

# MEMORANDUM

**Date:** March 1, 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. Jeff Ellingson	Edelweiss Chalet Country Club	Green
Mr. Kendal Garrison	Lactalis American Group	Lafayette
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
Mr. Dale Poweleit	Steamfitters Local #601	Green, Iowa, Lafayette, Richland, Rock
Mr. Tom Schmit	Hodan Community Services	Iowa
Mr. David Smith	Grant Regional Health Center	Grant
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, March 8, 2023, from 2:30 p.m. – 4:00 p.m.  
Location: Video Conference

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The Southwest Wisconsin Workforce Development Board meeting is scheduled for Wednesday, March 8, 2023, at the time and place noted above. The agenda for the meeting is attached and provides links to the enclosure documents. 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](mailto: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](mailto:k.gerhards@swwdb.org) or (608) 314-3300 no later than **2:00 p.m., Tuesday, March 7, 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, March 8, 2023**

**2:30 p.m. to 4:00 p.m.**

Video Conference

(Members may call in if they prefer.)

<https://meet.goto.com/889901861>

**You can also dial in using your phone.**

United States: [+1 \(571\) 317-3122](tel:+15713173122)

**Access Code:** 889-901-861

All times are approximate.

● = Action required

**AGENDA**

2:30 p.m.

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

Please welcome new Board member Aaron Jach, Director of Production at 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.

2:35 p.m.

● **2. Election of First Vice-Chairperson**

With the recent resignation of First Vice-Chairperson, Chris Comella, a replacement must be elected. Article V of the By-Laws of the Southwest Wisconsin Workforce Development Board, Inc. allows for the board of directors to “elect, from its membership, the officers of SWWDB. The First Vice-Chairperson shall be a private sector representative.

Nominations will be accepted at the meeting for this position.

2:45 p.m.

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

Minutes of the December 14, 2022, SWWDB meeting are contained in [Enclosure 1](#).

Full board approval of the meeting minutes is requested.

2:50 p.m.

● **4. Financial Reports**

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 financial statements for the period ending December 31, 2022, and PY 2022-23 Budget Modifications is requested.

3:00 p.m.

**5. Old Business**

None.

**6. New Business**

3:20 p.m.

● **A. Service Provider Contract Modification**

SWWDB administration is proposing updating Manpower Government Solutions’ contract up to \$75,000 allowing them to serve additional customers in the Workforce Innovation and Opportunity Act (WIOA) Adult program. Adult enrollments are 49% above planned levels and spending to-date is 30% above planned levels through December 31, 2022.

Participation Goal	New Goal	Award	Modified Award
110	185	\$110,000	\$185,000

Approval to increase Manpower’s contract as indicated above is requested.

3:30 p.m.

**7. Committee Updates**

None.

3:30 p.m.

