

**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 WDB Full Board Meeting**

**Monday, January 25, 2021**

**3:00 p.m. to 4:30 p.m.**

**Zoom**

<https://us02web.zoom.us/j/83287084115?pwd=UEdMZEtUcU5OOml3ZXFrMnE1aERwUT09>

**Meeting ID: 832 8708 4115**

**Password: 086828**

Western Wisconsin



**Upcoming Meetings**

Monday, April 26, 2021

Monday, June 28, 2021

Meetings begin at 3 p.m.

**Officers**

Tammy Brown, Chair  
*LHI*

Jessica Subach, Chair Elect  
*Courtesy Corporation*

Pete Eide, Secretary/Treasurer  
*Bethel Home and Services, Inc.*

Mark Glendenning, Past Chair  
*Inland*

Patti Balacek  
*Western Technical College*

**Board Members**

Sam Bachmeier  
*LADCO*

Amy Grotzke  
*Division of Voc. Rehab*

Patrick Rodriguez  
*Regional Council of Carpenters*

Steve Blodgett  
*Dept. of Workforce Development*

Ed Johnson  
*NECAL*

Jodi Roesler  
*Dairyland Power Coop*

David Bonifas  
*MRRPC*

Amanda Langrehr  
*CESA #4*

Dave Schams  
*Water Lily Gifts*

Bill Brockmiller  
*Western WI AFL-CIO*

Jennifer Luedtke  
*Town n' Country Title*

Heather Trimborn  
*Gundersen Health System*

Greg Erickson  
*Plumbers & Steamfitters  
Local 434*

Vicki Proudlock  
*Unemployment Insurance*

A proud partner of the American Job Center network

**Western Wisconsin WDB Full Board  
Meeting Agenda  
Monday, January 25, 2021  
3:00 p.m. to 4:30 p.m.  
Zoom**



<b>Agenda Item</b>	<b>Pages</b>	<b>Action</b>
<b>I. CONSENT ITEMS</b>		
A. Call to Order		
B. Announcements and Introductions (new Western Wisconsin WDB members)		
<b>II. ORDER OF BUSINESS</b>		
A. Meeting Minutes — October 26, 2020	1 - 3	X
B. Financials	4 - 12	X
C. Program Reports		X
1. WIOA Youth	13	
2. WIOA Adult and Dislocated Worker	14	
3. DOC Windows to Work	15	
4. Business Services Coordinator	16 - 17	
D. Western Wisconsin WDB Executive Director updates		
1. Western Wisconsin WDB membership		
2. Women’s Fund of Greater La Crosse		
3. Integrated Employment Liaison		
4. WIOA Local Plan 2020 - 2023		
5. DWD monitoring		
6. Contracts		
E. Committee Breakout	18	
<b>III. CONCLUSION</b>		
A. Unfinished Business		
B. New Business		
<b>IV. ADJOURN</b>		

**Board Chair: Tammy Brown**  
**Minute Scribe: Jessie Foss**  
**Meeting Attendance: See Page 3**

A proud partner of the  network

*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. Brown called the meeting to order at 1:00 p.m. A quorum was present as indicated by roll call.
- B. Announcements and Introductions  
Roundtable introductions were made. Mr. Stotts was introduced as the new Western Wisconsin WDB WIOA Youth Career Planner

**II. ORDER OF BUSINESS**

- A. Meeting Minutes — April 13, 2020  
  
Motion made (Glendenning/Schams) to approve the April 13, 2020 meeting minutes.  
Motion approved unanimously.
- B. Financials  
Ms. Foss presented the financials as of August 31 2020.  
  
Motion made (Subach/Roesler) to approve the financials as of August 31, 2020.  
Motion approved unanimously.
- C. Program Reports
  - 1. WIOA Youth  
Ms. Myers reported the program is aggressively trying to spend money on work experience and training. The program has nine active participants and 11 in follow up. The program is going paperless, which is great for remote work and adds additional transparency.  
  
