

MEMORANDUM



Date: May 16, 2023

From: John Meyers, Chief Local Elected Official

To: **Local Elected Officials**

Mr. Marty Brewer

Mr. Jerry Guth

Mr. Robert Keeney

Mr. Russ Podzilni

Mr. Jack Sauer

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

Tuesday, May 23, 2023, 11:30 a.m. to 1:00 p.m.

SWWDB Administrative Office

1370 North Water Street, Platteville, WI 53818

Members can also join via conference call.

Call-in Number: **1-888-273-3658**


Access Code: **3107524**

The next meeting of the Local Elected Officials, Southwest Wisconsin Counties Consortium is scheduled for Tuesday, May 23, 2023, at the time and location listed above. This meeting will follow SWWRPC's meeting. The agenda for the meeting is included for your review.

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

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

SWWDB is an equal opportunity employer and service provider. Upon advance request, reasonable accommodations will be made for persons with disabilities. If special accommodations are needed, please contact Katie Gerhards (k.gerhards@swwdb.org) or (608) 314-3300 at least two days prior to the meeting.

A proud partner of the  American Job Center network

Southwest Wisconsin Counties Consortium

Tuesday, May 23, 2023

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Agenda

1. Approval of Agenda – (Action)

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

2. Approval of Minutes – (Action)

Minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on February 28, 2023, ([Enclosure 1](#)) are enclosed. Approval of the minutes is requested.

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

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, Quarter 3, financial statements and budget modifications is requested.

4. Appointment of Board Members – (Action)

SWWDB administration has received an application package for a new Board member to replace Dale Poweleit, who is retiring from the Board at the end of May. The Steamfitters Local #601 is recommending Brian Toutant, Business Representative for Steamfitters #601, to replace Mr. Poweleit. Jeff Ellingson has also resigned from the Board as he has accepted a position at the Legend at Bergamont in Oregon, WI. The Stateline Manufacturing Alliance is nominating Amy Santas, HR Director for Stoughton Trailers, to replace Mr. Ellingson. Application materials for both nominees are provided in [Handout 1](#).

Approval and appointment of these two (2) nominees to the SWWDB Board of Directors is requested.

5. 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 5](#)) based on last year's revenues, verbal discussion with funding entities, and planned expenses. Rhonda Suda and Danielle Thousand will review the budget with members and answer questions.

Approval of the 2023-24 Budget is requested.

6. Program Year 2023-24 WIOA Title 1 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 from the Southwest Wisconsin Counties Consortium (SWCC) 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 worse 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.

7. Leased Employee Program – (Information)

SWWDB has maintained a leased employee program for several years. The program has been primarily serving local county governmental entities and non-profits who are in need of limited-term employees. All employees placed through this program have access to all SWWDB benefits, which are determined by their full- or part-time status.

Danielle Thousand will provide an update on SWWDB's leased employee program ([Handout 2](#)).

8. Adjournment

The next meeting of the Southwest Wisconsin Counties Consortium is tentatively scheduled for August 22, 2023.

Southwest Wisconsin Counties Consortium Meeting

February 28, 2023

Meeting Minutes

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

Members Present:	Mr. Marty Brewer	Mr. Russ Podzilni
	Mr. Jerry Guth	Mr. Jack Sauer
	Mr. John Meyers	
Members Absent:	Mr. Robert Keeney	
Staff Present:	Ms. Katie Gerhards	Ms. Rhonda Suda
	Mr. Matt Riley	Ms. Danielle Thousand

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

1. Approval of Agenda

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

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

2. Approval of Minutes

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

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

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

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

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

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

ENCLOSURE 1

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

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

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

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

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

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

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

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

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

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

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

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

ENCLOSURE 1

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

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

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

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

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

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

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

Motion carried unanimously.

4. Appointment of Board Members

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

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

Motion carried unanimously.

5. Leased Employee Program

Ms. Thousand presented a summary of SWWDB's leased employee program to SWCC members. It is summarized by contract/department, not by person. As of February 20, 2023, SWWDB has four (4) contracts: one (1) with Grant County, one (1) with Green County, and two (2) with Richland County.

