

MEMORANDUM



Date: November 21, 2023

From: John Meyers, Chief Local Elected Official

To: **Local Elected Officials**

Mr. Richard Bostwick

Mr. Marty Brewer

Mr. Jerry Guth

Mr. Robert Keeney

Mr. Jack Sauer

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

Tuesday, November 28, 2023, 11:30 a.m. to 1:00 p.m.

SWWDB Administrative Office

1370 North Water Street, Platteville, WI 53818

Members can also join virtually: <https://meet.goto.com/570795565>

You can also dial in using your phone.

United States: [+1 \(224\) 501-3412](tel:+12245013412)

Access Code: **570-795-565**

Get the app now and be ready when your first meeting starts: <https://meet.goto.com/install>

The next meeting of the Local Elected Officials, Southwest Wisconsin Counties Consortium, is scheduled for Tuesday, November 28, 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, November 28, 2023

11:30 a.m. to 1:00 p.m.

SWWDB Administrative Office
1370 North Water Street, Platteville, WI 53818

Members can also join virtually.
<https://meet.goto.com/570795565>

You can also dial in using your phone.
United States: **+1 (224) 501-3412**
Access Code: **570-795-565**

Get the app now and be ready when your first meeting starts: <https://meet.goto.com/install>

Agenda

1. Approval of Agenda – (Action)

Approval of the November 28, 2023, meeting agenda is requested.

2. Approval of Minutes – (Action)

Minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on August 22, 2023, ([Enclosure 1](#)) are enclosed. Approval of the minutes is requested.

3. Program Year (PY) 2023-24 Financial Reports, Quarter 1 – (Action)

Danielle Thousand will share the SWWDB financial statements representing a draft of the financial condition of the organization through September 30, 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) 2023-24, Quarter 1, financial statements and budget modifications is requested.

4. Appointment of Board Members – (Action)

Heather McLean from Reddy Ag Service and Tom Schmit from Hodan Community Services have resigned from the Board. SWWDB received two (2) nominations to replace these individuals: Waylon Gross, Director of Workforce Development at United Alloy and Adrienne Weber, Human Resources Business Partner, Sabrosura Foods. The Stateline Manufacturing Alliance nominated both candidates. See [Handout 1](#).

Approval and appointment of Waylon Gross and Adrienne Weber to the SWWDB Board is requested.

5. Reappointment of Board Members

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

The terms of the following Board Members below are due to expire on December 31, 2023, and are recommended for re-appointment:

Member	Title	Company / Organization	Industry / Representation
Jason Aarud	Owner	J.M. Aarud Mechanical and Piping	Business
Geoff Frickey	Vice President of Human Resources	Bank of New Glarus	Banking
Kendal Garrison	Human Resources Manager	Lactalis Cheese	Government
Keith Kruse	Partner/Vice President, Business Insurance Specialist	Tricor Insurance	Insurance Agencies
Maria Lauck	Owner	EML Farms	Agriculture/Farming/Ranching
Troy Marx	Director of Human Resources	Upland Hills Health	Healthcare

Action is requested to re-appoint the members above to a new three-year term beginning January 1, 2024, and ending December 31, 2026.

6. Fiscal Year 2022-23 Audit – (Action)

As a recipient of federal funding and due to Single Audit Act guidelines, SWWDB is required to have an annual independent audit. The audit of Fiscal Year (FY) 2022-23 records was conducted by Wegner CPAs of Madison. Wegner staff members conducted the audit from October 2 to October 5, 2023.

Danielle Thousand, SWWDB’s Finance Manager, prepared the organization’s internal financial statements, which were reviewed by Wegner for accuracy and compliance with GAAP standards.

Wegner also prepares the Form 990 titled Return of Organization Exempt from Income Tax, which is reviewed by Danielle Thousand. The Form 990 is the tax return form that 501(c)(3) non-profit organizations prepare annually to report their activities for the year.

At the time this agenda was posted, the draft of the audit results and Form 990 were not yet available. It will be shared with SWCC members if it becomes available by the meeting date.

During the exit conference held on October 5, 2023, auditor Derek Hilst shared that he thought SWWDB needed a grant modification relating to the Pathways Home 2 grant that recognized SWWDB’s cost allocation plan. Mr. Hilst also found that there was one (1) payroll report needed to complete the audit.

Scott Haumersen, Senior Partner at Wegner CPAs, reported that there were no concerns at that point in the audit. Mr. Hilst was not proposing any changes and did not see any adjustments that needed to be made.

The Fiscal Year (FY) 2022-23 report must be forwarded to all funding sources in compliance with federal regulations. The Form 990 will be submitted to the Internal Revenue Service (IRS).

Action to approve the audit report and the Form 990 is requested.

7. DWD Monitoring of Program Year 2021-22 – (Information)

The Wisconsin Department of Workforce Development (DWD) conducted Program Year (PY) 2021-22 monitoring in January of 2023. DWD identified four (4) Areas of Concern and 19 Findings. All Areas of Concern were resolved. This activity was officially closed out on September 7, 2023 ([Enclosure 5](#)).

8. SWWDB Certification

The Department of Workforce Development (DWD) has certified the Southwest Wisconsin Workforce Development Board, Inc. for the period of July 1, 2023, through June 30, 2026 ([Enclosure 6](#)).

9. Updated Program Year 2022-23 Performance

The U.S. Department of Labor reduced the negotiated levels by 50% for the State of Wisconsin. SWWDB exceeded all performance goals for the 2022-23 program year ([Enclosure 7](#)).

10. 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](#)).

11. Updates – (Information)

- Employee Health Insurance: SWWDB was able to secure a level-funded plan from Dean Healthcare that will save SWWDB approximately 20% in premiums in 2024. This is an Exclusive Provider (EPO) plan that utilizes a very specific network of doctors. The network is very similar to the current network. It is expected that employees will not run into issues finding care.
- Winning with Wisconsin Workforce (WWW): The final WWW event will be held on Friday, December 1, 2023, at the Belmont Convention Center from 11:30 a.m. to 12:30 p.m. See the following link for more information and to register: <https://www.eventbrite.com/e/winning-with-wisconsins-workforce-q4-southwest-tickets-727742285767?aff=odcleoeventsincollection>.

12. Adjournment

The next meeting of the Southwest Wisconsin Counties Consortium is tentatively scheduled for February 27, 2023.

Southwest Wisconsin Counties Consortium Meeting

August 22, 2023

Meeting Minutes

The Southwest Wisconsin Counties Consortium meeting was held on Tuesday, August 22, 2023, in-person at the SWWDB Administrative Office and via conference call. Attendance was as follows:

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

The meeting of the Southwest Wisconsin Counties Consortium (SWCC) was called to order by Mr. Meyers at 11:30 a.m.

