

MEMORANDUM



Date: June 6, 2023
From: Maria Lauck, SWWDB Chairman
To: **SWWDB Members**

PRIVATE SECTOR

Name	Business/Organization	County
Mr. Jason Aarud	JM Aarud Mechanical	Rock
Ms. Brittni Ackley	Monroe Truck	Green
Mr. Ivan Collins	Rock County Central Labor Council	Rock
Mr. Kendal Garrison	Lactalis American Group	Lafayette
Mr. Aaron Jach	Foremost Media	Rock
Mr. Keith Kruse	Tricor Insurance	All
Ms. Jill Liegel	Land's End	Iowa
Mr. Andrew Marcotte	Blain Supply	Rock-All
Mr. Troy Marx	Upland Hills Health	Iowa
Ms. Heather McLean	Reddy Ag Service, Inc. /Ross Soil Service, LLC.	SW Counties
Ms. Lisa Omen	Forward Services Corporation	All
Ms. Amy Santas	Stoughton Trailer, LLC	Rock, Green
Mr. Tom Schmit	Hodan Community Services	Iowa
Mr. David Smith	Grant Regional Health Center	Grant
Mr. Brian Toutant	Steamfitters #601	Green, Iowa, Lafayette, Richland, Rock
Mr. Michael Williams	Bricklayers and Allied Craftworkers	All

PUBLIC SECTOR

Name	Organization	County
Ms. Heather Fifrick	SW Wisconsin Technical College	SW Counties
Ms. Linda Hendrickson	Unemployment Insurance Benefit Center	Dane
Ms. Ela Kakde	Wisconsin Economic Development Corporation	Grant
Mr. John Meyers	Iowa County Board Chair & CLEO	Iowa
Mr. James Otterstein	Rock County Economic Development Agency	Rock
Dr. Tracy Pierner	Blackhawk Technical College	Rock, Green
Mr. Dave Shaw	Bureau of Job Service	All
Ms. Andrea Simon	Division of Vocational Rehabilitation	All

RE: Southwest Wisconsin Workforce Development Board Meeting Notice

Wednesday, June 14, 2023, from 3:00 p.m. – 5:30 p.m.
 Location: Edelweiss Chalet Country Club
 W4764 Edelweiss Road, New Glarus, WI 53574
<https://goo.gl/maps/Ye3trUe5jEn> (map)

Board members may also call-in via SWWDB’s conference line:
Toll Free: 1-888-273-3658, Access Code: 3107524

The Southwest Wisconsin Workforce Development Board meeting is scheduled for Wednesday, June 14, 2023, at the time and place noted above. The agenda for the meeting is attached. An agenda packet will also be attached to the calendar invite.

NOTE: All enclosures will be hyperlinked to SWWDB's website. They may be previewed and/or downloaded by clicking on the enclosure number. Other documents referenced in the agenda will be provided at the meeting.

In the interest of time, please direct questions regarding any of the agenda items or enclosures to Rhonda Suda at (608) 314-3300, Ext. 305 or r.suda@swwdb.org prior to the meeting.

If you are unable to attend the meeting, please contact Katie Gerhards at k.gerhards@swwdb.org or (608) 314-3300, Ext. 230 no later than **2:00 p.m., Tuesday, June 13, 2023.**

Southwest Wisconsin Workforce Development Board (SWWDB) is an Equal Opportunity Employer & Service Provider.

Auxiliary Aids and services are available to individuals with disabilities upon request. If you need this printed material interpreted to a language you understand or in a different format, or need assistance in using this service, please contact us.

For assistance, contact
SWWDB Equal Opportunity Officer
Ryan Schomber
1717 Center Ave.
Janesville, WI 53546
(608) 314-3300 Ext. 303
[Click Here to Email](#)

Deaf, hearing or speech-impaired callers may reach us by the Wisconsin Relay number 711.

Southwest Wisconsin Workforce Development Board, Inc.

Wednesday, June 14, 2023

3:00 p.m. to 5:30 p.m.

Location:

Edelweiss Chalet Country Club
W4764 Edelweiss Rd, New Glarus, WI 53574
<https://goo.gl/maps/Ye3trUe5jEn> (map)

Board members may also call-in via SWWDB's conference line:

Toll Free: 1-888-273-3658, Access Code: 3107524

All times are approximate.

● = Action required

AGENDA

3:00 p.m.

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

Please welcome new Board members Amy Santas, Human Resources Director, Stoughton Trailers, LLC; Brain Toutant, Business Agent, Steamfitters Local #601; and Aaron Jach, Director of Production, Foremost Media. Expected guests include Bridgette Stoeckel, Local Program Liaison, Department of Workforce Development (DWD); Matt Walthius, Program Manager, Manpower Government Solutions; and Nicole Pfundheller, Program Supervisor, Manpower Government Solutions.

3:05 p.m.

● **2. Approval of Minutes of SWWDB Meeting**

Minutes of the March 8, 2023, SWWDB meeting are contained in [Enclosure 1](#).

Full Board approval of the meeting minutes is requested.

3:10 p.m.

● **3. Financial Reports**

Danielle Thousand will share the SWWDB financial statements representing a draft of the financial condition of the organization through March 31, 2023. 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 financial statements for the period ending March 31, 2023, and PY 2022-23 Budget Modifications is requested.

3:20 p.m.

4. Old Business

A. Program Year (PY) 2020-21 Monitoring

The Wisconsin Department of Workforce Development (DWD) conducted Program Year (PY) 2020-21 monitoring in June of 2022. This activity was officially closed out on March 7, 2023

([Enclosure 5](#)). DWD identified one (1) Area of Strength, seven (7) Areas of Concern, 16 Findings, and \$7,397.19 in questioned costs. All questioned costs have been resolved. DWD assigned no disallowed costs.

5. New Business

3:30 p.m.

A. Program Year (PY) 2023-24 WIOA Allocations

SWWDB administration has not received formal notification of Workforce Innovation and Opportunity Act (WIOA) Title 1 Program Year (PY) 2023-2024 funding at the time of this agenda's publication. If award information is made available by the meeting, SWWDB administration will discuss the awards and seek approval to accept the awards.

The Department of Labor (DOL) released estimated state awards. Wisconsin is looking at an 8.4% decrease. Based on some initial estimating, the SWWDB region's allocation could decrease by \$190,771, which represents the worst-case scenario. This would be a 38% decrease in funds from the prior program year.

As a reminder, SWWDB does reserve prior year funds to offset significant decreases. Going into PY 2023, which begins on July 1, 2023, approximately 80% of PY 2022-2023 funds will be carried over.

3:40 p.m.

● B. Program Year (PY) 2023-24 Budget

While SWWDB has not received official Program Year (PY) 2023-24 funding information from state agencies for several programs, SWWDB administration has estimated the 2023-24 budget ([Enclosure 6](#)) based on last year's revenues, verbal discussion with funding entities, and planned expenses. Rhonda Suda and Danielle Thousand will review the budget with Board members and answer questions.

Approval of the 2023-24 budget is requested.

3:50 p.m.

● C. One-Stop Operator Modification

The One-Stop Operator in Southwest Wisconsin is responsible for coordinating services across Job Center Partners and is a required function under the Workforce Innovation and Opportunity Act (WIOA). Manpower Government Solutions is the One-Stop Operator in Southwest Wisconsin. Manpower received \$25,000 in 2022 to execute these functions.

Action is requested to award Manpower Government Solutions no more than \$25,000 to continue One-Stop Operator services in the Southwest Wisconsin Workforce Development Area.

4:00 p.m.

● D. WIOA Title 1 Service Provider Contract

SWWDB administration is proposing extending Manpower Government Solutions' contract to deliver Workforce Innovation and Opportunity Act (WIOA) Title 1 Career, National Dislocated Worker Emergency Grants, and Youth Services through June 30, 2024. SWWDB will modify Manpower's contract by no more than the amounts indicated below. The final 2024-23 modification award will be based on carry-over funding and final WIOA allocations for this program year.

Program	Approval Request	Planned Service Goals
Adult	\$150,000	150
D Worker / ERDWG (Co-enrollment)	\$120,000	120
Youth	192,000	110
Youth WEX	\$48,000	10
Support to Communities	\$40,000	120*
Grand Total	\$550,000	

- represents total project enrollment goal from 9/1/2020 to 8/31/2024

Approval is requested to modify Manpower’s contract by no more than the amounts indicated above.

4:10 p.m. ● E.

WIOA Marketing

SWWDB administration issued a Request for Quotes on May 15, 2023, to develop targeted print and other media outreach materials to advance Workforce Innovation and Opportunity Act (WIOA) participation and services. SWWDB received no responses and re-issued the RFP with updated dates on May 24, 2023.

SWWDB has \$100,000 available in WIOA 2021-22 program funds that can be used for this strategy; however, these resources must be used by June 30, 2023, requiring a very aggressive procurement schedule (June 7, 2023, is the due date for proposals with development to begin on June 12, 2023). Board Chairperson Lauck approved this procurement, as allowed by SWWDB’s Procurement Policy, Section A.11: *Procurement transactions over \$25,000 require the approval of the SWWDB Board whenever feasible. When prior approval of the full Board is not possible, the SWWDB Chair may approve the purchase subject to confirmation by the full Board at its next regularly scheduled meeting.*

Ronda Suda will discuss the process to date and answer questions.

SWWDB administration is requesting full Board confirmation of this procurement.

4:20 p.m. F.

QUEST Grant

The Department of Workforce Development (DWD) received a \$15 million award from the Department of Labor (DOL) to serve 500 individuals seeking employment and training in childcare occupations and create 500 additional childcare slots for Wisconsin's workers. Wisconsin's QUEST Dislocated Worker grant project seeks to address known deficiencies in the childcare economy related to access, quality, affordability, and wages through the provision of employment and training services, supportive services, business engagement, microenterprise and entrepreneurial skills development, and the creation of disaster-recovery employment.

Project partners include local workforce development boards, the Department of Children and Families, and Wisconsin Community Action. SWWDB has received a \$302,653 under this project to serve 19 individuals. This grant will provide employment and training services and disaster-relief employment opportunities to grant-eligible individuals.