The leased employee information shared with SWCC members is current through SWWDB's second fiscal quarter (October 1 – December 31). The information compares the fourth calendar quarter

ENCLOSURE 1

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

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

6. Adjournment

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

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

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

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

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEVE

For User: d.thousand

Agency Balance Sheet

March 2023

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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		\$2,136,954.20
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		\$619,591.33
Prior year fund balance	\$1,349,307.18	
Current fund balance	\$168,055.69	
Total liabilities and fund balance:		\$2,136,954.20

(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

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Date: 5/14/2023

Time: 6:42:00 PM

March 2023

Expenditures

Account	-----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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Date: 5/14/2023

Time: 6:42:00 PM

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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Amy Santas SHRM-CP

3621 Sheffield Dr. ♦ Janesville, WI 53546 ♦ (608) 728-2694 ♦ amysantas21@gmail.com

CAREER PROFILE

- Management of site HR Business Partners and the Training Development team.
- Experience handling employee relations issues resulting in zero going to litigation
- Experience in providing flexible staffing plans for 24/7 and 24/5 production schedules to meet business demand
- Increase employee retention rate in distribution center employees by 10% in a year

EDUCATION

UNIVERSITY OF WISCONSIN WHITEWATER

Bachelors in Business Administration with a major in Human Resources Management

Graduation Date: 05/2011

GPA: 3.65

SHRM-CP CERTIFICATION- December 2015

WORK EXPERIENCE

STOUGHTON TRAILERS, STOUGHTON, WI

Director- HR Manufacturing Operations September 2021- Current

- Directly manage the site HR Business Partners across 5 locations and training development team
- Identify and design programs related to the engagement and development of our internal talent
- Manage performance management processes as well as bi-annual talent review processes for the organization
- Act as the change agent to plan and deploy effective change management strategies, communications, and training in support of major organizational changes
- Partner with leadership on workforce planning efforts to create an organization structure that facilitates coordinated work across the organization and internal mobility
- Lead and provide oversight on employment and workplace investigations with the highest level of professionalism, integrity, and confidentiality. Prioritize prompt and thorough investigations, conducted objectively and free from bias
- Coach leadership as they build and develop their teams, coaching them through change management, performance management, engagement, and employee relations issues
- Act as the employee advocate for all team members, including the collecting, analyzing, and sharing metrics to keep the "pulse" of the current culture and team member satisfaction.
- Strong focus on cascading retention strategies throughout all locations
- Development and execution of strategic succession planning process company wide

Senior HR Business Partner October 2019- September 2021

- Directly manage manufacturing hourly recruitment team and site HR Business Partners at four locations
- Conduct focus groups across all sites and drive action items to completion to improve work environment for employees
- Develop and roll out programs to drive inclusion for the diverse hourly workforce
- Provide HR generalist support for office hourly and salaried employees at corporate office
- Build strong relationships with Operations team to align staffing levels with the needs of production
- Partner with leadership to develop the strategic plan for HR department
- Partner with operations team in the reopening of Evansville plant; ensure plant structure and policies matched our other three sites
- Kicked off company summer internship program for 2021
- Developed and rolled out Group Leader training program to provide internal employees growth opportunities for leadership roles

REGAL BELOIT AMERICA, BELOIT, WI

HR Manager- Clinton Location June 2018- October 2019

- Act as the change agent within the site in regards to site culture and policies
- Responsible for full cycle recruitment for direct, indirect and salaried positions
- Drive employee engagement by developing and facilitating employee focus groups and participation in employee engagement survey
- Respond to and investigate employee relation issues in a professional, confidential, and timely manner by using fact-finding meetings and interviews, in person or over the phone and determining the best course action plan for resolution of the issue
- Manage safety metrics, incident investigations, Workers Compensation and OSHA logs for the site
- Review site handbook to ensure site policies are consistent with the corporate direction and drive necessary changes

MINIATURE PRECISION COMPONENTS (MPC), WALWORTH, WI

HR Manager- Janesville Operations and Distribution Center September 2017 – June 2018

- Collaborate with Plant Managers to determine the appropriate staffing levels for the department
- Drive site wide participation in our Healthy Living Program to obtain additional discounts for our employees on their insurance premiums
- Drive employee engagement by developing and facilitating employee focus group and safety committee, monthly spirit events, participation in BPTW surveys and development of employee programs to increase retention of employees who have been with the company less than 1 year
- Respond to and investigate employee relation issues in a professional, confidential, and timely manner by using fact-finding meetings and interviews, in person or over the phone and determining the best course action plan for resolution of the issue
- Manage safety metrics, incident investigations, Workers Compensation and OSHA logs for the site
- Directly manage HR Generalist and site Production Trainer.