Ms. Myers announced Western Wisconsin WDB is looking into a new possible youth program. The La Crosse Women’s Fund approached the WDB with the idea for a program working with young women and exposing them to trades. The state’s WDBs are applying for a 4-year grant that would financially supplement the program.
  - 2. WIOA Adult and Dislocated Worker  
Ms. Myers reported new goals were developed for PY 20 for the WIOA Adult and Dislocated Worker programs and so far these goals are being met.
  - 3. DOC Windows to Work  
Ms. Myers report Covid has hit this program particularly hard. Mr. Simmons has been trying to be innovative in offering services. He has able to get into one prison before a Covid outbreak shut it down and started Zoom in another prison.
  - 4. Business Services Coordinator:  
Ms. Myers reported new goals were also implemented for the PY 20 Business Services

Coordinator contract. So far, these goals are being met.

- D. WIOA Local Plan  
The WIOA Local Plan 2020-2024 was submitted to the state and revisions were requested. Those revisions have been completed and now needs board approval before being resubmitted to the state.

Motion made (Subach/Grotzke) to approve the WIOA Local Plan 2020-2024 for state submittal.  
Motion carried unanimously.

- E. Conflict of Interest Forms  
Ms. Myers reminded board members to submit their conflict of interest forms effective from July 1, 2020 to June 20, 2021 if they have not already done so.

- F. Western Wisconsin WDB Committee & Committee Chair Assignments  
The board is going to reset its committees and committee chairs. Ms. Myers will send out a poll asking board members to pick which committee they would like to serve on and if anyone is interested in chairing a committee.

- G. Western Wisconsin WDB Board Recruitment  
Ms. Myers is looking for new board members. She encouraged current members to inform her if he/she knows anyone who would be a good board member. Ms. Trimborn asked Ms. Myers to put together "elevator pitch" talking points for board recruitment.

- H. Western Wisconsin WDB Officer Nomination  
Ms. Brown asked for nominations for the position of Western Wisconsin WDB Chair Elect. Mr. Glendenning nominated Ms. Trimborn. Ms. Subach nominated Mr. Johnson. Ms. Brown asked a second time for Chair Elect nominations. Ms. Brown asked a third time for Chair Elect nominations.

Motion made (Schams/Rodriguez) to close Western Wisconsin WDB Chair Elect nominations.  
Motion carried unanimously.

The slate will be voted upon at the upcoming annual meeting.

III. CONCLUSION

- A. Unfinished Business  
None.
- B. New Business  
None.

IV. ADJOURN

Meeting adjourned at 2:27 p.m.

Respectfully recorded,  
Jessie Foss, recorder



Respectfully submitted,  
Tammy Brown

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Present

Steve Blodgett  
Dave Bonifas  
Tammy Brown  
Pete Eide  
Greg Erickson  
Mark Glendenning  
Amy Grotzke  
Ed Johnson  
Vicki Proudlock  
Pat Rodriguez  
Jodi Roesler  
Dave Schams  
Jessica Subach  
Heather Trimborn

Not Present

Patti Balacek  
Bill Brockmiller  
Amanda Langrehr

Others Present

Sam Bachmeier  
Tara Cowe-Spiegai  
Jessie Foss  
Melisa Myers  
Teresa Pierce  
Ray Ransom  
Kevin Ruetten  
Amy Scarborough  
Chase Simmons  
Ryan Stotts  
Steve Thomas

Draft

**Budget: Year to Date for the period of 07/01/2020 to 11/30/2020**

WIOA Admin

Generated by fossj@westernwdb.org on 2020-12-29

		<u><b>PY20 Budget</b></u>		<u><b>YTD Budget</b></u>		<u><b>Actual</b></u>		<u><b>PY20 Remaining</b></u>
Salaries/Wages	\$	43,300.00	\$	18,041.67	\$	12,637.52	\$	30,662.48
Fringe	\$	14,528.00	\$	6,053.33	\$	5,401.81	\$	9,126.19
Staff Travel	\$	819.23	\$	341.35	\$	-	\$	819.23
Staff Development	\$	245.77	\$	102.40	\$	153.00	\$	92.77
Supplies	\$	895.43	\$	373.10	\$	303.70	\$	591.73
Rent	\$	7,211.25	\$	3,004.69	\$	2,329.02	\$	4,882.23
Telephone & Internet	\$	737.31	\$	307.21	\$	227.84	\$	509.47
Printing	\$	1,343.13	\$	559.64	\$	57.90	\$	1,285.23
Copier	\$	2,149.03	\$	895.43	\$	234.99	\$	1,914.04
Outreach	\$	179.09	\$	74.62	\$	22.05	\$	157.04
Software	\$	7,646.96	\$	3,186.23	\$	3,643.36	\$	4,003.60
Memberships	\$	3,134.00	\$	1,305.83	\$	2,475.00	\$	659.00
Licenses and Fees	\$	10,745.14	\$	4,477.14	\$	4,548.60	\$	6,196.54
Business Insurance	\$	3,581.71	\$	1,492.38	\$	1,253.90	\$	2,327.81
BOD & LEO Travel & Meetings	\$	1,343.13	\$	559.64	\$	-	\$	1,343.13
Fiscal Services	\$	1,790.86	\$	746.19	\$	-	\$	1,790.86
Unbudgeted	\$	4,988.07	\$	2,078.36	\$	-	\$	4,988.07
<b>Total</b>	<b>\$</b>	<b>104,638.11</b>	<b>\$</b>	<b>43,599.21</b>	<b>\$</b>	<b>33,288.69</b>	<b>\$</b>	<b>71,349.42</b>