4:30 p.m. G.

SharePoint Migration

SWWDB’s current version of SharePoint is functional, but not supported by Microsoft. Moving SWWDB’s files to a newer version of SharePoint will require manually saving every file, one file at a time, onto SWWDB’s server and then uploading those files into the new

SharePoint site. This will be a very time-intensive activity. SWWDB Administration will hiring a part-time, limited term employee to complete this work in partnership with current staff.

4:35 p.m. Dinner Break

5:05 p.m. 6. Committee Updates

None.

5:10 p.m. 7. Consent Agenda

SWWDB’s standard consent agenda includes policies and performance reports. These items can be approved in one action, rather than through the filing of multiple motions.

A. Approval of SWWDB Policies and Revisions

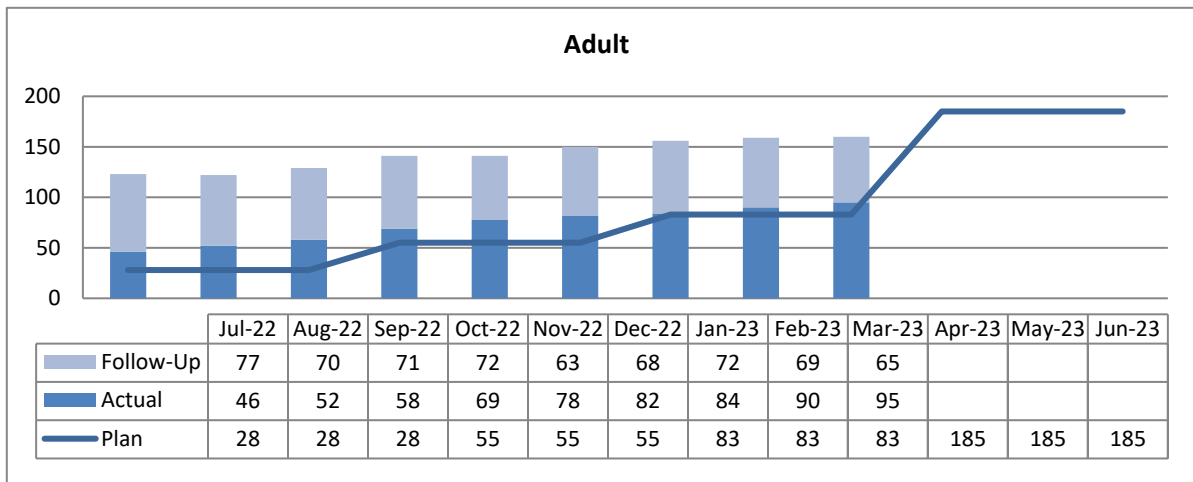
[Enclosure 7](#) includes two (2) revised policies:

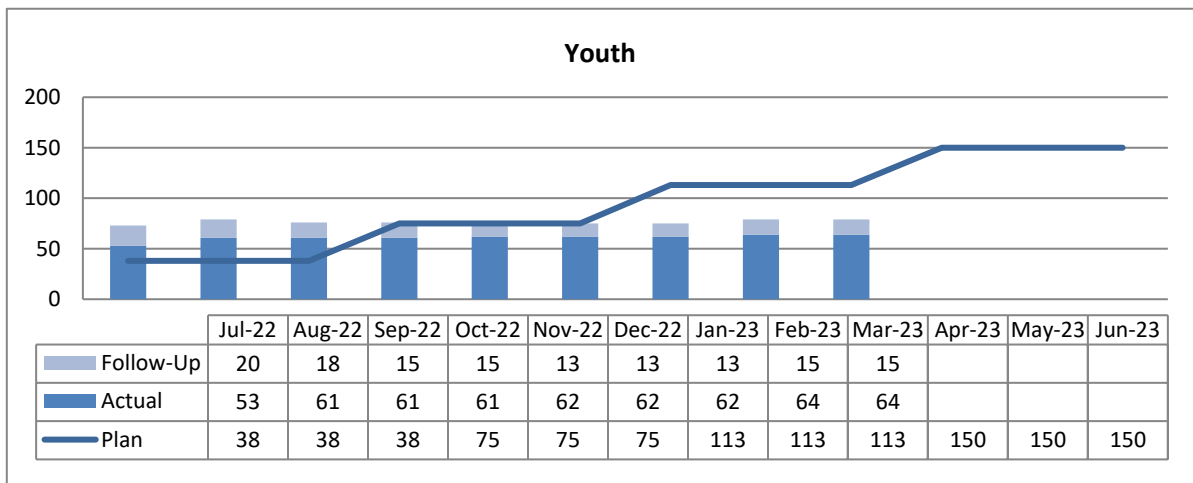
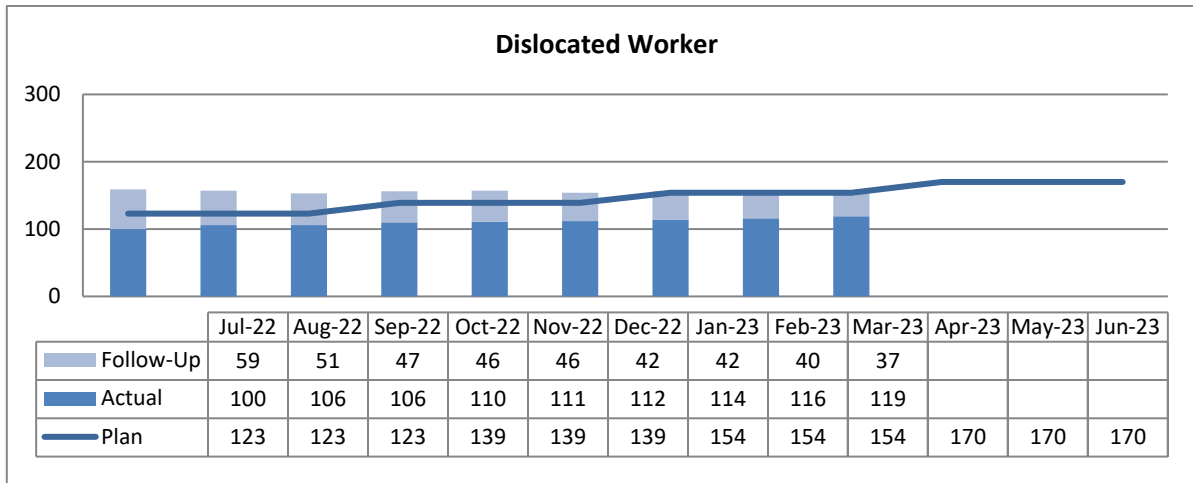
- B.110 Equal Opportunity and Affirmative Action Policy
- B.520 Unlawful Workplace Harassment Policy

B. Performance Reports

WIOA Planned Participation

The Workforce Innovation and Opportunity Act (WIOA) service provider contracts include participation goals. Failure to achieve the stated participation goals, within a 10% variance, requires a corrective action plan. Active and Follow-up participants are considered assessing participation. Manpower’s focus continues to be improving Youth participation. Manpower reports there are nine (9) Dislocated Worker, nine (9) Youth, and 30 Adult applications being processed.





WIOA Performance Measures

WIOA requires performance accountability. The U.S. Department of Labor (DOL) holds state and local areas accountable through the application of performance measures. These performance indicators are an assessment of the effectiveness of the public workforce system at the state and local levels. Every “Titled” program within WIOA utilizes the same performance measures/indicators.

Table 1 shows WIOA Title 1 performance results that were provided by the Department of Workforce Development (DWD) for the period ending March 31, 2023. SWWDB is “exceeding” 13 measures, “meeting” zero (0), and “failing” two (2).

Table 1

Program Measure	PY22 Neg.	PY22 Q2 Actual	PY22 90%	PY22 50%*
Adult Program				
Q2 Unsubsidized Employment	63%	83.1%	56.7%	31.5%
Q4 Unsubsidized Employment	70%	80.6%	63%	35%
Median Earnings	\$6,000	\$8,016	\$5,400	\$3,000
Credential Attainment Rate	66%	58.6%	59.4%	33%
Adult Measurable Skill Gain	55%	63.2%	49.5%	27.5%
Dislocated Worker Program				
Q2 Unsubsidized Employment	72%	86%	64.8%	36%
Q4 Unsubsidized Employment	76%	89.4%	68.4%	38%
Median Earnings	\$8,100	\$9,600	\$7,290	\$4,050
Credential Attainment Rate	74%	62.5%	66.60%	37%
Measurable Skill Gain	60%	61%	54%	30%
Youth Program				
Q2 Unsub Employment/Entered Education	67%	76.4%	60.3%	33.5%
Unsubsidized Employment/Entered Education	72%	85.4%	64.8%	36%
Median Earnings	\$3,400	\$4,406	\$3,060	\$1,700
Credential Attainment Rate	50%	70.3%	45%	25%
Measurable Skill Gain	57%	80.3%	51.3%	28.5%
Exceed		13	13	13
Meet		0	0	1
Fail		2	3	1

Cohorts used for this quarter (rolling 4 quarters):

- Q2 Employment & Median Earnings – 4/1/2021 – 3/31/2022
- Q4 Employment & Credential Attainment – 10/1/2020 – 9/30/2021
- Measurable Skill Gain – 4/1/2022 – 3/31/2023

FoodShare Employment and Training

Able-bodied adults without dependents who receive FoodShare benefits are required to meet 80 hours of work requirements every month. Participating in the FoodShare Employment and Training (FSET) program provides one avenue individuals can use to comply with this requirement. Additionally, any FoodShare recipient who is 16-years old or older can volunteer for the FSET program and receive services.

Table 2 provides an overview of SWWDB’s compliance to the Service Level Agreement goals indicated in the contract held with the Department of Health Services.

Table 2

Service Level Agreement Goal 10/2022 to 9/2023	Plan	QTR 1	QTR 2	QTR 3	QTR 4
Average Monthly Enrollment to Referral Ratio	25%	74.92%	70.63%		
Component Participation	40%	86.96%	82.16%		
Education and Training Component	25%	41.39%	44.22%		
Contacting Referrals	95%	100%	100%		
Scheduling Appointments	95%	100%	100%		

Full Board approval to accept the consent agenda is requested.