1. Approval of Agenda

The agenda of the August 22, 2023, meeting was presented for review and discussion. No changes were made.

Motion made by Mr. Brewer, seconded by Mr. Guth, to approve the agenda of the August 22, 2023, meeting. **Motion carried unanimously.**

2. Approval of Minutes

The meeting minutes of the May 23, 2023, SWCC meeting were distributed and reviewed by SWCC members.

Motion made by Mr. Keeney, seconded by Mr. Guth, to approve the minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on May 23, 2023. **Motion carried unanimously.**

3. Program Year (PY) 2022-23 Financial Reports, Quarter 4

Ms. Thousand presented the financial statements to SWCC members. The draft financial statements include the Balance Sheet and Statement of Operations as of June 30, 2023.

The Balance Sheet is current through Quarter 4 (April 1 – June 30). It shows revenues are exceeding expenditures by \$240,823.99. Ms. Thousand indicated that the organization is still working on processing invoices from last program year (prior to July 1). The current fund balance will change. Ms. Thousand went over a few accounts with members.

ENCLOSURE 1

Accounts 1100-Grant Cash Receivable and 3200-Accounts Payable go hand-in-hand. SWWDB operates on a cost reimbursement basis for many of its fund sources. So, if one of these accounts changes, the other does too. Ms. Thousand indicated that the SWWDB Finance team will continue to process payments from last program year and hopes to fully close out the year mid-September.

Account 1245-Dental Insurance Prepaid is showing as a negative because a leased employee paid for Cobra coverage and now SWWDB owes that employee coverage.

Since SWWDB is through Quarter 4, the goal on the Statement of Operations is to be around 100% spent. The column labeled "Pct" shows revenues at 105.60% and expenditures at 104.86%. Ms. Thousand went over a few of the accounts that appear to deviate from the goal.

Two (2) of the biggest changes are in Accounts 5140-Ticket to Work Revenue and 5150- Benefit Analysis Revenue. Both are fee for service operations and both had large 4th quarter additions. Account 5300-Revenue Interest Income increased dramatically after the budget was prepared.

Account 6156-Lodging shows 163.85% spent. This is due to staff attending the Workforce Innovation and Opportunity Act (WIOA) Roundtable event and a staff member conducting sub-recipient monitoring for the Pathways Home 2 grant.

Account 6261-Equipment under \$5,000 shows 279.68% spent. After SWWDB administration modified the budget, it picked up new laptops for new hires and a new disability computer at the Rock County Job Center. SWWDB had additional resources in WIOA to help with the disability computer. New staff were hired because of new grants SWWDB received.

Account 6309-Facilities shows 191.73% spent. Ms. Thousand indicated that the budget itself was small for this area. There is nothing to be concerned about.

Account 6343-Board shows 223.65% spent. This is due to the June Board meeting being held in-person.

Account 6370-Advertising shows 2,859.56% spent. Ms. Suda explained that under WIOA, advertising is not allowed unless it is targeted advertising (for a specific program and not for SWWDB as an organization). For the past several months, SWWDB struggled with enrollments in the Dislocated Worker program. With WIOA, SWWDB has two (2) years to spend the funds. Whatever funds are not spent must be returned to the state. In an effort to utilize the funds, SWWDB published a Request for Quotes (RFQ) for targeted advertising. Two (2) responses were received: one (1) was local and the other was from the La Crosse area.

SWWDB administration selected the local provider to cover the entire Workforce Development Area for six (6) months. Some of the advertising was radio ads, but there were also display ads and email blasts to specific populations. The advertising was mostly for the Dislocated Worker program, but there was also advertising for the Adult and Youth programs.

Ms. Suda noted that in a normal situation, SWWDB would not do this. However, the funds were available, and it was approved by the state.

ENCLOSURE 1

Account 6430-Legal Counsel shows 0.0% spent. Ms. Thousand indicated that a mistake was made and will be corrected. There were no funds spent on Legal Counsel.

Accounts 6603-Company Car Gas and 6604-Company Car Maintenance show 175.15% and 240.14% spent respectively. SWWDB administration budgeted low in these accounts.

Account 6707-Incumbent Worker Training shows 46.66% spent. SWWDB administration is working on finalizing Incumbent Worker Training invoices to two (2) companies. The trainings have been completed.

Account 6709-Incentives shows 253.15% spent. Ms. Thousand stated that when the budget was completed in May, SWWDB administration did not factor in the second semester Youth Apprenticeship payments to local high schools. It was explained that local schools receive two (2) payments per school year for a certain number of students in SWWDB's Youth Apprenticeship program.

The Budget Modifications were presented to members for review and discussion. Ms. Thousand noted that when the budget was presented in May, SWWDB administration had not received any contracts, so the budget was an estimate.

Since 2011, SWWDB has been the fiscal agent for the Southwestern Wisconsin Regional Planning Commission (SWWRPC) and since 2015 for Capital Area Regional Planning Commission (CARPC). After much discussion, SWWDB administration has opted not to renew the contracts for 2024. SWWDB's budget has increased as has SWWRPC's. The capacity of work has also increased for both.

Ms. Suda further explained that discussion on this has gone on for about one (1) year. As a local workforce board, Ms. Suda is constantly looking for more funding. The SWWDB Finance team has been divided for a long time. In the end, SWWDB's work needs to come first.

Mr. Guth asked if SWWDB's accounting is similar to the RPC's. Ms. Thousand responded that some of it is. However, there are some areas of the RPC's work that has required SWWDB Finance staff to research and learn more (i.e., cash match, benefits programs that only government organizations can participate in). Mr. Guth understands SWWDB's reasons but would like to continue some kind of shared services agreement.

Ms. Suda said that it is hard for SWWDB to advance as an organization and look for efficiencies when answering to other organizations. It was considered to hire one (1) full-time individual to take on both RPCs, but it would not work as Ms. Thousand would still be the lead and the burden would still fall on SWWDB's Finance team.

SWWDB administration met with both RPCs to discuss ideas, help with training, and to simply provide assistance. Ms. Thousand recommended the RPCs reach out to other RPCs around the state to see what they do. The RPCs were informed that SWWDB would do their 2023 W-2s. However, the first payroll in 2024 would be done by the new fiscal person or new organization.

