

### Mission ...

Western Wisconsin WDB is a collaborative, interactive and coordinated network of training resources and support services that is providing and retaining a well-skilled labor force for employers in western Wisconsin.

### Vision ...

To provide a comprehensive and integrated and customer-driven and results-oriented system for workforce development that responds to the needs of the employers, job seekers, incumbent workers and youth.

Western Wisconsin

**W**orkforce  
**D**evelopment  
**B**oard, Inc.

## Western Wisconsin WDB Executive Committee

**Monday, May 16, 2022**  
**2:00 to 3:30 p.m.**

### Zoom

<https://us02web.zoom.us/j/82200387784?pwd=VmI3cmttaG1Q-Vk0yU0F1amVhVC9xUT09>

**Meeting ID: 822 0038 7784**  
**Password: 749616**

## Upcoming Meetings

## Committee Members

- |                          |  |                          |   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Tammy Brown, Past Chair<br><i>Logistics Health, Inc.</i> | <input type="checkbox"/> | Pete Eide, Secretary/Treasurer<br><i>Bethel Home and Services, Inc.</i> |
| <input type="checkbox"/> | Jodi Roesler<br><i>Dairyland Power</i>                   | <input type="checkbox"/> | Vicki Proudlock<br><i>UI</i>  |

A proud partner of the  American Job Center network

Western Wisconsin WDB Executive Committee Agenda  
 Meeting Agenda  
 Monday, May 16, 2022  
 2:00 to 3:30 p.m.  
 Zoom




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<u>Agenda Item</u>	<u>Action</u>	<u>Page(s)</u>
<b>I. CONSENT ITEMS</b>		
A. Call to Order		
B. Announcements and Introductions		
<b>II. ORDER OF BUSINESS</b>		
A. Meeting Minutes — March 7, 2022	x	1 - 2
B. Financials as of March 31, 2022	x	3 - 13
C. Western Wisconsin WDB Board leadership		
D. Local Elected Officials update		
E. Annual staff evaluations		
F. Next meeting		
<b>III. CONCLUSION</b>		
A. Unfinished Business		
B. New Business		
<b>IV. ADJOURN</b>		

**Board Chair: Jessica Subach**  
**Minute Scribe: Jessie Foss**  
**Meeting Attendance: See Page 2**

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*The Western Wisconsin Workforce Development Board, Inc. is an Equal Opportunity Employer/Program. If you have a disability and need access to this information in an alternative format or translated to another language please contact Melisa Myers by phone (608-789-5499), email (myersm@westernwdb.org), or dial 711 for the Wisconsin Relay service.*

**I. CONSENT ITEMS**

- A. Call to Order  
Ms. Subach called the meeting to order at 2:02 p.m. A quorum was present as indicated by roll call.
- B. Announcements and Introductions  
None.

**II. ORDER OF BUSINESS**

- A. Meeting Minutes — December 6, 2021  
  
Motion made (Proudlock/Brown) to approve the December 6, 2021 meeting minutes.  
Motion carried unanimously.
- B. Financials as of January 31, 2022  
Ms. Quinn presented the financials as of January 31, 2022. She said most grants spending is on track.  
  
Motion made (Brown/Proudlock) to accept the financials as presented. Motion carried unanimously.
- C. Request for Proposals discussion  
Ms. Myers reported the board does not need to RFP this year for WIOA Adult, Dislocated Worker and Business Services Coordinator. She said the board should start to evaluate the current service providers. Ms. Brown said she would like to see results compared to metrics for the service providers.
- D. WIOA Adult and Dislocated Worker numbers  
Ms. Myers reported WIOA Adult training dollars are being spent quickly.
- E. Misc. Executive Director updates  
Ms. Myers reported the one-stop operator is evaluating the space at the current building. The board is cleaning out its space and getting rid of unneeded items. The group discussed contacting a few board members to see interest in the WDB's chair and chair elect positions.

**III. CLOSED SESSION**

- Motion made (Proudlock/Brown) to move into closed session. Motion carried unanimously.
- Motion made (Brown/Proudlock) to approve requested employee compensation change.  
Motion carried unanimously.

**IV. OPEN SESSION**

- Motion made (Brown/Proudlock) to move into open session. Motion carried unanimously.


**V. CONCLUSION**

- A. Unfinished business  
None
  
- B. New business  
None.

**VI. ADJOURN**

Meeting adjourned at 3:05 p.m.