**Budget: Year to Date for the period of 07/01/2020 to 11/30/2020**

WIOA Adult

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		<u><b>PY20 Budget</b></u>		<u><b>YTD Budget</b></u>		<u><b>Actual</b></u>		<u><b>YTD Remaining</b></u>
Salaries/Wages	\$	23,585.00	\$	9,827.08	\$	7,134.32	\$	16,450.68
Fringe	\$	8,609.80	\$	3,587.42	\$	3,473.76	\$	5,136.04
Staff Travel	\$	413.95	\$	172.48	\$	-	\$	413.95
Staff Development	\$	124.19	\$	51.75	\$	-	\$	124.19
Rent	\$	18,723.55	\$	7,801.48	\$	7,814.15	\$	10,909.40
Telephone & Internet	\$	372.55	\$	155.23	\$	122.99	\$	249.56
Subcontractor	\$	231,021.00	\$	96,258.75	\$	122,629.85	\$	108,391.15
Unbudgeted	\$	-	\$	-	\$	-	\$	-
<b>Total</b>	<b>\$</b>	<b>282,850.04</b>	<b>\$</b>	<b>117,854.18</b>	<b>\$</b>	<b>141,175.07</b>	<b>\$</b>	<b>141,674.97</b>

**Budget: Year to Date for the period of 07/01/2020 to 11/30/2020**  
WIOA Dislocated Worker

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		<u><b>PY20 Budget</b></u>		<u><b>YTD Budget</b></u>		<u><b>Actual</b></u>		<u><b>YTD Remaining</b></u>
Salaries/Wages	\$	40,400.00	\$	16,833.33	\$	11,393.75	\$	29,006.25
Fringe	\$	14,712.00	\$	6,130.00	\$	5,157.84	\$	9,554.16
Staff Travel	\$	709.13	\$	295.47	\$	-	\$	709.13
Staff Development	\$	212.74	\$	88.64	\$	-	\$	212.74
Rent	\$	31,927.24	\$	13,303.02	\$	10,693.21	\$	21,234.03
Telephone & Internet	\$	638.22	\$	265.93	\$	212.36	\$	425.86
Subcontractor	\$	312,885.00	\$	130,368.75	\$	116,045.13	\$	196,839.87
Unbudgeted	\$	105,805.60	\$	44,085.67	\$	-	\$	105,805.60
<b>Total</b>	<b>\$</b>	<b>507,289.93</b>	<b>\$</b>	<b>211,370.80</b>	<b>\$</b>	<b>143,502.29</b>	<b>\$</b>	<b>363,787.64</b>