8. Organizational Information & Recurring Business

5:15 p.m.

A. Rapid Response Activity/Updates

Upon notification of a company closing or significant layoff, SWWDB organizes Rapid Response events with the employer to introduce the affected employees to the services available within the public workforce system and to answer questions relating to unemployment, retraining, local employment opportunities, etc. Table 3 provides an overview of layoff/closure activity since July 1, 2022.

No board action is required.

Table 3

Program Year 2022-23					
Company Name	Layoff Date	Affected Employees	RR Sessions or Meetings Held	Attendance	Receiving Services in DW Program
Swiss Colony Data Center	7/1/2022	48	3/17/2022	40	0
Saputo Cheese closing, Belmont, WI	Estimated 4 th quarter 2022	200 Lafayette Co.	Contact made; no WARN filing yet. Most recent news indicates layoffs may begin after 4/1/2023.		
50/50 Store	Est. 11/2022	7 estimated	All employees found other employment		
Tru Aseptics, LLC	9/2022 / 10/2022	74	No response from company.		
Georgia Pacific (Dubuque)	12/31/2022	85	Plant closure may impact workers from Wisconsin. In contact with plant human resources.		
Pierce Home Furnishings	11/2022	5 estimated	Owner retirement.		
Exact Sciences	11/2022 - staggered	250	Working with WDA 10.		
Energizer	2024	300	No warn notice filed yet.		
Toledo Molding	2/17/2023	52	Workforce reduction; outreach to employer		
Honeywell	7/31/2023	12	We are in the process of scheduling the event		

5:20 p.m.

B. Local Retention – Workforce Innovation and Opportunity Act (WIOA)

Provided below is information regarding local retention (defined as participants working within the local area post-program exit). Since July 1, 2022, 64 participants have exited Workforce Innovation and Opportunity Act (WIOA) programs. As of December 31, 2022, placement information indicates that of the 64 WIOA participants that exited in the program year, 45 (70%) are employed or going to school post-program exit. Of those, 43 (96%) are going to school or working in Wisconsin. Workforce Development Area (WDA) 11 employs 32 of these individuals, which represents 74% of those employed in Wisconsin.

No Board action is required.

5:25 p.m.

9. CEO’s Report

5:30 p.m. **10. Chairperson's Report**

5:35 p.m. **11. Adjournment**

The next SWWDB meeting is scheduled for Wednesday, September 13, 2023.

● **Action Requested**

All Times are Approximate

Southwest Wisconsin Workforce Development Board, Inc. Board Meeting

March 8, 2023
Meeting Minutes

The Southwest Wisconsin Workforce Development Board met on Wednesday, March 8, 2023, via GoToMeeting. Attendance was as follows:

Members Present: Ms. Maria Lauck, Chairperson
Ms. Heather Fifrick
Mr. Kendal Garrison
Ms. Linda Hendrickson
Mr. Aaron Jach
Ms. Ela Kakde
Mr. Keith Kruse
Ms. Jill Liegel
Mr. Andrew Marcotte
Mr. Troy Marx
Mr. John Meyers
Ms. Lisa Omen
Mr. Dale Poweleit
Mr. Dave Shaw
Ms. Andrea Simon
Mr. Dave Smith
Mr. Michael Williams

Members Excused: Mr. Jason Aarud
Ms. Brittini Ackley
Mr. Ivan Collins
Ms. Heather McLean
Mr. James Otterstein
Dr. Tracy Pierner
Mr. Tom Schmit

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

Other Guests: Ms. Nicole Pfundheller, Manpower
Mr. Matt Walthius, Manpower

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, staff, and guests.

2. Election of First Vice-Chairperson

Ms. Suda explained that Board member Chris Comella had to resign. His employer, Inclusa, was going through a buy out with Humana. Unfortunately, this negatively impacted Mr. Comella's employment. Therefore, the First Vice-Chairperson position is vacant. The Board member that fills this position must be from the private sector.

Ms. Kakde asked what the time commitment is. Ms. Suda said it is not a lot of time. The First Vice-Chairperson will also serve on SWWDB's Executive Committee. The Executive Committee meets when action must be taken by the Board in between full Board meetings. The Executive Committee met after the ransomware attack in late June, to discuss employee wage increases that are effective in October, and Human Resource situations, to name a few examples. There will be between two (2) and three (3) meetings per year and each meeting usually lasts less than one (1) hour. The Executive Committee may meet more depending on yearly duties such as Request for Proposal (RFP) responsibility, contract negotiations, and performance negotiations.

Mr. Kruse volunteered to serve as the First Vice-Chairperson if absolutely needed. If no other Board member wants to, Mr. Kruse will step up even though he is fairly new to the Board.

ENCLOSURE 1

Motion made by Ms. Kakde, seconded by Mr. Poweleit, to nominate Keith Kruse to serve as the First Vice-Chairperson. There were no other nominations or volunteers.

Mr. Meyers closed nominations. **Motion passed unanimously.**

3. Approval of Minutes of SWWDB Meetings

The minutes of the December 14, 2022, SWWDB meeting were presented to Board members for review and discussion. There was no discussion.

Motion made by Mr. Kruse, seconded by Mr. Poweleit, to approve the December 14, 2022, meeting minutes. **Motion carried unanimously.**

4. Financial Reports

Board members were presented with the financial reports through December 31, 2022. The financial reports include the Balance Sheet, Statement of Operations, and 2022-23 Budget Modifications.

The Balance Sheet represents a draft of the financial statements through Quarter 2 (October 1 – December 31). It shows that revenue is exceeding expenses by \$103,415.63. Ms. Thousand stated that SWWDB is in a positive financial position and went over a few of the accounts in more detail.

Account 1245-Dental Insurance Prepaid is for an employee that left SWWDB's employment and accepted COBRA. The employee pre-paid for coverage and now SWWDB owes the employee coverage.

Accounts 1539-Software Project and 1540-PAS Rewrite Project are both for software projects that are in process and ongoing.

The Statement of Operations compares budget to actual. Because SWWDB is through Quarter 2 of the fiscal year, the goal in the column labeled "Pct" is to be around 50% spent. Revenues are showing 62.28% spent and expenses at 55.94%. The budget modifications from the last Board meeting are included.

Account 5300-Revenue Interest Income is showing 623.35% spent because the interest rate increased.

Account 6119-Fringes is showing 81.02% spent. This is the offset account for SWWDB's flexible spending benefit.

Account 6155-Meals is showing 170.29% spent. Food was provided for a Worker Advancement Initiative (WAI) graduation ceremony and for mentor training.

Accounts 6272-IT Equipment-Network and 6273-IT Equipment-Other are showing both as 0% spent. Ms. Thousand explained that most of the purchases in these areas will be purchased in Quarter 4.

Account 6410-Legal is showing 166.67% spent. When the budget was set in May last year, SWWDB administration did not know the organization would need legal assistance with the ransomware attack.

Account 6431-Consultants is showing 0% spent. The Department of Health Services (DHS) provided SWWDB with funds to create a video for the FoodShare Employment and Training (FSET) program. The video would show the benefits of the program. There was also a cost for the job center to conduct accessibility surveys in this account.

ENCLOSURE 1

Account 6708-Stipends is showing 204.31% spent. This is mainly due to the WAI grant with the majority of payments going to participants in a childcare program. The participants not only receive assistance with tuition, fees, and books, but also receive a monthly stipend for attending class.

Accounts 6735-35% Training and 6736-35% Training Support is showing 89.87% and 202.09% spent accordingly. These are for payments that directly assist program participants.

The Budget Modifications are provided to Board members at every meeting. It shows changes to the budget since the December meeting. The Foster Care/Independent Living (FC/IL) grant was estimated low when budgeting. The contract came in higher than expected. Ms. Thousand noted that it operates on a calendar-year basis.

The Department of Corrections (DOC) awarded SWWDB \$11,000 more than budgeted. Out of this, \$5,000 will go directly to assist program participants.

The Winning with Wisconsin's Workforce (WWW) funds are from the Department of Workforce Development (DWD). The purpose is to promote workforce development and hold events.

DWD approved the transfer of funds from the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker program to the WIOA Adult program. The Adult program is where the need is.

SWWDB is expected to receive a Quest grant. DWD will be awarding funds to provide supportive services to individuals in Childcare Provider/Early Childhood Provider programs. More information will be provided at the next meeting.

Motion made by Mr. Meyers, seconded by Mr. Williams, to approve the Program Year (PY) 2022-23 financial statements for Quarter 2, including the Budget Modifications, as presented. **Motion carried unanimously.**

5. Old Business

None.

6. New Business

A. **Service Provider Contract Modification**

Ms. Suda explained that the purpose of the increase to Manpower's contract is to give Manpower the resources needed to serve the upcoming influx of Workforce Innovation and Opportunity Act (WIOA) Adult program participants.

Motion made by Mr. Kruse, seconded by Ms. Fifrick, to increase Manpower's contract up to \$75,000 allowing them to serve additional customers in the Workforce Innovation and Opportunity Act (WIOA) Adult program. **Motion passed unanimously.**

7. Committee Updates

None.

8. Consent Agenda

The items on the consent agenda were presented to Board members for review and discussion. Ms. Suda briefly went over the performance reports.

ENCLOSURE 1

Motion made by Ms. Omen, seconded by Mr. Jach, to approve the items in the consent agenda as presented including 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, 2022 (Table 1). This information is provided at every Board meeting per the Board’s request.

Table 1

Program Year 2022-23					
Company Name	Layoff Date	Affected Employees	RR Sessions or Meetings Held	Attendance	Receiving Services in DW Program
Swiss Colony Data Center	7/1/2022	48	3/17/2022	40	0
Saputo Cheese closing, Belmont, WI	Estimated 4 th quarter 2022	200 Lafayette Co.	Contact made; no WARN filing yet. Most recent news indicates layoffs may begin after 4/1/2023.		
50/50 Store	Est. 11/2022	7 estimated	All employees found other employment		
Tru Aseptics, LLC	9/2022 / 10/2022	74	No response from company.		
Georgia Pacific (Dubuque)	12/31/2022	85	Plant closure may impact workers from Wisconsin. In contact with plant human resources.		
Pierce Home Furnishings	11/2022	5 estimated	Owner retirement.		
Exact Sciences	11/2022 - staggered	250	Working with WDA 10.		
Energizer	2024	300	No warn notice filed yet.		