Respectfully recorded,  
Jessie Quinn, recorder



Respectfully submitted,  
Jessica Subach

Draft

Present

Tammy Brown  
Vicki Proudlock  
Jessica Subach

Not Present

Pete Eide  
Jodi Roesler

Others Present

Melisa Myers  
Jessie Quinn

**Budget: Year to Date for the period of 07.01.2021 to 06.30.2022**

WIOA Admin as of 3.31.22

Generated by quinnj@westernwdb.org on 2022-04-28

		<u><b>PY21 Budget</b></u>		<u><b>YTD Budget</b></u>		<u><b>Actual</b></u>		<u><b>PY21 Remaining</b></u>
Salaries/Wages	\$	55,650	\$	41,738	\$	34,490	\$	21,160
Staff Bonuses	\$	1,562	\$	1,172	\$	-	\$	1,562
Fringe	\$	18,547	\$	13,910	\$	14,038	\$	4,509
Staff Travel	\$	976	\$	732	\$	5	\$	971
Staff Development	\$	489	\$	367	\$	34	\$	455
Supplies	\$	1,817	\$	1,363	\$	3,815	\$	(1,998)
Rent	\$	5,501	\$	4,126	\$	5,866	\$	(365)
Telephone & Internet	\$	1,074	\$	806	\$	389	\$	685
Postage	\$	272	\$	204	\$	-	\$	272
Outside Printing	\$	1,362	\$	1,022	\$	-	\$	1,362
Copier	\$	2,180	\$	1,635	\$	953	\$	1,227
Outreach	\$	182	\$	137	\$	146	\$	36
Software	\$	9,900	\$	7,425	\$	7,295	\$	2,605
Memberships	\$	3,179	\$	2,384	\$	3,039	\$	140
Licenses and Fees	\$	10,899	\$	8,174	\$	8,237	\$	2,662
Business Insurance	\$	3,633	\$	2,725	\$	3,888	\$	(255)
BOD & LEO Travel & Meetings	\$	1,362	\$	1,022	\$	-	\$	1,362
Fiscal Services	\$	1,817	\$	1,363	\$	512	\$	1,305
<b>Total</b>	<b>\$</b>	<b>120,402</b>	<b>\$</b>	<b>90,302</b>	<b>\$</b>	<b>82,707</b>	<b>\$</b>	<b>37,695</b>

**Budget: Year to Date for the period of 07.01.2021 to 6.30.2022**

WIOA Adult as of 3.31.22

Generated by quinnj@westernwdb.org on 2022-04-28

		<u><b>PY21 Budget</b></u>		<u><b>YTD Budget</b></u>		<u><b>Actual</b></u>		<u><b>PY21 Remaining</b></u>
Salaries/Wages	\$	32,730	\$	24,548	\$	16,475	\$	16,255
Staff Bonuses	\$	1,154	\$	865	\$	-		
Fringe	\$	12,843	\$	9,632	\$	5,233	\$	7,610
Staff Travel	\$	513	\$	385	\$	29	\$	484
Staff Development	\$	332	\$	249	\$	125	\$	207
Rent	\$	18,295	\$	13,721	\$	15,715	\$	2,580
Telephone & Internet	\$	400	\$	300	\$	407	\$	(7)
Subcontractor	\$	406,000	\$	304,500	\$	322,035	\$	83,965
<b>Total</b>	<b>\$</b>	<b>472,267</b>	<b>\$</b>	<b>354,200</b>	<b>\$</b>	<b>360,019</b>	<b>\$</b>	<b>111,094</b>

**Budget: Year to Date for the period of 07.01.2021 to 06.30.2022**

WIOA Dislocated Worker as of 3.31.22

Generated by quinnj@westernwdb.org on 2022-04-28

		<u><b>PY21 Budget</b></u>		<u><b>YTD Budget</b></u>		<u><b>Actual</b></u>		<u><b>PY21 Remaining</b></u>
Salaries/Wages	\$	51,595	\$	38,696	\$	24,207	\$	27,388
Staff Bonuses	\$	1,435	\$	1,076	\$	-		
Fringe	\$	19,941	\$	14,956	\$	6,621	\$	13,320
Staff Travel	\$	813	\$	610	\$	46	\$	767
Staff Development	\$	490	\$	368	\$	208	\$	282
Rent	\$	40,060	\$	30,045	\$	20,933	\$	19,127
Telephone & Internet	\$	711	\$	533	\$	414	\$	297
Subcontractor	\$	395,940	\$	296,955	\$	167,248	\$	228,692
<b>Total</b>	<b>\$</b>	<b>510,985</b>	<b>\$</b>	<b>383,239</b>	<b>\$</b>	<b>219,677</b>	<b>\$</b>	<b>289,873</b>

