

# MEMORANDUM

**Date:** September 6, 2023  
**From:** Maria Lauck, SWWDB Chairman  
**To:** SWWDB Members



## PRIVATE SECTOR

Name	Business/Organization	County
Mr. Jason Aarud	JM Aarud Mechanical	Rock
Mr. Ivan Collins	Rock County Central Labor Council	Rock
Mr. Geoff Fricke	Bank of New Glarus	Green
Mr. Kendal Garrison	Lactalis American Group	Lafayette
Mr. Aaron Jach	Foremost Media	Rock
Mr. Keith Kruse	Tricor Insurance	All
Ms. Jill Liegel	Land's End	Iowa
Mr. Andrew Marcotte	Blain Supply	Rock-All
Mr. Troy Marx	Upland Hills Health	Iowa
Ms. Heather McLean	Reddy Ag Service, Inc. /Ross Soil Service, LLC.	SW Counties
Ms. Lisa Omen	Forward Services Corporation	All
Ms. Amy Santas	Stoughton Trailer, LLC	Rock, Green
Mr. Tom Schmit	Hodan Community Services	Iowa
Mr. David Smith	Grant Regional Health Center	Grant
Mr. Brian Toutant	Steamfitters #601	Green, Iowa, Lafayette, Richland, Rock
Mr. Michael Williams	Bricklayers and Allied Craftworkers	All

## PUBLIC SECTOR

Name	Organization	County
Ms. Heather Fifrick	SW Wisconsin Technical College	SW Counties
Ms. Linda Hendrickson	Unemployment Insurance Benefit Center	Dane
Ms. Ela Kakde	Wisconsin Economic Development Corporation	Grant
Mr. John Meyers	Iowa County Board Chair & CLEO	Iowa
Mr. James Otterstein	Rock County Economic Development Agency	Rock
Dr. Tracy Pierner	Blackhawk Technical College	Rock, Green
Mr. Dave Shaw	Bureau of Job Service	All
Ms. Andrea Simon	Division of Vocational Rehabilitation	All

**RE: Southwest Wisconsin Workforce Development Board Meeting Notice**  
Wednesday, September 13, 2023, from 2:30 to 4:30 p.m.  
Location: Virtual meeting via GoTo Meeting platform

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The Southwest Wisconsin Workforce Development Board meeting is scheduled for Wednesday, September 13, 2023, at the time and place noted above. The agenda for the meeting is attached. An agenda packet will also be attached to the calendar invite.

In the interest of time, please direct questions regarding any of the agenda items or enclosures to Rhonda Suda at (608) 314-3300, Ext. 305 or [r.suda@swwdb.org](mailto:r.suda@swwdb.org) prior to the meeting.

If you are unable to attend the meeting, please contact Katie Gerhards at [k.gerhards@swwdb.org](mailto:k.gerhards@swwdb.org) or (608) 314-3300, Ext. 230 no later than **2:00 p.m., Tuesday, September 12, 2023.**

**Southwest Wisconsin Workforce Development Board (SWWDB) is an Equal Opportunity Employer & Service Provider.**

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For assistance, contact  
SWWDB Equal Opportunity Officer  
Ryan Schomber  
1717 Center Ave.  
Janesville, WI 53546  
(608) 314-3300 Ext. 303  
[Click Here to Email](#)

**Deaf, hearing or speech-impaired callers may reach us by the Wisconsin Relay number 711.**

**Southwest Wisconsin Workforce Development Board, Inc.**

**Wednesday, September 13, 2023**

**2:30 p.m. to 4:30 p.m.**

Location: Virtual Meeting

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● = Action required

**AGENDA**

2:30 p.m.

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

Please welcome new Board Member Geoff Fricke, Vice-President of Human Resources at the Bank of New Glarus.

2:35 p.m.

● **2. Approval of Minutes of SWWDB Meeting**

Minutes of the June 14, 2023, SWWDB meeting are contained in [Enclosure 1](#).

Full Board approval of the meeting minutes is requested.

2:40 p.m.

● **3. Financial Reports**

Danielle Thousand will share the SWWDB financial statements representing a draft of the financial condition of the organization through June 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) 2022-23 financial statements for the period ending June 30, 2023, and PY 2023-24 Budget Modifications is requested.

2:50 p.m.

**4. Old Business**

**A. WIOA Outreach Campaign**

SWWDB administration entered into an agreement worth \$74,675 for an outreach campaign developed by Big Radio. The agreement also includes a sub-contract with Queen

B Radio to ensure all counties are covered. Rhonda Suda will share details on the content and performance data to date.

**B. Technology Projects**

Rhonda Suda and Matt Riley will provide an overview of recently completed, ongoing, and planned technology projects.

**5. New Business**

3:10 p.m.

• **A. 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 ([Enclosure 5](#)). Workforce Development Area (WDA) 11 WIOA allocations are decreasing by \$105,687, approximately 9% ([Enclosure 6](#)). This decrease is a result of the lower state award and the improving labor market in Southwest Wisconsin.

Approval of the PY 2023-24 WIOA Title 1 allocations is requested.

3:20 p.m.

**B. Board Member Resignation**

The September 13 meeting will be Heather McLean's (Business Manager at Reddy Ag Service) last meeting. SWWDB administration is currently recruiting to fill Ms. McLean's term.

3:25 p.m.

• **C. Service Provider Contract Modification**

SWWDB administration is seeking Board approval to provide Manpower Government Solutions an additional \$35,000 in Support to Communities (STC) funds. This grant ends August 31, 2024. SWWDB's current STC grant coordinator, Marcia Galvan, is being reassigned to another grant, requiring SWWDB to reassign STC responsibilities. These duties include coordination of the Support to Communities Council and processing referrals.

Approval is requested to modify Manpower's contract by no more than \$35,000.

3:35 p.m.

**D. Audit**

SWWDB's Audit of Fiscal Year 2022-23 financial records will occur the week of October 2, 2023. SWWDB administration is seeking two (2) to three (3) volunteers to join SWWDB Board's Chairperson and Treasurer to serve on this year's Ad Hoc Audit Committee. The committee will meet with the auditors at the beginning and end of the audit visit. Meetings will be held virtually and last approximately 30 minutes.

The SWWDB Chair will ask for volunteers.

3:45 p.m.

**E. Board Recertification**

Rhonda Suda will update the Board on the recertification process.

3:50 p.m.

**F. Wisconsin Pathways Home 4**

Five (5) Workforce Development Boards partnered on a grant proposal to continue and expand Pathway Home services. These boards are SWWDB, Fox Valley, Northwest, Western, and North Central. The proposal was selected by the Department of Labor (DOL). While North Central will serve as the grant recipient, SWWDB's Marcia Galvan will be the primary grant coordinator/manager for the project. SWWDB expects to receive \$1.2 million to carry out reentry services in southern Wisconsin.

3:55 p.m.

**6. Committee Updates**

**A. August 25, 2023, Executive Committee Meeting**

The Executive Committee met on August 25, 2023. Minutes of this meeting are provided in [Enclosure 7](#).

4:05 p.m.

**7. Consent Agenda**

*SWWDB’s standard consent agenda includes policies and performance reports. These items can be approved in one action, rather than through the filing of multiple motions.*

**A. Approval of SWWDB Policies and Revisions**

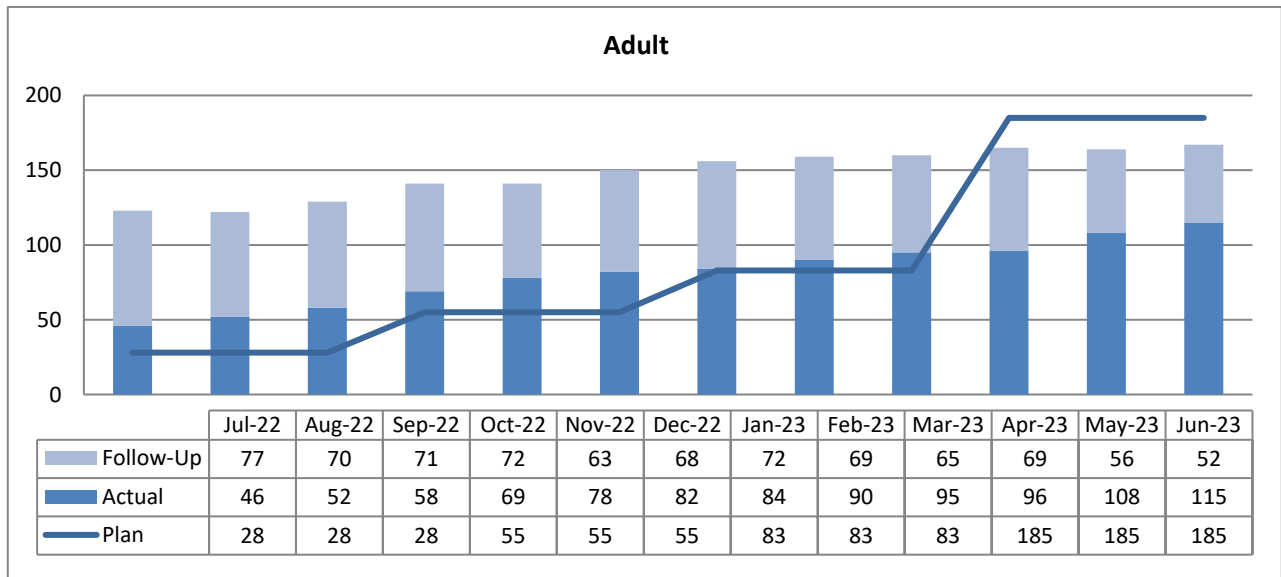
[Enclosure 8](#) includes two (2) revised policies:

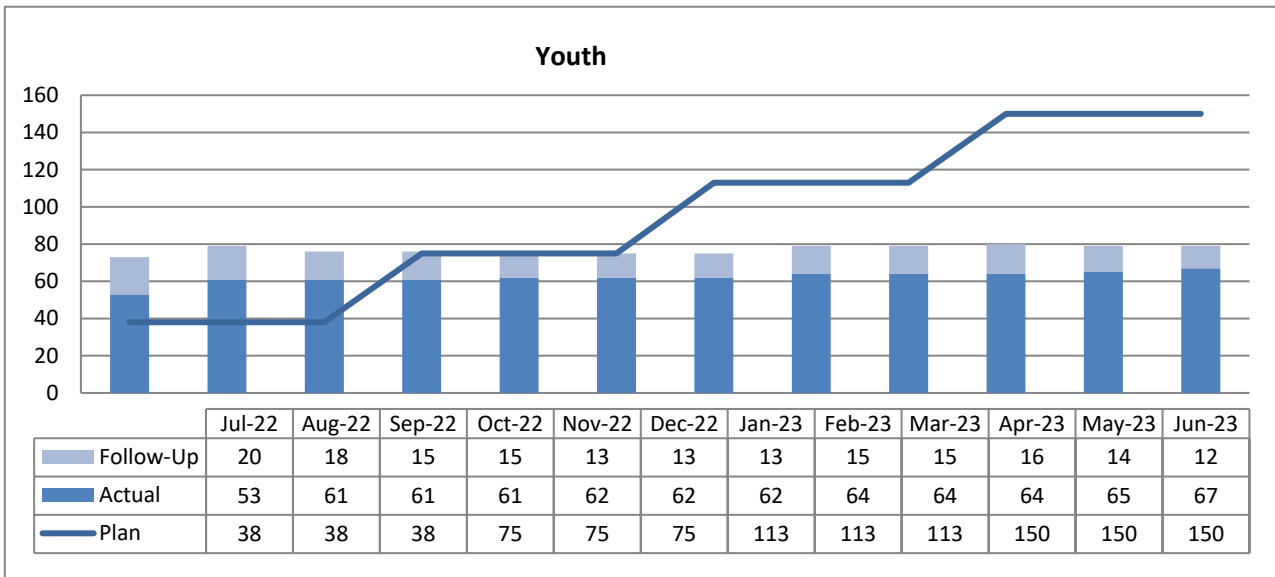
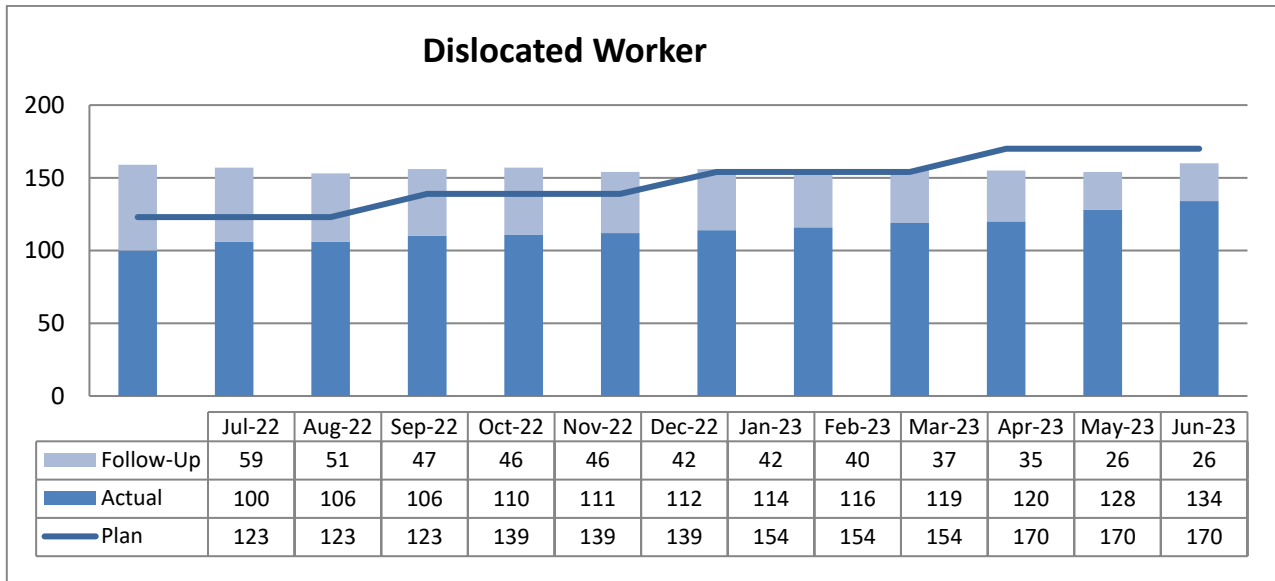
- B.110 Equal Opportunity and Affirmative Action Policy
- B.520 Unlawful Workplace Harassment Policy

**B. Performance Reports**

**WIOA Planned Participation**

The Workforce Innovation and Opportunity Act (WIOA) service provider contracts include participation goals. Failure to achieve the stated participation goals, within a 10% variance, requires a corrective action plan. Active and follow-up participants are considered in assessing participation. Manpower achieved 90% of the Adult service goal; 94% of the Dislocated Worker service goal; and, 53% of the Youth service goal; however, Manpower did exceed it Youth Work Experience service goal by 410%, or 41 participants.





**WIOA Performance Measures**

WIOA requires performance accountability. The U.S. Department of Labor (DOL) holds state and local areas accountable through the application of performance measures. These performance indicators are an assessment of the effectiveness of the public workforce system at the state and local levels. Every “Titled” program within WIOA utilizes the same performance measures/indicators.

Table 1 shows WIOA Title 1 performance results that were provided by the Department of Workforce Development (DWD) for the period ending June 30, 2023. SWWDB is “exceeding” 13 measures, “meeting” two (2), and “failing” one (1).

**Table 1**

Adult Program				
Indicator	Cohort Information	Actual Level	Neg. 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	Neg. 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	Neg. 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	88.1%	57%	51%
Exceed Performance Goal	12			
Met Performance Goal	2			
Failed Performance Goal	1			

Cohorts used for this quarter (rolling 4 quarters):

- Q2 Unsubsidized Employment & Median Earning – 7/1/21 thru 6/30/22
- Q4 Unsubsidized Employment & Credential Attainment Rate – 1/1/21 thru 12/31/21
- Measurable Skill Gains – 7/1/22 thru 6/30/23

#### **FoodShare Employment and Training**

Able-bodied adults without dependents who receive FoodShare benefits are required to meet 80 hours of work requirements every month. Participating in the FoodShare Employment and Training (FSET) program provides one avenue individuals can use to comply with this requirement. Additionally, any FoodShare recipient who is 16-years old or older can volunteer for the FSET program and receive services.

Table 2 provides an overview of SWWDB's compliance to the Service Level Agreement goals indicated in the contract held with the Department of Health Services. The FSET contract runs from October through September.

**Table 2**

Service Level Agreement Goal 10/2022 to 9/2023	Plan	QTR 1	QTR 2	QTR 3	QTR 4
Average Monthly Enrollment to Referral Ratio	25%	74.92%	70.63%	67.88%	
Component Participation	40%	86.96%	82.16%	68.59%	
Education and Training Component	25%	41.39%	44.22%	36.85%	
Contacting Referrals	95%	100%	100%	100%	
Scheduling Appointments	95%	100%	100%	100%	

Full Board approval to accept the consent agenda is requested.

**8. Organizational Information & Recurring Business**

4:10 p.m.

**A. Rapid Response Activity/Updates**

Upon notification of a company closing or significant layoff, SWWDB organizes Rapid Response events with the employer to introduce the affected employees to the services available within the public workforce system and to answer questions relating to unemployment, retraining, local employment opportunities, etc. Table 3 provides an overview of layoff/closure activity since July 1, 2023.

No Board action is required.

**Table 3**

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.		

4:15 p.m.

**B. Local Retention – Workforce Innovation and Opportunity Act (WIOA)**

Provided below is information regarding local retention (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.



No Board action is required.

4:20 p.m.

**9. CEO's Report**

The Winning with Wisconsin regional event will be held on September 20, 2023, at Blackhawk Technical College's Monroe campus from 11:30 a.m. to 1:30 p.m. The event flyer is included as [Enclosure 9](#).

4:25 p.m.

**10. Chairperson's Report**

4:30 p.m.

**11. Adjournment**

The next SWWDB meeting is scheduled for Wednesday, December 13, 2023.

- **Action Requested**

**All Times are Approximate**

**Southwest Wisconsin Workforce Development Board, Inc. Board Meeting**

**June 14, 2023**  
**Meeting Minutes**

The Southwest Wisconsin Workforce Development Board met on Wednesday, June 14, 2023, at the Edelweiss Chalet Country Club, New Glarus, WI and via teleconference. Attendance was as follows:

**Members Present:** Ms. Maria Lauck, Chairperson  
Ms. Heather Fifrick  
Mr. Kendal Garrison  
Ms. Linda Hendrickson  
Mr. Keith Kruse\*  
Ms. Jill Liegel  
Mr. Troy Marx  
Mr. John Meyers  
Ms. Lisa Omen\*  
Mr. James Otterstein  
Dr. Tracy Pierner  
Mr. Dale Poweleit\*  
Ms. Amy Santas  
Ms. Andrea Simon

**Members Excused:** Mr. Jason Aarud  
Ms. Brittini Ackley  
Mr. Ivan Collins  
Mr. Aaron Jach  
Ms. Ela Kakde  
Mr. Andrew Marcotte  
Ms. Heather McLean  
Mr. Tom Schmit  
Mr. Dave Shaw  
Mr. Dave Smith  
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:**

\*Attended via conference call.

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

Ms. Lauck called the meeting to order at 3:00 p.m. and welcomed members and staff. Ms. Gerhards conducted roll call.

**2. Approval of Minutes of SWWDB Meeting**

The minutes of the March 8, 2023, SWWDB meeting were presented for review and discussion. There was no discussion.

Motion made by Mr. Poweleit, seconded by Mr. Kruse, to approve the minutes of the March 8, 2023, meeting. **Motion carried unanimously.**

**3. Financial Reports**

Board members were presented with the financial reports through March 31, 2023. The financial reports include the Balance Sheet, Statement of Operations, and 2022-23 Budget Modifications.

The Balance Sheet represents a draft of the financial statement through Quarter 3 (January 1 – March 31). It shows revenue exceeding expenses by \$168,055.69. Ms. Thousand pointed out that account 1000-Cash was just over \$1 million at the time the Balance Sheet was prepared. It changes constantly and reassured

## ENCLOSURE 1

Board members that SWWDB is protected. SWWDB has multiple banks and a pledge agreement with each.

Ms. Thousand went over some of the accounts on the Balance Sheet. Account 1245-Dental Insurance Prepaid shows a negative balance because a former employee accepted COBRA coverage and prepaid for the coverage. Now SWWDB owes that employee coverage.