Once word is out of a company closure or layoff, the Business Services Team receives inquiries from other businesses on participation in job fairs, skill development training, and providing assistance to the affected employees.

Ms. Lauck asked if an individual that works remotely and gets laid off would be eligible to seek SWWDB’s assistance. Ms. Suda responded yes. Even though the Workforce Innovation and Opportunity Act (WIOA) is not a national program, it does not recognize borders. The same is true for self-employed individuals

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, 2022, 28 participants have exited Workforce Innovation and Opportunity Act (WIOA) programs. As of December 31, 2022, placement information indicates that of the 28 WIOA participants that exited in the program year, 23 (82%) are employed or going to school post-program exit. Of those, 22 (96%) are going to school or working in Wisconsin. Workforce Development Area (WDA) 11 employs 17 of these individuals, which represents 77% of those employed in Wisconsin.

C. **Worker Advancement Initiative Update**

Ms. Suda explained that the Worker Advancement Initiative (WAI) grant is a unique grant that gives SWWDB much flexibility. The purpose of the grant is to serve individuals whose previous

ENCLOSURE 1

employment has not come back post-pandemic, as well as those who were not attached to or were not successful in the labor market prior to the pandemic, by offering subsidized employment and skills training. It is a \$1.6 million grant with a service goal of 296 individuals. There are currently around 342 enrollments and 312 currently being served. Program participants are divided into certain projects under the grant. The projects are:

- Accelerated Industrial Maintenance (AIM),
- Apprenticeship Advantage,
- Essential Childcare, and
- Power Skills Training.

The longest running project is Essential Childcare. It started last January. For those industries that are not listed above, SWWDB administration wanted to support those industries as well and called the group "Rise Up Scholarship".

It is a very large program and has been extended for another year until November 2024. Many of the resources used will be used again. ARPA funds the state received are being used. Ms. Suda will try to highlight one of SWWDB's programs at every Board meeting and provide Board members with more detail on its purpose and status.

10. **CEO's Report**

As stated earlier in the meeting, the Quest Grant will be received in the next couple of months. SWWDB recently applied for a Department of Labor (DOL) grant for nursing/healthcare occupations. SWWDB administration partnered with Blackhawk Technical College (BTC) and Southwest Wisconsin Technical College (SWTC) in the application process. Ms. Suda added that it was a very competitive grant. The application was submitted in January and Ms. Suda is hoping for an update on its status in the next few weeks.

SWWDB administration is in discussion with other workforce development boards (WDBs) to apply for the Pathways Home 4 grant. SWWDB cannot apply for it alone but can submit an application as a joint effort with other WDBs and be a sub-recipient. The current Pathways Home 2 grant SWWDB operates does not expire until the end of 2024. SWWDB has a great team that successfully operates this grant.

SWWDB is currently recruiting to fill the vacant Finance Assistant position in the Platteville office.

The Workforce Development Association will host the annual Talent Development Council (TDCON) in La Crosse on April 12-13, 2023. It is a statewide conference that looks at successful workforce solutions.

The Workforce Innovation and Opportunity Act (WIOA) Roundtable is May 2-3, 2023, in Stevens Point. It is geared towards case management.

11. **Chairperson's Report**

Ms. Lauck thanked Ms. Suda and her team for their hard work.

12. **Adjournment**

Before adjourning, Ms. Suda reminded Board members that the next regularly scheduled meeting will be Wednesday, June 14, 2023, in-person in New Glarus. The June meeting always has a heavy agenda that includes monitoring results, policies, budget, etc.

ENCLOSURE 1

Motion made by Mr. Kruse, seconded by Mr. Meyers, to adjourn the meeting at 4:00 p.m. **Motion carried unanimously.**

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE
For User: d.thousand
Agency Balance Sheet

March 2023

Page: Page 1 of 1
Date: 5/14/2023
Time: 6:06:09 PM

Account Description	Balance Amount	Totals
Assets:		
1000 CASH	\$1,016,678.06	
1100 GRANT CASH RECEIVABLE	\$891,773.79	
1101 LOAN RECEIVABLE	\$17.25	
1202 PREPAID PLATTEVILLE RENT	\$2,387.00	
1203 PREPAID CORP. INSURANCES	\$20,619.20	
1207 PREPAID SUBSCRIPTIONS	\$27,568.36	
1220 PREPAID RENT OTHER	\$1,888.00	
1245 DENTAL INSURANCE PREPAID	(\$226.18)	
1250 PREPAID HEALTH INSURANCE	\$34,708.94	
1251 PREPAID CUSTOMER SUPPORT	\$1,430.59	
1252 PREPAID FLEXIBLE SPENDING	\$262.46	
1310 PREPAID ROCK COUNTY RENT	\$3,944.71	
1500 AUTOMOBILE PURCHASE	\$25,708.38	
1501 ACCUMULATED DEPRECIATION	(\$165,683.37)	
1503 EQUIPMENT & FURNITURE	\$193,522.51	
1539 SOFTWARE PROJECT	\$36,405.00	
1540 PAS REWRITE PROJECT	\$45,949.50	
Total assets		<u>\$2,136,954.20</u>
Liabilities:		
3003 ACCRUED VACATION	\$53,805.35	
3004 ACCRUED PAYROLL	\$52,189.23	
3089 FLEX PLAN MEDICAL	\$739.74	
3200 ACCOUNTS PAYABLE	\$512,857.01	
Total liabilities		<u>\$619,591.33</u>
Prior year fund balance	\$1,349,307.18	
Current fund balance	\$168,055.69	
Total liabilities and fund balance:		<u><u>\$2,136,954.20</u></u>

(Funds included: ALL)

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

March 2023

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Date: 5/14/2023

Time: 6:42:00 PM

Revenues

Account	-----Monthly-----			-----YTD-----			Annual estimated	Unrealized	Pct
	Estimated	Actual	Pct	Estimated	Actual				
5100 REVENUE	\$380,656.00	\$1,594,755.05	418.95%	\$3,425,904.00	\$4,482,313.96	\$4,567,876.00	\$85,562.04	98.13%	
5110 LEASED EMPLOYEE REVENUE	\$79,160.00	\$210,163.46	265.49%	\$712,440.00	\$712,182.54	\$949,921.00	\$237,738.46	74.97%	
5140 TICKET TO WORK REVENUE	\$6,572.00	\$0.00	0.00%	\$59,148.00	\$44,932.00	\$78,870.00	\$33,938.00	56.97%	
5150 BENEFIT ANALYSIS REVENUE	\$6,572.00	\$10,900.00	165.86%	\$59,148.00	\$63,700.00	\$78,870.00	\$15,170.00	80.77%	
5300 REVENUE INTEREST INCOME	\$70.00	\$2,053.13	2933.04%	\$630.00	\$11,282.52	\$850.00	(\$10,432.52)	1327.36%	
Total Revenues	\$473,030.00	\$1,817,871.64	384.30%	\$4,257,270.00	\$5,314,411.02	\$5,676,387.00	\$361,975.98	93.62%	

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6100 SALARIES	\$233,747.00	\$391,872.50	167.65%	\$2,103,723.00	\$2,038,494.76	\$2,804,975.00	\$766,480.24	72.67%	
6110 P/R TAX FICA	\$17,881.00	\$24,650.57	137.86%	\$160,929.00	\$144,114.99	\$214,581.00	\$70,466.01	67.16%	
6119 FRINGES	\$83.00	(\$3,170.94)	3820.41%	\$747.00	(\$2,356.93)	\$1,000.00	\$3,356.93	-235.69%	
6120 HEALTH INSURANCE	\$24,845.00	\$26,170.84	105.34%	\$223,605.00	\$223,081.06	\$298,149.00	\$75,067.94	74.82%	
6122 UNEMPLOYMENT INSURANCE	\$854.00	\$3,265.82	382.41%	\$7,686.00	\$10,267.73	\$10,259.00	(\$8.73)	100.09%	
6123 LIFE/DISABILITY INSURANCE	\$584.00	\$621.17	106.36%	\$5,256.00	\$5,474.04	\$7,013.00	\$1,538.96	78.06%	
6130 DENTAL INSURANCE	\$1,789.00	\$1,720.41	96.17%	\$16,101.00	\$15,236.17	\$21,472.00	\$6,235.83	70.96%	
6140 TRAVEL IN WDA	\$4,841.00	\$7,691.61	158.88%	\$43,569.00	\$59,990.83	\$58,097.00	(\$1,893.83)	103.26%	
6155 MEALS	\$166.00	\$1,453.37	875.52%	\$1,494.00	\$6,274.40	\$2,000.00	(\$4,274.40)	313.72%	
6156 LODGING	\$1,958.00	\$357.29	18.25%	\$17,622.00	\$4,055.48	\$23,500.00	\$19,444.52	17.26%	
6160 401(K)	\$7,500.00	\$11,336.30	151.15%	\$67,500.00	\$76,583.06	\$90,000.00	\$13,416.94	85.09%	
6170 STAFF TRAIN/DEVELOPMENT	\$1,250.00	\$3,025.00	242.00%	\$11,250.00	\$9,582.64	\$15,000.00	\$5,417.36	63.88%	
6172 DUES AND MEMBERSHIPS	\$583.00	\$1,950.00	334.48%	\$5,247.00	\$7,243.00	\$7,000.00	(\$243.00)	103.47%	
6250 OFFICE SUPPLIES	\$2,583.00	\$2,471.74	95.69%	\$23,247.00	\$17,214.84	\$31,000.00	\$13,785.16	55.53%	
6255 AUDIO/WISLINE	\$125.00	\$46.90	37.52%	\$1,125.00	\$549.95	\$1,500.00	\$950.05	36.66%	
6257 JOB FAIR EXPENSES	\$125.00	\$0.00	0.00%	\$1,125.00	\$0.00	\$1,500.00	\$1,500.00	0.00%	
6261 EQUIPMENT UNDER \$5000	\$2,500.00	\$1,257.95	50.32%	\$22,500.00	\$2,996.86	\$30,000.00	\$27,003.14	9.99%	
6267 COPIER RENTAL	\$458.00	(\$13.63)	-2.98%	\$4,122.00	\$2,335.50	\$5,500.00	\$3,164.50	42.46%	
6270 IT SOFTWARE	\$1,166.00	\$1,158.33	99.34%	\$10,494.00	\$10,430.94	\$14,000.00	\$3,569.06	74.51%	
6272 IT EQUIPMENT - NETWORK	\$333.00	\$0.00	0.00%	\$2,997.00	\$0.00	\$4,000.00	\$4,000.00	0.00%	
6273 IT EQUIPMENT - OTHER	\$83.00	\$0.00	0.00%	\$747.00	\$0.00	\$1,000.00	\$1,000.00	0.00%	
6274 LICENSES	\$541.00	\$4,236.68	783.12%	\$4,869.00	\$10,001.01	\$6,500.00	(\$3,501.01)	153.86%	
6309 FACILITIES	\$0.00	\$0.00	0.00%	\$0.00	\$100.00	\$0.00	(\$100.00)	0.00%	