● **8. Consent Agenda**

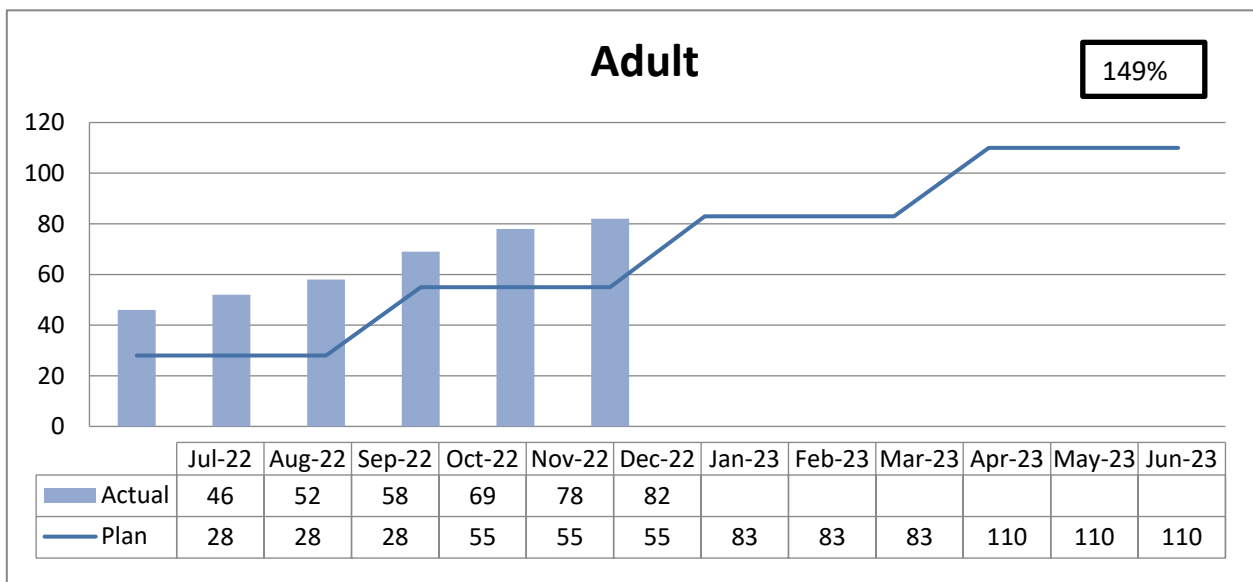
**A. Approval of SWWDB Policies and Revisions**

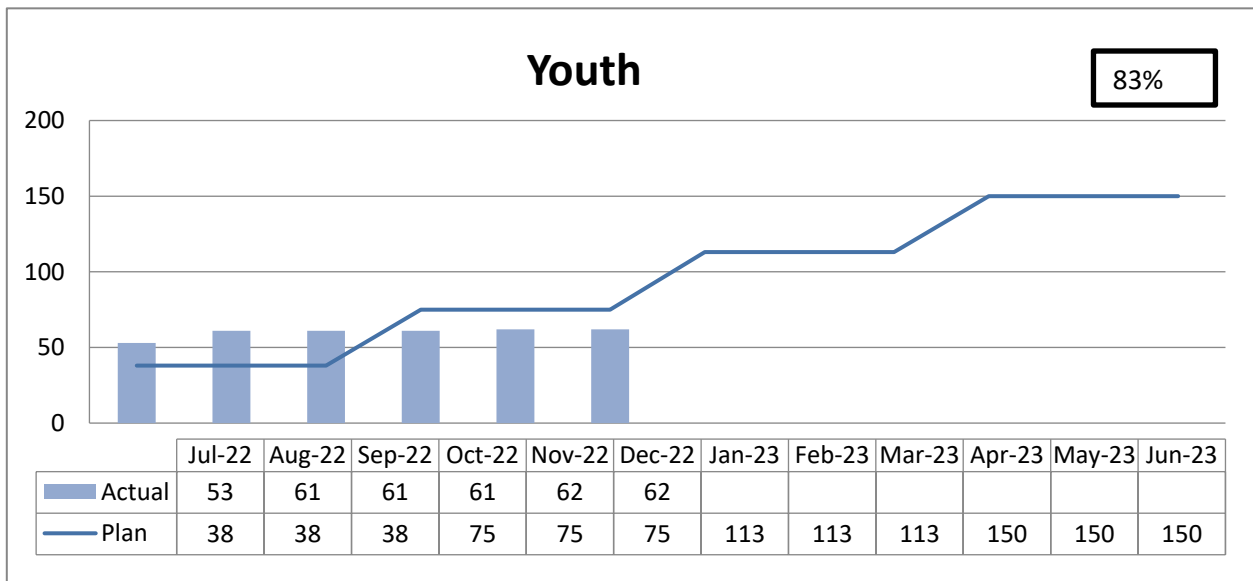
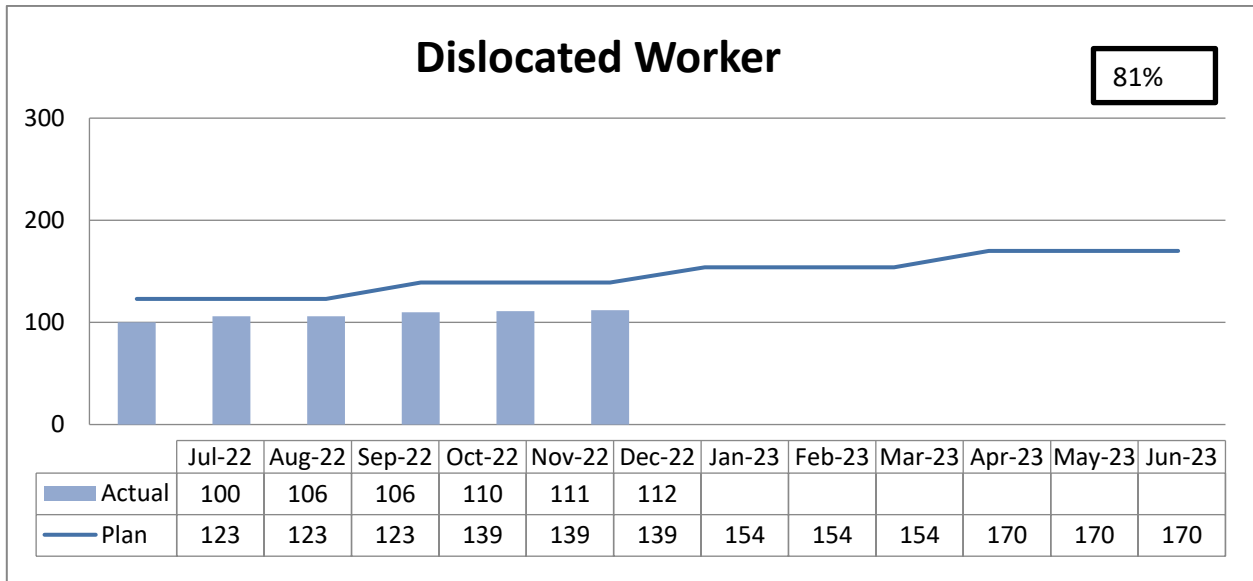
None.