Per a meeting with the Department of Health Services (DHS) in July, the Wisconsin Senior Employment (WISE) contract was adjusted to the anticipated award. SWWDB still does not have a signed contract

from DHS. Furthermore, DHS will not reimburse SWWDB for costs incurred until DHS has a signed contract.

The budget was adjusted to the actual awards for the WIOA Program Year (PY) 2023 contracts as well as the Department of Corrections (DOC). DOC allowed SWWDB to exceed its contract amount and paid out the additional funds.

Ms. Suda informed members that SWWDB was awarded the Pathways Home 4 (PH4) grant. It is not on the Budget Modifications as the grant agreement has not been received yet. SWWDB currently operates the Pathways Home 2 (PH2) grant. PH2 is a \$3.8 million grant that is collaboratively operated by SWWDB, the Fox Valley Workforce Development Board (WDB), Western WDB, and the Northwest WDB and will end December 2024. The goal is to serve 800 people in the whole service area. As long as the incarcerated individuals are being released into any of the service areas PH2 covers, they can be provided services.

The Department of Labor (DOL) came out with PH4. It is about a \$1.2 grant that goes through the end of 2026. The North Central WDB is the recipient of the grant and SWWDB is the sub-recipient. SWWDB could not apply for the PH4 grant as SWWDB currently operates PH2.

With the Pathways grants, Career Coaches must connect with the incarcerated individual 20 to 180 days before their release, develop an employment plan, and continue the same relationship after their release. The goal is to get those individuals on a path to employment. Mr. Guth asked if there are tests to assess their needs. Ms. Suda said yes.

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

4. Appointment of Board Members

Brittini Ackley has accepted a position in Dane County and therefore cannot serve on the Southwest Wisconsin Workforce Development Board. Ms. Suda met with Geoff Frickey, Vice President of Human Resources at the Bank of New Glarus, who was nominated by the Monroe Chamber of Commerce to replace Ms. Ackley.

Motion made by Mr. Brewer, seconded by Mr. Keeney, to appoint Geoff Frickey to serve on the Southwest Wisconsin Workforce Development (SWWDB) Board of Directors. **Motion carried unanimously.**

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

The Department of Workforce Development (DWD) provided Program Year (PY) 2023-24 Workforce Innovation and Opportunity Act (WIOA) allotments on June 30, 2023. Ms. Suda indicated that Wisconsin's allocation decreased as well as SWWDB's. Overall, SWWDB's WIOA funding decreased by \$105,687.

SWWDB's Youth funding decreased by 17.22%, Adult funding decreased by 18.89%, and Dislocated Worker funding increased 21.7%. Ms. Suda noted that DWD looked at the number of layoffs for the

whole state and then prorated the Dislocated Worker funds. Fortunately, funds can be transferred between the Adult and Dislocated Worker programs as needed and only with DWD's approval.

Motion made by Mr. Brewer, seconded by Mr. Keeney, to approve the Program Year (PY) 2023-24 WIOA allocations as presented. **Motion carried unanimously.**

6. Program Year 2022-23 Annual Performance

The preliminary Program Year (PY) 2022-23 Work force Innovation and Opportunity Act (WIOA) Performance results were presented to members for review and discussion. Ms. Suda stated that under WIOA, SWWDB must meet or exceed performance measures. SWWDB is "exceeding" 12 measures, "meeting" two (2), and "failing" one (1).

The failed performance measure is the Credential Attainment Rate under the Dislocated Worker program. Ms. Suda said that SWWDB can process stipend payments to program participants in the Dislocated Worker program for attending school. The funds are available for this. SWWDB can also expand upon Incumbent Worker Training (IWT).

7. Leased Employee Program

Ms. Thousand presented a summary of SWWDB's leased employee program to SWCC members. It is summarized by contract/department, not by person. As of August 14, 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 (April 1-June 30). The information compares the second calendar quarter numbers in 2021, 2022, and 2023. In 2021, there were 28 leased employees with a gross billing of \$240,764.79. In 2022, there were 50 leased employees with \$273,934.58 in gross billing. In 2023, there were 44 leased employees with \$151,419.58 in gross billing.

Ms. Thousand briefly explained the program for Candace Pesch's sake. One of the biggest changes was Richland County hiring all of the full-time leased employees. During the summer, the Rock 5.0 Internship program took place. The internship program is for high school students going into their senior year and will work on-site in an area of interest to them. The worksites range from basic office duties to medical to a fire department to an airport. The program is funded by Rock County Economic Development and is funded 50% by the employers that participate. SWWDB serves as the employer of record. The program ended on July 28.

8. Updates

The audit of SWWDB's financial statements for the Program Year (PY) ending June 30, 2023, is the week of October 2, 2023. Wegner CPAs of Madison will be conducting the audit once again. The goal is to have a draft of the audit report and Form 990 by the February SWCC meeting.

9. Adjournment

The next meeting of the Southwest Wisconsin Counties Consortium is scheduled for Tuesday, November 28, 2023, at the SWWDB Administrative Office, Platteville, WI, and via conference call.

Motion made by Mr. Guth, seconded by Mr. Keeney, to adjourn the meeting at 12:31 p.m. **Motion carried unanimously.**

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.

General Ledger System

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

September 2023

Page: Page 1 of 1
 Date: 11/10/2023
 Time: 1:43:13 PM

Account Description	Balance Amount	Totals
Assets:		
1000 CASH	\$1,164,943.82	
1100 GRANT CASH RECEIVABLE	\$691,359.91	
1202 PREPAID PLATTEVILLE RENT	\$2,387.00	
1203 PREPAID CORP. INSURANCES	\$6,873.05	
1207 PREPAID SUBSCRIPTIONS	\$15,343.34	
1220 PREPAID RENT OTHER	\$1,898.00	
1245 DENTAL INSURANCE PREPAID	(\$337.77)	
1250 PREPAID HEALTH INSURANCE	\$34,089.36	
1251 PREPAID CUSTOMER SUPPORT	\$215.00	
1252 PREPAID FLEXIBLE SPENDING	\$262.46	
1310 PREPAID ROCK COUNTY RENT	\$4,017.09	
1500 AUTOMOBILE PURCHASE	\$25,708.38	
1501 ACCUMULATED DEPRECIATION	(\$186,221.35)	
1503 EQUIPMENT & FURNITURE	\$201,444.76	
1539 SOFTWARE PROJECT	\$36,405.00	
1540 PAS REWRITE PROJECT	\$55,574.50	
Total assets		<u>\$2,053,962.55</u>
Liabilities:		
3003 ACCRUED VACATION	\$19,166.15	
3004 ACCRUED PAYROLL	\$53,534.11	
3089 FLEX PLAN MEDICAL	\$2,652.85	
3200 ACCOUNTS PAYABLE	\$305,503.32	
Total liabilities		<u>\$380,856.43</u>
Prior year fund balance	\$1,586,326.12	
Current fund balance	\$86,780.00	
Total liabilities and fund balance:		<u><u>\$2,053,962.55</u></u>
(Funds included: ALL)		