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

March 2023

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Date: 5/14/2023

Time: 6:42:00 PM

Expenditures		-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
		Budget	Expenditures	Pct	Budget	Expenditures				
6310	RENT	\$8,083.00	\$6,331.72	78.33%	\$72,747.00	\$72,471.91	\$97,000.00	\$24,528.09	74.71%	
6311	STORAGE RENTAL	\$1,225.00	\$1,225.00	100.00%	\$11,025.00	\$11,072.11	\$14,700.00	\$3,627.89	75.32%	
6312	CLEANING/JANITORIAL	\$333.00	\$400.00	120.12%	\$2,997.00	\$3,700.00	\$4,000.00	\$300.00	92.50%	
6313	P.O. BOX RENTAL	\$33.00	\$0.00	0.00%	\$297.00	\$318.00	\$400.00	\$82.00	79.50%	
6330	TELEPHONE	\$500.00	\$313.61	62.72%	\$4,500.00	\$2,824.22	\$6,000.00	\$3,175.78	47.07%	
6331	GARBAGE REMOVAL	\$33.00	\$0.00	0.00%	\$297.00	\$129.85	\$400.00	\$270.15	32.46%	
6340	POSTAGE	\$833.00	\$75.20	9.03%	\$7,497.00	\$5,344.43	\$10,000.00	\$4,655.57	53.44%	
6341	SERVICE FEES	\$791.00	\$587.56	74.28%	\$7,119.00	\$8,144.55	\$9,500.00	\$1,355.45	85.73%	
6342	SUBSCRIPTIONS	\$583.00	\$2,551.00	437.56%	\$5,247.00	\$8,313.84	\$7,000.00	(\$1,313.84)	118.77%	
6343	BOARD	\$416.00	\$0.00	0.00%	\$3,744.00	\$226.26	\$5,000.00	\$4,773.74	4.53%	
6351	CELL PHONE	\$1,708.00	\$1,446.67	84.70%	\$15,372.00	\$14,387.86	\$20,500.00	\$6,112.14	70.18%	
6352	INTERNET	\$1,166.00	\$993.08	85.17%	\$10,494.00	\$8,831.92	\$14,000.00	\$5,168.08	63.09%	
6353	NETWORK CONNECTIVITY	\$3,666.00	\$0.00	0.00%	\$32,994.00	\$47,759.18	\$44,000.00	(\$3,759.18)	108.54%	
6370	ADVERTISING	\$416.00	\$938.40	225.58%	\$3,744.00	\$2,014.50	\$5,000.00	\$2,985.50	40.29%	
6371	BACKGROUND CHECKS	\$33.00	\$14.00	42.42%	\$297.00	\$189.00	\$400.00	\$211.00	47.25%	
6410	LEGAL	\$125.00	\$0.00	0.00%	\$1,125.00	\$2,500.00	\$1,500.00	(\$1,000.00)	166.67%	
6420	AUDIT	\$1,125.00	\$0.00	0.00%	\$10,125.00	\$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%	\$37,494.00	\$31,683.48	\$50,000.00	\$18,316.52	63.37%	
6503	WORKER'S COMPENSATION	\$1,208.00	\$970.33	80.33%	\$10,872.00	\$7,860.97	\$14,500.00	\$6,639.03	54.21%	
6504	MULTI-PERIL	\$166.00	\$112.25	67.62%	\$1,494.00	\$1,108.77	\$2,000.00	\$891.23	55.44%	
6507	CORPORATE INSURANCES	\$1,000.00	\$1,095.06	109.51%	\$9,000.00	\$9,338.20	\$12,000.00	\$2,661.80	77.82%	
6580	DEPRECIATION	\$2,750.00	\$3,334.97	121.27%	\$24,750.00	\$19,481.02	\$33,000.00	\$13,518.98	59.03%	
6602	COMPANY CAR INSURANCE	\$158.00	\$113.38	71.76%	\$1,422.00	\$1,234.62	\$1,900.00	\$665.38	64.98%	
6603	COMPANY CAR GAS	\$60.00	\$0.00	0.00%	\$540.00	\$97.17	\$720.00	\$622.83	13.50%	
6604	COMPANY CAR MAINTENANCE	\$166.00	\$0.00	0.00%	\$1,494.00	\$119.10	\$2,000.00	\$1,880.90	5.96%	
6610	SUBCONTRACTOR EXPENSE	\$84,478.00	\$107,858.10	127.68%	\$760,302.00	\$866,247.78	\$1,013,745.00	\$147,497.22	85.45%	
6701	PARTICIPANT SUPPORT	\$37,500.00	\$65,009.65	173.36%	\$337,500.00	\$447,397.28	\$450,000.00	\$2,602.72	99.42%	
6703	ASSESSMENTS	\$1,250.00	\$1,750.00	140.00%	\$11,250.00	\$13,510.00	\$15,000.00	\$1,490.00	90.07%	
6707	INCUMBENT WORKER TRAININ	\$4,035.00	\$0.00	0.00%	\$36,315.00	\$13,887.78	\$48,421.00	\$34,533.22	28.68%	
6708	STIPENDS	\$4,229.00	\$24,100.00	569.87%	\$38,061.00	\$159,288.00	\$50,750.00	(\$108,538.00)	313.87%	

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Statement of Operations

March 2023

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Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6709 INCENTIVES	\$10,416.00	\$3,900.00	37.44%	\$93,744.00	\$20,850.00		\$125,000.00	\$104,150.00	16.68%
6735 35% TRAINING	\$18,333.00	\$0.00	0.00%	\$164,997.00	\$269,226.49		\$220,000.00	(\$49,226.49)	122.38%
6736 35% TRAINING SUPPORT	\$11,666.00	\$98,943.00	848.13%	\$104,994.00	\$410,496.21		\$140,000.00	(\$270,496.21)	293.21%
6740 CUSTOMIZED TRAINING	\$166.00	\$0.00	0.00%	\$1,494.00	\$4,683.00		\$2,000.00	(\$2,683.00)	234.15%
Total Expenditures	\$506,811.00	\$805,409.72	158.92%	\$4,561,299.00	\$5,146,355.33		\$6,081,982.00	\$935,626.67	84.62%
Excess (Deficit)	(\$33,781.00)	\$1,012,461.92		(\$304,029.00)	\$168,055.69		(\$405,595.00)	(\$573,650.69)	

(Funds included: ALL)

SWWDB Budget Modifications Since the 03/08/2023 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 - additional funding (PY reallocation)	472	4,247	\$4,719
WIOA PY21 DW - transfer #2 to WIOA Adult		(75,000)	(\$75,000)
WIOA PY21 Adult - transfer #2 from WIOA DW		75,000	\$75,000
Youth Apprenticeship - increase to max/participant allow	1,102	20,946	\$22,048
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	572,822	5,130,332	5,703,154
Net Change	(4,726)	12,308	7,582

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
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**Department of Workforce Development
Employment and Training Division**
Bureau of Workforce Training
201 E. Washington Avenue
P.O. Box 7972
Madison, WI 53707
Telephone: (608) 266-5370
Fax: (608) 267-0330
Email: dwdet@dwd.wisconsin.gov

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Tony Evers, Governor
Amy Pechacek, Secretary-designee

March 7, 2023

Rhonda Suda, Director
Southwest Wisconsin Workforce Development Board
1717 Center Avenue
Janesville, WI 53546

Dear Ms. Suda:


Thank you for your responses to the 2021-22 Coordinated Monitoring Report issued by the Division of Employment and Training (DET) on August 11, 2022.

At this time, our office has completed reviewing your response and has concluded that the actions described in your response appropriately resolve all issues. The report resulted in no disallowed costs.

This concludes the PY20 monitoring of the Southwest Wisconsin Workforce Development Board. We hope our review has provided you with helpful information and observations to assist you in the management of your programs.

If you have any questions or comments, please contact the Local Program Liaison assigned to your area, Bridgette Stoeckel at (608) 405-4438 or by email at bridgette.stoeckel@dwd.wisconsin.gov.