**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. Manpower needs to increase Youth and Dislocated Worker enrollments. Manpower reports there are five (5) Dislocated, ten (10) Youth, and 22 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 December 31, 2022. SWWDB is “exceeding” eleven (11) measures, “meeting” one (1), and “failing” three (3).

**Table 1**

Program Measure	PY22 Neg.	PY22 Q2 Actual	PY22 90%	PY22 50%*
<b>Adult Program</b>				
Q2 Unsubsidized Employment	63%	77%	56.7%	31.5%
Q4 Unsubsidized Employment	70%	74.2%	63%	35%
Median Earnings	\$6,000	\$7,535	\$5,400	\$3,000
Credential Attainment Rate	66%	66.7%	59.4%	33%
Adult Measurable Skill Gain	55%	65.2%	49.5%	27.5%
<b>Dislocated Worker Program</b>				
Q2 Unsubsidized Employment	72%	87.5%	64.8%	36%
Q4 Unsubsidized Employment	76%	83.3%	68.4%	38%
Median Earnings	\$8,100	\$8,955	\$7,290	\$4,050
Credential Attainment Rate	74%	65.2%	66.60%	37%
Measurable Skill Gain	60%	54.5%	54%	30%
<b>Youth Program</b>				
Q2 Unsub Employment/Entered Education	67%	71.2%	60.3%	33.5%
Unsubsidized Employment/Entered Education	72%	58.5%	64.8%	36%
Median Earnings	\$3,400	\$4,230	\$3,060	\$1,700
Credential Attainment Rate	50%	63%	45%	25%
Measurable Skill Gain	57%	10.2%	51.3%	28.5%
Exceed		11	11	11
Meet		1	1	3
Fail		3	3	1

Cohorts used for this quarter (rolling 4 quarters):

- Q2 Employment/Median Earnings – 1/1/2021 – 12/31/2021
- Q4 Employment/Credential Attainment – 7/1/2020 – 6/30/2021
- Measurable Skill Gain – 1/1/2022 – 12/31/2022

### **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 is one way individuals can be in compliance to 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%			
Component Participation	40%	86.96%			
Education and Training Component	25%	41.39%			
Contacting Referrals	95%	100%			
Scheduling Appointments	95%	100%			

Full board approval to accept the consent agenda is requested.

