

# Southwest Wisconsin Counties Consortium Meeting

November 28, 2023

## Meeting Minutes

The Southwest Wisconsin Counties Consortium meeting was held on Tuesday, November 28, 2023, in-person at the SWWDB Administrative Office and virtually via GoToMeeting. Attendance was as follows:

### Members Present:

Mr. Marty Brewer  
Mr. Jerry Guth

Mr. Robert Keeney  
Mr. John Meyers

### Members Absent:

Mr. Jack Sauer

Mr. Richard Bostwick

### 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 November 28, 2023, meeting was presented for review and discussion. No changes were made.

Motion made by Mr. Guth, seconded by Mr. Brewer, to approve the agenda of the November 28, 2023, meeting. **Motion carried unanimously.**

#### 2. Approval of Minutes

The meeting minutes of the August 22, 2023, SWCC meeting were distributed and reviewed by SWCC members.

Motion made by Mr. Keeney, seconded by Mr. Brewer, to approve the minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on August 22, 2023. **Motion carried unanimously.**

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

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

The Balance Sheet is current through Quarter 1 (July 1 – September 30). It shows revenues are exceeding expenditures by \$86,780.00. Ms. Thousand indicated that SWWDB is in a positive financial position. It was noted that Benefit Analysis helps provide a healthy Current Fund Balance.

The SWWDB finance department implemented its government shutdown protocol in late September to prepare for a potential shutdown on September 30 (the last date of the quarter). Ms. Thousand explained that finance staff try to pull in as much cash as possible in case of a shutdown. Account 1000-

Cash is higher than normal. SWWDB finance staff do not ask for excess cash – just cash to reimburse paid expenditures. If SWWDB operations are impacted by a shutdown, SWWDB administration does not want any interruptions in services. The September and November potential shutdowns were averted. The next potential government shutdown is in February.

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

Mr. Guth asked about the Current Fund Balance of \$86,780.00. Ms. Thousand explained that the balance is revenues exceeding expenses for the quarter. The Prior Year Fund Balance of \$1,586,326.12 is the balance from the beginning of operations lumped together.

Since SWWDB is through Quarter 1, the goal on the Statement of Operations is to be around 25% spent. The column labeled “Pct” shows revenues at 31.42% and expenditures at 23.27%. Ms. Thousand went over a few of the accounts that appear to deviate from the goal.

Account 6119-Fringes is showing 254.96% spent. This is the offset account for SWWDB’s flexible spending benefit.

Account 6156-Lodging is showing 0% spent. Conference season is normally in Quarter 2. SWCC members will see an increase in this account at the next meeting.

Accounts 6272-IT Equipment – Network and 6273-IT Equipment – Other are both showing 0% spent. This is because IT equipment is usually purchased in Quarter 4.

Account 6313-P.O. Box Rental is showing 0% spent. SWWDB no longer has its P.O. box. Therefore, this account will not be used in the future. SWWDB administration continues to contact vendors and business partners about the address change.

Account 6420-Audit is showing 0% spent. The annual audit took place in October. This account will show an increase at the next SWCC meeting.

Account 6503-Worker’s Compensation is showing 0.92% spent. SWWDB received a refund from the prior year based on the audit. Mr. Meyers asked why there was a refund. Ms. Thousand responded that it is because SWWDB’s work comp agency calculated the premiums a year ahead of time.

The Budget Modifications were presented to members for review and discussion. SWWDB is a subrecipient for another workforce development area (WDA) to provide Pathways Home 4 (PH4) services. SWWDB currently operates the Pathways Home 2 (PH2) grant so SWWDB administration could not be the lead applicant for PH4. Ms. Suda stated that Marcia Galvan, SWWDB’s Special Project Supervisor, will be moving from the lead position in PH2 and serving as the grant manager for PH4. SWWDB will not receive the grant until January 1.

The FoodShare Employment and Training (FSET) award is an adjustment to actual. Ms. Thousand noted that when budgeting, SWWDB administration tries to estimate low.

SWCC members were told about the upcoming Saputo dislocation. Ms. Thousand explained that if a WDA is affected by a large closure and/or dislocation, the WDA can apply for a special dislocation Rapid Response award. SWWDB administration applied for the special Rapid Response funding and was approved. It is not listed on the Budget Modifications for this meeting but will be presented at the next meeting in February. There is a job fair event in Belmont for this closure on Friday, December 1.

Ms. Suda added that WDA 9 (the Western Wisconsin Workforce Development Board) asked SWWDB to serve as their One-Stop Operator (OSO) monitor. It is a contract for up to \$4,000. This budget change will be seen at the next meeting.

Motion made by Mr. Keeney, seconded by Mr. Guth, to approve the Program Year (PY) 2023-2024 financial statements, including the Budget Modifications, for the period ending September 30, 2023.

**Motion carried unanimously.**

**4. Appointment of Board Members**

Heather McLean and Tom Schmit have resigned from the Board of Directors. Two (2) nominations have been received for their replacements: Waylon Gross, Director of Workforce Development at United Alloy, and Adrienne Weber, Human Resources Business Partner at Sabrosura Foods. Both were nominated by the Stateline Manufacturing Alliance.