Accounts 1539-Software Project and 1540-PAS Rewrite Project are ongoing projects.

Account 3003-Accrued Vacation will drop dramatically during the next quarter. SWWDB's policy is "use or lose". This means that if employees do not use their vacation by the end of the program year (June 30), they lose it. However, employees can carry-over unused vacation into the next program year with the approval of Ms. Suda.

Ms. Lauck asked if SWWDB has the opportunity to utilize interest-bearing bank accounts given some of the cash balances. Ms. Thousand said yes.

The Statement of Operations compares budget to actual. Because SWWDB is through Quarter 3 of the fiscal year, the goal in the column labeled "Pct" is to be around 75% spent. Revenues show 93.62% spent and expense at 84.62%. The budget modifications from the March meeting are included. Ms. Thousand went over some of the accounts that appear to deviate from the 75% goal.

Account 6119-Fringes shows -235.69% spent. This is the offset account for SWWDB's flexible spending benefit.

Account 6155-Meals shows 313.72% spent. SWWDB provided food for Youth Apprenticeship mentor trainings and for a Workforce Advancement Initiative (WAI) graduation event.

Accounts 6272-IT Equipment-Network and 6273-IT Equipment-Other both show 0% spent. IT equipment is mostly purchased in Quarter 4.

Account 6342-Subscriptions shows 118.77% spent. A subscription for virtual reality training with virtual reality googles was purchased. Its purpose is for youth to explore careers and give a hands-on feeling in an occupation of interest.

Account 6353-Network Connectivity shows 108.54% spent. This is a result of user turnover with the program operator as each user is assessed a fee.

Account 6410-Legal shows 166.67% spent. Last year, SWWDB fell victim to a ransomware attack. SWWDB has cyber liability coverage and it took a large team to deal with the ransomware attack.

Account 6420-Audit shows 100% spent. The audit is conducted early in the fiscal year. Last year's audit for the program year ending June 30, 2022, was completed in October.

Account 6431-Consultants shows 0% spent. The Department of Health Services (DHS) gave SWWDB funding to produce a video for the FoodShare Employment and Training (FSET) program. The purpose of the video was to show the benefits of the program.

## ENCLOSURE 1

Ms. Thousand stated that most of the accounts 6701-Participant Support through account 6740-Customized Training show over 75% spent. These are funds going directly to participants in the form of stipend payments, training assistance, and supportive services.

The Budget Modifications are provided to Board members at every meeting. It shows changes to the budget since the March meeting. The Foster Care/Independent Living (FC/IL) grant received additional funding from a reallocation of the prior year.

Under the Workforce Innovation and Opportunity Act (WIOA), funds can be transferred between programs depending on where the need is. Currently, the Employee Recovery Dislocated Worker Grant (ERDWG) is being used to assist dislocated workers. The Adult program is where the need is. The Department of Workforce Development (DWD) approved the transfer of funds from the Dislocated Worker program to the Adult program.

In mid-May, SWWDB was provided more funds in Youth Apprenticeship that must be spent by June 30. SWWDB administration is discussing how to spend all the funds. Ms. Thousand added that SWWDB was awarded the contract for next year.

Motion made by Dr. Pierner, seconded by Mr. Otterstein, to approve the Program Year (PY) 2022-23 financial statements for Quarter 3, including the Budget Modifications, as presented. **Motion carried unanimously.**

#### 4. Old Business

##### A. **Program Year (PY) 2020-21 Monitoring**

The Department of Workforce Development (DWD) officially closed out the Program Year (PY) 2020--21 monitoring on March 7, 2023. DWD had identified seven (7) areas of concern, 16 findings, and about \$7,400 in questioned costs. Ms. Suda explained that all items have been resolved and there are no disallowed costs.

#### 5. New Business

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

The Department of Labor (DOL) released estimated state awards. Wisconsin's allocation will decrease 8.4%. Based on initial estimations, SWWDB's area could decrease by \$190,771. This is approximately a 38% decrease from last program year.

The Department of Workforce Development (DWD) must go through a formula process in order to determine a local area's Workforce Innovation and Opportunity Act (WIOA) allocation. Local boards have two (2) years to use WIOA funds. SWWDB reserves prior year funds to offset these decreases. Therefore, unused program year 2022-23 funds can be carried over. Ms. Suda noted that next year may be more impactful if the decreasing pattern continues.

##### B. **Program Year (PY) 2023-24 Budget**

SWWDB has not received official Program Year (PY) 2023-24 funding information from many state agencies for several of the programs SWWDB operates. SWWDB administration is expecting a decrease.

Board members were presented with the budget for Program Year (PY) 2023-24. The document consists of three (3) major pieces: the Budget Summary, the PY 2023 Budget Expenses, and the

## ENCLOSURE 1

PY 2023 Revenues. This budget will amend and modify the current year budget and set the initial budget for next year starting July 1.

Ms. Thousand went over the Budget Summary and explained what each column represents. Column 1-Approved Budget is the budget that was approved at the June 2022 meeting. Column 2-P/Y (Prior Year) Reserve Avail for Use is revenue from a year or two ago and is at SWWDB's disposal. SWWDB does not want to use all the funds in one year as the Department of Workforce Development (DWD) only releases Quarter 1 funds upfront, so carry-over funding is helpful for the fall semester. Column 3-Budget Changes includes modifications that are presented at every meeting. Column 4-Budget/Reserve combines columns 1 through 3. Column 5-YTD (Year to Date) as of 3/31/23 ties to the financial statements presented earlier in the meeting. Column 6-Projected as of 6/30/23 Modified Budget is used to project where SWWDB will be at the end of the year. Column 7-Planned Reserve includes carry-over from multiple year grants. Ms. Thousand noted that column 7 is for reference only.

Column 8-Proposed Budget includes strictly new grants SWWDB will receive beginning July 1. This amount matches the detailed revenue sheet. Ms. Thousand stated that SWWDB administration tries to be conservative when budgeting. Column 9-Projected vs. Proposed is the difference between the "Proposed Budget" column and the "Projected as of 6/30/22 Modified Budget" column. Column 10-Percent Change is the difference as a percent.

Ms. Thousand added that an anticipated increase in health insurance was budgeted for as well as additional staff members and the cost of the virtual reality software.

Mr. Otterstein asked about account 6311-Facilities-Storage Rental. Ms. Thousand explained that SWWDB's servers are stored in Middleton and is a monthly expense. This is the bulk of the expense. Mr. Otterstein also asked about accounts 6261-Equipment and 6351-Phone as it is noted that phones fall under account 6261. Ms. Thousand stated that account 6261 is for the physical device whereas account 6351 is for cell phone service. Ms. Lauck asked if it is for staff or participants. Ms. Thousand said staff only.

Ms. Lauck asked if SWWDB buys computers for participants. Ms. Thousand responded yes. Those purchases fall under support of training (account 6736).

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

### C. One-Stop Operator Modification

Ms. Suda explained that SWWDB's program operator is ManpowerGroup Public Sector, Inc.. Manpower has a contract that covers the Workforce Innovation and Opportunity Act (WIOA) and one that covers One-Stop Operator (OSO) functions. As the OSO, Manpower coordinates job center services in the local area. SWWDB still holds a lot of responsibility even though it does not serve as the OSO.

Ms. Suda is requesting full Board approval to modify Manpower's OSO contract section by no more than \$25,000.

Motion made by Ms. Simon, seconded by Mr. Otterstein, to award ManpowerGroup Public Sector no more than \$25,000 to continue One-Stop Operator (OSO) services in the Southwest Wisconsin Workforce Development Area. **Motion carried unanimously.**

**D. WIOA Title 1 Service Provider Contract**

Based on SWWDB administration’s best estimate since official grant agreements have not been received yet, it is being proposed to extend ManpowerGroup Public Sector, Inc.’ contract to deliver Workforce Innovation and Opportunity Act (WIOA) Adult, National Dislocated Worker Emergency Grants, and Youth services through June 30, 2024. Ms. Suda noted that the extension will not be issued until SWWDB administration has the actual grant agreements. Approval is requested to extend/modify the contract based overall performance and by no more than the amounts indicated below in Table 1.

**Table 1**

<b>Program</b>	<b>Approval Request</b>	<b>Planned Service Goals</b>
<b>Adult</b>	\$150,000	150
<b>D Worker / ERDWG (Co-enrollment)</b>	\$120,000	120
<b>Youth</b>	192,000	110
<b>Youth WEX</b>	\$48,000	10
<b>Support to Communities</b>	\$40,000	120*
<b>Grand Total</b>	<b>\$550,000</b>	

It is estimated to be around \$1,000 per participant. This has been the same estimate for the last few years. To be consistent, it will be kept the same. However, the estimate for youth is different at about \$2,000 per participant.

The Support to Communities (STC) grant is a national emergency grant provided by Manpower. Participants will be co-enrolled where possible.

Motion made by Mr. Kruse, seconded by Mr. Poweleit, to approve modifying ManpowerGroup Public Sector’ Workforce Innovation and Opportunity Act (WIOA) Title 1 Service Provider contract by no more than the amounts indicated above. **Motion carried unanimously.**

**E. WIOA Marketing**

In May, Ms. Suda and Ms. Lauck discussed targeted marketing for the Workforce Innovation and Opportunity Act (WIOA) as a result of having \$100,000 in Program Year (PY) 2021-22 program funding that must be used by June 30. Ms. Suda stressed that the marketing must be targeted which means the focus is on a specific program.

On May 15, SWWDB administration issued a Request for Quotes (RFQ) to develop targeted marketing and other media outreach materials for the WIOA Dislocated Worker program. No responses were received so the RFQ was re-issued on May 24. Two (2) quotes were received: Big Radio (local) and Vendi (La Crosse). Vendi’s proposal came in between \$90,000 to \$110,000 and Big Radio’s at \$26,570.

As these funds must be used by June 30, it requires a very aggressive procurement schedule. The due date for proposals was June 7 with development to begin on June 12. Board Chairperson Lauck approved this procurement, as allowed by SWWDB’s Procurement Policy, Section A.11: *Procurement transactions over \$25,000 require the approval of the SWWDB Board whenever feasible. When prior*

## ENCLOSURE 1

*approval of the full Board is not possible, the SWWDB Chair may approve the purchase subject to confirmation by the full Board at its next regularly scheduled meeting.*

SWWDB administration is seeking full Board confirmation of the procurement action taken.