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEV

For User: d.thousand

Agency Statement of Operations

September 2023

Page: Page 1 of 3

Date: 11/10/2023

Time: 1:45:07 PM

Revenues

Account	-----Monthly-----			-----YTD-----			Annual estimated	Unrealized	Pct
	Estimated	Actual	Pct	Estimated	Actual	Actual			
5100 REVENUE	\$377,156.00	\$1,219,218.83	323.27%	\$1,131,468.00	\$1,417,491.75	\$4,525,879.00	\$3,108,387.25	31.32%	
5110 LEASED EMPLOYEE REVENUE	\$60,383.00	\$254,073.34	420.77%	\$181,149.00	\$222,997.93	\$724,600.00	\$501,602.07	30.78%	
5140 TICKET TO WORK REVENUE	\$5,431.00	\$19,405.00	357.30%	\$16,293.00	\$19,405.00	\$65,183.00	\$45,778.00	29.77%	
5150 BENEFIT ANALYSIS REVENUE	\$5,431.00	\$27,600.00	508.19%	\$16,293.00	\$25,700.00	\$65,183.00	\$39,483.00	39.43%	
5300 REVENUE INTEREST INCOME	\$1,255.00	\$3,472.21	276.67%	\$3,765.00	\$9,824.21	\$15,067.00	\$5,242.79	65.20%	
Total Revenues	\$449,656.00	\$1,523,769.38	338.87%	\$1,348,968.00	\$1,695,418.89	\$5,395,912.00	\$3,700,493.11	31.42%	

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures	Actual			
6100 SALARIES	\$237,107.00	\$359,343.77	151.55%	\$711,321.00	\$658,752.71	\$2,845,293.00	\$2,186,540.29	23.15%	
6110 P/R TAX FICA	\$18,138.00	\$24,905.45	137.31%	\$54,414.00	\$46,598.59	\$217,665.00	\$171,066.41	21.41%	
6119 FRINGES	\$83.00	\$2,549.60	3071.81%	\$249.00	\$2,549.60	\$1,000.00	(\$1,549.60)	254.96%	
6120 HEALTH INSURANCE	\$27,265.00	\$24,885.98	91.27%	\$81,795.00	\$67,953.72	\$327,186.00	\$259,232.28	20.77%	
6122 UNEMPLOYMENT INSURANCE	\$1,175.00	\$523.53	44.56%	\$3,525.00	\$1,089.89	\$14,101.00	\$13,011.11	7.73%	
6123 LIFE/DISABILITY INSURANCE	\$626.00	\$716.82	114.51%	\$1,878.00	\$1,750.65	\$7,518.00	\$5,767.35	23.29%	
6130 DENTAL INSURANCE	\$1,743.00	\$1,741.42	99.91%	\$5,229.00	\$4,731.37	\$20,924.00	\$16,192.63	22.61%	
6140 TRAVEL IN WDA	\$8,332.00	\$8,167.93	98.03%	\$24,996.00	\$15,707.38	\$99,985.00	\$84,277.62	15.71%	
6155 MEALS	\$833.00	\$1,337.47	160.56%	\$2,499.00	\$2,059.11	\$10,000.00	\$7,940.89	20.59%	
6156 LODGING	\$1,250.00	\$0.00	0.00%	\$3,750.00	\$0.00	\$15,000.00	\$15,000.00	0.00%	
6160 401(K)	\$9,166.00	\$12,528.23	136.68%	\$27,498.00	\$27,700.65	\$110,000.00	\$82,299.35	25.18%	
6170 STAFF TRAIN/DEVELOPMENT	\$1,250.00	\$2,249.56	179.96%	\$3,750.00	\$2,419.56	\$15,000.00	\$12,580.44	16.13%	
6171 EMPLOYEE TUITION REIMB.	\$83.00	\$0.00	0.00%	\$249.00	\$0.00	\$1,000.00	\$1,000.00	0.00%	
6172 DUES AND MEMBERSHIPS	\$1,166.00	\$0.00	0.00%	\$3,498.00	\$775.00	\$14,000.00	\$13,225.00	5.54%	
6250 OFFICE SUPPLIES	\$2,583.00	\$4,401.76	170.41%	\$7,749.00	\$7,075.36	\$31,000.00	\$23,924.64	22.82%	
6255 AUDIO/WISLINE	\$125.00	\$25.43	20.34%	\$375.00	\$208.81	\$1,500.00	\$1,291.19	13.92%	
6257 JOB FAIR EXPENSES	\$83.00	\$0.00	0.00%	\$249.00	\$0.00	\$1,000.00	\$1,000.00	0.00%	
6261 EQUIPMENT UNDER \$5000	\$2,500.00	\$1,607.88	64.32%	\$7,500.00	\$3,577.90	\$30,000.00	\$26,422.10	11.93%	
6267 COPIER RENTAL	\$458.00	\$39.00	8.52%	\$1,374.00	\$417.00	\$5,500.00	\$5,083.00	7.58%	
6270 IT SOFTWARE	\$1,250.00	\$1,158.33	92.67%	\$3,750.00	\$3,474.99	\$15,000.00	\$11,525.01	23.17%	
6272 IT EQUIPMENT - NETWORK	\$333.00	\$0.00	0.00%	\$999.00	\$0.00	\$4,000.00	\$4,000.00	0.00%	
6273 IT EQUIPMENT - OTHER	\$83.00	\$0.00	0.00%	\$249.00	\$0.00	\$1,000.00	\$1,000.00	0.00%	
6274 LICENSES	\$1,250.00	(\$16.00)	-1.28%	\$3,750.00	\$2,080.00	\$15,000.00	\$12,920.00	13.87%	