**Budget: Year to Date for the period of 07/01/2020 to 11/30/2020**  
WIOA Youth

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		<u>PY20 Budget</u>		<u>YTD Budget</u>		<u>Actual</u>		<u>YTD Remaining</u>
Salaries/Wages	\$	96,305.00	\$	40,127.08	\$	42,929.72	\$	53,375.28
Fringe	\$	27,688.20	\$	11,536.75	\$	15,557.89	\$	12,130.31
Staff Travel	\$	7,930.29	\$	3,304.29	\$	228.28	\$	7,702.01
Staff Development	\$	579.08	\$	241.28	\$	1,052.00	\$	(472.92)
Rent	\$	18,593.19	\$	7,747.16	\$	6,106.87	\$	12,486.32
Telephone & Internet	\$	2,112.83	\$	880.35	\$	1,020.40	\$	1,092.43
Subcontractor	\$	25,594.00	\$	10,664.17	\$	10,449.73	\$	15,144.27
Participant								
Support Services	\$	50,000.00	\$	20,833.33				
Work Experience Wages & FICA	\$	150,000.00	\$	62,500.00	\$	4,813.78		
Training	\$	76,000.00	\$	31,666.67				
Assessments	\$	9,400.00	\$	3,916.67	\$	499.50		
Unbudgeted	\$	14,052.40	\$	5,855.17	\$	-	\$	14,052.40
<b>Total</b>	<b>\$</b>	<b>478,254.99</b>	<b>\$</b>	<b>199,272.91</b>	<b>\$</b>	<b>82,658.17</b>	<b>\$</b>	<b>115,510.10</b>

**Budget: Year to Date for the period of 07/01/2020 to 11/30/2020**

Rapid Response Admin

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		<u>PY20 Budget</u>		<u>YTD Budget</u>		<u>Actual</u>		<u>YTD Remaining</u>
Salaries/Wages	\$	1,800.00	\$	750.00	\$	848.74	\$	951.26
Fringe	\$	576.00	\$	240.00	\$	424.78	\$	151.22
Staff Travel	\$	34.62	\$	14.43			\$	34.62
Staff Development	\$	10.38	\$	4.33	\$	5.10	\$	5.28
Supplies	\$	37.83	\$	15.76	\$	7.80	\$	30.03
Rent	\$	303.87	\$	126.61	\$	234.20	\$	69.67
Telephone & Internet	\$	31.15	\$	12.98	\$	16.53	\$	14.62
Printing	\$	56.75	\$	23.65			\$	56.75
Copier	\$	90.80	\$	37.83	\$	7.83	\$	82.97
Outreach	\$	7.57	\$	3.15		-	\$	7.57
Software	\$	323.11	\$	134.63	\$	188.13	\$	134.98
Memberships	\$	132.42	\$	55.18	\$	82.50	\$	49.92
Licenses and Fees	\$	454.02	\$	189.18	\$	151.62	\$	302.40
Business Insurance	\$	151.34	\$	63.06	\$	84.37	\$	66.97
BOD & LEO Travel & Meetings	\$	56.75	\$	23.65			\$	56.75
Fiscal Services	\$	75.67	\$	31.53			\$	75.67
Unbudgeted	\$	3.72	\$	1.55		-	\$	3.72
<b>Total</b>	<b>\$</b>	<b>4,146.00</b>	<b>\$</b>	<b>1,727.50</b>	<b>\$</b>	<b>2,051.60</b>	<b>\$</b>	<b>2,094.40</b>

**Budget: Year to Date for the period of 07/01/2020 to 11/30/2020**  
**Rapid Response Pgm**

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		<u><b>PY20 Budget</b></u>		<u><b>YTD Budget</b></u>		<u><b>Actual</b></u>		<u><b>YTD Remaining</b></u>
Salaries/Wages	\$	1,980.00	\$	825.00	\$	1,273.46	\$	706.54
Fringe	\$	950.40	\$	396.00	\$	893.10	\$	57.30
Staff Travel	\$	31.73	\$	13.22			\$	31.73
Staff Development	\$	9.52	\$	3.97			\$	9.52
Rent	\$	287.81	\$	119.92	\$	285.78	\$	2.03
Telephone & Internet	\$	28.56	\$	11.90	\$	34.81	\$	(6.25)
Subcontractor	\$	34,000.00	\$	14,166.67	\$	7,294.09	\$	26,705.91
Unbudgeted	\$	27.98	\$	11.66	\$	-	\$	27.98
<b>Total</b>	<b>\$</b>	<b>37,316.00</b>	<b>\$</b>	<b>15,548.33</b>	<b>\$</b>	<b>9,781.24</b>	<b>\$</b>	<b>27,534.76</b>

