

**Board of Director's  
Regular Board Meeting  
Monday, June 20, 2016  
3:00 p.m. - 5:00 p.m.**

**Workforce Connection, Inc. Offices  
2615 East Avenue South—**Lower Level Conference Room**  
La Crosse, WI 54601**

Agenda Item	Pages	Action
<b>I. CALL TO ORDER (3:00 p.m. TO 3:05 p.m.)</b>		
A. Announcement and Introduction		
B. Additions to Agenda		
C. Approve May 16, 2016 Meeting Minutes	1-3	X
D. Approve New Board Member	4	X
E. Approve 206-2017 Meeting Schedule and Committee Assignments	5-7	X
<b>II. PERSONNEL AND COMPENSATION (3:05 pm to 3:15 pm)</b>		
A. Final Approvals		
1. 2016-2017 Pay Plan Approval	8-14	X
2. 2016-2017 Personnel Policies Approval - attached to email sent with Meeting Agenda and Packet		X
<b>III. ORGANIZATIONAL STEWARDSHIP (3:15 pm to 4:30 pm)</b>		
A. Executive Director's Report		
1. Approve Executive Director's Report	15-21	X
2. Approve April, 2016 Financials	22-31	X
3. Approve 2016-2017 Preliminary Budget	32-35	X
4. Approve 2016-2017 Leases	36	X
5. First Review of By Law Changes	37-45	
6. First Review of Updated Financial Manual – attached with email		
7. Approve May, 2016 Programs Report	46-49	X
<b>VI. STRATEGIC DEVELOPMENT (4:30 pm to 4:45 pm)</b>		
A. Update on the Business Forum		
B. Update on Workforce Connections. WEST		
C. WCI Annual Meeting		
<b>III. CLOSED SESSION (4:45 pm to 4:55 pm)</b>		
<i>In accordance with Section 1, Subchapter IV of Chapter 19.85 (1)(c) of the State Statute on open meetings, the Committee will enter into closed session to</i>		
A. Discuss Executive Director's Position Description	50-52	

**IV. OPEN SESSION (4:55 to 5:00 pm)** *The Committee will reconvene into open session.*

**V. CONCLUSION**

- A. Unfinished Business
- B. New Business
- C. Confirm Next Meeting Date

**VI. ADJOURNMENT**

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OFFICERS AND MEMBERS

Anna Boland, Ingersoll-Rand	Chairperson
David Ring, Kwik Trip	Vice Chairperson
Kevin Zagrodnick, River Bank	Secretary/Treasurer
Kurt Bear, Mid City Steel	Director
Angela Menezes, Logistics Health, Inc.	Director
Doug Billings, Empire	Director
Anne Hlavacka, UW – La Crosse	Director
Karen Long, Organic Valley/CROPP Cooperative	Director
Tim Vondrasek, Norwinn Company	Director
Neil Kamrowski, International Association of Machinists and Aerospace Workers	Director

2016-2017 BOARD SCHEDULE

Monday, August 22, 2016	2:00 p.m.	Oversight Committee (Billings/Kamrowski/Zagrodnick/Bear)
Monday, August 29, 2016	2:00 p.m.	Executive Committee (Boland/Ring/Zagrodnick)
Monday, August 29, 2016	3:00 p.m.	Full Board
Monday, October 24, 2016	3:00 p.m.	Annual Meeting
Monday, January 30, 2017	3:00 p.m.	Full Board
Monday, March 27, 2017	3:00 p.m.	Full Board—Strategic Focus
Monday, May 22, 2017	1:00 p.m.	Personnel & Compensation (Hlavacka/Long/Menezes/Vondrasek)
Monday, May 22, 2017	3:00 p.m.	Full Board
Monday, June 26, 2017	3:00 p.m.	Full Board

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*Board and committee meetings are held the 4th Monday of the meeting month, unless otherwise noted (\*). Board committee meetings will be held at 2:00 p.m. in the Workforce Connections, Inc. offices, and regular Board meetings will be held at 3:00 p.m. in the Workforce Connections, Inc. offices.*

**Workforce Connections, Inc.**  
**Board of Directors**  
**Business Meeting**  
**Monday, May 16, 2016**

Attendance Page 3

**I. CALL TO ORDER**

A. Announcement and Introductions

Ann Boland, Chair, called the meeting to order at 3:04 pm with a quorum present.

B. Additions to Agenda

Added Personnel and Compensation subcommittee recommendations to the agenda as it was inadvertently left off. The application for the new board member was tabled.