Mr. Marx acknowledged that this is going to happen really quick and asked if both vendors can perform to meet the requirements of the funding by the end of month. Ms. Suda responded yes. Both vendors have indicated that they can provide what is needed by June 30. They have two (2) weeks to develop a six (6) month marketing plan.

Mr. Meyers shared his dislike of the quick timeline and asked if it is efficient and effective. Ms. Thousand said SWWDB administration reached out to local radio stations, and they did not submit a proposal. SWWDB administration also reached out to minority and women-owned business and received no response. This is a small purchase and only two (2) quotes are required.

Dr. Pierner asked if there was criteria used to evaluate the proposals. Ms. Thousand said yes.

Ms. Lauck asked if SWWDB has a working relationship with either vendor. SWWDB worked with Big Radio a few years ago on job fair activities.

Mr. Meyers voiced his favor on working with a local vendor. Dr. Pierner envisions working with Big Radio and starting the work included in their proposal and working up to the costly work of that in Vendi's proposal.

Mr. Otterstein does not favor giving funds to a vendor outside SWWDB's local area. Timing is very important in this project. Dr. Pierner agreed.

Motion made by Mr. Meyers, seconded by Ms. Omen, to invest the funding in this project and confirm a purchase not to exceed \$100,000. **Motion carried unanimously.**

### F. QUEST Grant

The Department of Workforce Development (DWD) received a \$15 million award from the Department of Labor (DOL) to serve 500 individuals seeking employment and training in childcare occupations. SWWDB has received \$302,653 under this project to serve 19 individuals through September 30, 2024. This grant will provide employment and training services and disaster-relief employment opportunities to grant-eligible individuals.

Ms. Suda said that the grant will off-set the cost of such items as tuition, books, and fees and provide some secondary education assistance. This grant can also help those participants currently in the Workforce Advancement Initiative (WAI) Childcare Project.

### G. SharePoint Migration

Ms. Suda explained that SWWDB's version of SharePoint is no longer supported by Microsoft which makes it vulnerable. SWWDB has lost some accessibility after the ransomware attack. Approximately 30,000 files must be migrated to the new version one at a time.

SWWDB administration posted a part-time, limited term position to do the migration. An individual was hired to complete the work in coordination with current staff.

# ENCLOSURE 1

Board members asked about the status of the website update. Ms. Suda stated that a flow chart on how it is going and why it cannot be done as quickly as hoped could be shared at the next meeting.

**6. Committee Updates**

None.

**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 Mr. Kruse, seconded by Ms. Omen, 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 2). This information is provided at every Board meeting per the Board’s request.

**Table 2**

Program Year 2022-23					
Company Name	Layoff Date	Affected Employees	RR Sessions or Meetings Held	Attendance	Receiving Services in DW Program
Swiss Colony Data Center	7/1/2022	48	3/17/2022	40	0
Saputo Cheese closing, Belmont, WI	Estimated 4 <sup>th</sup> quarter 2022	200 Lafayette Co.	Contact made; no WARN filing yet. Most recent news indicates layoffs may begin after 4/1/2023.		
50/50 Store	Est. 11/2022	7 estimated	All employees found other employment		
Tru Aseptics, LLC	9/2022 / 10/2022	74	No response from company.		
Georgia Pacific (Dubuque)	12/31/2022	85	Plant closure may impact workers from Wisconsin. In contact with plant human resources.		
Pierce Home Furnishings	11/2022	5 estimated	Owner retirement.		
Exact Sciences	11/2022 - staggered	250	Working with WDA 10.		
Energizer	2024	300	No warn notice filed yet.		
Toledo Molding	2/17/2023	52	Workforce reduction; outreach to employer		
Honeywell	7/31/2023	12	We are in the process of scheduling the event		

**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, 64 participants have exited Workforce Innovation and Opportunity Act (WIOA) programs. As of March 31, 2023, placement information indicates that of the 64 WIOA participants



## ENCLOSURE 1

that exited in the program year, 45 (70%) are employed or going to school post-program exit. Of those, 43 (96%) are going to school or working in Wisconsin. Workforce Development Area (WDA) 11 employs 32 of these individuals, which represents 74% of those employed in Wisconsin.

### 9. CEO's Report

SWWDB is partnering with four (4) other workforce development boards to provide services under the Pathways Home 4 grant. The North Central Workforce Development Board took the lead on the application. SWWDB administration expects to receive a response soon on its award.

Board member Brittney Ackley has accepted a position for a company outside of the Southwest Wisconsin workforce development area. Therefore, she must resign from the SWWDB Board of Directors.

SWWDB was awarded the Youth Apprenticeship grant for the 2023-24 school year.

SWWDB's Employment and Training Specialist for Windows to Work and FoodShare Employment and Training (FSET) Youth Taylor Gray has resigned. Ms. Gray worked in the Prairie du Chien and Boscobel prisons. The Department of Corrections offered Ms. Gray the Senior Social Worker position in Boscobel.

If any Board member wants to try the Virtual Reality goggles, please let Ms. Suda know. They can be brought to the next meeting.

### 10. Chairperson's Report

Ms. Lauck reminded those Board members present in-person to complete the 2023-24 Conflict of Interest Disclosure Statement Forms in front of them for Ms. Gerhards. Those members not present and attending virtually will receive an email from Ms. Gerhards containing the form.

The next meeting in September will be held face-to-face at another location.

Members present in-person that ordered an end of the year thank you gift can pick theirs up at the back table. They are jackets with SWWDB's logo provided by Markus Marketing in Potosi, WI.

Board members' input and feedback is appreciated. It is hopeful that the targeted marketing will get the word out about Workforce Innovation and Opportunity Act (WIOA) programs, but everyone's help is needed getting the word out.

### 11. Adjournment

Motion made by Mr. Meyers, seconded by Dr. Pierner, to adjourn the meeting at 5:18 p.m. **Motion carried unanimously.**

General Ledger System

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

June 2023

Page: Page 1 of 1  
Date: 8/17/2023  
Time: 8:46:04 PM

Account Description	Balance Amount	Totals
Assets:		
1000 CASH	\$1,129,843.82	
1100 GRANT CASH RECEIVABLE	\$1,085,250.65	
1202 PREPAID PLATTEVILLE RENT	\$2,387.00	
1203 PREPAID CORP. INSURANCES	\$13,746.15	
1207 PREPAID SUBSCRIPTIONS	\$17,815.82	
1220 PREPAID RENT OTHER	\$1,888.00	
1245 DENTAL INSURANCE PREPAID	(\$225.18)	
1250 PREPAID HEALTH INSURANCE	\$32,836.54	
1251 PREPAID CUSTOMER SUPPORT	\$1,646.66	
1252 PREPAID FLEXIBLE SPENDING	\$225.26	
1310 PREPAID ROCK COUNTY RENT	\$3,944.71	
1500 AUTOMOBILE PURCHASE	\$25,708.38	
1501 ACCUMULATED DEPRECIATION	(\$175,820.32)	
1503 EQUIPMENT & FURNITURE	\$201,444.76	
1539 SOFTWARE PROJECT	\$36,405.00	
1540 PAS REWRITE PROJECT	\$45,949.50	
Total assets		<u>\$2,423,046.75</u>
Liabilities:		
3004 ACCRUED PAYROLL	\$126,956.67	
3089 FLEX PLAN MEDICAL	(\$1,013.32)	
3200 ACCOUNTS PAYABLE	\$706,972.23	
Total liabilities		<u>\$832,915.58</u>
Prior year fund balance	\$1,349,307.18	
Current fund balance	\$240,823.99	
Total liabilities and fund balance:		<u><u>\$2,423,046.75</u></u>

(Funds included: ALL)

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEV

For User: d.thousand

Agency Statement of Operations

June 2023

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Date: 8/17/2023

Time: 9:56:11 PM

**Revenues**

Account	-----Monthly-----			-----YTD-----			Annual estimated	Unrealized	Pct
	Estimated	Actual	Pct	Estimated	Actual				
5100 REVENUE	\$499,775.00	\$1,967,402.62	393.66%	\$5,997,190.00	\$6,367,318.98	\$5,997,190.00	(\$370,128.98)	106.17%	
5110 LEASED EMPLOYEE REVENUE	\$73,985.00	\$171,749.60	232.14%	\$887,776.00	\$883,932.14	\$887,776.00	\$3,843.86	99.57%	
5140 TICKET TO WORK REVENUE	\$5,668.00	\$10,480.00	184.90%	\$67,895.00	\$73,890.00	\$67,895.00	(\$5,995.00)	108.83%	
5150 BENEFIT ANALYSIS REVENUE	\$5,668.00	\$18,700.00	329.92%	\$67,895.00	\$86,000.00	\$67,895.00	(\$18,105.00)	126.67%	
5160 DONATIONS REVENUE	\$0.00	\$150.00	0.00%	\$0.00	\$150.00	\$0.00	(\$150.00)	0.00%	
5300 REVENUE INTEREST INCOME	\$1,262.00	\$2,182.08	172.91%	\$15,067.00	\$18,256.63	\$15,067.00	(\$3,189.63)	121.17%	
<b>Total Revenues</b>	<b>\$586,358.00</b>	<b>\$2,170,664.30</b>	<b>370.19%</b>	<b>\$7,035,823.00</b>	<b>\$7,429,547.75</b>	<b>\$7,035,823.00</b>	<b>(\$393,724.75)</b>	<b>105.60%</b>	

