

Southwest Wisconsin Counties Consortium Meeting

February 27, 2024

Meeting Minutes

The Southwest Wisconsin Counties Consortium meeting was held on Tuesday, February 27, 2024, in-person at the SWWDB Administrative Office and virtually via GoToMeeting. Attendance was as follows:

Members Present:	Mr. Marty Brewer Mr. Jerry Guth	Mr. Robert Keeney Mr. John Meyers
Guests Present:	Ms. Bridgette Stoeckel, DWD*	
Members Absent:	Mr. Jack Sauer	Mr. Richard Bostwick
Staff Present:	Ms. Katie Gerhards Mr. Matt Riley	Ms. Rhonda Suda Ms. Danielle Thousand

*Attended via teleconference.

The meeting of the Southwest Wisconsin Counties Consortium (SWCC) was called to order by Mr. Meyers at 11:37 a.m.

1. Approval of Agenda

The agenda of the February 27, 2024, meeting was presented for review and discussion. No changes were made.

Motion made by Mr. Brewer, seconded by Mr. Guth, to approve the agenda of the February 27, 2024, meeting. **Motion carried unanimously.**

2. Approval of Minutes

The meeting minutes of the November 28, 2023, SWCC meeting were distributed and reviewed by SWCC members.

Motion made by Mr. Keeney, seconded by Mr. Brewer, to approve the minutes of the Southwest Wisconsin Counties Consortium (SWCC) meeting held on November 28, 2023. **Motion carried unanimously.**

3. Program Year (PY) 2023-24 Financial Reports, Quarter 2

Ms. Thousand presented the financial statements to SWCC members. The draft financial statements include the Balance Sheet and Statement of Operations as of December 31, 2023.

The Balance Sheet is current through Quarter 2 (October 1 – December 31). It shows revenues are exceeding expenditures by \$126,247.95. Ms. Thousand indicated that SWWDB is in a positive financial position.

Account 1203-Prepaid Corp. Insurance is at the highest it will be. Insurance coverage is for a calendar-year basis and has been paid for 2024.

Account 1251-Prepaid Customer Support is for the purchase of gas cards. Gas cards are purchased for the Department of Corrections (DOC) program as needed.

Account 1540-PAS Rewrite Project is for SWWDB's Payment Authorization System (PAS). PAS is used to issue vouchers for program participants, track participant limits, track funds, etc. It officially launched on Monday after years of work. The next step is to migrate the other two (2) workforce development areas (WDAs) to the new version of PAS and launch it. One additional payment will be made and then its value can start being depreciated through SWWDB's network fund.

Account 3003-Accrued Vacation is coming in slightly higher. SWWDB's vacation policy states that vacation must be used by the last day of the program year (June 30) or it will be lost.

Account 3100-Unemployment Compensation shows a negative balance. Ms. Thousand explained that a voluntary payment was made to reduce the tax rate and save SWWDB money.

Since SWWDB is through Quarter 2, the goal on the Statement of Operations is to be around 50% spent. The column labeled "Pct" shows revenues at 57.78% and expenditures at 46.69%. The budget modifications approved at the December Board meeting and November SWCC meeting are included. Ms. Thousand went over a few of the accounts that are drastically different than the 50% goal.

Account 5300-Revenue Interest Income shows 147.55% spent. This is because the interest rate increased after SWWDB administration prepared the budget.

Account 6119-Fringes is showing 208.85% spent. This is the offset account for SWWDB's flexible spending program.

Account 6171-Employee Tuition Reimbursement shows 0% spent. This is a budget placeholder, and no staff member has asked for it in a few years.

Accounts 6257-Job Fair Expenses and 6260-Meeting Expense are showing 140.50% and 0% spent accordingly. A large event was held in Belmont on December 1. It was a job fair, a Winning with Wisconsin event, a stakeholder meeting, and a rapid response session for Saputo employees. It was a busy and successful day.

Normally, job fairs are held at Southwest Wisconsin Technical College (SWTC) in Fennimore or at the Rock County Job Center in Janesville at no cost. Because this was a multi-purpose event, it incurred additional costs. The event was held in Belmont because it was close for those affected by the closure of Saputo in Belmont. At the time the event was being coordinated, SWWDB administration did not know about Saputo in Lancaster also closing.

Ms. Suda noted that most of the attendees were Hispanic. However, there were three (3) bilingual staff onsite, which was very helpful. So far, approximately four (4) have enrolled in the Workforce Innovation

and Opportunity Act (WIOA) Dislocated Worker program. It is possible that others have already found employment.

Accounts 6272-IT Equipment – Network and 6273-IT Equipment – Other both show 0% spent. Most IT purchases are made in Quarter 4.

Account 6313-P.O. Box rental shows 0% spent. SWWDB no longer has a PO box for the administrative office in Platteville.

Account 6420-Audit shows 133.13% spent. There are two reasons for the larger amount spent on the annual audit. First, it was completed earlier in the program year. Second, SWWDB went from two (2) major programs to four (4). Lastly, the new lease standard was implemented, which came with some additional calculations and reporting by the auditors, one per lease. The new standard recommendation is that if leasing, the lease should match the fiscal year and not cross over to avoid the additional lease calculations/audit fees.

Account 6343-Board shows 7.11% spent. Since most meetings are held virtually, not many costs are incurred for mileage or meals.

Account 6707-Incumbent Worker Training shows 0% spent. There are some trainings available. However, the costs only come through when the training is completed.

