

Southwest Wisconsin Workforce Development Board, Inc. Board Meeting

September 13, 2023

Meeting Minutes

The Southwest Wisconsin Workforce Development Board met on Wednesday, September 13, 2023, via video conference. Attendance was as follows:

Members Present:	Ms. Maria Lauck, Chairperson Mr. Jason Aarud Mr. Ivan Collins Ms. Heather Fifrick Mr. Geoff Fricke Mr. Kendal Garrison Mr. Aaron Jach Ms. Ela Kakde Mr. Keith Kruse	Ms. Jill Liegel Mr. Andrew Marcotte Mr. Troy Marx Mr. John Meyers Ms. Lisa Omen Mr. James Otterstein Ms. Amy Santas Mr. Dave Shaw Mr. Dave Smith
Members Excused:	Ms. Linda Hendrickson Ms. Heather McLean Dr. Tracy Pierner Mr. Tom Schmit	Ms. Andrea Simon Mr. Brian Toutant Mr. Michael Williams
Staff Present:	Ms. Katie Gerhards Ms. Gail Graham Mr. Matt Riley	Ms. Rhonda Suda Ms. Danielle Thousand Mr. Jimmy Watson
Other Guests:	Bridgette Stoeckel, DWD	Mr. Matt Walthius, Manpower

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

Ms. Lauck called the meeting to order at 2:30 p.m. and welcomed members, guests, and staff. Ms. Lauck welcomed new Board member Geoff Fricke, VP of Human Resources for The Bank of New Glarus.

2. Approval of Minutes of SWWDB Meeting

The minutes of the June 14, 2023, SWWDB meeting were presented for review and discussion. There was no discussion.

Motion made by Mr. Kruse, seconded by Ms. Omen, to approve the minutes of the June 14, 2023, meeting. **Motion carried unanimously.**

3. Financial Reports

Board members were presented with the financial reports through June 30, 2023. The financial reports include the Balance Sheet, Statement of Operations, and 2023-24 Budget Modifications.

The Balance Sheet represents a draft of the financial statement through Quarter 4 (April 1 – June 30). It shows revenue exceeding expenses by \$240,823.99. Ms. Thousand said that this week is the last week to process invoices from prior to July 1, 2023. The two (2) accounts that change the most are accounts 1100-Grant Cash Receivable and 3200-Accounts Payable. These accounts go hand-in-hand because if one

changes so does the other as SWWDB operates on a cost reimbursement basis. The Finance Team is in the process of finalizing the Balance Sheet numbers.

Account 1245-Dental Insurance Prepaid shows a negative balance. SWWDB owes a former employee coverage as he/she prepaid for the coverage. Account 3089-Flex Plan Medical also shows a negative balance because an employee drew more than what has been taken out of their check.

The Statement of Operations compares budget to actual. Because SWWDB is through Quarter 4 of the fiscal year, the goal in the column labeled "Pct" is to be around 100% spent. Revenues show 105.6% spent and expenses at 104.86%. Ms. Thousand went over some of the accounts that appear to deviate from the 100% goal.

Account 5150-Benefit Analysis Revenue shows 126.67% spent. SWWDB had a large Quarter 4, and such a large amount was not budgeted for when SWWDB administration created the budget.

Account 6156-Lodging shows 163.85% spent. Some staff attended the Workforce Innovation and Opportunity Act (WIOA) Roundtable event and onsite monitoring was done for the Pathways Home 2 grant.

Account 6261-Equipment Under \$5,000 shows 279.68% spent. Laptops for new hires were purchased and a new disability computer was purchased for the Rock County Job Center.

Account 6309-Facilities shows 191.73% spent. Very little was budgeted in this account.

Account 6343-Board shows 223.65% spent. This is because the June Board meeting was held in-person. Board members were reimbursed mileage.

Account 6370-Advertising shows 2,859.56% spent. At the June Board meeting, Board members approved targeted marketing for WIOA – specifically the Dislocated Worker program. SWWDB had received additional funding for the purpose of marketing that had to be used by June 30, 2023.

Account 6430-Legal Counsel shows 0% spent as a result of a coding mistake.

Account 6707-Incumbent Worker Training (IWT) shows 46.66% spent. The most recent cost for IWT had not been paid at the time of preparing the Statement of Operations.

Account 6709-Incentives shows 253.15% spent. These payments are mainly due to the Workforce Advancement Initiative (WAI) and go directly to program participants. Many payments were processed in Quarter 4. Another reason is that the second payment to the schools in the spring for Youth Apprenticeship was not budgeted for.

The Budget Modifications are provided to Board members at every meeting. It shows changes to the budget since the June meeting. Adjustments to actual were made to the Wisconsin Senior Employment (WISE) program, the Program Year (PY) 2023 WIOA contracts, the Department of Corrections (DOC) contract, and to Rapid Response.