C. Meeting Minutes

1. Motion made by Bear/Ring to approve March 21 Meeting Minutes.  
Motion carried unanimously.

**II. PERSONNEL AND COMPENSATION Subcommittee Recommendation**

1. Personnel and Compensation Recommendations—Mr. Zagrodnick and Ms. Pierce presented the recommendations made the Personnel and Compensation Committee including:

- Recommendation 1: 2015-2016 Pay Plan 2% Incentive Dollars were discussed and approved.
- Recommendation 2: 2016-2017 Pay Pool of 3% was discussed and approved.
- Recommendation 3: 2016-2017 Increase Current Pay Range was discussed and not approved. More research is needed.
- Recommendation 4: Adding a Labor Market Adjustment was discussed and approved within a capped amount.
- Recommendation 5: Adding a \$500 Recruitment Bonus was discussed and approved.
- Recommendation 6: Increase Retirement Contribution from 5% to 6% was discussed and approved.
- Recommendation 7: 2016-2017 Health Insurance Rates were discussed and Option 2, was approved with a 14% decrease in costs from last year.
- Recommendation 8: Proposed Personnel Policy Changes were discussed. Page 12 (pertaining to Training Seminars/Workshops/Conferences) changes were not approved due to need for clarification and definition Pages 7 (pertaining to Marriage) and 32 (pertaining to Disability) to be researched for clarity.

Motion made to accept the Committee's recommendations on Personnel Policy Changes by Menezes/Zagrodnick and therefore approve the updated Pay Plan and Personnel policies as amended. Motion carried unanimously.

### III. ORGANIZATIONAL STEWARDSHIP

A. Executive Director's Report was presented by Ms. Pierce.

1. Outcome of WIOA Contract discussion was presented by Ms. Pierce. The contract has been extended for 12 months. Kudos were given to Ms. Norsten of WCI for her hard work. Thanks to Mr. Bear and Mr. Ring for their attendance at the meeting. Discussion ensued.
2. March, 2016 financials were presented by Ms. Pierce. WCI needs to reduce Administrative costs from 13% to 10% to be in compliance with financial regulations regarding indirect costs. Ms. Pierce presented the W-2 Grant program progress. Discussion ensued. Motion made by Bear/Zagrodnick to approve March, 2016 Financials. Motion carried unanimously.
3. Mr. Pierce presented the March, 2016 Programs Report and specifically cited the Second Chance contract, which has had increased activity and has been extended to June of 2017. A brief discussion ensued. Motion made by Ring/Boland to approve March, 2016 Programs Report. Motion carried unanimously.
4. The River Bank Line of Credit Renewal was presented by Ms. Pierce. Motion made by Ring/Boland to approve the renewing the line of credit with River Bank. Motion carried unanimously.
5. WCI Metrics of Organizational Performance were presented by Ms. Pierce. Areas included in the metrics are Financial, Organizational Integrity, HR/Training/IT/Teamwork, Program Accomplishments, and Strategic Development. Last year's score was 81. WCI has made progress due to an increase in efficiencies and stabilization and has been assessed as an 84. Discussion ensued. Motion made by Zagrodnick/Vondrasek to approve the Metrics of Organizational Performance. Motion carried unanimously.

### IV. STRATEGIC DEVELOPMENT

A. Discussion surrounded hosting a business forum event during Workforce Development Month and creating Workforce WEST to impact soft skills development.

### V. CLOSED SESSION

Motion made by Hlavacka/Ring to move into closed session at 4:27 PM.

Motion carried unanimously.

*In accordance with Section 1, Subchapter IV of Chapter 19.85 (1)(c) of the State Statute on open meetings, the Committee will enter into closed session for*

A. Executive Director Evaluation

### VI. OPEN SESSION

Motion made by Hlavacka/Ring to move into open session.

Motion made by Ring/Boland to continue to contract with Ms. Pierce as Executive Director based on the terms and conditions as presented. Motion carried unanimously.

**VII. CONCLUSION**

- A. Unfinished Business—None
- B. New Business—None
- C. Confirmed next Regular Board Meeting date June 20, 2016.

**VIII. ADJOURNMENT**

Business Meeting adjourned at 5:15 p.m.