**Budget: Year to Date for the period of 07.01.2021 to 60.30.2022**

WIOA Youth as of 3.31.22

Generated by quinnj@westernwdb.org on 2022-04-28

		<u>PY21 Budget</u>		<u>YTD Budget</u>		<u>Actual</u>		<u>PY21 Remaining</u>
Salaries/Wages	\$	132,932	\$	99,699	\$	81,203	\$	51,729
Staff Bonuses	\$	4,171	\$	3,128	\$	-	\$	4,171
Fringe	\$	37,044	\$	27,783	\$	33,672	\$	3,372
Staff Travel	\$	6,015	\$	4,511	\$	982	\$	5,033
Staff Development	\$	1,349	\$	1,012	\$	1,114	\$	235
Rent	\$	15,397	\$	11,548	\$	12,255	\$	3,142
Telephone & Internet	\$	3,315	\$	2,486	\$	1,819	\$	1,496
Subcontractor	\$	25,260	\$	18,945	\$	24,869	\$	391
Participant								
Support Services	\$	40,000	\$	30,000	\$	2,636	\$	37,364
Work Experience Wages & FICA	\$	60,000	\$	45,000	\$	-	\$	60,000
Training	\$	86,000	\$	64,500	\$	3,564	\$	82,436
Assessments	\$	2,500	\$	1,875	\$	-	\$	2,500
						\$		\$
								-
<b>Total</b>	<b>\$</b>	<b>413,983</b>	<b>\$</b>	<b>310,487</b>	<b>\$</b>	<b>162,114</b>	<b>\$</b>	<b>251,869</b>



**Budget: Year to Date for the period of 07.01.2021 to 06.30.2022**

Rapid Response Admin as of 3.31.22

Generated by quinnj@westernwdb.org on 2022-04-28

		<u>PY21 Budget</u>		<u>YTD Budget</u>		<u>Actual</u>		<u>PY21 Remaining</u>
Salaries/Wages	\$	2,106	\$	1,580	\$	1,432	\$	674
Staff Bonuses	\$	60	\$	45	\$	-	\$	60
Fringe	\$	674	\$	506	\$	572	\$	102
Staff Travel	\$	38	\$	29	\$	-	\$	38
Staff Development	\$	19	\$	14	\$	-	\$	19
Supplies	\$	70	\$	53	\$	265	\$	(195)
Rent	\$	203	\$	152	\$	276	\$	(73)
Telephone & Internet	\$	41	\$	31	\$	15	\$	26
Postage	\$	10	\$	8	\$	-	\$	10
Outside Printing	\$	52	\$	39	\$	-	\$	52
Copier	\$	84	\$	63	\$	38	\$	46
Outreach	\$	7	\$	5	\$	-	\$	7
Software	\$	380	\$	285	\$	173	\$	207
Memberships	\$	122	\$	92	\$	101	\$	21
Licenses and Fees	\$	419	\$	314	\$	308	\$	111
Business Insurance	\$	140	\$	105	\$	126	\$	14
BOD & LEO Travel & Meetings	\$	52	\$	39	\$	-	\$	52
Fiscal Services	\$	70	\$	53	\$	24	\$	46
<b>Total</b>	<b>\$</b>	<b>4,547</b>	<b>\$</b>	<b>3,410</b>	<b>\$</b>	<b>3,329</b>	<b>\$</b>	<b>1,218</b>

**Budget: Year to Date for the period of 07.01.2021 to 06.30.2022**  
Rapid Response Program as of 3.31.22

Generated by quinnj@westernwdb.org on 2022-04-28

		<u>PY21 Budget</u>		<u>YTD Budget</u>		<u>Actual YTD</u>		<u>PY21 Remaining</u>
Salaries/Wages	\$	4,566	\$	3,425	\$	1,653	\$	2,913
Staff Bonuses	\$	110	\$	83	\$	-	\$	110
Fringe	\$	1,665	\$	1,249	\$	832	\$	834
Staff Travel	\$	73	\$	55	\$	6	\$	67
Staff Development	\$	37	\$	28	\$	25	\$	12
Rent	\$	640	\$	480	\$	268	\$	372
Telephone & Internet	\$	80	\$	60	\$	8	\$	72
Subcontractor	\$	34,000	\$	25,500	\$	16,670	\$	17,330
<b>Total</b>	<b>\$</b>	<b>41,171</b>	<b>\$</b>	<b>30,878</b>	<b>\$</b>	<b>19,461</b>	<b>\$</b>	<b>21,710</b>