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEV

For User: d.thousand

Agency Statement of Operations

September 2023

Page: Page 2 of 3

Date: 11/10/2023

Time: 1:45:07 PM

Expenditures		-----Monthly-----			-----YTD-----					
Account		Budget	Expenditures	Pct	Budget	Expenditures	Annual budget	Unexpended	Pct	
6310	RENT	\$8,083.00	\$6,382.34	78.96%	\$24,249.00	\$24,259.77	\$97,000.00	\$72,740.23	25.01%	
6311	STORAGE RENTAL	\$1,233.00	\$1,225.00	99.35%	\$3,699.00	\$3,675.00	\$14,800.00	\$11,125.00	24.83%	
6312	CLEANING/JANITORIAL	\$416.00	\$400.00	96.15%	\$1,248.00	\$1,300.00	\$5,000.00	\$3,700.00	26.00%	
6313	P.O. BOX RENTAL	\$33.00	\$0.00	0.00%	\$99.00	\$0.00	\$400.00	\$400.00	0.00%	
6330	TELEPHONE	\$500.00	\$314.07	62.81%	\$1,500.00	\$941.94	\$6,000.00	\$5,058.06	15.70%	
6331	GARBAGE REMOVAL	\$33.00	\$0.00	0.00%	\$99.00	\$0.00	\$400.00	\$400.00	0.00%	
6340	POSTAGE	\$833.00	\$2,546.61	305.72%	\$2,499.00	\$3,100.99	\$10,000.00	\$6,899.01	31.01%	
6341	SERVICE FEES	\$933.00	\$948.69	101.68%	\$2,799.00	\$2,521.90	\$11,200.00	\$8,678.10	22.52%	
6342	SUBSCRIPTIONS	\$1,958.00	\$1,389.00	70.94%	\$5,874.00	\$4,167.00	\$23,500.00	\$19,333.00	17.73%	
6343	BOARD	\$416.00	\$0.00	0.00%	\$1,248.00	\$159.83	\$5,000.00	\$4,840.17	3.20%	
6351	CELL PHONE	\$1,708.00	\$1,516.66	88.80%	\$5,124.00	\$5,421.91	\$20,500.00	\$15,078.09	26.45%	
6352	INTERNET	\$1,166.00	\$943.88	80.95%	\$3,498.00	\$2,831.64	\$14,000.00	\$11,168.36	20.23%	
6353	NETWORK CONNECTIVITY	\$5,976.00	\$0.00	0.00%	\$17,928.00	\$26,265.00	\$71,720.00	\$45,455.00	36.62%	
6370	ADVERTISING	\$416.00	\$0.00	0.00%	\$1,248.00	\$469.60	\$5,000.00	\$4,530.40	9.39%	
6371	BACKGROUND CHECKS	\$33.00	\$14.00	42.42%	\$99.00	\$63.00	\$400.00	\$337.00	15.75%	
6410	LEGAL	\$208.00	\$0.00	0.00%	\$624.00	\$0.00	\$2,500.00	\$2,500.00	0.00%	
6420	AUDIT	\$1,333.00	\$0.00	0.00%	\$3,999.00	\$0.00	\$16,000.00	\$16,000.00	0.00%	
6431	CONSULTANTS	\$416.00	\$0.00	0.00%	\$1,248.00	\$0.00	\$5,000.00	\$5,000.00	0.00%	
6433	CONTRACTED SUPPORT	\$4,166.00	\$3,244.83	77.89%	\$12,498.00	\$9,734.49	\$50,000.00	\$40,265.51	19.47%	
6503	WORKER'S COMPENSATION	\$1,208.00	\$970.33	80.33%	\$3,624.00	\$134.00	\$14,500.00	\$14,366.00	0.92%	
6504	MULTI-PERIL	\$166.00	\$112.25	67.62%	\$498.00	\$390.56	\$2,000.00	\$1,609.44	19.53%	
6507	CORPORATE INSURANCES	\$1,083.00	\$1,095.11	101.12%	\$3,249.00	\$3,285.41	\$13,000.00	\$9,714.59	25.27%	
6580	DEPRECIATION	\$3,000.00	\$3,467.00	115.57%	\$9,000.00	\$10,401.03	\$36,000.00	\$25,598.97	28.89%	
6602	COMPANY CAR INSURANCE	\$158.00	\$113.38	71.76%	\$474.00	\$340.14	\$1,900.00	\$1,559.86	17.90%	
6603	COMPANY CAR GAS	\$60.00	\$47.29	78.82%	\$180.00	\$107.82	\$720.00	\$612.18	14.98%	
6604	COMPANY CAR MAINTENANCE	\$166.00	\$0.00	0.00%	\$498.00	\$0.00	\$2,000.00	\$2,000.00	0.00%	
6610	SUBCONTRACTOR EXPENSE	\$83,333.00	\$91,008.35	109.21%	\$249,999.00	\$288,241.58	\$1,000,000.00	\$711,758.42	28.82%	
6701	PARTICIPANT SUPPORT	\$50,000.00	\$47,163.71	94.33%	\$150,000.00	\$90,951.40	\$600,000.00	\$509,048.60	15.16%	
6703	ASSESSMENTS	\$1,666.00	\$1,575.00	94.54%	\$4,998.00	\$7,350.00	\$20,000.00	\$12,650.00	36.75%	
6707	INCUMBENT WORKER TRAININ	\$3,333.00	\$0.00	0.00%	\$9,999.00	\$0.00	\$40,000.00	\$40,000.00	0.00%	
6708	STIPENDS	\$4,583.00	\$15,475.00	337.66%	\$13,749.00	\$38,765.00	\$55,000.00	\$16,235.00	70.48%	

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEV

For User: d.thousand

Agency Statement of Operations

September 2023

Page: Page 3 of 3

Date: 11/10/2023

Time: 1:45:08 PM

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6709 INCENTIVES	\$2,500.00	\$0.00	0.00%	\$7,500.00	\$1,000.00		\$30,000.00	\$29,000.00	3.33%
6735 35% TRAINING	\$31,250.00	\$25,452.00	81.45%	\$93,750.00	\$118,715.84		\$375,000.00	\$256,284.16	31.66%
6736 35% TRAINING SUPPORT	\$46,250.00	\$53,738.30	116.19%	\$138,750.00	\$113,627.75		\$555,000.00	\$441,372.25	20.47%
6740 CUSTOMIZED TRAINING	\$473.00	\$0.00	0.00%	\$1,419.00	\$1,494.00		\$5,683.00	\$4,189.00	26.29%
Total Expenditures	\$575,971.00	\$705,308.96	122.46%	\$1,727,913.00	\$1,608,638.89		\$6,911,895.00	\$5,303,256.11	23.27%
Excess (Deficit)	(\$126,315.00)	\$818,460.42		(\$378,945.00)	\$86,780.00		(\$1,515,983.00)	(\$1,602,763.00)	

(Funds included: ALL)