Respectively Submitted,

Ann Boland,  
Chair

**ATTENDANCE**

<u>PRESENT</u>	<u>OTHERS PRESENT</u>
Kurt Bear, Mid-City Steel	Teresa Pierce, WCI
Doug Billings, Empire	Joanne Clare, WCI
Anna Boland, Ingersoll Rand	Kenda Fluegge, WCI
Anne Hlavacka, UW- La Crosse	
Angela Menezes, Logistics Health, Inc.	
David Ring, Kwik Trip, Inc.	
Tim Vondrasek, Norwinn Company	
Kevin Zagrodnick, River Bank	



## NOMINATION FORM

Name of Nominee Dimitar Dzikov

Home Address 1507 Barlow Street, La Crosse, WI 54601  
 Street City State

County Represented La Crosse

Business/Organization Name Coulee Bank

Position Held/Title Business Banking Officer

Phone # ( 608 ) 784-5367 Fax # ( 608 ) 784-1069

• Address 1516 Losey Blvd S, La Crosse, WI 54601  
 Street/Mailing Address City State

Email Address ddzikov@couleebank.net

If appointed, would you like to receive Board mailings/information via email?  Yes  No

Please indicate the type of sector you are representing (e.g., business, education, organized labor, etc.)  
Finance

DESCRIBE YOUR EDUCATIONAL BACKGROUND, WORK EXPERIENCE, SPECIAL  
 QUALIFICATIONS AND WHY YOU WISH TO SERVE ON THE BOARD.

USE BACK OF PAGE OR ATTACHMENTS AS NECESSARY.

Viterbo University – Business Administration 2007 \_\_\_\_\_

Viterbo University – MBA 2010 \_\_\_\_\_

Wells Fargo Bank – La Crosse, WI 2007-2015 \_\_\_\_\_

Coulee Bank – La Crosse, WI 2015- Present \_\_\_\_\_

I want to be part of an organization that helps the people and businesses in our community by providing solution such as job search assistance, skills training, recruitment, and employee retention, while focusing on integrity, fairness, and respect. \_\_\_\_\_

I understand the responsibilities of membership and the importance of participation and agree to attend meetings regularly.

Name Dimitar Dzikov Date 06/09/2016

For Affirmative Action purposes, please provide the following voluntary information:

Female  
 Male

Minority  
 Non-Minority

**RETURN FORM TO:**

Workforce Connections, Inc.  
 2615 East Avenue South, Suite 103  
 La Crosse, WI 54602-2908



**Board of Directors  
2016-2017 MEETING SCHEDULE**

<b>Date</b>	<b>Time</b>	<b>Meeting</b>
Monday, August 22, 2016	2:00 p.m.	Oversight Committee (Billings/Kamrowski/Zagrodnick/Bear)
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Monday, May 22, 2017	3:00 p.m.	Full Board
Monday, June 26, 2017	3:00 p.m.	Full Board

*Board meetings are held the 4<sup>th</sup> Monday of the meeting month, unless otherwise noted(\*).  
All meetings will be held at the Workforce Connections, Inc. offices.*

**Workforce Connections, Inc.**  
**2016-2017 BOARD OF DIRECTORS' COMMITTEES**

**By Laws**

**ARTICLE XIII: COMMITTEES**

The Board shall establish such standing committees and other committees as it chooses from time to time. Except as herein provided for the Executive Committee, the Board shall set the number of directors to sit on said committees. Reasonable effort shall be made to notify committee members of the time and place of such meetings.

**ARTICLE XIV: EXECUTIVE COMMITTEE**

Section 1: Duties and Powers. The Executive Committee shall function for the Board between meetings of the Board. The Executive Committee shall have full authority to act on behalf of the Board and the corporation between meetings of the Board.

The Executive Committee shall function as the authorized representatives of the Board and shall constitute a committee for the negotiation of any disagreements.

Section 2: Composition. The Executive Committee shall consist of the Chairperson, Vice-Chairperson, and Secretary/Treasurer of the corporation, and two members appointed at-large by the Chairperson for a total of five members.

Section 3: Term. The term of the Executive Committee members shall be for one (1) year. Said term shall commence upon the election of officers at the Annual Meeting and continue until their successors are elected at the subsequent Annual Meeting.

Section 4: Vacancies. If an Executive Committee position becomes vacant during said term, the Chairperson shall appoint a successor at the next regular meeting to fill the position for the remainder of the term.

Section 5: Meetings. Meetings of the Executive Committee shall be held at a time, place, and date selected by the members. Special meetings of the Executive Committee shall be called by the Chair as needed, or a telephonic conference call may be counted as a legal meeting of the Executive Committee with the approval of the majority of Executive Committee members. All meetings shall comply with the requirements of the Wisconsin open meeting law.