**Expenditures**

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6100 SALARIES	\$226,504.00	\$312,797.69	138.10%	\$2,717,993.00	\$2,630,813.29	\$2,717,993.00	\$87,179.71	96.79%	
6110 P/R TAX FICA	\$16,021.00	\$22,649.01	141.37%	\$192,153.00	\$190,695.72	\$192,153.00	\$1,457.28	99.24%	
6119 FRINGES	\$0.00	(\$671.02)	0.00%	\$0.00	(\$3,027.95)	\$0.00	\$3,027.95	0.00%	
6120 HEALTH INSURANCE	\$24,535.00	\$27,766.39	113.17%	\$294,299.00	\$303,190.25	\$294,299.00	(\$8,891.25)	103.02%	
6122 UNEMPLOYMENT INSURANCE	\$1,150.00	\$191.67	16.67%	\$13,690.00	\$11,958.12	\$13,690.00	\$1,731.88	87.35%	
6123 LIFE/DISABILITY INSURANCE	\$611.00	\$719.75	117.80%	\$7,299.00	\$7,424.16	\$7,299.00	(\$125.16)	101.71%	
6130 DENTAL INSURANCE	\$1,703.00	\$1,887.15	110.81%	\$20,315.00	\$20,563.93	\$20,315.00	(\$248.93)	101.23%	
6140 TRAVEL IN WDA	\$6,673.00	\$5,869.27	87.96%	\$79,988.00	\$80,404.32	\$79,988.00	(\$416.32)	100.52%	
6155 MEALS	\$699.00	\$1,692.89	242.19%	\$8,366.00	\$12,425.93	\$8,366.00	(\$4,059.93)	148.53%	
6156 LODGING	\$457.00	\$633.00	138.51%	\$5,407.00	\$8,859.52	\$5,407.00	(\$3,452.52)	163.85%	
6160 401(K)	\$8,512.00	\$8,568.52	100.66%	\$102,111.00	\$101,181.35	\$102,111.00	\$929.65	99.09%	
6170 STAFF TRAIN/DEVELOPMENT	\$1,073.00	(\$875.00)	-81.55%	\$12,777.00	\$13,507.64	\$12,777.00	(\$730.64)	105.72%	
6172 DUES AND MEMBERSHIPS	\$813.00	\$0.00	0.00%	\$9,657.00	\$7,243.00	\$9,657.00	\$2,414.00	75.00%	
6250 OFFICE SUPPLIES	\$1,921.00	\$2,900.49	150.99%	\$22,953.00	\$29,110.79	\$22,953.00	(\$6,157.79)	126.83%	
6255 AUDIO/WISLINE	\$62.00	\$143.88	232.06%	\$733.00	\$741.50	\$733.00	(\$8.50)	101.16%	
6261 EQUIPMENT UNDER \$5000	\$333.00	\$5,611.00	1684.98%	\$3,996.00	\$11,175.87	\$3,996.00	(\$7,179.87)	279.68%	
6267 COPIER RENTAL	\$265.00	\$189.00	71.32%	\$3,114.00	\$3,511.03	\$3,114.00	(\$397.03)	112.75%	
6270 IT SOFTWARE	\$1,159.00	\$1,158.34	99.94%	\$13,908.00	\$13,905.95	\$13,908.00	\$2.05	99.99%	
6274 LICENSES	\$1,114.00	\$5,314.70	477.08%	\$13,335.00	\$17,745.06	\$13,335.00	(\$4,410.06)	133.07%	
6309 FACILITIES	\$12.00	\$155.00	1291.67%	\$133.00	\$255.00	\$133.00	(\$122.00)	191.73%	
6310 RENT	\$8,057.00	\$6,331.71	78.59%	\$96,629.00	\$96,681.04	\$96,629.00	(\$52.04)	100.05%	
6311 STORAGE RENTAL	\$1,233.00	\$1,224.96	99.35%	\$14,763.00	\$14,747.07	\$14,763.00	\$15.93	99.89%	

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEV

For User: d.thousand

Agency Statement of Operations

June 2023

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Date: 8/17/2023

Time: 9:56:11 PM

<b>Expenditures</b>		-----Monthly-----			-----YTD-----				
<b>Account</b>	Budget	Expenditures	Pct	Budget	Expenditures	Annual budget	Unexpended	Pct	
6312	CLEANING/JANITORIAL	\$412.00	\$400.00	97.09%	\$4,933.00	\$5,280.50	\$4,933.00	(\$347.50)	107.04%
6313	P.O. BOX RENTAL	\$39.00	\$0.00	0.00%	\$424.00	\$318.00	\$424.00	\$106.00	75.00%
6330	TELEPHONE	\$323.00	\$313.69	97.12%	\$3,766.00	\$3,764.43	\$3,766.00	\$1.57	99.96%
6331	GARBAGE REMOVAL	\$19.00	\$0.00	0.00%	\$173.00	\$129.85	\$173.00	\$43.15	75.06%
6340	POSTAGE	\$603.00	\$2,536.44	420.64%	\$7,126.00	\$8,369.18	\$7,126.00	(\$1,243.18)	117.45%
6341	SERVICE FEES	\$915.00	\$846.49	92.51%	\$10,859.00	\$10,441.65	\$10,859.00	\$417.35	96.16%
6342	SUBSCRIPTIONS	\$932.00	\$1,389.00	149.03%	\$11,085.00	\$14,354.01	\$11,085.00	(\$3,269.01)	129.49%
6343	BOARD	\$27.00	\$333.86	1236.52%	\$302.00	\$675.41	\$302.00	(\$373.41)	223.65%
6351	CELL PHONE	\$1,606.00	\$1,394.82	86.85%	\$19,184.00	\$18,572.52	\$19,184.00	\$611.48	96.81%
6352	INTERNET	\$985.00	\$943.88	95.83%	\$11,776.00	\$12,168.68	\$11,776.00	(\$392.68)	103.33%
6353	NETWORK CONNECTIVITY	\$4,831.00	\$3,090.00	63.96%	\$57,884.00	\$50,849.18	\$57,884.00	\$7,034.82	87.85%
6370	ADVERTISING	\$233.00	\$74,793.20	2100.09%	\$2,686.00	\$76,807.70	\$2,686.00	(\$74,121.70)	2859.56%
6371	BACKGROUND CHECKS	\$21.00	\$56.00	266.67%	\$252.00	\$252.00	\$252.00	\$0.00	100.00%
6410	LEGAL	\$212.00	\$0.00	0.00%	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	100.00%
6420	AUDIT	\$1,125.00	\$0.00	0.00%	\$13,500.00	\$13,500.00	\$13,500.00	\$0.00	100.00%
6430	LEGAL COUNSEL	\$0.00	\$2.97	0.00%	\$0.00	\$2.97	\$0.00	(\$2.97)	0.00%
6431	CONSULTANTS	\$2,250.00	\$0.00	0.00%	\$27,000.00	\$26,447.50	\$27,000.00	\$552.50	97.95%
6433	CONTRACTED SUPPORT	\$3,525.00	\$3,241.86	91.97%	\$42,245.00	\$41,815.01	\$42,245.00	\$429.99	98.98%
6503	WORKER'S COMPENSATION	\$878.00	\$970.34	110.52%	\$10,481.00	\$10,771.97	\$10,481.00	(\$290.97)	102.78%
6504	MULTI-PERIL	\$125.00	\$112.25	89.80%	\$1,478.00	\$1,445.52	\$1,478.00	\$32.48	97.80%
6507	CORPORATE INSURANCES	\$1,044.00	\$1,095.05	104.89%	\$12,451.00	\$12,623.37	\$12,451.00	(\$172.37)	101.38%
6580	DEPRECIATION	\$2,171.00	\$3,467.01	159.70%	\$25,975.00	\$29,617.97	\$25,975.00	(\$3,642.97)	114.02%
6602	COMPANY CAR INSURANCE	\$139.00	\$113.38	81.57%	\$1,646.00	\$1,574.76	\$1,646.00	\$71.24	95.67%
6603	COMPANY CAR GAS	\$20.00	\$0.00	0.00%	\$130.00	\$227.69	\$130.00	(\$97.69)	175.15%
6604	COMPANY CAR MAINTENANCE	\$16.00	\$130.74	817.13%	\$159.00	\$381.83	\$159.00	(\$222.83)	240.14%
6610	SUBCONTRACTOR EXPENSE	\$96,258.00	\$144,173.91	149.78%	\$1,154,997.00	\$1,260,751.32	\$1,154,997.00	(\$105,754.32)	109.16%
6701	PARTICIPANT SUPPORT	\$49,720.00	\$62,043.58	124.79%	\$596,530.00	\$627,021.18	\$596,530.00	(\$30,491.18)	105.11%
6703	ASSESSMENTS	\$1,502.00	\$1,435.00	95.54%	\$18,013.00	\$19,105.00	\$18,013.00	(\$1,092.00)	106.06%
6707	INCUMBENT WORKER TRAININ	\$2,481.00	\$0.00	0.00%	\$29,761.00	\$13,887.78	\$29,761.00	\$15,873.22	46.66%
6708	STIPENDS	\$17,706.00	\$38,696.00	218.55%	\$212,384.00	\$236,282.00	\$212,384.00	(\$23,898.00)	111.25%
6709	INCENTIVES	\$2,324.00	\$0.00	0.00%	\$27,800.00	\$70,375.00	\$27,800.00	(\$42,575.00)	253.15%

General Ledger System

SOUTHWEST WISCONSIN WORKFORCE DEV  
 For User: d.thousand  
 Agency Statement of Operations

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June 2023

**Expenditures**

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6735 35% TRAINING	\$29,915.00	\$0.00	0.00%	\$358,969.00	\$446,106.56		\$358,969.00	(\$87,137.56)	124.27%
6736 35% TRAINING SUPPORT	\$45,618.00	\$147,145.95	322.56%	\$547,328.00	\$590,910.24		\$547,328.00	(\$43,582.24)	107.96%
6740 CUSTOMIZED TRAINING	\$699.00	\$3,484.00	498.43%	\$8,366.00	\$8,167.00		\$8,366.00	\$199.00	97.62%
6880 MISCELLANEOUS	\$0.00	\$113.39	0.00%	\$0.00	\$113.39		\$0.00	(\$113.39)	0.00%
<b>Total Expenditures</b>	<b>\$571,581.00</b>	<b>\$896,581.21</b>	<b>156.86%</b>	<b>\$6,855,782.00</b>	<b>\$7,188,723.76</b>		<b>\$6,855,782.00</b>	<b>(\$332,941.76)</b>	<b>104.86%</b>
<b>Excess (Deficit)</b>	<b>\$14,777.00</b>	<b>\$1,274,083.09</b>		<b>\$180,041.00</b>	<b>\$240,823.99</b>		<b>\$180,041.00</b>	<b>(\$60,782.99)</b>	

(Funds included: ALL)

## SWWDB Budget Modifications Since the 06/14/2023 Board Meeting

Item	Admin	Program	Amount
<b>2023.24 Budget - Approved Revenue</b>	<b>561,831</b>	<b>4,834,081</b>	<b>\$5,395,912</b>
<b>Changes to PY23 Funds (Adjust to Actual)</b>			
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)
<b>Modified Revenues</b>	<b>548,267</b>	<b>4,959,059</b>	<b>5,507,326</b>
Net Change	(13,564)	124,978	111,414
<b>Changes to PY22 Funds (Affects Planned Reserve / Carryover) - for informational purposes only</b>			
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
<b>Changes to PY23 That Don't Impact SWWDB's Bottom Line - for informational purposes only</b>			
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	-		-

**ENCLOSURE 5**

DEPARTMENT OF WORKFORCE DEVELOPMENT  
 DIVISION OF EMPLOYMENT AND TRAINING  
 ADMINISTRATOR'S MEMO SERIES

ACTION  
 NOTICE 23-02


ISSUE DATE: 06/30/2023  
 DISPOSAL DATE: On-going

**\*PROGRAM CATEGORIES:**

AS  FM  LM  TC  
 CR  IT  ML  TR  
 FL  JC  TA  WIOA  
 YA

**TO:** Workforce Development Board Directors

**FROM:** Michele Carter  
 Division Administrator

DocuSigned by:  
  
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**RE:** Workforce Innovation and Opportunity Act Program Year 2023 Allotments

**PURPOSE:** To transmit the allotments of Workforce Innovation and Opportunity Act (WIOA) Title I Funds to the Wisconsin Workforce Development Boards (WDBs) for Program Year 2023 (PY23) and State Fiscal Year 2024 (SFY24).