**9. Organizational Information & Recurring Business**

3:40 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 <sup>th</sup> 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.		

3:45 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, 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. WDA 11 employs 17 of these individuals, which represents 77% of those employed in Wisconsin.

No board action is required.

3:50 p.m.

**C. Worker Advancement Initiative Update**

Time permitting, Rhonda Suda will provide an overview of the Worker Advancement Initiative in Southwest Wisconsin.

4:00 p.m.

**10. CEO’s Report**

4:05 p.m.

**11. Chairperson's Report**

4:10 p.m.

**12. Adjournment**

The next SWWDB meeting is scheduled for Wednesday, June 14, 2023. It will be a hybrid meeting (in-person with the option to call in) at two sites: SWWDB Administrative Office, Platteville; and Rock County Job Center, Janesville.

● **Action Requested**

**All Times are Approximate**



# Southwest Wisconsin Workforce Development Board, Inc. Board Meeting

December 14, 2022

## Meeting Minutes

The Southwest Wisconsin Workforce Development Board met on Wednesday, December 14, 2022, via GoToMeeting. Attendance was as follows:

<b>Members Present:</b>	Ms. Maria Lauck, Chairperson	Ms. Lisa Omen
	Mr. Jason Aarud	Mr. James Otterstein
	Ms. Heather Fifrick	Dr. Tracy Pierner
	Mr. Keith Kruse	Mr. Dave Shaw
	Ms. Jill Liegel	Ms. Andrea Simon
	Mr. Troy Marx	Mr. Dave Smith
	Mr. Andrew Marcotte	Mr. Michael Williams
	Mr. John Meyers	
<b>Members Excused:</b>	Ms. Brittini Ackley	Ms. Linda Hendrickson
	Mr. Ivan Collins	Ms. Ela Kakde
	Mr. Christopher Comella	Ms. Heather McLean
	Mr. Jeff Ellingson	Mr. Dale Poweleit
	Mr. Kendal Garrison	Mr. Tom Schmit
<b>Staff Present:</b>	Ms. Katie Gerhards	Ms. Rhonda Suda
	Ms. Gail Graham	Ms. Danielle Thousand
	Mr. Matt Riley	Mr. Jimmy Watson
<b>Other Guests:</b>	Mr. Derek Hilst, Wegner CPAs	Ms. Bridgette Stoeckel, DWD
	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 2:33 p.m. and welcomed members, staff, and guests.

**2. Election of Officers (January 1, 2023, to December 31, 2025, Term)**

The current slate of officers are also the members of the SWWDB Executive Committee. The officers and their respective office are as follows:

- Chairperson – Maria Lauck
- First Vice-Chairperson – Christopher Comella
- Second Vice-Chairperson – Michael Williams
- Secretary – Lisa Omen
- Treasurer – James Otterstein

Ms. Lauck opened the floor for nominations and/or volunteers. There were none.

Motion made by Mr. Aarud, seconded by Mr. Meyers, to approve the current slate of officers as listed for a new three (3) year term beginning January 1, 2023, through December 31, 2025. **Motion carried unanimously.**

**3. Approval of Minutes of SWWDB Meetings**

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

Motion made by Mr. Kruse, seconded by Ms. Omen, to approve the September 14, 2022, meeting minutes. **Motion carried unanimously.**

**4. Financial Reports**

Board members were presented with the financial reports through September 30, 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 1 (July 1 – September 30). It shows that revenue is exceeding expenses by \$50,587.05. Ms. Thousand went over some of the accounts. Account 1245-Dental Insurance Prepaid is showing a negative balance. SWWDB had a situation where a former employee elected Cobra coverage and pre-paid it. Now SWWDB owes that former employee the coverage.