SWWDB Budget Modifications Since the 09/13/2023 Board Meeting

Item	Admin	Program	Amount
2023.24 Budget - Approved Revenue	561,831	4,834,081	\$5,395,912
Changes to PY23 Funds (Adjust to Actual)			
Pathway Home 4 - Grant Management Services only	26,244	236,196	\$262,440
FoodShare Employment & Training - Adjust to actual award (Exhibit II)	3,365	30,285	\$33,650
Regional Planning Commission Contracts - not renewing for calendar year 2024 (estimated)	(32,250)		(\$32,250)
WISE - Adjust to Anticipated Award per Mtg w/ DHS 7.20.23	3,639	(1,761)	\$1,878
WIOA PY23 Admin - Adjust to Actual Award	8,517		\$8,517
WIOA PY23 Adult - Adjust to Actual Award		0	\$0
WIOA PY23 DW - Adjust to Actual Award		65,455	\$65,455
WIOA PY23 ISY - Adjust to Actual Award		2,240	\$2,240
WIOA PY23 OSY - Adjust to Actual Award		8,962	\$8,962
Department of Corrections - adjust to actual award	3	24	\$27
PDCI Job Center DOC - adjust to actual award	1,000	9,000	\$10,000
CESA 5/Dept of Public Instruction - adjust to actual	13	122	\$135
Rapid Response Annual Allotment - adjust to actual	1,053	9,475	\$10,528
QUEST (Quality jobs, Equity, Strategy & Training) - adjust to actual	5,265	47,388	\$52,653
Youth Apprenticeship - adjust to actual award, draft contract	(804)	(15,927)	(\$16,731)
Modified Revenues	577,876	5,225,541	5,803,416
Net Change	16,045	391,460	407,504
Changes to PY22 Funds (Affects Planned Reserve / Carryover) - for informational purposes only			
Department of Corrections - adjust to actual final/close out		3,222	\$3,222
Department of Corrections - PDCI Job Center adjust to actual final/close out (\$3,000 P.O. + \$1,991 direct pay)	300	4,691	\$4,991
Changes to PY23 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	-	199,238	199,238

Adrienne Weber

(563) 581-6847

adrienne1988@gmail.com

Summary of Qualifications:

Hardworking, highly skilled, results driven professional who is a team player, problem solver, active listener, who adapts easily to changes, and works well under pressure. I have a wide range skill set that includes:

MAPICS, SAP, CRM, Redtail, Accenture, Excel (Expert), Verbal & Written Skills (Excellent, Clear, and Effective), Problem Solving (Expert), Store Management, Regional Support, Team Development, Performance Management, Inventory Management, Sales, Visual Merchandising, Customer Service/Satisfaction, P & L, Evosus, Sales Force, Microsoft Office Suite, Front email platform, Outlook Suite, HACCP, SAP, Ariba, Food Safety, Strategic Planning, Office Administration, Sales Floor Live, Shift planning, ADP, P & L, Sales Force, Kronos, and several additional proprietary platforms.

Professional Experience:

Sabrosura Foods

Human Resources Business Partner (October 2022- Current)

- Talent Acquisition
- Onboarding
- Policy Development and Management
- Project Management
- Compensation/Benefits (Wage Analysis)
- Workforce Planning
- Employee Relations (investigations, performance, separations, coaching/mentoring, planning development)
- HR Systems (ATS Clear Company and ADP, Onboarding, Social Media Management and Engagement)
- Metrics
- Scorecards
- Employment Branding Identity
- Marketing/Community Outreach
- Event Planning

Oak Park Place:

Regional Human Resources (March 2022 – September 2022)

- Support multiple healthcare facilities
- Recruiting
- Employee Retention and Recognition
- In Service for Continuing Education Hours
- Onboarding
- Orientation Presentation
- State Survey's
- Maintain State Regulation Compliance
- Community Outreach
- Marketing Events

- Create and Follow up on Development Plans
- Create and Follow up on Action Plans
- Data Analysis
- Ensure the structure is followed and staff is compliant with process, policies and procedures
- Employee Verifications
- Unemployment Hearings
- Investigations
- Assist with Assessments

Oxxn LLC.

Office Manager (June 2021 – March 2022)

- Manage a growing team of several employees. Set growth and development goals with them. Help them meet their goals and develop their skill set.
- Manage our production and delivery schedules.
- Maintain and grow vendor and customer relationships to keep our business growing.
- Work in the Ariba side of SAP. Participate in learning and development seminars for Ariba.
- Responsible for everything including (but not limited too) hiring, AR/AP, supply ordering, inventory, payroll, all accounting, scheduling, all HR responsibilities, customer service, etc.

Kerry Ingredients

Purchasing Assistant (March 2020 - September 2020)

- Support buyers and coworkers with daily tasks and projects
- Enter Contracts, New Vendor Set Ups, process DFM's, attend weekly and monthly training meetings, take meeting minutes, create SOP's as needed, amongst various other responsibilities.

Customer Service Representative (September 2020 – April 2021)

- Build customer relationships
- Enter PO's
- Provide Excellent customer service
- Train new hires
- Work with supply chain teams to fulfill and expedite orders
- Handle customer complaints, invoicing, and credit memos
- Assist in Collections

Seneca Foods Corporation

Customer Affairs Administrator (October 2016 – May 2019)

- Responsible for the everyday execution of transactions in SAP, Oracle, Tracegains, Micros, Oracle, Sales Force, and other customer and business database platforms.
- Responsible for management of email correspondence constituting customer inquiries and the collection of statistics & information related to such.
- Ensure that customers and colleagues are satisfied with services provided by delivering on time & at a high quality & efficiency rate.
- Maintain Executive Calendar, Travel Plans, prep. for board meetings, conferences, etc. and provide support, prepare presentations and tour guidebooks, etc.

Vanity

District Manager (January 2011 – October 2016)

- Managed and oversaw multiple stores with a combined total in sales of more than \$10 million in annual sales, of which, my stores were consistently in the Top 10 of the company out of over 300 locations. Maintained consistently low Loss Prevention marks through inventory at all unannounced and announced audits.
- Responsibilities included, but were not limited to, driving sales by improving operating standards throughout my district. Obtained by consistent and ongoing training, sales metric measurements, goal setting, product knowledge, and award-winning customer service.
- Responsible for vendor and contractor relationships and contracts. In all regards to building maintenance and new merchandise.
- Responsible for real estate surveying for company growth as to where we should be expanding our company.
- Responsible for maintaining Executive Calendars and travel plans. Also my own staffs travel plans to as well as their calendars in regards to recruiting, supporting other stores, meetings, training seminars, conventions, expense reports, etc.