HR Generalist- Janesville Distribution Center April 2016 – September 2017

- Monitor attendance for employees on a weekly basis and issue attendance warnings as needed
- Monitor and represent MPC in unemployment compensation matters as appropriate for site
- Assist supervisor by recommending, writing and, upon approval, distributing corrective disciplinary action
- Conducts exit interviews, analyzes data, and makes recommendations to the leadership team for corrective action and continuous improvement
- Monitor employee leaves of absence requests, FMLA leaves, and workers compensation cases
- Provide HR support for the Arizona and Tennessee distribution centers

Corporate HR Generalist July 2014 – April 2016

- Served as the HR Generalist for our sites that do not have site HR at their facility
- Lead point person for the implementation of the talent acquisition portion and process flow of the new HRIS system
- Lead point person for the summer internship program with a result of 70% conversion rate to full time hires
- Reviewed and updated job descriptions companywide; including both non-exempt and exempt positions
- Led development of focus group for employees in the leadership development program and worked with them to develop a successful onboarding program for incoming hires into the program

Recruitment & Development Specialist October 2011 – July 2014

- Implemented recruitment, hiring and onboarding processes for non-exempt employees across multiple sites
- Campus recruitment for our leadership development program with a strong focus on engineering and business positions
- Launched a time management initiative companywide which included branding, communication to employees, and monthly surveys to gauge employee participation
- Developed sensitivity training and deployed it companywide
- Developed career development tools for managers to use with their direct reports such as career path visuals, performance improvement plans, etc.

OF NOTE

Computer Skills:

- HRIS/Payroll Systems- UltiPro, ADP, Kronos, Ceridian

Volunteer Experience

- Membership Director, Blackhawk Human Resources Association (BHRA) August 2016 – June 2017
- College Relations/Workforce Readiness Director, Blackhawk Human Resources Association (BHRA) June 2019- December 2020



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

SWWDB Member Applicant Form

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

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

Personal Information

Name:	Amy Santas	County of Residence:	<i>Rock</i>
Address:	3621 Sheffield Dr. Janesville, WI 53546		
Telephone:	608-728-2694	Email:	amysantas21@gmail.com

Occupational Information:

Industry Sector:	Manufacturing		
Employer:	Stoughton Trailers	Title:	Director- HR
Address:	416 S Academy St. Stoughton, WI 53589		
Telephone:	608-873-2642	Email:	asantas@stoughtontrailers.com

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

Workforce Development offers so many programs that are vital to the success of companies within WI. There are simply not enough people for all the jobs that are being created, so we need to develop new ways of thinking about and training those who are available. I see that every day in my role at Stoughton Trailers and am being challenged to come up with different options to close our recruitment and talent gaps. If there is a way that I can volunteer my time and also represent Stoughton Trailers as we look at options to develop the workforce, I see that as a win-win. I also believe that it will give me the ability to network and learn from other board members.

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

Currently not serving on any additional boards.

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

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

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

HANDOUT 1

Name of Business: <u>Stoughton Trailers</u> Do you represent a "small business": <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Labor Organization: I hereby certify, by my initials here: _____, that I am: (i) A member or training director of the labor organization listed below; and (ii) Being nominated by a local labor federation. (Nomination Form from must be attached to this Application.) Name of Organization: _____
<input type="checkbox"/> Joint Labor-Management Apprenticeship Program: I hereby certify, by my initials here: _____, that I am a representative from the joint labor-management apprenticeship or a representative of an apprenticeship program in the local area. Name of Organization/Program: _____
<input type="checkbox"/> Community-based Organization: I hereby certify, by my initials here: _____, that I am a representative of a community-based organization (listed below) with demonstrated experience and expertise in addressing the employment needs of (i) Individuals with barriers to employment, including an organization that serves veterans or provides or supports competitive integrated employment for individuals with disabilities; and/or (ii) Eligible youth, including representatives of organizations that serve out-of-school youth. Name of Organization: _____
<input type="checkbox"/> Adult Education and Literacy: I hereby certify, by my initials here: _____, that I am: (i) A representative of an eligible provider (listed below) administering adult education and literacy activities under Title II of WIOA; and (ii) Being nominated by a provider of adult education and literacy activities under Title II of WIOA. (Nomination Form from must be attached to this Application) Name of Institution: _____
<input type="checkbox"/> Higher Education: I hereby certify, by my initials here: _____, that I am (i) a representative of an institution of higher education (listed below) providing workforce investment activities (including community colleges) ; and (ii) Being nominated by an institution of higher education providing workforce investment activities (including community colleges). (Nomination Form from must be attached to this Application) Name of Institution: _____
<input type="checkbox"/> Economic and Community Development: I hereby certify, by my initials here: _____, that I am a representative of an economic and community development entity. Name of Entity: _____
Other Required Board Membership by (state, federal or local) statute and/or as required and appointed by the SWCC: State Employment Office / Job Service (appointed by Governor) Vocational Rehabilitation (appointed by Governor) Unemployment (appointed by Governor) SWWC Chief Local Elected Official (SWCC By-Laws)