Sincerely,

DocuSigned by:

BF3950F0C26D4FE...
Stephanie Elmer
Director, Bureau of Workforce Training

CC: Maria Lauck, Southwest Wisconsin Workforce Development Board Chair
John Meyers, Chief Local Elected Official
Tara Cowe-Spigai, Program, Governance & EO Compliance Section Chief
Sumanpreet Ghuman, Fiscal Section Chief
Bridgette Stoeckel, Local Program Liaison

Southwest Wisconsin Workforce Development Board, Inc. Budget Summary

ENCLOSURE 6

5/17/2023

	2022-23						2023-24			
	1	2	3	4	5	6	7	8	9	10
	Approved Budget *	P/Y Reserve Avail for Use	Budget Changes	Budget w/Reserve	YTD as of 3/31/23	Projected as of 6/30/23 Modified Budget	Planned Reserve (PR) reference only	Proposed Budget	Projected vs Proposed	Percent Change
* Requesting Approval at 6/14/23 Board Mtg										
Projected Carryover at start of PY	\$7,069,023									
Projected Corporate Carryover at start of PY	\$1,529,349									
Revenues:										
Administration Funds	\$577,547	\$642,828	(\$4,726)	\$1,215,649	\$580,472	\$773,963	\$441,686	\$561,831	(\$212,132)	-27.41%
WIOA Adult	\$421,507	\$344,034	(\$16,799)	\$748,742	\$274,741	\$366,321	\$382,421	\$310,190	(\$56,131)	-15.32%
WIOA In-School Youth	\$99,012	\$90,556	(\$1,558)	\$188,010	\$66,328	\$88,438	\$99,572	\$72,364	(\$16,074)	-18.18%
WIOA Out-of-School Youth	\$396,046	\$271,669	(\$16,650)	\$651,065	\$264,262	\$352,349	\$298,716	\$289,455	(\$62,894)	-17.85%
WIOA Dislocated Worker	\$276,755	\$354,680	(\$366,509)	\$264,926	\$9,638	\$12,851	\$252,075	\$241,320	\$228,469	1777.83%
WISE	\$371,214	\$0	\$10,807	\$382,021	\$286,516	\$382,021	(\$0)	\$356,296	(\$25,725)	-6.73%
DWD Set Aside Projects - DocuSign, Tech	\$480	\$0		\$480	\$0	\$480	\$0	\$480	\$0	0.00%
Department of Corrections (inc PDCI JC)	\$141,247	\$0	\$16,216	\$157,463	\$118,097	\$157,463	(\$0)	\$141,223	(\$16,241)	-10.31%
Employment Recovery DWG	\$135,000	\$188,797		\$323,797	\$161,610	\$215,480	\$108,317	\$0	(\$215,480)	-100.00%
Foster Care / Independent Living	\$61,200	\$43,533	\$46,732	\$151,465	\$74,871	\$99,828	\$51,637	\$75,735	(\$24,093)	-24.13%
Opioid / Support to Communities	\$144,478	\$25,654		\$170,132	\$50,197	\$66,929	\$103,203	\$144,478	\$77,549	115.87%
Opioid / STC - fee for service contract	\$0	\$6,576		\$6,576	\$1,538	\$2,051	\$4,525	\$0	(\$2,051)	-100.00%
Pathways Home 2	\$0	\$3,183,363		\$3,183,363	\$703,415	\$937,887	\$2,245,476	\$0	(\$937,887)	-100.00%
QUEST	\$0	\$0		\$0	\$0	\$0	\$0	\$225,000	\$225,000	0.00%
Rapid Response Annual Allotment	\$38,238	\$0	(\$9,264)	\$28,974	\$25,068	\$28,974	\$0	\$28,975	\$1	0.00%
Dept. of Public Instruction - Pathways	\$19,238	\$0		\$19,238	\$0	\$19,238	\$0	\$19,238	(\$1)	0.00%
Youth Apprenticeship	\$85,500	\$0	\$15,350	\$100,850	\$67,428	\$100,850	(\$0)	\$167,740	\$66,890	66.33%
Worker Advancement Initiative (WAI)	\$0	\$1,317,357	(\$174,000)	\$1,143,357	\$578,256	\$771,008	\$372,349	\$0	(\$771,008)	-100.00%
Personnel Leasing	\$887,776	\$0		\$887,776	\$665,832	\$887,776	(\$0)	\$724,600	(\$163,176)	-18.38%
Network Services/PAS	\$72,950	\$0		\$72,950	\$54,549	\$72,950	\$0	\$81,205	\$8,255	11.32%
DVR/ETN/Ticket to Work/Benefit Analysis	\$141,967	\$0	(\$6,177)	\$135,790	\$97,769	\$135,790	\$0	\$130,366	(\$5,424)	-3.99%
FSET (included Bonus and/or video funds)	\$1,824,917	\$599,976		\$2,424,893	\$1,168,949	\$1,558,599	\$866,294	\$1,824,917	\$266,318	17.09%
Winning with WI's Workforce Events	\$0	\$0	\$18,000	\$18,000	\$3,432	\$4,576	\$13,424	\$0	(\$4,576)	-100.00%
Donations	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Unearned Rev/Job Ctr/Job Fair/Work Today	\$500	\$0	(\$500)	\$0	\$61,441	\$0	\$0	\$500	\$500	0.00%
Total Revenue:	\$5,695,572	\$7,069,023	(\$489,078)	\$12,275,517	\$5,314,411	\$7,035,823	\$5,239,694	\$5,395,912	(\$1,639,911)	-23.31%
Expenses:							Use PR & Proposed to Cover Exp			
SWWDB Salaries	\$2,804,975		(\$86,982)		\$2,038,495	\$2,717,993		\$2,845,293	\$127,300	4.68%
SWWDB Fringe Benefits	\$642,474		(\$12,607)		\$472,400	\$629,867		\$699,393	\$69,527	11.04%
SWWDB Operational Expenses	\$123,520		\$17,360		\$115,858	\$140,880		\$168,220	\$27,340	19.41%
Travel Expenses	\$83,597		\$10,164		\$70,321	\$93,761		\$124,985	\$31,224	33.30%
Insurance	\$30,400		(\$4,343)		\$19,543	\$26,057		\$31,400	\$5,343	20.51%
Supplies	\$31,000		(\$8,047)		\$17,215	\$22,953		\$31,000	\$8,047	35.06%
Technology	\$109,500		\$5,270		\$90,424	\$114,770		\$138,220	\$23,450	20.43%
Rent	\$97,000		(\$371)		\$72,472	\$96,629		\$97,000	\$371	0.38%
Facilities / Utilities	\$33,100		(\$1,321)		\$23,834	\$31,779		\$34,200	\$2,421	7.62%
Telephone	\$26,500		(\$3,551)		\$17,212	\$22,949		\$26,500	\$3,551	15.47%
Equipment	\$35,000		(\$31,004)		\$2,997	\$3,996		\$35,000	\$31,004	775.92%
Participant Support	\$765,750		\$618,292		\$1,038,031	\$1,384,042		\$1,240,000	(\$144,042)	-10.41%
Participant Training	\$285,421		\$129,688		\$301,307	\$415,109		\$440,683	\$25,574	6.16%
Program Operators	\$1,013,745		\$141,252		\$866,248	\$1,154,997		\$1,000,000	(\$154,997)	-13.42%
Total Expenses:	\$6,081,982		\$773,800	\$0	\$5,146,355	\$6,855,782		\$6,911,894	\$56,112	0.82%
Net Position/Projected Carryover at End of FY	(\$386,410)			\$12,275,517	\$168,056	\$180,041		(\$1,515,982)		

Document Column Ties To: Prior Year Budget Prior Year Budget Mods Sheet each board mtg = 1 + 2 + 3 3/31/2023 Financial Stmt Projection Based on Q3 F/S Revenue tab & Expenses tab = 8 - 6 = 9 / 6

not all "profit;" will have carryover

Total Expenses by Cost Category	3/31 Expense	Annualized Exp	PY2023
Salary	2,038,494.76	2,717,993.01	2,845,293
Fringe	472,400.12	629,866.83	699,393
Travel	70,320.71	93,760.95	124,985
Operational	115,857.52	140,880.03	168,220
Supplies	17,214.84	22,953.12	31,000
Technology	90,423.55	114,770.01	138,220
Equipment	2,996.86	3,995.81	35,000
Facilities	23,833.88	31,778.51	34,200
Rent	72,471.91	96,629.21	97,000
Phones	17,212.08	22,949.44	26,500
Insurance	19,542.56	26,056.75	31,400
Program Operator	866,247.78	1,154,997.04	1,000,000
Support	1,038,031.49	1,384,041.99	1,240,000
Training	301,307.27	415,109.39	440,683
Totals transfer to the Summary tab	5,146,355.33	6,855,782.07	6,911,894

PY2023 Budget Expenses
Based on March 2023 Expenses

Object Code	Category	Description	# Months Used			PY2023		
			3/31 Expense	Monthly Ave.	Annualized Exp			
6100	Salaries	Salaries	2,038,494.76	226,499.42	2,717,993.01	2,845,293	3% inc, Quest	
6110	Fringe	FICA Taxes	144,114.99	16,012.78	192,153.32	217,665	7.65% of wages	
6119	Fringe	Fringes	(2,356.93)	(261.88)	(3,142.57)	1,000		
6120	Fringe	Health Insurance	223,081.06	24,786.78	297,441.41	327,186	with 10% increase	
6122	Fringe	Unemployment Insurance	10,267.73	1,140.86	13,690.31	14,101	with 3% increase	
6123	Fringe	Life/Disability Insurance	5,474.04	608.23	7,298.72	7,518	with 3% increase	
6130	Fringe	Dental Insurance	15,236.17	1,692.91	20,314.89	20,924	with 3% increase	
6140	Travel	Travel in WDA	59,990.83	6,665.65	79,987.77	99,985	with 25% inc as PY22 still lots virtual	
6155	Travel	Meals	6,274.40	697.16	8,365.87	10,000		
6156	Travel	Lodging	4,055.48	450.61	5,407.31	15,000	WIOA Roundtable, NAWDP	
6160	Fringe	Staff Annuity / 401k	76,583.06	8,509.23	102,110.75	110,000	more in; those in at higher %	
6170	Operational	Staff Train/Development	9,582.64	1,064.74	12,776.85	15,000	WIOA roundtable & Makin' it Work	
6171	Fringe	Employee Tuition Reimb.	0.00	0.00	0.00	1,000	RB?	
6172	Operational	Dues & Memberships	7,243.00	804.78	9,657.33	14,000		
6250	Supplies	Office Supplies	17,214.84	1,912.76	22,953.12	31,000		
6255	Technology	Audio/Wisline	549.95	61.11	733.27	1,500		
6256	Operational	Marketing Supplies	0.00	0.00	0.00	0		
6257	Operational	Job Fair Expenses	0.00	0.00	0.00	1,000	RR events & fairs	
6260	Operational	Meeting Expense	0.00	0.00	0.00	0		
6261	Equipment	Equipment Under \$5,000	2,996.86	332.98	3,995.81	30,000	laptops & phones	
6267	Operational	Copier Rental	2,335.50	259.50	3,114.00	5,500		
6270	Technology	IT Software	10,430.94	1,158.99	13,907.92	15,000		
6272	Equipment	IT Equipment - Network	0.00	0.00	0.00	4,000	Q4 renewals in prior years	
6273	Equipment	IT Equipment - Other	0.00	0.00	0.00	1,000	Q4 renewals in prior years	
6274	Operational	Licenses	10,001.01	1,111.22	13,334.68	15,000	Microsoft annual renewals now	
6309	Facilities	Facilities	100.00	11.11	133.33	0		
6310	Rent	Rent	72,471.91	8,052.43	96,629.21	97,000	mo. leases less MP reimb	96,837
6311	Facilities	Storage Rental	11,072.11	1,230.23	14,762.81	14,800	Fox Den & server storage	14,700
6312	Facilities	Cleaning/Janitorial	3,700.00	411.11	4,933.33	5,000	turnover in companies again	
6313	Operational	PO Box Rental	318.00	35.33	424.00	400		
6317	Facilities	Moving Expense	0.00	0.00	0.00	0	only for RCJC move	
6330	Phone	Telephone	2,824.22	313.80	3,765.63	6,000		
6331	Facilities	Garbage Removal	129.85	14.43	173.13	400		
6340	Operational	Postage	5,344.43	593.83	7,125.91	10,000		
6341	Operational	Service Fees	8,144.55	904.95	10,859.40	11,200		
6342	Operational	Subscriptions	8,313.84	923.76	11,085.12	23,500	Transfr VR	
6343	Operational	Board	226.26	25.14	301.68	5,000	PY22 mtgs -many virtual	
6351	Phone	Cell Phone	14,387.86	1,598.65	19,183.81	20,500		
6352	Facilities	Internet	8,831.92	981.32	11,775.89	14,000		

