhawk Technical College - Web Software Advisory Committee

Eligibility Certification (Indicate below each membership category for which you are applying. You may mark more than one category, however you must certify your qualifications for each category for which you are applying. Applications for Business Member, Labor Organization, Adult Education and Literacy and/or Higher Education must be accompanied by a completed Nomination form from an appropriate nomination organization.)

Business Member: I hereby certify, by my initials here: AS, that I am: (i) The owner, chief executive, operating officer or other leader with optimum policy-making or hiring authority for the business (listed below); (ii) From a business that provides employment opportunities in the region (employees other than the owner) that include, at a minimum, high-quality, work-relevant training and development; (iii) From a business that represents an in-demand industry sector or occupation in the local area (to be verified by staff using labor market information); and (iv) Being nominated by a local business organization or business trade association.

Name of Business: Foremost Media

Do you represent a "small business": Yes No

Labor Organization: I hereby certify, by my initials here: _____, that I am: (i) A member or training director of the labor organization

SWWDB is an equal opportunity employer/service provider. Auxiliary aids and services are available upon request to individuals with disabilities.

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Board Applicant Form, updated 08.20.18

ENCLOSURE 5

listed below; and (ii) Being nominated by a local labor federation. (Nomination Form from must be attached to this Application.)

Name of Organization: _____

Joint Labor-Management Apprenticeship Program: I hereby certify, by my initials here: _____, that I am a representative from the joint labor-management apprenticeship or a representative of an apprenticeship program in the local area.

Name of Organization/Program: _____

Community-based Organization: I hereby certify, by my initials here: _____, that I am a representative of a community-based organization (listed below) with demonstrated experience and expertise in addressing the employment needs of (i) Individuals with barriers to employment, including an organization that serves veterans or provides or supports competitive integrated employment for individuals with disabilities; and/or (ii) Eligible youth, including representatives of organizations that serve out-of-school youth.

Name of Organization: _____

Adult Education and Literacy: I hereby certify, by my initials here: _____, that I am: (i) A representative of an eligible provider (listed below) administering adult education and literacy activities under Title II of WIOA; and (ii) Being nominated by a provider of adult education and literacy activities under Title II of WIOA. (Nomination Form from must be attached to this Application)

Name of Institution: _____

Higher Education: I hereby certify, by my initials here: _____, that I am (i) a representative of an institution of higher education (listed below) providing workforce investment activities (including community colleges); and (ii) Being nominated by an institution of higher education providing workforce investment activities (including community colleges). (Nomination Form from must be attached to this Application)

Name of Institution: _____

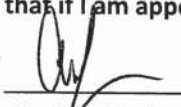
Economic and Community Development: I hereby certify, by my initials here: _____, that I am a representative of an economic and community development entity.

Name of Entity: _____

Other Required Board Membership by (state, federal or local) statute and/or as required and appointed by the SWCC:

- State Employment Office / Job Service (appointed by Governor)
- Vocational Rehabilitation (appointed by Governor)
- Unemployment (appointed by Governor)
- SWWC Chief Local Elected Official (SWCC By-Laws)

I hereby certify that all statements in this application are true and complete to the best of my knowledge. I further certify that if I am appointed, I will serve fairly, impartially and to the best of my ability.



Signature of Applicant

2-7-23

Date

Southwest Wisconsin Counties Consortium

The members of the Southwest Wisconsin Counties Consortium (SWCC) has reviewed this nomination at the _____ (enter date) meeting of Consortium members.

The SWCC authorizes appointment: Yes No



ENCLOSURE 5

Southwest Wisconsin Workforce Development Board

1370 N. Water Street, Platteville, WI 53818 • (608-) 342-4220

SWWDB Nomination Form

As mandated by the Workforce Innovation and Opportunity Act (WIOA) of 2014 (H.R. 803 Sec 107), individuals representing Business, Workforce, Adult Education and Literacy or Higher Education sectors on the Southwest Wisconsin Workforce Development Board (SWWDB) must be nominated by qualified organizations, as detailed below. To be considered for appointment to the SWWDB in the above mentioned categories, applicants provide a completed **Nomination Form**, along with a **resume** and completed **Application** to the SWWDB Chief Executive Officer (Rhonda Suda, r.suda@swwdb.org, Contact Number: 608-314-3300, Ext. 305). All appointments to the SWWDB are made by the Southwest Wisconsin Counties Consortium (SWCC). Organizations may nominate more than one candidate for SWCC consideration.

Nominee (Applicant) Information

Name:	Foremost Media - Aaron Jach (NAICS 541512/518210)		
Telephone:	608.758.4841 Ext: 105		ajach@foremostmedia.com
WDB Membership Category:	<input checked="" type="checkbox"/> Business	<input type="checkbox"/> Higher Education	
	<input type="checkbox"/> Workforce / Labor	<input type="checkbox"/> Other	
	<input type="checkbox"/> Adult Education Literacy		

Nominating Organization: Please complete this section and return this form to the nominee/applicant for submission to the SWCC.

Organization:	Forward Janesville, Inc.		
Contact Name:	Angela Pakes	Title:	President & CEO
Telephone:	608-757-3160	Email:	Angela@forwardjanesville.com
Address:	14 S. Jackson St, Suite 200, Janesville, WI 53548		

We hereby nominate the above named nominee in the membership category indicated and certify the following (*one or more categories may be selected as appropriate*):

 Business:

- We are a local business organization and/or business trade association.
- The Nominee is (i) the owner, chief executive, or operating officer with optimum policy-making or hiring authority; (ii) from a business that provides employment opportunities in the region that include, at a minimum, high-quality, work-relevant training and development; and (iii) from a business that represents in-demand industry sector(s) or occupation(s) in the local area.
- Nominee (*circle one*) DOES – or – DOES NOT represent a small business.

 Workforce / Labor:

- We are a local labor federation.
- The Nominee is a representative of a labor organization.

 Adult Education / Literacy:

- We are an eligible provider administering adult education and literacy activities under Title II of WIOA.
- The Nominee is a representative of an eligible provider administering adult education and literacy activities under Title II of WIOA.

 Higher Education:

- We are an institution of higher education providing workforce investment activities (including community colleges).
- The Nominee is a representative of an institution of higher education providing workforce investment activities (including community colleges).

Government **Economic Development** **Community Development** **Community Based Organization**

I certify that all of the information above true and that I have the authority to make this nomination on behalf of the

DocuSigned by: **ove.**

Oakleigh Ryan

447BED4EFA15426...
Authorized Signature of Nominating Organization

AP

2/14/2023

Date

SWWDB is an equal opportunity employer/service provider. Auxiliary aids and services are available upon request to individuals with disabilities.

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Board Nomination Form, updated 8.20.2018