**BACKGROUND:** The United States Department of Labor (DOL), Employment and Training Administration published the Guidance Letter (TEGL) No. 15-22, with the details of the allotments for WIOA, Wagner-Peyser and the Workforce Information Grant. Wisconsin received a PY23 formula allotment totaling \$40,518,909. This is a 5.92% percent decrease from PY22. Changes by program are detailed in the chart below.

	Youth	Adult	Dislocated Worker	Wagner Peyser	Workforce Information Grant	Total
2022	\$10,957,464	\$9,438,464	\$10,874,839	\$11,191,329	\$608,147	\$43,070,243
2023	\$10,018,152	\$8,644,415	\$9,973,277	\$11,276,927	\$606,138	\$40,518,909
Change	(\$939,312)	(\$794,049)	(\$901,562)	\$85,598	(\$2,009)	(\$2,551,334)
% change	(8.57%)	(8.41%)	(8.29%)	.76%	(0.33%)	(5.92%)

Funding for Adult and Dislocated Workers will be issued using the same process as last year. Quarter 1 will be issued July 1, 2023, and Quarters 2-4 will be issued October 1, 2023 as a grant modification. It is anticipated that funds will be distributed to states by allotment through Notices of Awards (NOA) on or by these two dates. Allocations to the WDBs will occur within 30 days of receipt of the NOA, as required under WIOA. The Youth allocation will be allocated annually within 30 days upon receipt of the Youth NOA from DOL. TEGL 15-22 prohibits funds available through the "advance" allocation (October 1, 2023) to be used for activity prior to the award date. Therefore, the amounts available for use at the WDB level in PY23 are:

**ENCLOSURE 5**

Youth Allotment Annual	Adult Allotment			Dislocated Worker Allotment			Total Annual
	1st Qtr	2,3,4 Qtr	Annual	1st Qtr	2,3,4 Qtr	Annual	
\$8,515,431	\$1,445,119	\$5,902,636	\$7,347,755	\$1,290,478	\$4,693,490	\$5,983,968	\$21,847,154

The State of Wisconsin, Department of Workforce Development (DWD), Division of Employment and Training (DET) retains fifteen percent (15%) of the WIOA allocated funds for state level program administration and oversight, (\$4,295,371). In addition, twenty-five percent (25%) of the Dislocated Worker allotment (Q1=\$537,699, Q2-4=\$1,955,620) has been set aside for the Rapid Response program. Eighty-five percent (85%) of the Youth (\$8,515,431), eighty-five percent (85%) of Quarter 1 Adult (\$1,445,119), and sixty percent (60%) of Quarter 1 Dislocated Worker (\$1,290,478) allotments authorized by DOL is distributed to the WDBs as shown in the spreadsheet attached (Attachment A) to this memo. Eighty-five percent (85%) of Quarter 2-4 Adult (\$5,902,636) and sixty percent (60%) of Quarter 2-4 Dislocated Worker (\$4,693,490) will be distributed by DWD for use after October 1, 2023. All allocations to WDBs are contingent upon availability of funds and federal guidelines and regulations.

Allocations for each WDB for Quarter 1 (Youth reflects an annual allocation) are provided in Attachment A, "Workforce Innovation and Opportunity Act Allocations by WDB: PY23 – Quarter 1." Attachment B provides preliminary allocations for each WDB after October 1, 2023. Contracts with individual WDBs will be modified at that time to reflect actual allocations for the period after October 1, 2023. WDB allocations are calculated by multiplying the local portion of the state allotment by the WDB's allocation share. Allocation shares are calculated in accordance with the process described in the current approved state plan.

Note: PY23 WIOA Allocations are preliminary and may change when the NOA is issued.

**CONTACT:**

Stephanie Elmer  
608.733.3869  
Stephanie.Elmer@dwd.wisconsin.gov

**ATTACHMENT(S):**

Attachment A – Workforce Innovation and Opportunity Act Allotments by WDB:  
PY23– Quarter 1

Attachment B – Preliminary Workforce Innovation and Opportunity Act Allotments by WDB:  
PY23 – Quarters 2-4.



**Attachment A**  
**Workforce Innovation and Opportunity Act by WDB:**  
**PY23-Quarter 1**

Preliminary										
Workforce Innovation and Opportunity Act by WDA:										
Federal Funding Formula										
PY23										
	WDA Name	Adult			Youth			Dislocated Worker		
		HH	Share	Allocation*	HH	Share	Allocation*	HH	Share	Allocation*
1	Southeast	X	11.01%	\$159,071	X	10.87%	\$925,529		7.49%	\$96,702
2	Milwaukee		39.24%	\$567,018		38.84%	\$3,307,340		20.47%	\$264,216
3	WOW	X	3.99%	\$57,729	X	4.03%	\$343,063		6.05%	\$78,084
4	Fox Valley	X	3.72%	\$53,828	X	3.73%	\$317,341		5.15%	\$66,508
5	Bay Area	X	7.60%	\$109,815	X	7.19%	\$612,064		14.42%	\$186,062
6	NorthCentral	X	5.89%	\$85,061	X	5.81%	\$495,066		7.97%	\$102,796
7	Northwest	X	6.36%	\$91,925	X	4.86%	\$413,709	X	3.68%	\$47,450
8	West Central	X	5.86%	\$84,640	X	6.71%	\$571,199	X	8.56%	\$110,424
9	Western	X	3.79%	\$54,811	X	4.09%	\$348,374		5.85%	\$75,478
10	South Central	X	7.85%	\$113,436	X	9.01%	\$767,278		14.67%	\$189,249
11	Southwest	X	4.69%	\$67,785		4.87%	\$414,468		5.70%	\$73,509
	Total		100.00%	\$1,445,119		100.00%	\$8,515,431		100.00%	\$1,290,478
		X	Held Harmless							
Source: USDOL TEGL 15-22, April 21, 2023										

**Attachment B**  
**Workforce Innovation and Opportunity Act by WDB:**  
**PY23-Quarter 2-4**

Preliminary										
Workforce Innovation and Opportunity Act by WDA:										
Federal Funding Formula										
PY23										
	WDA Name	Adult			Youth			Dislocated Worker		
		HH	Share	Allocation*	HH	Share	Allocation*	HH	Share	Allocation*
1	Southeast	X	11.01%	\$649,730	X	10.87%	\$0		7.49%	\$351,707
2	Milwaukee		39.24%	\$2,316,004		38.84%	\$0		20.47%	\$960,959
3	WOW	X	3.99%	\$235,797	X	4.03%	\$0		6.05%	\$283,991
4	Fox Valley	X	3.72%	\$219,864	X	3.73%	\$0		5.15%	\$241,892
5	Bay Area	X	7.60%	\$448,543	X	7.19%	\$0		14.42%	\$676,709
6	NorthCentral	X	5.89%	\$347,435	X	5.81%	\$0		7.97%	\$373,872
7	Northwest	X	6.36%	\$375,470	X	4.86%	\$0	X	3.68%	\$172,578
8	West Central	X	5.86%	\$345,714	X	6.71%	\$0	X	8.56%	\$401,613
9	Western	X	3.79%	\$223,876	X	4.09%	\$0		5.85%	\$274,514
10	South Central	X	7.85%	\$463,332	X	9.01%	\$0		14.67%	\$688,303
11	Southwest	X	4.69%	\$276,871		4.87%	\$0		5.70%	\$267,352
	Total		100.00%	\$5,902,636		100.00%	\$0		100.00%	\$4,693,490
		X	Held Harmless							
Source: USDOL TEGL 15-22, April 21, 2023										

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Change</u>	<u>% Change</u>	
Youth	\$11,197,879	\$10,091,692	\$9,204,676	\$12,040,412	\$10,957,464	\$10,018,152	-\$939,312	-8.57%	
Adult	\$9,671,276	\$8,714,035	\$7,944,787	\$10,403,176	\$9,438,464	\$8,644,415	-\$794,049	-8.41%	
Dislocated Worker	\$11,769,133	\$11,431,285	\$11,212,132	\$11,939,631	\$10,874,839	\$9,973,277	-\$901,562	-8.29%	
Wagner Peyser	\$11,632,564	\$11,469,141	\$11,531,892	\$11,423,220	\$11,191,329	\$11,276,927	\$85,598	0.76%	
WF Info Grant	\$615,232	\$615,121	\$608,159	\$606,266	\$608,147	\$606,138	-\$2,009	-0.33%	
							<b>Statewide Change</b>	<b>-\$2,551,334</b>	<b>-5.92%</b>

**SWWDB Shares**

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Change</u>	<u>% Change</u>
Youth	4.08%	3.79%	3.75%	5.13%	5.37%	4.87%	-0.5	-9.31%
Adult	3.99%	3.71%	3.67%	5.12%	5.30%	4.69%	-1.61	30.38
Dislocated Worker	4.46%	3.86%	3.74%	5.66%	4.29%	5.70%	1.41	32.87

**SWWDB Funding**

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Change</u>	<u>% Change</u>	
Youth	\$388,124	\$325,436	\$293,022	\$453,388	\$500,589	\$414,468	-\$86,211	-17.22%	
Adult	\$325,148	\$274,980	\$247,579	\$523,655	\$424,911	\$344,656	-\$80,255	-18.89%	
Dislocated Worker	\$315,052	\$264,420	\$251,772	\$405,826	\$280,082	\$340,861	\$60,779	21.70%	
							<b>Local Change</b>	<b>-\$105,687</b>	<b>-8.77%</b>

**Executive Committee Meeting**  
Friday, August 25, 2023  
**Meeting Minutes**

The Executive Committee of the Southwest Wisconsin Workforce Development Board met on Friday, August 25, 2023, via Microsoft Teams. Attendance was as follows:

- Members Present:** Ms. Maria Lauck, Chairperson                      Mr. James Otterstein  
Mr. John Meyers    Mr. Mike Williams  
Ms. Lisa Omen
- Members Absent:** Mr. Keith Kruse
- Staff Present:** Ms. Katie Gerhards    Ms. Danielle Thousand  
Ms. Rhonda Suda

**1. Call to Order**

Ms. Lauck called the meeting to order at 1:32 p.m.