6353	Technology	Network Connectivity	47,759.18	5,306.58	57,884.18	71,720	billed in July & January
6370	Operational	Advertising	2,014.50	223.83	2,686.00	5,000	
6371	Operational	Background Checks	189.00	21.00	252.00	400	
6380	Operational	Marketing Printing	0.00	0.00	0.00	0	
6410	Operational	Legal	2,500.00	277.78	2,500.00	2,500	corp ins deductible
6420	Operational	Audit	13,500.00	1,500.00	13,500.00	16,000	per DH email 5/16/23
6431	Operational	Consultants	26,447.50	2,938.61	27,000.00	5,000	
6433	Technology	Contracted Support	31,683.48	3,520.39	42,244.64	50,000	
6503	Insurance	Worker's Compensation	7,860.97	873.44	10,481.29	14,500	mod rate increase
6504	Insurance	Multi-Peril	1,108.77	123.20	1,478.36	2,000	
6507	Insurance	Corporate Insurances	9,338.20	1,037.58	12,450.93	13,000	D&O, ERISA, E&O, Prof, Cyber & Umbrella
6580	Operational	Depreciation	19,481.02	2,164.56	25,974.69	36,000	current+1/10th share PAS Rewrite
6602	Insurance	Company Car Insurance	1,234.62	137.18	1,646.16	1,900	
6603	Operational	Company Car Gas	97.17	10.80	129.56	720	
6604	Operational	Company Car Maintenance	119.10	13.23	158.80	2,000	car is a few years old now
6610	Program Operator	Subcontractor Expense	866,247.78	96,249.75	1,154,997.04	1,000,000	one WIOA; x3 PH2; one WAI; one FSET TPP
6701	Support	Participant Support	447,397.28	49,710.81	596,529.71	600,000	
6702	Training	Participant Training	0.00	0.00	0.00	0	
6703	Training	Assessments	13,510.00	1,501.11	18,013.33	20,000	
6707	Training	Incumbent Worker Training	13,887.78	1,543.09	29,761.40	40,000	Scot Forge x2, WI Cheese Group
6708	Support	Stipends	159,288.00	17,698.67	212,384.00	55,000	WAI July - Sept
6709	Support	Incentives	20,850.00	2,316.67	27,800.00	30,000	YA SBC & WAI
6735	Training	35% Training	269,226.49	29,914.05	358,968.65	375,000	WIOA 35% goal increases
6736	Support	35% Training Support	410,496.21	45,610.69	547,328.28	555,000	WIOA 35% goal increases
6740	Training	Customized Training	4,683.00	520.33	8,366.00	5,683	
		Totals	5,146,355.33	571,817.26	6,855,782.07	6,911,894	

PY2023 Revenues Before Carryover (New Funds / Awards)				
	Value of	Value of	Total	
Description of Funding Source	Admin	Program	Revenue	Notes
Bank Interest	15,067	0	15,067	Based on current year earnings annualized
CARPC Fiscal Services	24,500	0	24,500	Cost reimbursement as of 1.1.23, average annualized after April invoice
Department of Corrections	15,691	141,223	156,914	Based on PY21 contract: base services \$73k + Boscobel \$13,914 + PDCI JC \$70k
Dept. of Public Instruction - Pathways	2,138	19,238	21,375	Based on PY21 signed grant with CESA 5 / MadREP RCP Partners
DVR/Ticket to Work/Benefits Analysis	14,484	130,366	144,851	Based on current year projected activity
DWD Set Aside Projects - DocuSign	0	480	480	Based on max license reimbursement
Employment Recovery DWG	0	0	0	No new grant; utilizing carryover funds
Foster Care / Independent Living	8,415	75,735	84,150	Based on calendar year 2023 grant (regular only funds, no carryover or stimulus)
FSET	202,769	1,824,917	2,027,685	FSET RFP Best & Final Offer = Intent to Award; DHS to extend one extra year
Job Fairs	0	500	500	
Network Services/PAS/User Fees	0	81,205	81,205	Based on current year projected activity
Pathways Home 2	0	0	0	No new grant; utilizing carryover funds
Personnel Leasing	50,722	724,600	775,322	Based on Feb 2023 billing annualized d/t RC hiring plus Rock 5.0 Internship
QUEST	25,000	225,000	250,000	new funding source promised by DWD; no
Rapid Response Annual Allotment	3,219	28,975	32,194	Based on PY22's grant
Rapid Response Dislocation Grants	0	0	0	No new grants at this time - maybe Rayovac
Support to Communities / Opioid	16,053	144,478	160,531	Based on PY22's grant and final / year four funding
SWWRPC Fiscal Services	40,000	0	40,000	Cost reimbursement as of 1.1.23, average annualized after April invoice
Winning with WI's Workforce Events	0	0	0	No new grant anticipated
WIOA Adult	34,466	310,190	344,656	PY23 Draft Allocation Projection by North Central for all WDAs
WIOA DW	26,813	241,320	268,134	PY23 Draft Allocation Projection by North Central for all WDAs
WIOA In-School Youth	8,040	72,364	80,404	PY23 Draft Allocation Projection by North Central for all WDAs
WIOA Out-of-School Youth	32,162	289,455	321,617	PY23 Draft Allocation Projection by North Central for all WDAs
WISE / SCSEP	33,905	356,296	390,201	Based on PY22's grant
Worker Advancement Initiative	0	0	0	No new grant; utilizing carryover funds
Youth Apprenticeship	8,387	167,740	176,127	Requested \$176,127 in RFP and rec'd \$167,200 in current year
Donations	0	0	0	
Totals	561,831	4,834,081	5,395,912	

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY**B-110****Purpose.**

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to the primary principles of nondiscrimination, equal opportunity, and affirmative action. SWWDB shall honor this commitment to be fair and impartial in all its relations with employees, job applicants, participants and employers using SWWDB and Job Center services, and contractors and suppliers providing goods and services. It is the intent of this policy to comply with all applicable rules, as they may change from time to time, and federal and state equal opportunity and anti-discrimination laws and executive orders.

Policy.**Employment:**

SWWDB shall provide equal employment opportunity (EEO) to all employees and applicants for employment without regard race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. SWWDB prohibits discrimination against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Additionally, in compliance with Wisconsin Fair Employment Laws, SWWDB shall provide equal employment opportunity to all employees and applicants without regard to military or veteran status, sexual orientation, gender identity or expression, national origin, marital or familial status, pregnancy, genetic information, arrest or conviction record, use or non-use of lawful products outside the workplace or political affiliation.

Employment practices subject to the application of this policy include, but are not limited to: recruitment, selection, promotion, performance appraisals, compensation, transfer, layoff, training, demotion, termination, work assignments, and other benefits of employment.

SWWDB prohibits harassment, retaliation, and unfair honesty testing. SWWDB expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status or other protected status. Improper interference with the ability of SWWDB's employees to perform their job duties may result in discipline up to and including discharge.

Service Delivery/Program Operations:

SWWDB provides services to individuals seeking assistance from the public workforce system. As a recipient of federal and state workforce funds, the SWWDB organization, staff and contracted providers shall advance equal opportunity in all customer interactions. SWWDB prohibits discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the



administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

Service actions include, but are not limited, to: recruitment, admission, counseling, job placement, training programs, facility and/or program accessibility, and the delivery of other employment and training services authorized by the SWWDB.

Subcontractors:

SWWDB requires that state and local government agencies receiving Workforce Innovation and Opportunity Act (WIOA) funds, as well as non-governmental WIOA contractors affirm their commitment to equal opportunity and nondiscrimination in all of their employment and service actions. These agencies shall develop and implement non-discrimination and affirmative action policies and procedures that guide their relations with employees and constituency groups consistent with applicable laws.

WIOA Title 1 funded subcontracts developed by SWWDB shall include the following language (this language shall also apply to other federally funded subcontracts):

The Contractor agrees to the following provisions as a condition to the award of financial assistance from United States Department of Labor (DOL) under Title I WIOA. The Contractor assures that it will comply fully with the nondiscrimination and EO provision of the following laws:

1. *Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.*
- ~~2.—This covers eligibility for and access to service delivery, and treatment in all programs and activities. Employees of (Name) are expected to support goals and programmatic activities relating to nondiscrimination in service delivery.~~
- ~~3.2.~~ *Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, and national origin.*
- ~~4.3.~~ *Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination against qualified individuals with disabilities.*
- ~~5.4.~~ *The Age Discrimination Act of 1975, as amended, prohibits discrimination on the basis of age.*
- ~~6.5.~~ *Title IX of the Education Amendments of 1972, as amended, prohibits discrimination on the basis of sex in educational programs.*



~~The Contractor also assures that it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIOA Title I—financially assisted programs.~~ The Contractor also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

Equal Employment Opportunity.