**Budget: Year to Date for the period of 07/01/2020 to 11/30/2020**

DOC Windows to Work Admin

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		<u>PY20 Budget</u>		<u>YTD Budget</u>		<u>Actual</u>		<u>YTD Remaining</u>
Salaries/Wages	\$	3,250.00	\$	1,354.17	\$	935.82	\$	2,314.18
Fringe	\$	1,112.00	\$	463.33	\$	421.85	\$	690.15
Staff Travel	\$	61.06	\$	25.44			\$	61.06
Staff Development	\$	18.32	\$	7.63	\$	11.90	\$	6.42
Supplies	\$	66.74	\$	27.81	\$	18.19	\$	48.55
Rent	\$	444.78	\$	185.33	\$	232.21	\$	212.57
Telephone & Internet	\$	54.95	\$	22.90	\$	18.44	\$	36.51
Postage	\$	-	\$	-	\$	7.50	\$	(7.50)
Printing	\$	100.11	\$	41.71			\$	100.11
Copier	\$	160.17	\$	66.74	\$	18.28	\$	141.89
Outreach	\$	13.35	\$	5.56			\$	13.35
Software	\$	569.93	\$	237.47	\$	260.50	\$	309.43
Memberships	\$	233.58	\$	97.33	\$	192.50	\$	41.08
Licenses and Fees	\$	800.84	\$	333.68	\$	353.78	\$	447.06
Business Insurance	\$	266.95	\$	111.23	\$	100.73	\$	166.22
BOD & LEO Travel & Meetin	\$	100.11	\$	41.71			\$	100.11
Fiscal Services	\$	133.47	\$	55.61			\$	133.47
Unbudgeted	\$	241.86	\$	100.78	\$	-	\$	241.86
<b>Total</b>	<b>\$</b>	<b>7,628.22</b>	<b>\$</b>	<b>3,178.43</b>	<b>\$</b>	<b>2,571.70</b>	<b>\$</b>	<b>5,056.52</b>

**Budget: Year to Date for the period of 07/01/2020 to 11/30/2020**

DOC Windows to Work Pgm

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		<u>PY20 Budget</u>		<u>YTD Budget</u>		<u>Actual</u>		<u>YTD Remaining</u>
Salaries/Wages	\$	38,980.00	\$	16,241.67	\$	14,854.21	\$	24,125.79
Fringe	\$	8,575.60	\$	3,573.17	\$	3,600.26	\$	4,975.34
Staff Travel	\$	7,672.04	\$	3,196.68	\$	1,082.15	\$	6,589.89
Staff Development	\$	300.00	\$	125.00			\$	300.00
Supplies	\$	100.00	\$	41.67	\$	49.94	\$	50.06
Rent	\$	6,793.53	\$	2,830.64	\$	2,943.93	\$	3,849.60
Telephone & Internet	\$	1,124.42	\$	468.51	\$	480.32	\$	644.10
Participant Support	\$	5,108.21	\$	2,128.42	\$	1,488.41	\$	3,619.80
<b>Total</b>	<b>\$</b>	<b>68,653.80</b>	<b>\$</b>	<b>28,605.75</b>	<b>\$</b>	<b>24,499.22</b>	<b>\$</b>	<b>44,154.58</b>

GRANT STATUS REPORT  
As of November 30, 2020

	WIOA Administration 4/1/19 - 6/30/21	WIOA Administration 4/1/20 - 6/30/22	WIOA Adult 7/1/19 - 6/30/21	WIOA Adult 7/1/20 - 6/30/22	WIOA Dislocated Worker 7/1/19 - 6/30/21	WIOA Dislocated Worker 7/1/20 - 6/30/22
Grant available	\$ 91,278	\$ 89,896	\$ 217,352	\$ 184,299	\$ 331,543	\$ 393,838
<i>Prior year expenditures</i>	\$ 87,709	\$	\$ 81,398	\$	\$ 166,859	
<i>Current YTD expenditures</i>	\$ 3,569	\$ 27,716	\$ 94,294	\$ 46,881	\$ 116,055	\$ 27,447
Total expenditures	\$ 91,278	\$ 27,716	\$ 175,692	\$ 46,881	\$ 282,914	\$ 27,447
Grant balance	\$ (0)	\$ 62,180	\$ 41,660	\$ 137,418	\$ 48,629.12	
Percent Spent	100.00%	30.83%	80.83%	25.44%	85.33%	6.97%