SWWDB has two (2) ongoing software projects currently. Account 1539-Software Project includes the Salesforce software used for the Youth Apprenticeship program. Account 1540-PAS Rewrite Project is for updating SWWDB's Payment Authorization System (PAS). PAS is used to issue vouchers to program participants, track customer limits and payments, run reports, etc.

Account 3003-Accrued Vacation is showing what has been earned, not used, to-date. SWWDB staff must use their vacation hours by the end of the program year (June 30).

Account 3080-401(K) Liability is showing a negative balance. This is just a timing issue where a loan payment went out early.

The Statement of Operations was presented for review and discussion. Because SWWDB is through Quarter 1 of the fiscal year, the goal in the column labeled "Pct" is to be around 25% spent. Revenues are showing 30.38% spent and expenses 27.61%. Ms. Thousand explained why some of the accounts appear to stray from the 25% goal.

Account 6119-Fringe is an offset account for SWWDB's flexible spending account. It changes constantly and there is nothing to be concerned about.

Account 6313-P.O. Box Rental is showing 0% spent. The cost of the post office box rental renews once per year. This renewal has not occurred yet this year.

Account 6410-Legal is showing 166.67% spent as a result of paying the deductible for the ransomware attack. SWWDB has had cyber liability insurance for many years. However, the ransomware attack from June caused for legal action.

Account 6431-Consultants is showing 0% spent. SWWDB received a grant from the Department of Health Services (DHS) for a video project for the Foodshare Employment and Training (FSET) program.

Accounts 6708-Stipends and 6709-Incentives are showing 107.02% and 0% spent respectively. These funds were spent directly on participants for the Worker Advancement Initiative (WAI). There are many projects within WAI, but these payments are due mostly to participants in childcare programs. However,

other projects are starting up and the participants in those projects are also eligible for stipend and incentive payments.

The Budget Modifications are provided to Board members at every meeting. It shows changes to the budget since the last meeting. There are two updates to the Program Year (PY) 2022-23 budget. The Foster Care/Independent Living (FC/IL) grant received \$15,500 in additional stimulus funding. There was a limited time to use the funds as they expired September 30, 2022. This funding allowed SWWDB to provide eligible youth with stimulus payments and assist with the purchase of a car.

It took longer than usual to receive the final grant agreement for the Wisconsin Senior Employment (WISE) program. A grant agreement had not been received when SWWDB administration was preparing the budget, so SWWDB administration budgeted for the amount received last program year. The PY 2022-23 grant agreement was received for less than what was budgeted for.

Motion made by Mr. Otterstein, seconded by Mr. Meyers, to approve the Program Year (PY) 2022-23 financial statements for Quarter 1, including the Budget Modifications, as presented. **Motion carried unanimously.**

**5. Old Business**

**A. Closeout of Program Year 2019-2020 Monitoring**

On September 8, SWWDB administration received notification from the Department of Workforce Development (DWD) that the Program Year (PY) 2019-2020 monitoring is officially closed. The monitoring resulted in \$3,174.77 in disallowed costs. The disallowed costs were related to youth work experience episodes.

SWWDB remitted payment to DWD for these costs. Manpower has since reimbursed SWWDB for this amount.

**B. Program Years 2022 and 2023 Negotiated Performance Levels**

On October 7, SWWDB administration was notified that the Department of Workforce Development (DWD) Division of Employment and Training (DET) completed the Workforce Innovation and Opportunity Act (WIOA) Program Year (PY) 2022 and 2023 performance negotiations.

Ms. Suda stated that DWD, the Southwest Wisconsin Counties Consortium (SWCC), and the SWWDB Executive Committee went back and forth a few times with the negotiations of performance levels. Eventually, DWD, SWCC members, and Executive Committee members came to an agreement and the performance levels for PY 2022 and 2023 have been approved. Ms. Suda pointed out that some levels went up and some went down. The unemployment rate and labor market statistics in the local area are factors in determining performance levels.