Account 6708-Stipends shows 133.92% spent. This is mainly due to the Worker Advancement Initiative (WAI) program. Participants in this program are eligible to receive a stipend for attending class. The program is winding down due to remaining funds. This account will not go much higher.

The Budget Modifications were presented to SWCC members for review and discussion. Ms. Thousand noted that the items highlighted in blue at the top are new since the last meeting.

SWWDB will be conducting One-Stop Operator (OSO) monitoring of the Western Wisconsin Workforce Development Board. This comes with additional program funds of \$4,000.

The Foster Care/Independent Living grant runs on a calendar-year basis. For 2024, SWWDB administration was estimating and being conservative. An adjustment had to be made to actual award amount of \$3,825 and new funds worth \$18,400 were added.

SWWDB received Pathways Home 4 (PH4) funding worth \$686,097. SWWDB currently operates Pathways Home 2 and therefore could not write for PH4.

The Department of Workforce Development (DWD) allows WDBs to apply directly for special grants for large dislocations as part of their dislocated worker funds. SWWDB administration applied for a grant for the Saputo dislocation and received approval of \$15,200.

Ms. Suda added that the Energizer plant in Fennimore is also closing. SWWDB administration will probably apply for a new grant for this as well.

Motion made by Mr. Guth, seconded by Mr. Brewer, to approve the Program Year (PY) 2023-2024 financial statements, including the Budget Modifications, for the period ending December 31, 2023. **Motion carried unanimously.**

4. Reappointment of Board Members

SWWDB Board members are appointed to three-year terms on a calendar year cycle. Therefore, the end of the calendar year brought an end to the appointment term of a few Board members. These members were missed at the November meeting. Ms. Suda noted that SWCC members will vote for new positions in May after elections.

The terms of the following Board members below expired on December 31, 2023, and are recommended for re-appointment:

Member	Title	Company / Organization	Industry / Representation
John Meyers	Chief LEO/Iowa County Board Chair	Iowa County	Government
James Otterstein	Economic Dev. Manager	Rock County	Economic Development
Andrea Simon	Area Director	Division of Vocational Rehabilitation	Government

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

5. Appointment of Board Members

After the last SWCC meeting and before the full Board meeting, Dave Smith from Grant Regional Health Center in Lancaster resigned effective December 31, 2023. Ms. Suda reached out to Chambers of Commerce and local organizations for nominations. There was much interest, but only one (1) was eligible: Marc Perry, Executive Director for Community Action, Inc. (CAI) of Rock and Walworth Counties. SWWDB collaborates with CAI for many activities including assisting youth.

Mr. Keeney asked if the nominating agency has to be a part of the region. Ms. Suda stated that the Department of Workforce Development (DWD) provides a list of organizations that can nominate members.

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

6. Approval of Form 990

The Form 990 was presented to SWCC members for review and approval. It was modified after Ms. Thousand's review. SWWDB is in a positive position financially, which is also what the audited financial statements show.

Revenue is exceeding expenses by \$235,633. Ms. Thousand pointed out that admin costs are running less than 10%.

Motion made by Mr. Guth, seconded by Mr. Brewer, to approve the Form 990 as presented. **Motion carried unanimously.**

7. 2024-2027 WDA 11 Local Workforce Development Plan

Ms. Suda informed SWCC members that SWWDB administrative staff have started working on the 2024-2027 Local Plan. Under the Workforce Innovation and Opportunity Act (WIOA), it is a 4-year plan.

After a 30-day comment period, the local plan must be submitted to the Department of Workforce Development (DWD) by May 15. The 30-day comment period is expected to begin April 15. SWCC members will convene to go over the local plan. The meeting will be held virtually.

8. Leased Employee Program

Ms. Thousand presented a summary of SWWDB's leased employee program to SWCC members. It is summarized by contract/department, not by person. As of February 20, 2024, SWWDB has six (6) contracts: one (1) with Grant County, one (1) with Green County, and four (4) with Richland County.

The leased employee information shared with SWCC members is current through SWWDB's fourth fiscal quarter (October 1 – December 31). The information compares the third calendar quarter numbers in 2021, 2022, and 2023. In 2021, there were 34 leased employees with a gross billing of \$256,061.06. In 2022, there were 27 leased employees with \$211,262.75 in gross billing. In 2023, there were 18 leased employees with \$157,619.68 in gross billing.

Ms. Thousand indicated that the Rock 5.0 Internship program will start again in June. So far, 82 students have filled out applications. It is unclear if job sites will be found for all of them.

9. Updates

TDCON2024 will be held April 8 – 10, 2024, in La Crosse. The conference will convene industry workforce partners and vendors to talk about solutions to workforce issues.

SWWDB is recruiting for three (3) positions: Re-entry Career Coach (working in Workforce Development Area (WDA) 10), and two (2) FoodShare Employment and Training (FSET) positions.

The Wisconsin Works (W2) Request for Proposals (RFP) was released last week. The funding helps individuals get out of public assistance and into the workforce. In southwest Wisconsin, Forward Services Corp. (FSC) currently provides these services. SWWDB is located in the Southern Region of W2. It covers SWWDB's six (6) counties (Grant, Green, Iowa, Lafayette, Richland, and Rock) along with Dodge, Sauk, and Columbia. Ms. Suda is unsure if SWWDB will pursue it but if so, it would be a collaboration with WDA 10. It would be brand new to SWWDB.

10. Adjournment

The next meeting of the Southwest Wisconsin Counties Consortium is scheduled for Tuesday, May 28, 2024.

Motion made by Mr. Keeney, seconded by Mr. Brewer, to adjourn the meeting at 12:15 p.m. **Motion carried unanimously.**

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