**Budget: Year to Date for the period of 07.01.2021 to 06.30.2022**

DOC Windows to Work Admin as of 3.31.22

Generated by quinnj@westernwdb.org on 2022-04-28

		<u>PY21 Budget</u>		<u>YTD Budget</u>		<u>Actual YTD</u>		<u>PY21 Remaining</u>
Salaries/Wages	\$	3,519	\$	2,639	\$	2,306	\$	1,213
Staff Bonuses	\$	98	\$	74	\$	-	\$	98
Fringe	\$	1,205	\$	904	\$	953	\$	252
Staff Travel	\$	62	\$	47	\$	1	\$	61
Staff Development	\$	31	\$	23	\$	1	\$	30
Supplies	\$	114	\$	86	\$	120	\$	(6)
Rent	\$	354	\$	266	\$	316	\$	38
Telephone & Internet	\$	67	\$	50	\$	29	\$	38
Postage	\$	17	\$	13	\$	-	\$	17
Outside Printing	\$	85	\$	64	\$	-	\$	85
Copier	\$	136	\$	102	\$	64	\$	72
Outreach	\$	11	\$	8	\$	-	\$	11
Software	\$	619	\$	464	\$	354	\$	265
Memberships	\$	199	\$	149	\$	201	\$	(2)
Licenses and Fees	\$	682	\$	512	\$	577	\$	105
Business Insurance	\$	227	\$	170	\$	251	\$	(24)
BOD & LEO Travel & Meetings	\$	86	\$	65	\$	-	\$	86
Fiscal Services	\$	114	\$	86	\$	40	\$	74
<b>Total</b>	<b>\$</b>	<b>7,626</b>	<b>\$</b>	<b>5,720</b>	<b>\$</b>	<b>5,213</b>	<b>\$</b>	<b>2,413</b>

**Budget: Year to Date for the period of 07.01.2021 to 06.30.2022**

DOC Windows to Work Pgm as of 3.31.22

Generated by quinnj@westernwdb.org on 2022-04-28

		<u><b>PY21 Budget</b></u>		<u><b>YTD Budget</b></u>		<u><b>Actual YTD</b></u>		<u><b>PY21 Remaining</b></u>
Salaries/Wages	\$	43,680	\$	32,760	\$	30,205	\$	13,475
Staff Bonuses	\$	1,600	\$	1,200	\$	-	\$	1,600
Fringe	\$	9,610	\$	7,208	\$	7,389	\$	2,221
Staff Travel	\$	6,748	\$	5,061	\$	4,740	\$	2,008
Rent	\$	740	\$	555	\$	766	\$	(26)
Staff Development	\$	500	\$	375	\$	-	\$	500
Telephone & Internet	\$	1,200	\$	900	\$	1,004	\$	196
Participant Support	\$	7,486	\$	5,615	\$	5,729	\$	1,757
<b>Total</b>	<b>\$</b>	<b>71,564</b>	<b>\$</b>	<b>53,673</b>	<b>\$</b>	<b>49,833</b>	<b>\$</b>	<b>21,731</b>

**Budget: Year to Date for the period of 10.01.2021 to 06.30.2022**

Worker Advancement Initiative Admin as of 3.31.22

Generated by quinnj@westernwdb.org on 2022-04-28

		<u><b>PY21 Budget</b></u>		<u><b>YTD Budget</b></u>		<u><b>Actual YTD</b></u>		<u><b>PY21 Remaining</b></u>
Salaries/Wages	\$	22,125	\$	11,063	\$	5,584	\$	16,541
Staff Bonuses	\$	683	\$	341	\$	-	\$	683
Fringe	\$	9,324	\$	4,662	\$	1,938	\$	7,386
Staff Travel	\$	349	\$	174	\$	32	\$	317
Staff Development	\$	174	\$	87	\$	55	\$	120
Supplies	\$	562	\$	281	\$	48	\$	514
Rent	\$	2,397	\$	1,199	\$	675	\$	1,722
Telephone & Internet	\$	383	\$	192	\$	75	\$	309
Postage	\$	84	\$	42	\$	-	\$	84
Outside Printing	\$	422	\$	211	\$	-	\$	422
Copier	\$	674	\$	337	\$	154	\$	520
Outreach	\$	56	\$	28	\$	-	\$	56
Software	\$	3,428	\$	1,714	\$	2,178	\$	1,250
Memberships	\$	-	\$	-	\$	37	\$	(37)
Licenses and Fees	\$	-	\$	-	\$	1,160	\$	(1,160)
Business Insurance	\$	2,498	\$	1,249	\$	-	\$	2,498
BOD & LEO Travel & Meetings	\$	937	\$	468	\$	-	\$	937
Fiscal Services	\$	562	\$	281	\$	224	\$	338
<b>Total</b>	<b>\$</b>	<b>44,659</b>	<b>\$</b>	<b>22,329</b>	<b>\$</b>	<b>12,161</b>	<b>\$</b>	<b>32,498</b>