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

Amy Santas

Signature of Applicant

5/15/2023

Date

Southwest Wisconsin Counties Consortium

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

The SWCC authorizes appointment: Yes No

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

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Board Applicant Form, updated 08.20.18



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

SWWDB Nomination Form

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

Nominee (Applicant) Information

Name:	Amy Santas / HR Director – Stoughton Trailers		
Telephone:	608-877-7700		
WDB Membership Category:	<input checked="" type="checkbox"/> Business	<input type="checkbox"/> Higher Education	
	<input type="checkbox"/> Workforce / Labor	<input type="checkbox"/> Other	
	<input type="checkbox"/> Adult Education Literacy		

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

Organization:	Stateline Manufacturing Alliance		
Contact Name:	Collen Koerth	Title:	Manager – Workforce Development
Telephone:	608.743.4597	Email:	ckoerth@blackhawk.edu
Address:	6004 S. County Road G, Janesville, WI 53546		

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

- Business:**
 - a) We are a local business organization and/or business trade association.
 - b) The Nominee is (i) the owner, chief executive, or operating officer with optimum policy-making or hiring authority; (ii) from a business that provides employment opportunities in the region that include, at a minimum, high-quality, work-relevant training and development; and (iii) from a business that represents in-demand industry sector(s) or occupation(s) in the local area.
 - c) Nominee (*circle one*) DOES – or – **DOES NOT** represent a small business.
- Workforce / Labor:**
 - a) We are a local labor federation.
 - b) The Nominee is a representative of a labor organization.
- Adult Education / Literacy:**
 - a) We are an eligible provider administering adult education and literacy activities under Title II of WIOA.
 - b) The Nominee is a representative of an eligible provider administering adult education and literacy activities under Title II of WIOA.
- Higher Education:**
 - a) We are an institution of higher education providing workforce investment activities (including community colleges).
 - b) The Nominee is a representative of an institution of higher education providing workforce investment activities (including community colleges).
- Government** **Economic Development** **Community Development** **Community Based Organization**

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

Collen Koerth
 Authorized Signature of Nominating Organization

5/16/2023

Date

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Southwest Wisconsin Workforce Development Board
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SWWDB Member Applicant Form

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

Personal Information

Name:	BRIAN TOUTANT	County of Residence:	<i>OCONTO</i>
Address:	16326 FAUST LANE WHITE LAKE, WI		
Telephone:	414-232-3697	Email:	BTOUTANT@STEAM601.ORG

Occupational Information:

Industry Sector:	CONSTRUCTION		
Employer:	STEAMFITTERS LOCAL 601	Title:	BUSINESS REPRESENTATIVE
Address:	3300 S. 103RD ST MILWAUKEE, WI		
Telephone:	414-232-3697	Email:	BTOUTANT@STEAM601.ORG

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

TO BE PART OF THE SOLUTION IN THE LABOR SHORTAGES WE ALL FACE IN THE INDUSTRIES WE WORK IN BY USING MY EXPERIENCE AND BACKGROUND IN THE CONSTRUCTION INDUSTRY.