The biggest true change is the decision to not renew the Regional Planning Commission (RPC) contracts for 2024. Ms. Suda explained that the SWWDB Finance Team has been providing fiscal services to two (2) RPCs for many years: Southwestern Wisconsin Regional Planning Commission (Platteville) and Capital

Area Regional Planning Commission (Madison). The Finance Team can no longer take on the capacity of their services due to an increased workload.

Motion made by Mr. Otterstein, seconded by Mr. Kruse, to approve the Program Year (PY) 2022-23 financial statements for Quarter 4, including the Budget Modifications, as presented. **Motion carried unanimously.**

4. Old Business

A. **WIOA Outreach Campaign**

The purpose of the Workforce Innovation and Opportunity Act (WIOA) outreach campaign is to increase awareness of WIOA programs. Ms. Suda provided an overview of activity thus far. The overview included listening to the radio ads, sharing the statistics of the data, and showing the display ads. The Dislocated Worker program ads have been released, but the Adult and Youth ads are in progress.

B. **Technology Projects**

Matt Riley, SWWDB's Network Coordinator, provided an update on SWWDB's technology projects. SWWDB's new website is currently going through updates. It cannot go live until the PAS (Payment Authorization System) project is done.

PAS is the system used to track payments on behalf of program participants, manage funding sources, and issue vouchers. Testing on the new site is done daily for a few hours. The new site is not ready to be released.

Mr. Riley noted that the SharePoint migration is done, and the DUO rollout is almost complete. DUO is a multi-factor authentication software.

5. New Business

A. **Program Year (PY) 2023-24 WIOA Allocations**

The Program Year (PY) 2023-24 Workforce Innovation and Opportunity Act (WIOA) allocations were released on June 30, 2023. SWWDB's shares are decreasing by \$105,687 (8.77%). The Youth and Adult programs decreased by 17.22% and 18.89%, respectively. However, the Dislocated Worker program increased by 21.7%.

The state's overall allocation decreased. Ms. Suda explained that the decreases in SWWDB's area (Workforce Development Area (WDA) 11) reflect labor market information. SWWDB administration reserves prior year funding to be able to operate in Quarter 1 as the Department of Workforce Development (DWD) does not release all of the funding at once. Ms. Suda shared the historical allocation data with Board members.

Ms. Lauck asked if the decrease in funding will serve any risk or raise issues for SWWDB to serve individuals. Ms. Suda said no. SWWDB administration was very close when budgeting as a 10% decrease was estimated. The most significant impact will be on the service providers, but it will not be much.

Mr. Otterstein asked if these are consistent trends, or if there are geographic impacts. Ms. Suda stated that the Department of Labor (DOL) uses a formula to allocate funds to the states. Each state has a formula to allocate funds to the local areas. Local boards have the opportunity to review

DWD's formula allocation. Ms. Suda has reviewed the formula for the last few years. Ms. Suda will bring a comparison of the allocation between local boards to the next meeting.

WARN notices also impact allocations. WARN notices are provided when 100 or more employees will be affected by a planned closing or mass layoff. Saputo Cheese in Belmont and Energizer in Fennimore have not provided WARN notices to date. Larger company closures or layoffs affect funding.

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

B. Board Member Resignation

Ms. Suda shared that Heather McLean, Business and Marketing Manager for Reddy Ag Service and Ross Soil Service, has resigned. Ms. Suda is currently recruiting to fill the vacant position and has received some potential nominations.

The potential replacement must complete and submit an application. Furthermore, nomination papers must be submitted by a Chamber of Commerce. The application and nomination paperwork will be presented to the Southwest Wisconsin Counties Consortium (SWCC) for consideration at their next meeting in November.

C. Service Provider Contract Modification

SWWDB administration is requesting a contract modification for ManpowerGroup Public Sector for Support to Communities (STC) funds. The purpose of the grant is to help individuals with substance abuse issues or help individuals who have a person in their life who has substance abuse issues.

The current STC Coordinator has been reassigned to another grant, so STC responsibilities must be reassigned. Instead of hiring a new employee when the grant will be done in one (1) year, Manpower has indicated that they have the capacity to take on the responsibilities of the STC grant. SWWDB has already met the goal enrollment numbers while Manpower staff continue to enroll individuals.

Motion made by Mr. Kruse, seconded by Ms. Ffrrick, to modify ManpowerGroup Public Sector's contract by no more than \$35,000 to provide Support to Communities (STC) services in the Southwest Wisconsin Workforce Development Area. **Motion carried unanimously.**

D. Audit

SWWDB is seeking two (2) to three (3) volunteers to join SWWDB's Chairperson and Treasurer to serve on this year's Audit Ad Hoc Committee. Ms. Suda explained that the committee does not have to meet in-person as the audit will be conducted virtually again this year. The meeting notice will be shared with Board members not on the committee as any Board member can attend and ask questions of the auditors and/or share concerns.