**6. New Business**

**A. Fiscal Year 2021-22 Audit**

Wegner CPAs of Madison conducted the Program Year (PY) 2021-22 audit virtually starting Monday, October 31, 2022. The draft audit report for fiscal year 2021-22 was presented to Board members for review and discussion. It has been reviewed by Ms. Thousand and her recommended changes were made by Wegner CPAs. The draft Form 990 was also presented to Board members for review. It still needs to be reviewed by Ms. Thousand.

## ENCLOSURE 1

Derek Hilst, Senior Manager at Wegner CPAs, provided an overview of the audit results. Overall, the audit was clean with no findings or questioned costs. No audit entries were proposed or adjustments to be made. There were also no material weaknesses or deficiencies. There were a few changes made this year to the audit report format. This includes the opinion at the beginning of the report instead of at the end. The bullet points on page 2 are also new, but they are always what Wegner staff have done. They just have to be reported out.

The Foodshare Employment and Training (FSET) program was the major program audited. Wegner CPAs rotates between SWWDB's two (2) major programs from year to year because in order to be considered a low-risk auditee, any federal program over the threshold of \$750,000 has to be tested once every two (2) years. The Workforce Innovation and Opportunity Act (WIOA) will be the major program audited next year. Mr. Hilst noted that this will have to be looked at next year because SWWDB's WIOA funding decreased.

Ms. Suda asked Mr. Hilst about the upcoming lease standard change taking effect next fiscal year. Mr. Hilst was asked if SWWDB should look at changing some of its leases from multiple year to one-year or month-to-month leases. Mr. Hilst said yes. Additionally, it is the understanding that leases include space, equipment, cars, lease products, etc. Mr. Hilst stated that leases are considered a fixed asset if longer than one (1) year.

Motion made by Mr. Kruse, seconded by Mr. Williams, to approve the draft audit report and pre-approve the draft Form 990 as presented. **Motion carried unanimously.**

### 7. Committee Updates

#### A. **Ad Hoc Audit Committee**

The Ad Hoc Audit Committee met at the opening (October 31) and close (November 2) of the audit. The minutes of these meetings were provided to Board members for informational purposes.

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

#### B. **Executive Committee**

The SWWDB Executive Committee met on December 2 to discuss the annual health insurance renewal. The minutes from this meeting were provided for informational purposes.

Dean Health provided a 17.07% premium increase for 2023 for renewal of SWWDB's current plan. Dean also provided an alternate plan with a 10.6% increase. Thinking of the future, SWWDB offered a second health plan to employees that has a higher deductible. SWWDB is considered a small employer and is grant funded. Committee members voted to offer two (2) plans.

Ms. Suda explained that SWWDB will absorb the increase with carryover funds from grants received where the grant period spans over many years.

### 8. Consent Agenda

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

Motion made by Ms. Omen, seconded by Ms. Fifrick, to approve the items on the consent agenda as presented including revisions to policies B-110 Equal Employment Opportunity and Affirmative Action Policy and C-750 Stipend Payments and the Workforce Innovation and Opportunity Act (WIOA) and Foodshare Employment & Training (FSET) performance and participation reports. **Motion carried unanimously.**

**9. Organizational Information & Recurring Business**

**A. Rapid Response Activity/Updates**

Board members were provided with an overview of lay-off/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 <sup>th</sup> quarter 2022	200 Lafayette Co.	Contact made; no WARN filing yet.		
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.		

Last week, SWWDB administration found out that Stellantis in Belvidere, IL is closing. Ms. Suda said that it has been challenging working with this plant. Gail Graham, SWWDB’s Business Services Manager, has reached out to the employer and is a work in progress.

SWWDB administration also found out that the University of Wisconsin-Platteville campus in Richland Center is closing siting low enrollments. Most positions will be absorbed into the UW system.