**2. Approval of Meeting Minutes**

The minutes of the December 2, 2022, Executive Committee meeting were presented for review. There was no discussion.

Motion made by Mr. Otterstein, seconded by Ms. Omen, to approve the minutes from the December 2, 2022, meeting as presented. **Motion carried unanimously.**

**3. Adjourn to Closed Session**

The committee will adjourn to closed session under section 19.85 (1)(c) of Wisconsin Statutes for the purpose of discussing employee compensation.

Motion made by Ms. Omen, seconded by Mr. Otterstein, to adjourn to closed session at 1:35 p.m. **Motion carried unanimously.**

**4. Reconvene to Open Session**

Motion made by Ms. Omen, seconded by Mr. Williams, to reconvene in open session at 1:54 p.m. **Motion carried unanimously.**

Motion made by Ms. Omen, seconded by Mr. Williams, on the action taken in closed session. **Motion carried unanimously.** Mr. Meyers abstained.

**5. Payment Authorization System Replacement Project**

Last year, the full Board approved up to \$100,000 to replace/update SWWDB’s Payment Authorization System (PAS). PAS tracks participant limits, reserves funds, and is where Case Managers issue vouchers for such things as tuition, gas, and clothing.

SWWDB issued a Request for Proposal (RFP) where three (3) responses were received. The RFQ laid out in detail what the system needed to do along with a timeline of events. During the Proposer’s Conference, SWWDB administration provided interested parties with a virtual demo of PAS.

## ENCLOSURE 7

The proposal selected had a \$91,000 budget, and the Board approved \$100,000 for the project. SWWDB paid half at the start of the project. In May of this year, the vendor informed SWWDB administration they expected to exceed the agreed by at least 100%. Ms. Suda recognized that the complexity of the project may not have been fully understood by both parties, but made to commitment regarding the overage.

While SWWDB administration has not promised the vendor more money to complete the quoted scope, it is important that the Executive Committee knows the current status of the project and that final costs will require additional negotiation.

PAS is currently operating under Internet Explorer, which is still functional but not supported by Microsoft anymore. PAS is an essential program in participant service operations. Ms. Suda asked members for ideas, comments, and questions.

Mr. Otterstein asked where the vendor's proposal came in cost-wise. Ms. Suda said it was the most expensive but came with the best references.

Mr. Otterstein asked if what they have provided to date is the minimum. Ms. Thousand stated that as of last week, a core piece of functionality was not working. Mr. Otterstein recommended SWWDB administration go back to the CEO of the vendor. Ms. Suda indicated that any negotiations will be with CEO.

Ms. Suda added that Matt Riley, SWWDB's Network Coordinator, and Ms. Thousand test for about 1.5 hours every day and have been for months. Ms. Lauck offered support and assistance from the Executive Committee. SWWDB administration was asked to remind the vendor that there is a process that must be followed, clients to serve, and a plan must be discussed. Ms. Suda stated that the only approval is what is in the agreement along with a few enhancements. SWWDB will not go over \$100,000.

### 6. **401(k) Plan Discussion**

Ms. Suda said the general 401(k) plan is if an employee contributes anything that they get 4% and a match at 50% on first 8%. The match starts after one year of employment and 1,000 hours of work. SWWDB administration is looking at other options to make sure we have the best plan possible.

A new broker/administrator would be determined through a Request for Proposal (RFP). The plan would not change – just the broker/administrator.

### 7. **Fiscal Services Contract Termination**

SWWDB holds two (2) fiscal contracts with the Southwestern Wisconsin Regional Planning Commission (SWWRPC) and Capital Area Regional Planning Commission (CARPC). The services provided are done by SWWDB's finance team.

After a year of discussion, it was determined that SWWDB cannot continue providing these services. This is because the finance team is putting too many hours into the commissions. Those are hours that need to be put towards SWWDB.

SWWDB entered into these contracts when the admin funds were low and it helped the organization. There is no benefit to SWWDB to hold on to these contracts as of January 1, 2024. SWWDB has the talent, but not the capacity anymore.

### 8. **Adjournment**

## ENCLOSURE 7

Motion made by Ms. Omen, seconded by Mr. Williams, to adjourn the meeting at 2:16 p.m. **Motion carried unanimously.**

\*Mr. Meyers was a non-voting observer per the by-laws.

## EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

B-110



### Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to the primary principles of nondiscrimination, equal opportunity, and affirmative action. SWWDB shall honor this commitment to be fair and impartial in all its relations with employees, job applicants, participants and employers using SWWDB and Job Center services, and subcontractors and suppliers providing goods and services. It is the intent of this policy to comply with all applicable rules, as they may change from time to time, and federal and state equal opportunity and anti-discrimination laws and executive orders.

### Policy.

#### Employment:

SWWDB shall provide equal employment opportunity (EEO) to all employees and applicants for employment without regard race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. SWWDB prohibits discrimination against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Additionally, in compliance with Wisconsin Fair Employment Laws, SWWDB shall provide equal employment opportunity to all employees and applicants without regard to military or veteran status, sexual orientation, gender identity or expression, national origin, marital or familial status, pregnancy, genetic information, arrest or conviction record, use or non-use of lawful products outside the workplace or political affiliation.

Employment practices subject to the application of this policy include, but are not limited to: recruitment, selection, promotion, performance appraisals, compensation, transfer, layoff, training, demotion, termination, work assignments, and other benefits of employment.

SWWDB prohibits harassment, retaliation, and unfair honesty testing. SWWDB expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status or other protected status. Improper interference with the ability of SWWDB's employees to perform their job duties may result in discipline up to and including discharge.

#### Service Delivery/Program Operations:

~~SWWDB provides services to individuals seeking assistance from the public workforce system. As a recipient of federal and state workforce funds, the SWWDB organization, staff and contracted providers shall advance equal opportunity in all customer interactions. SWWDB prohibits discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I financially assisted program or activity.~~

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The recipient must not discriminate in any of the following areas: Deciding who will be admitted, or have access, to any WIOA Title I financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

Service actions include, but are not limited, to: recruitment, admission, counseling, job placement, training programs, facility and/or program accessibility, and the delivery of other employment and training services authorized by the SWWDB. It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I—financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I—financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

**WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION**

If you think that you have been subjected to discrimination under a WIOA Title I financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with any of the following:

**Local Level**

Local Equal Opportunity Officer, Ryan Schomber / SW WI Workforce Development Board  
1717 Center Ave Ste. 900 Janesville WI 53546 / Phone: 608-314-3300 (#303)  
TTY/TDD-WI Relay Services: 711 / Email: r.schomber@swwdb.org

**State Level**

Equal Opportunity Officer, Susana Vázquez García, MS / Wisconsin Department of Workforce  
Development  
Division of Employment and Training 201 E Washington Ave, Room E 100 PO Box 7972 Madison, WI 53707-

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[7972](tel:7972)

[608\) 405-4067](tel:6084054067) / TTY access via WI Relay: 711 / Email: [DETEOContact@dwd.wisconsin.gov](mailto:DETEOContact@dwd.wisconsin.gov)

**Federal Level**

Director, Civil Rights Center (CRC)

U.S. Department of Labor 200 Constitution Avenue NW, Room N-4123 Washington, DC 20210

or electronically as directed on the CRC website at [www.dol.gov/crc](http://www.dol.gov/crc)

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

**Subcontractors:**

SWWDB requires that state and local government agencies receiving Workforce Innovation and Opportunity Act (WIOA) funds, as well as non-governmental WIOA contractors affirm their commitment to equal opportunity and nondiscrimination in all of their employment and service actions. These agencies shall develop and implement non-discrimination and affirmative action policies and procedures that guide their relations with employees and constituency groups consistent with applicable laws.

WIOA Title 1 funded subcontracts developed by SWWDB shall include the following language (this language shall also apply to other federally funded subcontracts):

The Contractor agrees to the following provisions as a condition to the award of financial assistance from United States Department of Labor (DOL) under Title I WIOA. The Contractor assures that it will comply fully with the nondiscrimination and EO provision of the following laws:

1. Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.



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2. Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, and national origin.
3. Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination against qualified individuals with disabilities.
4. The Age Discrimination Act of 1975, as amended, prohibits discrimination on the basis of age.
5. Title IX of the Education Amendments of 1972, as amended, prohibits discrimination on the basis of sex in educational programs.

~~The Contractor also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIOA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I financially assisted program or activity. The Contractor understands that the United States has the right to seek judicial enforcement of this assurance. The Contractor also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIOA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I financially assisted program or activity. The Contractor understands that the United States has the right to seek judicial enforcement of this assurance.~~

**Equal Employment Opportunity.**

The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. (Name) will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. (Name) agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.

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The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Contractor will comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

The Contractor will include the provisions of paragraphs (A) through (H) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub-contractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or vendor as a result of such direction, (Name) may request the United States to enter into such litigation to protect the interests of the United States.

**Affirmative Action Plan.**

The Contractor must have a written Affirmative Action Plan that complies with federal and state laws and regulations. The Contractor's Affirmative Action Plan must be submitted to the SWWDB Affirmative Action Officer within thirty (30) calendar days of SWWDB requesting the agency's plan. The Affirmative Action Plan shall meet the minimum requirements specified in section 50.05 of the Wisconsin Administrative Code.