The committee will meet at the beginning and close of the audit, October 2, 2023, and October 5, 2023.

Mr. Kruse asked what time the meeting would start. Ms. Suda said the auditors are flexible to a meeting time. A time would be chosen that works for all volunteers. Mr. Kruse and Mr. Fricke volunteered.

Ms. Gerhards will send out the meeting invite that includes times and dates.

E. Board Recertification

SWWDB has been recertified. Ms. Suda explained that the recertification process included the Department of Workforce Development (DWD) reviewing all Board members and their membership to ensure SWWDB is meeting the required membership criteria under the Workforce Innovation and Opportunity Act (WIOA).

F. Wisconsin Pathways Home 4

The following five (5) Workforce Development Boards partnered on a grant proposal to continue and expand Pathway Home services: SWWDB, Fox Valley, Northwest, Western, and North Central. As SWWDB manages the Pathways Home 2 grant, SWWDB was not able to apply for Pathways Home 4 as the grant administrator.

Pathways Home 4 is very similar to Pathways Home 2. North Central is the grant administrator. SWWDB is working with the Workforce Development Board of South Central Wisconsin in order to serve individuals in their jails.

Marcia Galvan, SWWDB's Special Projects Supervisor, will serve as the grant manager. SWWDB administration does not have the contract yet from North Central but anticipates receiving it before the end of October.

6. Committee Updates

A. August 25, 2023, Executive Committee Meeting

The meeting minutes of the August 25, 2023, SWWDB Executive Committee meeting were shared with Board members for review. There was no discussion.

7. Consent Agenda

The items on the consent agenda were presented to Board members for review and discussion. Ms. Suda briefly went over the two (2) revised policies and performance reports.

Motion made by Ms. Omen, seconded by Mr. Jach, to approve the items in the consent agenda as presented including revisions to B-110 Equal Opportunity and Affirmative Action Policy and B-520 Unlawful Workplace Harassment Policy, and the Workforce Innovation and Opportunity Act (WIOA) and Foodshare Employment & Training (FSET) performance and participation reports. **Motion carried unanimously.**

8. Organizational Information & Recurring Business

A. Rapid Response Activity/Updates

Board members were provided with an overview of layoff/closure activity since July 1, 2022, (Table 1). This information is provided at every Board meeting per the Board's request.

Table 1

Program Year 2022-23					
Company Name	Layoff Date	Affected Employees	RR Sessions or Meetings Held	Attendance	Receiving Services in DW Program
Honeywell	7/31/2023	12	Event on held 7/11/2023.	12	0
Shine Medical Technologies	8/8/2023	52	No warning provided to employees. Pay was provided in lieu of notice	Employer did not return calls.	
Saputo Cheese closing, Belmont, WI	Carry over from, 2022.23 Program year. Date Unknown	200 Lafayette Co.	Contact made; no WARN filing to date. Stated meeting with them monthly. Next meeting is in September. Close date is based on construction at the Reedsburg location.		0
Energizer	Carryover from the 2022.23 Program year. Date Unknown. Possibly early 2024	300	In contact with employer. Events will be scheduled as layoff date(s) confirmed. No WARN filing to date.		

B. Local Retention – Workforce Innovation and Opportunity Act

Local retention is defined as participants working within the local area post-program exit. Since July 1, 2022, 90 participants have exited Workforce Innovation and Opportunity Act (WIOA) programs. As of June 30, 2023, placement information indicates that of the 90 WIOA participants that exited in the program year, 72 (80%) are employed or going to school post-program exit. Of those, 67 (93%) are going to school or working in Wisconsin. Workforce Development Area (WDA) 11 employs 53 of these individuals, which represents 79% of those employed in Wisconsin.

9. CEO's Report

Ms. Suda shared the event flyer with Board members for the Winning with Wisconsin's Workforce (WWW) event at Blackhawk Technical College (BTC) in Monroe on Wednesday, September 20, 2023, from 11:30 a.m. to 1:30 p.m. Business representatives, community leaders, and workforce development professionals will discuss strategies to promote workforce participation. Lunch will be provided.

The Department of Workforce Development (DWD) and local boards will deliver their message about what they do in their own ways. Ms. Suda noted that SWWDB received funding from DWD to host four (4) of these events. One more will be scheduled.

10. Chairperson's Report

Ms. Lauck thanked members for attending. The next meeting is scheduled for Wednesday, December 13, 2023, and will be held virtually.

11. Adjournment

Motion made by Mr. Kruse, seconded by Mr. Aarud, to adjourn the meeting at 4:07 p.m. **Motion carried unanimously.**