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

Local retention is defined as participants working within the local area post-program exit. Since July 1, 2022, 12 participants have exited Workforce Innovation and Opportunity Act (WIOA) programs. As of September 30, 2022, of the 12 exited participants, 75% (9) are employed or going to school post-program exit. Of those, 100% are going to school or working in Wisconsin. WDA 11 employs six (6) of these individuals, which represents 67% of those employed in Wisconsin.

**10. CEO’s Report**

Ms. Suda took a moment to recognize Gail Graham, SWWDB’s Business Services Manager, and her team on their work with the Worker Advancement Initiative (WAI). Over the last quarter, the grant has enrolled approximately 110 new participants bringing the total number of participants in the grant to 168. The

## ENCLOSURE 1

CESA 3 apprenticeship program is the main reason for the increase. SWWDB can assist with transportation, tools, and an incentive payment when participants complete their apprenticeship – something CESA 3 cannot. Ms. Suda explained that CESA 3 covers the Southwest counties except Green and Rock Counties.

SWWDB has partnered with Farm & Fleet for the tools and clothing needed for these apprentices. Even though this is the busiest time of the year for retailers, Farm & Fleets has gone above and beyond to help SWWDB provide tools for about 70 youth worth up to \$50,000. Ms. Suda thanked Farm & Fleet for their assistance in getting the youth what they need.

Dr. Pierner congratulated the SWWDB team on the Youth Apprenticeship numbers. This is an amazing opportunity, and the number of participants shows how successful it is. Dr. Pierner asked if CESA 3 is sending SWWDB funding for helping them. Ms. Suda said no. CESA 3 could not help with tools, but SWWDB could.

Lastly, at the December meetings, SWWDB administration likes to recognize its Board members for their support via an appreciation gift. Due to this meeting being virtual, the appreciation gift will be presented at the next face-to-face meeting.

### 11. Chairperson's Report

Ms. Lauck appreciated SWWDB administration offering to make this a virtual meeting. Accommodations like this are great because weather is so unpredictable. Ms. Lauck thanked all SWWDB staff for sharing information on the programs that are offered because it can be shared with others over the holidays.

### 12. Adjournment

Motion made by Mr. Meyers, seconded by Ms. Omen, to adjourn the meeting at 3:43 p.m. **Motion carried unanimously.** The next regularly scheduled board meeting will be Wednesday, March 8, 2023.

## 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

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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%	
<b>Total Revenues</b>	<b>\$469,101.00</b>	<b>\$1,617,710.23</b>	<b>344.85%</b>	<b>\$2,814,606.00</b>	<b>\$3,505,762.49</b>	<b>\$5,629,237.00</b>	<b>\$2,123,474.51</b>	<b>62.28%</b>	

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

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**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

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**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%
<b>Total Expenditures</b>	<b>\$506,811.00</b>	<b>\$743,091.49</b>	<b>146.62%</b>	<b>\$3,040,866.00</b>	<b>\$3,402,346.86</b>	<b>\$6,081,982.00</b>	<b>\$2,679,635.14</b>	<b>55.94%</b>
<b>Excess (Deficit)</b>	<b>(\$37,710.00)</b>	<b>\$874,618.74</b>		<b>(\$226,260.00)</b>	<b>\$103,415.63</b>	<b>(\$452,745.00)</b>	<b>(\$556,160.63)</b>	

(Funds included: ALL)

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

Item	Admin	Program	Amount
<b>2022.23 Budget - Approved Revenue</b>	<b>577,548</b>	<b>5,118,024</b>	<b>\$5,695,572</b>
<b>Changes to PY22 Funds (Adjust to Actual)</b>			
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
<b>Modified Revenues</b>	<b>571,248</b>	<b>5,105,139</b>	<b>5,676,387</b>
Net Change	(6,300)	(12,885)	(19,185)

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

<b>Changes to PY22 That Don't Impact SWWDB's Bottom Line - for informational purposes only</b>			
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