The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. (Name) will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. (Name) agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.

The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Contractor will comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant



thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

The Contractor will include the provisions of paragraphs (A) through (H) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub-contractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or vendor as a result of such direction, (Name) may request the United States to enter into such litigation to protect the interests of the United States.

Affirmative Action Plan.

The Contractor must have a written Affirmative Action Plan that complies with federal and state laws and regulations. The Contractor's Affirmative Action Plan must be submitted to the SWWDB Affirmative Action Officer within thirty (30) calendar days of SWWDB requesting the agency's plan. The Affirmative Action Plan shall meet the minimum requirements specified in section 50.05 of the Wisconsin Administrative Code.

Compliance.

SWWDB will take constructive steps to ensure the Contractor complies with all non-discrimination, affirmative action and civil rights laws and regulations. The Contractor agrees to comply with Civil Rights monitoring reviews performed by SWWDB, including the examination of records and relevant files maintained by the Contractor. The Contractor further agrees to cooperate with SWWDB in developing, implementing, and monitoring corrective action plans that result from any reviews.

Failure to comply with the above nondiscrimination and equal opportunity provisions will require corrective actions to eliminate violations to be submitted to SWWDB within fifteen (15) working days or the Contractor may incur sanctions. Sanctions may include: 1) withholding of reimbursable payments submitted to (Name) or 2) termination of contract.

SWWDB shall make an affirmative effort to maintain an environment free of any type of harassing behavior and will not tolerate any form of harassment of employees, clients, or program participants. SWWDB prohibits harassment on the basis of sex, race, color, national origin, age, disability, or any other protected status.



Affirmative Action / Equal Employment Opportunity policies developed to ensure non-discrimination in employment and service opportunities are monitored by the SWWDB EEO Officer who is appointed by the Chief Executive Officer (CEO).

Equal Opportunity Officer

Ryan Schomber

1900 1717 Center Avenue

Janesville, WI 53546

Email: r.schomber@swwdb.org

Phone: (608) 314-3300 ext. 303

Fax: (~~608~~) ~~741-3528608~~ 342-4429

SWWDB expects all employees, clients, program participants, vendors, associates, and agencies receiving funding from SWWDB to participate in its program of non-discrimination and shall, when appropriate, develop and implement their own equal opportunity policies and procedures.

Retaliation against persons raising concerns about any type of harassment is prohibited and anyone suspected of retaliation will be subject to disciplinary action up to and including discharge or expulsion from SWWDB sponsored activities.

SWWDB will take necessary corrective action to remedy any instances where it is determined that discrimination or retaliation has occurred. Employees discriminating against other staff or clients will be subject to discipline under appropriate SWWDB policies. Clients discriminating against another client will be subject to discipline under the applicable participant code of conduct. Any employee or client retaliating against anyone raising concerns about any type of harassment will be subject to disciplinary action up to and including discharge or expulsion from SWWDB employment or sponsored activities.

SWWDB has an established procedure for resolving complaints relating to discrimination and harassment. Reports of alleged acts of discrimination, complaints of harassment, or inquiries concerning the equal opportunity policies and practices may be filed directly with the Southwest Wisconsin Workforce Development Board (SWWDB) Equal Opportunity Officer.

The Chief Executive Officer (CEO) shall ensure equal opportunity is provided and advanced in all employment and customer relationship to create a discrimination- and harassment-free work and service sites. The CEO shall ensure policies and procedures are established and staff members, including service providers, are trained to work and deliver services free of bias and harassment. The equal opportunity officer, under the direction of and in consultation with the CEO, shall be operationally responsible for the documentation, training, and compliance efforts relating to this policy.

Reference: Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act, 29 CFR Part 38 (§38.9)
DOL Title VI of the Civil Rights Act of 1964 42 W.S.C. §2000(d)
Wis. Fair Employment Law, ss 111.31 to 111.395, Wis. Stats.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

B-110



Policy Adopted: December 10, 2004

Policy Revised: **December 13, 2017; June 13, 2018; December 14, 2022**



UNLAWFUL WORKPLACE HARASSMENT POLICY

B-520

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) promotes a work environment free of unlawful harassment or discrimination. To achieve this goal, SWWDB has established standards of conduct that cover every member of the organization. This policy outlines SWWDB expectations regarding conduct or behavior that may be construed as unlawful workplace harassment.

Policy.

In accordance with federal and state laws, SWWDB prohibits any employee, agent or participant/client from engaging in any type of unlawful harassing behavior against any individual on the basis of ~~sex, race, color, religion, national origin, age, or disability status.~~ [race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, based on citizenship status or participation in any WIOA Title I-financially assisted program or activity, is a violation of the nondiscrimination provisions of WIOA and this part. Nor shall any employee, agent or participant/client make unsolicited and unwanted sexual advances of a verbal or physical nature toward another individual. Unwelcome sexual advances, requests for sexual favors, or offensive remarks about a person's race, color, religion, sex, national origin, age, disability, political affiliation or belief, or citizenship or participation, and other unwelcome verbal or physical conduct based on one or more of these protected categories constitutes unlawful harassment on that basis.](#)

Unlawful workplace harassment is defined as unwelcomed or unsolicited speech or conduct based upon race, sex, color, religion, national origin, age, or disability status that creates a hostile work environment or circumstances. Harassment may include offensive photos, jokes, remarks, threats, etc. Unlawful workplace harassment includes sexual harassment.

Sexual Harassment

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- An employment decision affecting that individual is made because the individual submitted to or rejected the unwelcome conduct; or
- The unwelcome conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or abusive work environment.

Certain behaviors, such as conditioning promotions, awards, training or other job benefits upon acceptance of unwelcome actions of a sexual nature, are always wrong.

Unwelcome actions, such as the following, are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail;
- Verbal abuse of a sexual nature;



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- Touching or grabbing of a sexual nature;
- Repeatedly standing too close to or brushing up against a person;
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize);
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment.

A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other employee, customer, vendor or a non-employee who has a business relationship with the organization.

Unlawful workplace harassment is measured from the viewpoint of the victim. While it may not be the intent of the person engaging in the activity to be harassing, it is the way the activity is perceived and interpreted by the victim that constitutes harassment.

Any employee who believes that he or she is, or has been, the subject of workplace harassment, or is aware of such conduct directed to others should report the incident(s) immediately and file a complaint with the Equal Opportunity Officer. Complaints against the Equal Opportunity Officer should be filed with the Chief Executive Officer (CEO).

SWWDB will provide a prompt, impartial, and thorough investigation. SWWDB will seek to protect the identities of the alleged victim and harasser, except as reasonably necessary (for example, to complete an investigation successfully). SWWDB will also take the necessary steps to protect from retaliation those employees who in good faith report incidents of potential sexual harassment. It is a violation of both federal law and this policy to retaliate against someone who has reported possible sexual harassment. Violators may be subject to discipline.

Employees are expected to cooperate with the investigation of workplace harassment. Employees who fail to cooperate with an investigation or who give false information will be subject to disciplinary action, up to and including termination of employment. SWWDB will, to the greatest extent possible, maintain the confidentiality of those involved in the investigation and will take immediate and proportionate corrective action if it determines that harassment has occurred.

Employees who have been found by SWWDB to have subjected another employee to unwelcome conduct of a sexual nature, whether such behavior meets the legal definition of sexual harassment or not, will be subject to discipline or other appropriate management action. Discipline will be appropriate to the circumstances, ranging from a letter of reprimand through suspensions without pay of varying lengths to separation for cause. A verbal or written admonishment, while not considered formal discipline, may also be considered.



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All employees, including but not limited to staff, supervisors, and officials, are required to comply with this policy. Employees are also expected to behave professionally and to exercise good judgment in work-related relationships, whether with fellow employees, business colleagues, or members of the public with whom they come into contact in the course of official duties. Further, all employees are expected to take appropriate measures to prevent sexual harassment. Unwelcome behavior of any type, including behavior of a sexual nature should be stopped before it becomes severe or pervasive and rises to a violation of law.

Complaint System/Investigations

SWWDB:

1. Will take all questions, concerns, and complaints seriously;
2. Will create and maintain an environment in which employees feel comfortable reporting harassment; and
3. Welcomes questions, concerns, and complaints and encourage reporting of problematic conduct;
4. Will treat alleged victims, witnesses, and alleged harassers with respect;
5. Will impose sanctions on individuals engaging in retaliation in the event;
6. Will investigate each reported instance of harassment in an orderly and objective manner to not only protect the victim and/or witnesses, but also to ensure that guilt is not prematurely presumed nor individuals are prematurely disciplined for harassment;
7. Will provide resolution/status of the complaint to the complainant and the alleged harasser;
8. Will utilize trained, objective, and neutral personnel for investigating and resolving complaints;
9. Will appropriately document every complaint from initial intake to investigation to resolution, using guidelines to weigh the credibility of all relevant parties, and prepare a written report documenting the investigation, findings, recommendations, and disciplinary/corrective/preventive action imposed (if any).

Notwithstanding this policy or the outcome of a SWWDB investigation, an aggrieved person retains the right to file formal charges of discrimination with the Equal Employment and Opportunity Commission (EEOC) within 300 days of the alleged incident(s).

The CEO shall ensure that procedures and systems are established and maintained to address any incident of unlawful workplace harassment employee, agent or participant/client. The Finance Manager, as the SWWDB human resources coordinator, shall be operationally responsible for the administration of this procedure. The Finance Manager will keep the CEO informed of any incidents and investigations of workplace harassment, to the extent possible.

Reference:

Policy Adopted: **December 10, 2004**

Policy Revised: **June 11, 2014; December 12, 2018**