	WIOA Youth 4/1/19 - 6/30/21	WIOA Youth 4/1/20 - 6/30/212	DOC WtW Admin 7/1/20 - 6/30/21	DOC WtW Pgm 7/1/20 - 6/31/21	Rapid Response Admin 7/1/20 - 6/30/21	Rapid Response Pgm 7/1/20 - 6/30/21
Grant available	\$ 272,637	\$ 230,958	\$ 7,628	\$ 68,654	\$ 4,146	\$ 37,316
<i>Prior year expenditures</i>	\$ 14,563					
<i>Current TYD expenditures</i>	\$ 82,658	\$	\$ 2,858	\$ 24,213	\$ 2,052	\$ 9,781
Total expenditures	\$ 97,221	\$ -	\$ 2,858	\$ 24,213	\$ 2,052	\$ 9,781
Grant balance	\$ 175,416	\$	\$ 4,770	\$ 44,441	\$ 2,094.40	\$ 27,534.76
Percent Spent	35.66%	0.00%	37.47%	35.27%	49.48%	26.21%

## PY20 WIOA Youth Monthly Report

As of 11/30/2020

### Case Progression

Applications		Eligibility Status		Assessment Status		Initial ISS Status		Enrollment Status		Exited	
New PY20	7	Eligible	4	Completed	2	Completed	2	Completed	2	Follow-up	0
		Pending	0	Pending	1	Pending	1	Pending	1	Discontinued	0
		Not Eligible	1	Not Completed	1	Not Completed	0	Not Completed	0	Completed	0
		Not Completed	2	NA	3	NA	4	NA	4	NA	4

Applications		Eligibility Status		Assessment Status		Initial ISS Status		Enrollment Status		Exited	
Carryover*	14	Eligible	14	Completed	12	Complete	14	Enrolled	14	Follow-up	2
				Pending TABE	2					Done	4
										Discontinued	1

Applications		Eligibility Completed		Assessment Completed		Initial ISS Completed		Enrolled		Exits	
Total	21		18		14		16		16		7

Currently Active 9

### Demographics

	Total	Male	Female	Black	Asian	Hispanic/Latino	LEP	Disability	Preg/Parent	Foster Care	Offender
New Applicants	7	6	1	1	0	1	0	2	1	0	2
New Enrollments	6	5	1	1	0	0	0	4	0	1	2
Carry in Enrolled	5	4	1	0	0	0	0	5	0	0	1

### Enrollments

	Carry Over	New Enroll	PY Active Served	Follow-up 11/30/2020
Buffalo	0	0	0	0
Crawford	1	0	1	1
Jackson	0	0	0	0
Juneau	0	1	1	1
La Crosse	3	4	7	3
Monroe	1	1	2	2
Trempealeau	0	0	0	0
Vernon	0	0	0	0
<b>Total</b>	<b>5</b>	<b>6</b>	<b>11</b>	<b>7</b>

  

	Carry Over	New Enroll	Active Served	Follow-up 11/30/2020
OSY	2	5	7	4
ISY	3	1	4	3
<b>Total</b>	<b>5</b>	<b>6</b>	<b>11</b>	<b>7</b>

### Training and Education

	Construction (23)	Mfg (31-33)	Transport (48-49)	IT/Software (51, 54)	Health (62)	Other	Total
Occupational Skills Training	0	0	0	0	1	0	1
Work Experience: Employment Opportunity	0	0	0	0	0	1	1
Work Experience: Internship	0	1	0	0	0	2	3
<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>5</b>

\*Carryover Applications includes all Active and Follow-up 7/1/2020, not including Discontinued Contact nor Completed Follow-up.

PY20 WIOA Adult and Dislocated Worker  
Month Ending November 30, 2020

**Contract Goals and Measures**

<i>Client to Career Planner Caseload</i>		<i>Referrals and Co-enrollments</i>		<i>Quarterly Technical Assistance</i>	
Active Participants	104	Number Referred or Co-enrolled	75	7/30/2020	Career Planner Training with Stephanie Elmer
FTE WIOA CP	3	Active Participants	104	12/9/2020	Planned CP Training with Tara Cowe-Spigai
Average Caseload	35	Ratio	72%	Q3	TBA
Goal	35-45	Goal	50%	Q4	TBA

**Applicants**

Total	Male	Female	Other Gender	Asian	Hispanic/Latino	Offender	Disability
30	10	20	0	1	2	3	4