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

SOUTHEAST WISCONSIN STEAMFITTING & REFRIGERATION JOINT APPRENTICESHIP COMMITTEE

MADISON AREA STEAMFITTING & REFRIGERATION JOINT APPRENTICESHIP COMMITTEE

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

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

Name of Business: _____

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A proud partner of the American Job Center network

Do you represent a "small business": Yes No

Labor Organization: I hereby certify, by my initials here: BT, that I am: (i) A member or training director of the labor organization listed below; and (ii) Being nominated by a local labor federation. (Nomination Form from must be attached to this Application.)
 Name of Organization: STEAMFITTERS LOCAL 601

Joint Labor-Management Apprenticeship Program: I hereby certify, by my initials here: BT, that I am a representative from the joint labor-management apprenticeship or a representative of an apprenticeship program in the local area.
 Name of Organization/Program: MADISON AREA JOINT STEAMFITTING & REFRIGERATION JOINT APPRENTICESHIP COMMITTEE

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

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

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

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

Other Required Board Membership by (state, federal or local) statute and/or as required and appointed by the SWCC:
 State Employment Office / Job Service (appointed by Governor)
 Vocational Rehabilitation (appointed by Governor)
 Unemployment (appointed by Governor)
 SWWC Chief Local Elected Official (SWCC By-Laws)

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

Brian Toutant

Signature of Applicant

5/12/2023

Date

Southwest Wisconsin Counties Consortium

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

The SWCC authorizes appointment: Yes No



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

SWWDB Nomination Form

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

Nominee (Applicant) Information

Name:	Brian Toutant		
Telephone:	414-988-7806		
WDB Membership Category:	<input type="checkbox"/> Business	<input type="checkbox"/> Higher Education	
	<input checked="" type="checkbox"/> Workforce / Labor	<input type="checkbox"/> Other	
	<input type="checkbox"/> Adult Education Literacy		

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

Organization:	Steamfitters Local #601		
Contact Name:	Joel Ziehlke	Title:	Business Manager
Telephone:	414-513-0601	Email:	jziehlke@steam601.org
Address:	3300 S. 103rd. St. Milwaukee, WI 53227		

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

- Business:**
 - a) We are a local business organization and/or business trade association.
 - b) The Nominee is (i) the owner, chief executive, or operating officer with optimum policy-making or hiring authority; (ii) from a business that provides employment opportunities in the region that include, at a minimum, high-quality, work-relevant training and development; and (iii) from a business that represents in-demand industry sector(s) or occupation(s) in the local area.
 - c) Nominee (*circle one*) DOES – or – DOES NOT represent a small business.
- Workforce / Labor:**
 - a) We are a local labor federation.
 - b) The Nominee is a representative of a labor organization.
- Adult Education / Literacy:**
 - a) We are an eligible provider administering adult education and literacy activities under Title II of WIOA.
 - b) The Nominee is a representative of an eligible provider administering adult education and literacy activities under Title II of WIOA.
- Higher Education:**
 - a) We are an institution of higher education providing workforce investment activities (including community colleges).
 - b) The Nominee is a representative of an institution of higher education providing workforce investment activities (including community colleges).
- Government** **Economic Development** **Community Development** **Community Based Organization**

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


Authorized Signature of Nominating Organization

5/15/23
Date



BRIAN TOUTANT

Milwaukee, WI
414-232-3697
BToutant@Steam601.org

WORK EXPERIENCE

Business Representative

01/2015 to Present

Steamfitters Local 601

Milwaukee - Janesville - Beloit - Madison

Administration of the daily business between Steamfitters Local 601 and the Plumbing and Sheet Metal Contractors of Milwaukee and the Madison area Mechanical and Sheet Metal Contractors Associations.

Training School Coordinator

04/2012 to 6/2015

Steamfitters Training School Inc.

Milwaukee - Janesville - Beloit - Madison

In this position I was responsible for overseeing apprenticeship training and continuing education for journey-level workers of Steamfitters Local 601. I served as a consultant on the Southeast Wisconsin and Madison area joint apprenticeship committees.

Journeyman Steamfitter Foreman

11/2005 to 04/2012

JM Brennan Inc

Milwaukee, WI

As a field foreman I was responsible for the installation and construction of mechanical piping systems, management of field labor, and coordination of field work with general contractors and customers.

SKILLS

Journeyman Steamfitter - 10+ years

Southwest Wisconsin Workforce Development Board, Inc. Budget Summary

ENCLOSURE 5

5/17/2023

* Requesting Approval at 6/14/23 Board Mtg	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
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's 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	