

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.

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.

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.

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

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.

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