**Enrollments**

	Carry Over	New Enrollments	Asian	Hispanic/Latino	Offender	Active Served
Adult	25	10	1	0	2	35
DW	63	6	0	0	0	69
Total	88	16	1	0	2	104

Served	Buffalo	Crawford	Jackson	Juneau	La Crosse	Monroe	Trempealeau	Vernon	Total
Adult	1	0	3	1	11	11	4	4	35
DW	0	1	7	1	24	31	0	5	69
Total	1	1	10	2	35	42	4	9	104

**Per Exit Date (Will not see exits until at least 9/29/2020)**

Active	Gade	Palmer	Snyder	Tucker	Total	Exits	Total	Employed	Median Wage	Current Follow-up
Adult	6	0	11	16	33	Adult	2	1	\$12.00	11
DW	30	0	26	11	67	DW	2	0	NA	25
Total	36	0	37	27	100	Total	4	1		36

Training	Occupational Classroom Training (NAICS Sectors)						TOTAL
	Manufacturing (31-33)	Healthcare (62)	Transportation (48-49)	Construction (23)	IT/Software (51, 54)	Other	
In Progress	1	20	0	0	7	2	30
Completed	0	3	1	0	1	1	6
MSGs	0	3	1	0	0	1	5
Credentials	0	2	1	0	0	0	3



<b>DOC – WTW</b>	<b>Cumulative</b>	<b>Notes</b>
December 31, 2020	<b>11/01/2020</b>	
	<b>–</b>	
	<b>12/31/2020</b>	
<b>Work related Trainings attended (Total)</b>	0	
<b>Institution – specific meetings</b>	0	
• JCI (Recruitment & Training Grant)	0	
• NLCI (Recruitment & Training Grant)	0	
<b>Cohorts Operating</b>	1	
<b>Number of participants in each Cohort</b>		
• JCI	9	Group is on hold
• NLCI	6	
<b>Number of Group Sessions Completed</b>		
• JCI	0	
• NLCI	10	
<b>Active Community Supervision</b>		
• ACS Employed	8	
<b>Enrolled DOC Re-entry</b>	12	
<b>Individuals Terminated</b>	0	

## Business Services Coordinator Monthly Progress Report

Submitted on:      January 6, 2021      For the month of:      December 2020      COVID restrictions still in place     

***Please complete this report by inserting bullet point highlights (minimal narrative) in RED font under each numbered item.***