Big Lots

Bookkeeper (May 2006 – November 2006)

- Receive, record, and deposit all cash, checks, & vouchers. Run a reconciliation report and record all posted transactions including credit card transactions.
- Prepare financial reports including balance sheet, o/s logs, P&L statements, month end reporting, prepared & posted analyzed, adjusted journal entries to the ledger.
- Updated and reconciled accounts payable with purchase orders for accuracy.
- Oversaw & managed the budgeted cash, petty cash, and merchant services as well as processing all AR/AP bookkeeping, payroll processing and monitoring of deposits and expenditures. Also assisted with HR for necessary items.

Education:

Southern New Hampshire University

Bachelors: Business Administration (Human Resources)



Southwest Wisconsin Workforce Development Board

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

SWWDB Member Applicant Form

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

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

Personal Information

Table with personal information: Name: Adrienne Weber, County of Residence: Rock County, Address: 1802 Green Valley Dr. Janesville, WI 53546, Telephone: 563.581.6847, Email: aweber@sabrosurafoods.com

Occupational Information:

Table with occupational information: Industry Sector: Food Manufacturing, Employer: Sabrosura Foods, LLC, Title: HR Business Partner, Address: 105 Third St. Monroe, WI 53566, Telephone: 608.329.2253, Email: aweber@sabrosurafoods.com

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

I have developed a working relationship with SWWDB for my employers IWT Program and have made great connections and developed relationships with some of the staff (Rhonda and Gail to be specific). I would like to continue to learn more about the SWWDB and be more involved in talent acquisition efforts and workforce outreach.

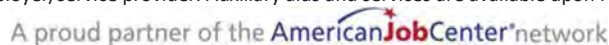
List any other local/national boards, committees or commissions you presently serve on.

I am currently in my 2nd year serving as the VP of Marshall Middle School PTA. I previously have served as a Board of Directors for Rock Soccer Club in addition to being the Head Coach and Program Director for Little Kickers. I additionally previously served on several committees at St. William Catholic School – Committees: Home & School, School Advisory, Room Parent, Marketing.

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.)

[X] Business Member: I hereby certify, by my initials here: AW, 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.



Name of Business: <u>Sabrosura Foods, LLC.</u> Do you represent a "small business": <input type="checkbox"/> Yes <input checked="" 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.

Adrienne Weber
Signature of Applicant

September
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: <input type="checkbox"/> Yes <input type="checkbox"/> No
--

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



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:	Adrienne Weber – HR Business Partner		
Telephone:	(608) 758-4717		
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:	Robert Hendrickson	Title:	Chair – Stateline Manufacturing Alliance
Telephone:	(608) 365-2514	Email:	robert.a.hendrickson@pepsico.com
Address:	2810 Kennedy Dr, Beloit, WI 53511		

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

Business:

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

Workforce / Labor:

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

Adult Education / Literacy:

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

Higher Education:

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

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

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

or DocuSigned by: **Rob Hendrickson** re.

1632853CCA1C421
Authorized signature of nominating organization

10/31/2023

Date

Waylon Gross

Director of Workforce Development

Contact

N64W19668 Mill Road
Menomonee Falls, WI
262.391.6392

Waylon.gross@yahoo.com
www.linkedin.com/in/waylon-gross-mba-shrm-scp-6623512

Education

MBA

Marquette University
Milwaukee, WI

BA, Political Science

UWSP
Stevens Point, WI

Key Skills

Team Building & Leadership
Employee Development
Human Resource Administration
Coaching
Leadership Development
Training Strategic Planning
Performance Management
Employee Onboarding
Process Improvement
Change Management
Staff Relations & Retention
Project Management

Objective

Human Resources leader with over 20 years of experience. Expertise building group and individual relationships to promote high performing teams, and to positively affect morale and turnover levels. Consistently produce superb bottom-line results in efficiency and cost savings through policy, program, and process development, deployment, and improvement. Proven ability to recruit, train, evaluate, coach, and lead large teams of employees for optimum performance

Experience

United Alloy – Janesville, Wisconsin (2023 to present)

Director of Workforce Development

Lead the development and execution of the United Alloy strategy to increase the overall skilled workforce. Responsible for the continuous pipeline of skilled labor to all United Alloy facilities. Partner with educational institutions and community organizations to create programs which grow the manufacturing workforce. Work closely with internal operations partners to ensure workforce development goals and activities align other critical strategies.

Kenall Manufacturing/Legrand – Kenosha, Wisconsin (2013 to 2023)

Workforce Development and Training Program Manager

Responsible for the development and management of a variety of training courses and/or other interventions for Kenall and Subtronics employees. Creates pro-active and responsive solutions to answer business needs and seizes opportunities for continuous improvement in individual and team performance. Institutes strategies and methods for successful, effective education and training of employees at all levels.

MILLERCOORS – Milwaukee, Wisconsin (2008-2013)

Manufacturing Development Specialist (2012 to 2013)

Drive organizational change management for 175-employee supply chain department and implement Lean manufacturing techniques.

Training Specialist (2009 to 2012)

Delivered training needs analysis, design, planning, and instruction for over 200 employees in 31 work groups to maximize personnel competencies, performance, morale, and relations.

Packaging Team Leader (2008 to 2009)

Responsible for production bottling line in 7-union manufacturing plant.

Experience (cont.)

United States Army – Iraq & Fort Hood, Texas (1997 to 2008)

Company Commander, Executive Officer, Platoon Leader

Responsible for training, morale, welfare, and leadership for up to 137 personnel, as well as maintenance of over 60 vehicles. Oversaw systems and equipment worth more than \$10 million. Directed all command post functions and logistics with top-notch efficiency. Coordinated nuclear, biological, and chemical defense for over 400 people. Hand-selected by senior battalion leadership to create an elite unit for combat zone operations.

MILITARY AWARDS

Bronze Star Medal (x2)

Army Commendation Medal

Army Achievement Medal

National Defense Service Medal

Global War on Terrorism Expeditionary Medal

Global War on Terrorism Service Medal

Army Service Ribbon

Overseas Service Ribbon (x2)

Combat Action Badge

Air Assault Badge

Certifications

Formerly certified as SHRM-SCP (Senior Certified Professional)

SHRM MAY 2015 - APR 2018

Formerly certified as SPHR (Senior Professional of Human Resources)

HRCI JAN 2015 – APR 2018

Formerly certified as PHR (Professional of Human Resources)

HRCI DEC 2011 – DEC 2014

Volunteering

Sponsor

The ETS Sponsorship Program

JUN 2021 – Present

Certified Sponsor in the ETS program - providing a local point of contact for newly transitioning service members leaving active duty and acclimating to civilian life.