**Compliance.**

SWWDB will take constructive steps to ensure the Contractor complies with all non-discrimination, affirmative action and civil rights laws and regulations. The Contractor agrees to comply with Civil Rights monitoring reviews performed by SWWDB, including the examination of records and relevant files maintained by the Contractor. The Contractor further agrees to cooperate with SWWDB in developing, implementing, and monitoring corrective action plans that result from any reviews.

**EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION  
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Failure to comply with the above nondiscrimination and equal opportunity provisions will require corrective actions to eliminate violations to be submitted to SWWDB within fifteen (15) working days or the Contractor may incur sanctions. Sanctions may include: 1) withholding of reimbursable payments submitted to (Name) or 2) termination of contract.

SWWDB shall make an affirmative effort to maintain an environment free of any type of harassing behavior and will not tolerate any form of harassment of employees, clients, or program participants. SWWDB prohibits harassment on the basis of sex, race, color, national origin, age, disability, or any other protected status.

Affirmative Action / Equal Employment Opportunity policies developed to ensure non-discrimination in employment and service opportunities are monitored by the SWWDB EEO Officer who is appointed by the Chief Executive Officer (CEO).

Equal Opportunity Officer

Ryan Schomber  
1717 Center Avenue  
Janesville, WI 53546  
Email: [r.schomber@swwdb.org](mailto:r.schomber@swwdb.org)  
Phone: (608) 314-3300 ext. 303  
Fax: (608) 342-4429

SWWDB expects all employees, clients, program participants, vendors, associates, and agencies receiving funding from SWWDB to participate in its program of non-discrimination and shall, when appropriate, develop and implement their own equal opportunity policies and procedures.

Retaliation against persons raising concerns about any type of harassment is prohibited and anyone suspected of retaliation will be subject to disciplinary action up to and including discharge or expulsion from SWWDB sponsored activities.

SWWDB will take necessary corrective action to remedy any instances where it is determined that discrimination or retaliation has occurred. Employees discriminating against other staff or clients will be subject to discipline under appropriate SWWDB policies. Clients discriminating against another client will be subject to discipline under the applicable participant code of conduct. Any employee or client retaliating against anyone raising concerns about any type of harassment will be subject to disciplinary action up to and including discharge or expulsion from SWWDB employment or sponsored activities.

SWWDB has an established procedure for resolving complaints relating to discrimination and harassment. Reports of alleged acts of discrimination, complaints of harassment, or inquiries concerning the equal opportunity policies and practices may be filed directly with the Southwest Wisconsin Workforce Development Board (SWWDB) Equal Opportunity Officer.

The Chief Executive Officer (CEO) shall ensure equal opportunity is provided and advanced in all employment and customer relationship to create a discrimination- and harassment-free work and service

**EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION  
POLICY**

**B-110**



sites. The CEO shall ensure policies and procedures are established and staff members, including service providers, are trained to work and deliver services free of bias and harassment. The equal opportunity officer, under the direction of and in consultation with the CEO, shall be operationally responsible for the documentation, training, and compliance efforts relating to this policy.

Reference: Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act, 29 CFR Part 38 (§38.9)  
DOL Title VI of the Civil Rights Act of 1964 42 W.S.C. §2000(d)  
Wis. Fair Employment Law, ss 111.31 to 111.395, Wis. Stats.

Policy Adopted: December 10, 2004

Policy Revised: **December 13, 2017; June 13, 2018; December 14, 2022; June 14, 2023; September 13, 2023**

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## UNLAWFUL WORKPLACE HARASSMENT POLICY

B-520

### Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) promotes a work environment free of unlawful harassment or discrimination. To achieve this goal, SWWDB has established standards of conduct that cover every member of the organization. This policy outlines SWWDB expectations regarding conduct or behavior that may be construed as unlawful workplace harassment.

### Policy.

In accordance with federal and state laws, SWWDB prohibits any employee, agent or participant/client from engaging in any type of unlawful harassing behavior against any individual on the basis of: race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, based on citizenship status or participation in any WIOA Title I-financially assisted program or activity, is a violation of the nondiscrimination provisions of WIOA and this part. Unwelcome sexual advances, requests for sexual favors, or offensive remarks about a person's race, color, religion, sex, national origin, age, disability, political affiliation or belief, or citizenship or participation, and other unwelcome verbal or physical conduct based on one or more of these protected categories constitutes unlawful harassment on that basis.

Harassment because of sex includes harassment based on gender identity; harassment based on failure to comport with sex stereotypes; harassment based on pregnancy, childbirth, and related medical conditions; and sex-based harassment that is not sexual in nature but that is because of sex or where one sex is targeted for the harassment.

Unlawful workplace harassment is defined as unwelcomed or unsolicited speech or conduct based upon race, sex, color, religion, national origin, age, or disability status that creates a hostile work environment or circumstances. Harassment may include offensive photos, jokes, remarks, threats, etc. Unlawful workplace harassment includes sexual harassment.

### **Sexual Harassment**

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- An employment decision affecting that individual is made because the individual submitted to or rejected the unwelcome conduct; or
- The unwelcome conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or abusive work environment.

Certain behaviors, such as conditioning promotions, awards, training or other job benefits upon acceptance of unwelcome actions of a sexual nature, are always wrong.

Unwelcome actions, such as the following, are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail;

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**UNLAWFUL WORKPLACE HARASSMENT POLICY**

**B-520**

- Verbal abuse of a sexual nature;
- Touching or grabbing of a sexual nature;
- Repeatedly standing too close to or brushing up against a person;
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize);
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment.

A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other employee, customer, vendor or a non-employee who has a business relationship with the organization.

Unlawful workplace harassment is measured from the viewpoint of the victim. While it may not be the intent of the person engaging in the activity to be harassing, it is the way the activity is perceived and interpreted by the victim that constitutes harassment.

Any employee who believes that he or she is, or has been, the subject of workplace harassment, or is aware of such conduct directed to others should report the incident(s) immediately and file a complaint with the Equal Opportunity Officer. Complaints against the Equal Opportunity Officer should be filed with the Chief Executive Officer (CEO).

SWWDB will provide a prompt, impartial, and thorough investigation. SWWDB will seek to protect the identities of the alleged victim and harasser, except as reasonably necessary (for example, to complete an investigation successfully). SWWDB will also take the necessary steps to protect from retaliation those employees who in good faith report incidents of potential sexual harassment. It is a violation of both federal law and this policy to retaliate against someone who has reported possible sexual harassment. Violators may be subject to discipline.

Employees are expected to cooperate with the investigation of workplace harassment. Employees who fail to cooperate with an investigation or who give false information will be subject to disciplinary action, up to and including termination of employment. SWWDB will, to the greatest extent possible, maintain the confidentiality of those involved in the investigation and will take immediate and proportionate corrective action if it determines that harassment has occurred.

Employees who have been found by SWWDB to have subjected another employee to unwelcome conduct of a sexual nature, whether such behavior meets the legal definition of sexual harassment or not, will be subject to discipline or other appropriate management action. Discipline will be appropriate to the circumstances, ranging from a letter of reprimand through suspensions without pay of varying lengths to separation for cause. A verbal or written admonishment, while not considered formal discipline, may also be considered.

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**UNLAWFUL WORKPLACE HARASSMENT POLICY**

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All employees, including but not limited to staff, supervisors, and officials, are required to comply with this policy. Employees are also expected to behave professionally and to exercise good judgment in work-related relationships, whether with fellow employees, business colleagues, or members of the public with whom they come into contact in the course of official duties. Further, all employees are expected to take appropriate measures to prevent sexual harassment. Unwelcome behavior of any type, including behavior of a sexual nature should be stopped before it becomes severe or pervasive and rises to a violation of law.

**Complaint System/Investigations**

SWWDB:

1. Will take all questions, concerns, and complaints seriously;
2. Will create and maintain an environment in which employees feel comfortable reporting harassment; and
3. Welcomes questions, concerns, and complaints and encourage reporting of problematic conduct;
4. Will treat alleged victims, witnesses, and alleged harassers with respect;
5. Will impose sanctions on individuals engaging in retaliation in the event;
6. Will investigate each reported instance of harassment in an orderly and objective manner to not only protect the victim and/or witnesses, but also to ensure that guilt is not prematurely presumed nor individuals are prematurely disciplined for harassment;
7. Will provide resolution/status of the complaint to the complainant and the alleged harasser;
8. Will utilize trained, objective, and neutral personnel for investigating and resolving complaints;
9. Will appropriately document every complaint from initial intake to investigation to resolution, using guidelines to weigh the credibility of all relevant parties, and prepare a written report documenting the investigation, findings, recommendations, and disciplinary/corrective/preventive action imposed (if any).

Notwithstanding this policy or the outcome of a SWWDB investigation, an aggrieved person retains the right to file formal charges of discrimination with the Equal Employment and Opportunity Commission (EEOC) within 300 days of the alleged incident(s).

The CEO shall ensure that procedures and systems are established and maintained to address any incident of unlawful workplace harassment employee, agent or participant/client. The Finance Manager, as the SWWDB human resources coordinator, shall be operationally responsible for the administration of this procedure. The Finance Manager will keep the CEO informed of any incidents and investigations of workplace harassment, to the extent possible.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: June 11, 2014; December 12, 2018; June 14, 2023; September 14, 2023

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# You Are Cordially Invited

Wisconsin's Workforce Development Boards and DWD present:

## WINNING WITH WISCONSIN'S WORKFORCE

Southeastern WI Workforce Development Board • Employ Milwaukee, Inc. • WOW Workforce Development Board • Fox Valley Workforce Development Board • Bay Area Workforce Development Board • North Central Workforce Development Board • Northwest Wisconsin Workforce Investment Board • West Central Wisconsin Workforce Development Board • Western Wisconsin Workforce Development Board • Workforce Development Board of South Central Wisconsin • Southwest WI Workforce Development Board • NEW Manufacturing Alliance

### Please join us!

Business representatives, community leaders, and workforce development professionals will be discussing strategies to promote workforce participation such as apprenticeships, teen employment, work opportunities for people with disabilities, and job center resources.

Don't miss this chance to learn from workforce development leaders and discover new ways to attract, develop, and retain top talent. Register now and secure your spot at this exciting event!



Wednesday, September 20, 2023  
11:30-1:30 pm



Blackhawk Technical College  
Room 413-414  
210 4th Ave.  
Monroe, WI 53566



Lunch Will Be Provided



**PLEASE REGISTER FOR THIS EVENT  
AT EVENBRITE BY SCANNING HERE!**