DELIVERABLE	ACTIVITY/PROGRESS	COMMENTS		
<b>#1 &amp; #2</b> Coordination with WDB and Integration into Job Center <sup>1</sup>	1. Business Services Team meetings/activities: <b>1 meetings</b> 2. Statewide Business Services Team meetings/activities: <b>4 mtgs</b> 3. On-site recruitment/mini-job fairs: <b>State Solution Team planning a Click Thru virtual job fair January 28th; Vernon Cty planning a virtual informational event in January 20th</b> 4. Work-based learning referrals to service providers: <b>continue to work with employers to place E3 WORKS and dislocated workers</b>	-Business Service Team monthly meeting -Communicated with BST of job openings -Youth Coordinator client communication -E3 Works follow up calls with Host Companies -Recruiting new E3 WORKS employers -Business Service Team to work on Click Thru Job Fair for WDA9		
<b>#3</b> Business Outreach <sup>2</sup>	1. # contacts/meetings by demand industry and results/action items: a. Healthcare: <b>4 (1 new)</b> b. Manufacturing: <b>16 (2 new)</b> c. Construction: <b>2</b> d. IT: <b>2 (1 new)</b> e. Transportation: <b>4 (1 new)</b> 2. Apprenticeship contacts/activities: <b>Kwik Trip new apparent. Dir</b>	-WDB daily check-in calls due to COVID-19 -Manufacturing placement of E3 Works clients in food service, it, warehouse, manufacturing -LADCO Annual Meeting virtual meeting -Western Tech College virtual tour video released on new renovated Apprenticeship Building sent out to high schools and partners -Kwik trip meetings to set up apprenticeships		
<b>#4</b> Integration with technical colleges	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Western Technical College</b>                              1. Meetings/activities: <b>3</b>                              2. Results/action items:                              3. New programs: <b>New apprenticeship building and promotion of apprenticeships</b>                              4. "In the Hopper" <b>regional campus employer meetings to take place in Jan/Feb</b> </td> <td style="width: 50%; vertical-align: top;"> <b>SW Technical College</b>                              1. Meetings/activities: <b>1 call</b>                              2. Results/action items:                              3. New programs:                              4. "In the Hopper":                              5. Unmet business needs?                         </td> </tr> </table>	<b>Western Technical College</b> 1. Meetings/activities: <b>3</b> 2. Results/action items: 3. New programs: <b>New apprenticeship building and promotion of apprenticeships</b> 4. "In the Hopper" <b>regional campus employer meetings to take place in Jan/Feb</b>	<b>SW Technical College</b> 1. Meetings/activities: <b>1 call</b> 2. Results/action items: 3. New programs: 4. "In the Hopper": 5. Unmet business needs?	-Meeting with Patti Balacek to check in -Western BIS meeting to come together for 2021 plan to promote programs -Western BIS explore WAT grants for manufacturing partners -Attended Western's Town Hall meetings on COVID updates and bringing students back -Western starting to use Handshake more
<b>Western Technical College</b> 1. Meetings/activities: <b>3</b> 2. Results/action items: 3. New programs: <b>New apprenticeship building and promotion of apprenticeships</b> 4. "In the Hopper" <b>regional campus employer meetings to take place in Jan/Feb</b>	<b>SW Technical College</b> 1. Meetings/activities: <b>1 call</b> 2. Results/action items: 3. New programs: 4. "In the Hopper": 5. Unmet business needs?			
<b>#5</b> TUMMA <sup>1</sup>	1. Meetings/activities in support of TUMMA: <b>1 meeting</b> 2. Results/action items: <b>Continued discussions about manufacturers challenges to interact with students, teachers, parents virtually; Web site mtgs.;2021 budget developed; board member recruitment; regional pathway grant with CESA4 mtgs.</b>	-TUMMA website company chosen -TUMMA survey to regional manufacturers finalized to send out in January -Marketing Taskforce developed and leading web site remodel and recruitment efforts		

<p><b>#6</b> New sector group<sup>1</sup></p>	<p>1. How many IT business contacts were made this month? 2  2. Results/action items: IT apprenticeship has been a challenge due to most IT professionals working from home.  Continue to look at bringing IT professionals together on a Zoom call in January 2021.  Milwaukee launching <a href="http://www.ApprentiCareers.org">www.ApprentiCareers.org</a> to grow IT</p>	<p>-IT apprenticeship being moved forward at Kwik Trip and revisiting with other employers  -Recruiting continues to be slow for E3 WORKS!  IT placements due to COVID 19  -CESA5 meeting on IT regional career pathway</p>
<p><b>#7</b> K-12 Collaboration<sup>1</sup></p>	<p>1. Meetings/activities: 3 mtgs with Amanda with CESA4  2. Results/action items: CESA4 Career Pathways Grant work continues and new INSPIRE Coordinator hired.  TUMMA pushing manufacturing YA programs and CESA4 announced first female YA student in manufacturing!!!  TUMMA K12 continues to work with SE MN educational group similar to CESA4 to build working relationship with SE MN high schools and manufacturers.</p>	<p>-CESA4 career counselors updates to keep in touch on how things are going  -YA numbers remain strong  -CESA5 communication throughout month  -Amanda pulling together secondary educators and manufacturers for meetings in January  -Working with GET YA director to place students with employers</p>

## Committees

### Executive

Tammy Brown  
Jessica Subach  
Mark Glendenning  
Pete Eide  
Patti Balacek

*\* through April 2021*

### Operations

#### Members

Amy Grotzke  
Mark Glendenning  
Pete Eide  
Patti Balacek  
Bill Brockmiller  
Greg Erickson  
Amanda Langrehr  
Vicki Proudlock  
Pat Rodriguez  
Heather Trimborn

### Strategy

Tammy Brown  
Jessica Subach  
Sam Bachmeier  
David Bonifas  
Ed Johnson  
Jennifer Luedtke  
Jodi Roesler  
Dave Schams

#### Committee descriptions

Western Wisconsin WDB membership, contracts, personnel, financials, admin/governance policy review, Executive Director evaluation

Research, strategic goal planning, strategic plan oversight, collaborative planning and community partnership

Service provider performance oversight, RFP and program development, partner/service coordination, strategic plan component oversight