**Budget: Year to Date for the period of 10.01.2021 to 06.30.2022**

Worker Advancement Initiative Pgm as of 3.31.22

Generated by quinnj@westernwdb.org on 2022-04-28

		<u>PY21 Budget</u>		<u>YTD Budget</u>		<u>Actual YTD</u>		<u>PY21 Remaining</u>
Salaries/Wages	\$	26,520	\$	13,260	\$	12,829	\$	13,691
Staff Bonuses	\$	1,517	\$	758	\$	-	\$	1,517
Fringe	\$	11,934	\$	5,967	\$	2,149	\$	9,785
Staff Travel	\$	3,333	\$	1,667	\$	171	\$	3,162
Rent	\$	4,562	\$	2,281	\$	1,273	\$	3,289
Staff Development	\$	400	\$	200	\$	-	\$	400
Supplies	\$	666	\$	333	\$	873	\$	(207)
Outreach	\$	300	\$	150	\$	250	\$	50
Telephone & Internet	\$	1,196	\$	598	\$	217	\$	979
Participant Support	\$	384,377	\$	192,189	\$	40,986	\$	343,391
<b>Total</b>	<b>\$</b>	<b>434,804</b>	<b>\$</b>	<b>217,402</b>	<b>\$</b>	<b>58,748</b>	<b>\$</b>	<b>376,056</b>

Budget: Year to Date for the period of 07.01.2021 to 06.30.2022

GRANT STATUS REPORT  
As of March 31, 2022

	WIOA Administration 4/1/20 - 6/30/22	WIOA Administration 4/1/21 - 6/30/23	WIOA Adult 7/1/20 - 6/30/22	WIOA Adult 7/1/21 - 6/30/23	WIOA Dislocated Worker 7/1/20 - 6/30/22	WIOA Dislocated Worker 7/1/21 - 6/30/23
Grant available	\$ 89,896	\$ 129,692	\$ 220,299	\$ 559,251	\$ 357,838	\$ 181,352
<i>Prior year expenditures</i>	\$ 79,218		\$ 192,772		\$ 203,960	
<i>Current TYD expenditures</i>	\$ 10,678	\$ 66,640	\$ 27,527	\$ 318,577	\$ 153,878	\$ 61,960
Total expenditures	\$ 89,896	\$ 66,640	\$ 220,299	\$ 318,577	\$ 357,838	\$ 61,960
Grant balance	\$ -	\$ 63,052	\$ 0	\$ 240,674	\$ -	\$ 119,391.52
Percent Spent	100.00%	51.38%	100.00%	56.96%	100.00%	34.17%

	WIOA Youth 4/1/20 - 6/30/22	WIOA Youth 4/1/21 - 6/30/23	DOC WtW Admin 7/1/21 - 6/30/22	DOC WtW Pgm 7/1/21 - 6/30/23	Rapid Response Admin 7/1/21 - 6/30/22	Rapid Response Pgm 7/1/21 - 6/30/23
Grant available	\$ 230,958	\$ 426,654	\$ 7,550	\$ 68,654	\$ 4,581	\$ 41,229
<i>Prior year expenditures</i>						
<i>Current TYD expenditures</i>	\$ 161,723		\$ 4,694	\$ 44,662	\$ 3,329	\$ 19,461
Total expenditures	\$ 161,723	\$ -	\$ 4,694	\$ 44,662	\$ 3,329	\$ 19,461
Grant balance	\$ 69,235	\$ 426,654	\$ 2,856	\$ 23,992	\$ 1,251.70	\$ 21,768.08
Percent Spent	70.02%	0.00%	62.17%	65.05%	72.68%	47.20%

	Worker Advancement Initiative Admin 10/1/21 - 9/30/23	Worker Advancement Initiative Pgm 10/1/21 - 9/30/23
Grant available	\$ 136,364	\$ 1,363,636
<i>Prior year expenditures</i>		
<i>Current TYD expenditures</i>	\$ 12,158	\$ 58,748
Total expenditures	\$ 12,158	\$ 58,748
Grant balance	\$ 124,206	\$ 1,304,888
Percent Spent	8.92%	4.31%