Motion made by Mr. Brewer, seconded by Mr. Guth, to appoint Waylon Gross and Adrienne Weber to serve on the Southwest Wisconsin Workforce Development (SWWDB) Board of Directors. **Motion carried unanimously.**

**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

Motion made by Mr. Guth, seconded by Mr. Keeney, to re-appoint the members above to a three-year term beginning January 1, 2024, through December 31, 2026. **Motion carried unanimously.**

**6. Fiscal Year 2022-23 Audit**

The audit was conducted by Wegner CPAs of Madison. Wegner staff conducted the audit virtually October 2 – October 5, 2023. Ms. Thousand noticed that there were more requests than usual this year. This was due to a new audit standard that auditors must meet. It required more double-checking. There was also an internal controls document sent to Ms. Thousand. It is a very intense document. Wegner indicated it is not due for this year's audit but wants to implement it early. Between the new compliance standard and SWWDB doubling its major programs from two (2) to four (4), the document is extremely detailed and will require sharp attention.

The draft audit report indicates a completely unmodified report. This means Wegner staff agreed with all of SWWDB's numbers. There are no issues with internal controls and no findings.

Page 7 of the draft compares 2022 to 2023. It shows that this year's change in net assets is \$235,633. The Workforce Advancement Initiative (WAI) and the Pathways Home 2 (PH2) grants made a big difference. The leased employee program that is discussed at every meeting and other program services also contributed to the increase. The Form 990 is not available yet.

Motion made by Mr. Keeney, seconded by Mr. Guth, to approve the draft Fiscal Year (FY) 2022-23 audit report as presented. **Motion carried unanimously.**

**7. DWD Monitoring of Program Year 2021-22**

The Department of Workforce Development (DWD) completed the monitoring of Program Year (PY) 2021-22 in January 2023. As a result, four (4) Areas of Concern and 19 Findings were identified. All of the Areas of Concern were resolved with no disallowed costs. The monitoring was officially closed September 7, 2023.

Ms. Suda stated that the goals for the upcoming year are to reduce the number of findings and identify areas to improve on. SWWDB and the program operator, Manpower, will do this by holding additional trainings. Manpower has had and continues to have a lot of staff turnover. Ms. Suda added that SWWDB will be going into a procurement year next year.

**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, 2025. SWWDB administration submitted to DWD the Board Membership List and Board member's signed Conflict of Interest Disclosure Statement Forms to complete the review.

**9. Updated Program Year 2022-23 Performance**

SWCC members were provided with the updated Program Year (PY) 2022-23 Workforce Innovation and Opportunity Act (WIOA) performance results. This is the Department of Workforce Development's (DWD) and the Department of Labor's (DOL) way to measure outcomes on the services SWWDB provides.

**10. 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 November 22, 2023, SWWDB has five (5) contracts: one (1) with Grant County, one (1) with Green County, and three (3) with Richland County.

The leased employee information shared with SWCC members is current through SWWDB's third fiscal quarter (July 1 – September 30). The information compares the third calendar quarter numbers in 2021, 2022, and 2023. In 2021, there were 36 leased employees with a gross billing of \$212,430.97. In 2022, there were 57 leased employees with \$289,783.98 in gross billing. In 2023, there were 50 leased employees with \$222,997.82 in gross billing.

Ms. Thousand stated that the Richland County EMS contract restarted due to turnover. There are currently nine (9) full-time and seven (7) part-time leased employees for a total of 16 active employees. Over the summer, SWWDB was paying the Rock 5.0 interns in which there were 32 students.

Mr. Brewer said a request will be coming from the Symons Recreation Complex to restart their leased employee contract.

11. **Updates**

SWWDB administration received notification a few weeks ago that the organization's health plan would increase 20% in 2024. SWWDB administration only budgeted for a 10% increase. Ms. Suda and Ms. Thousand started exploring different options while SWWDB's broker obtained quotes from other plan providers. Quotes were received for both level-funded plans and age-based plans (market-based plans). SWWDB has some flexibility, but more discussion is forth coming.

When SWWDB administration budgets for Program Year (PY) 2024-25, staff could budget for a 30% increase and stay at the current level. No papers have been signed yet.

The Winning with Wisconsin event is this Friday, December 1 in Belmont from 11:30 a.m. to 12:30 p.m. Its purpose is to talk about the workforce in the state and in Southwest Wisconsin. This event aligns with three (3) other activities happening at the same location: a stakeholder meeting for Grant and Lafayette Counties; a job fair geared towards the Saputo dislocation but also open to the public; and a Rapid Response session for Saputo employees. Saputo announced that the Lancaster plant would be closing but has not issued a WARN notice yet.

12. **Adjournment**

The next meeting of the Southwest Wisconsin Counties Consortium is scheduled for Tuesday, February 27, 2024.

Motion made by Mr. Brewer, seconded by Mr. Keeney, to adjourn the meeting at 12:28 p.m. **Motion carried unanimously.**