Board Member

Southeastern Wisconsin Workforce Development Board

FEB 2020 – APR 2023

Commanding Officer, Executive Officer, Treasurer

Combat Veterans Motorcycle Association (501 C19 non-profit)

JAN 2010 – SEP 2022

References

Doug Bartz

Job Center Manager, Kenosha County

262.697.4586

Doug.bartz@kenoshacounty.org



Southwest Wisconsin Workforce Development Board

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

SWWDB Member Applicant Form

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

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

Personal Information

Name:	Waylon Gross	County of Residence:	Waukesha
Address:	N64W29668 Mill Road, Menomonee Falls, WI 53051		
Telephone:	262.391.6392	Email:	wgross@unitedalloy.com

Occupational Information:

Industry Sector:	Manufacturing		
Employer:	United Alloy	Title:	Director or Workforce Development
Address:	4100 Kennedy Road, Janesville, WI 53545		
Telephone:	608.758.4717	Email:	wgross@unitedalloy.com

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

I'm interested in furthering the Workforce Development efforts in the area and I can bring an employer's perspective, as well as a military veteran's perspective, to the discussion. I find the local economic information extremely interesting and valuable – many times providing insight into how WFD might be more effective.

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

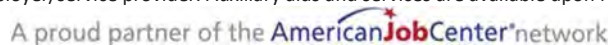
I served on the Southeastern Wisconsin Workforce Development Board from FEB 2020 - APR 2023. I resigned due to my move to United Alloy in Janesville. No other current service on boards, committees or commissions.

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: WG, 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: United Alloy, Inc.

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



Do you represent a "small business": <input type="checkbox"/> Yes <input checked="" 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.

Waylon Gross

Signature of Applicant

08 SEP 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:	Waylon Gross – Workforce Development Director		
Telephone:	(608) 758-4717		
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:	Robert Hendrickson	Title:	Chair – Stateline Manufacturing Alliance
Telephone:	(608) 365-2514	Email:	robert.a.hendrickson@pepsico.com
Address:	2810 Kennedy Dr, Beloit, WI 53511		

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

 Business:

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

 Workforce / Labor:

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

 Adult Education / Literacy:

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

 Higher Education:

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

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

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

DocuSigned by: **ive.**

Rob Hendrickson

10/31/2023

1632853CCA1C421...
Authorized Signature of Nominating Organization

Date

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

A proud partner of the **AmericanJobCenter** network

Board Nomination Form, updated 8.20.2018

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

A proud partner of the  American Job Center network



Tony Evers, Governor
Amy Pechacek, Secretary-designee

September 7, 2023

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

Dear Ms. Suda:

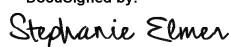
Thank you for your responses to the 2022-23 Coordinated Monitoring Report issued by the Division of Employment and Training (DET) on March 28, 2023.

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

This concludes the PY21 monitoring of the Southwest Wisconsin Workforce Development Board. We hope our review has provided you with helpful information and observations to assist you in the management of your programs.

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

Sincerely,

DocuSigned by:


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

CC: Maria Lauck, Southwest Wisconsin Workforce Development Board Chair
John Meyers, Chief Local Elected Official
Tara Cowe-Spigai, Section Chief
Babucarr Kebbeh, Section Chief
Bridgette Stoeckel, Local Program Liaison

ENCLOSURE 6

DocuSign Envelope ID: 1A1A0619-CB7E-463F-86F3-F529E9285547

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

A proud partner of the  American Job Center network



Tony Evers, Governor
Amy Pechacek, Secretary-designee

September 6, 2023

John Meyers, Chief Elected Official
3110 County Road K
Barneveld, WI 53507

Dear Mr. Meyers:

We have completed our review of the Workforce Board membership materials submitted for certification of the Southwest Wisconsin Workforce Development Board (SWWDB). At this time, the Southwest Wisconsin Workforce Development Board is certified for the period from July 1, 2023, through June 30, 2025.

The Workforce Innovation and Opportunity Act (WIOA) Section 107 requires that the Chief Elected Official (CEO) in each of the local areas must appoint a local workforce board comprised of individuals from certain areas of business, government, and non-profit agencies. Section 107(c)(2) requires that, every two years, the State recertify each workforce development board.

On August 3, 2023, the Department of Workforce Development Division of Employment and Training (DWD-DET) requested the following documents be submitted by September 1, 2023:

- Completed Membership Chart,
- Copies of All Members' Signed Conflict of Interest Disclosure Forms.

If you have any questions, please contact the Local Program Liaison assigned to your local area, Bridgette Stoeckel, at bridgette.stoeckel@dwd.wisconsin.gov.

Sincerely,

DocuSigned by:

Stephanie Elmer

Stephanie Elmer
Director, Bureau of Workforce Training

cc: Maria Lauck, SWWDB Chairperson
Rhonda Suda, SWWDB Executive Director
Tara Cowe-Spigai, Section Chief
Bridgette Stoeckel, Local Program Liaison

Program Year 2022-23 WIOA Performance Results - Updated

Adult Program				
Indicator	Cohort Information	Actual Level	Negotiated Level	90%
Employment Rate 2nd Quarter after Exit	55/69	79.7%	63%	57%
Employment Rate 4th Quarter after Exit	58/74	78.4%	70%	63%
Median Earnings	55	\$8,008	\$6,000	\$5,400
Credential Attainment Rate	21/32	65.6%	66%	59%
Measurable Skill Gains	39/54	72.2%	55%	50%
Dislocated Worker Program				
Indicator	Cohort Information	Actual Level	Negotiated Level	90%
Employment Rate 2nd Quarter after Exit	41/50	82.0%	72%	65%
Employment Rate 4th Quarter after Exit	50/56	89.3%	76%	68%
Median Earnings	43	\$10,069	\$8,100	\$7,290
Credential Attainment Rate	13/27	51.7%	74%	67%
Measurable Skill Gains	24/37	64.9%	60%	54%
Youth Program				
Indicator	Cohort Information	Actual Level	Negotiated Level	90%
Employment Rate 2nd Quarter after Exit	24/28	85.7%	67%	60%
Employment Rate 4th Quarter after Exit	40/59	67.8%	72%	65%
Median Earnings	23	\$4,406	\$3,400	\$3,060
Credential Attainment Rate	37/50	74.0%	50%	45%
Measurable Skill Gains	52/59	89.8%	57%	51%

Exceed Performance Goal	12
Met Performance Goal	2
Failed Performance Goal	1