Notice of any special Executive Committee meeting shall be given at least 48 hours prior to said meeting by written notice delivered personally or mailed to each Executive Committee members. Said notice may be waived with the consent of all Executive Committee members.

**EXECUTIVE COMMITTEE**

**MEMBERS**

Chair—Ann Boland

Vice-Chair—Dave Ring

Secretary/Treasurer—Kevin Zagrodnick

**Standing Committees:**

Personnel and Compensation and Oversight



**PERSONNEL AND COMPENSATION COMMITTEE  
COMMITTEE PURPOSE AND DESCRIPTION**

**Purpose**

To provide direction to the Executive Director and management staff regarding: overall pay and benefits provided to employees including the annual pay plan; revisions to personnel policies; the evaluation process for the Executive Director; the proposed employment contract for the Executive Director; and on any personnel matter that needs board approval and that is not otherwise covered through existing personnel and related policies, including, but not limited to termination and severance agreements.

**Description**

The Personnel and Compensation Committee is expected to meet at least once annually in providing staff direction for the presentation of the organization's annual budget inclusive of personnel and compensation issues which usually occurs by the end of June of each year. Meeting(s) may be conducted via electronic conferencing or as otherwise determined by the Committee Chairperson. Additional committee meetings would be on an as needed basis.

**Membership**

Three Board members appointed by the Chairperson. The Chairperson may choose to appoint him or herself as a member.

**MEMBERS**

Angela Menezes  
Ann Hlavacka  
Karen Long  
Tim Vondrasek

**OVERSIGHT COMMITTEE  
COMMITTEE PURPOSE AND DESCRIPTION**

**Purpose**

Review and forward recommendations to the Board of Directors areas such as, but not limited to: audits; monitoring reports from external funding sources; internal and external monitoring reports; internal management, financial and performance reports; and associated internal management systems.

**Description**

The Oversight Committee is expected to meet at least once annually in reviewing the organization's management systems and annual audit. Meeting(s) may be conducted via electronic conferencing or as otherwise determined by the Committee Chairperson. Additional committee meetings would be on an as needed basis.

**Membership**

Three Board members appointed by the Chairperson. The Chairperson may choose to appoint him or herself as a member.

**MEMBERS**

Kevin Zagrodnick  
Kurt Bear  
Doug Billings  
Neil Kamrowski



## **2016-2017 PAY PLAN**

Reviewed by Personnel and Compensation Committee: May 16, 2016

Approved by the Board of Directors: **June 20, 2016**

Approved: \_\_\_\_\_

Ann Boland, Chairperson

\_\_\_\_\_ Date

Workforce Connections, Inc.  
**PAY PLAN**  
 For the Fiscal Year July 1, 2015 to June 30, 2016  
 Approved by the Board of Directors (Insert date)

**PURPOSE**

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Workforce Connections, Inc. Pay Plan is intended to:

- Maintain competitive and reasonable rates of pay that will allow for the recruitment of qualified personnel;
- Encourage retention and upward advancement of personnel;
- Motivate personnel to achieve the priority goals of the Workforce Connections, Inc.;
- Reward individual and team performance.

**POSITION CLASSIFICATIONS**

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Pay levels and positions are classified into the following broad categories:

- Executive Director
- Director
- Manager
- Professional
- ~~Technical~~
- Intern/Casual

Upon approval by the Board of Directors, the Executive Director has sole discretion for interpretation and implementation of these classifications. All positions are classified into one of the above levels by the Executive Director. See Attachment I for position classification definitions and listings of positions in each category.

**PAY RANGES**

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The following chart outlines the current pay ranges for each classifications. These ranges delineate the minimum and maximum pay for positions within each classification. Starting pay for new employees will be based upon the employees’ qualification and experience as well as consideration of pay of current staff in comparable positions.

<del>Executive Director</del>	<del>Compensation determined annually by the Board of Directors</del>	
<del>Director</del>	<del>\$1,434 – \$2,611 per biweekly pay period</del>	<del>Exempt</del>
<del>Manager</del>	<del>\$1,206 – \$2,197 per biweekly pay period</del>	<del>Exempt</del>
<del>Professional</del>	<del>\$1,005 – \$2,017 per biweekly pay period</del> <del>\$12.57 – \$25.21 per hour</del>	<del>Exempt</del> <del>Non-Exempt</del>
<del>Technical</del>	<del>\$8.91 – \$19.25 per hour</del>	<del>Non-Exempt</del>
<del>Intern/Casual</del>	<del>At or above prevailing Federal or State Minimum Wage – \$10.85 per hour</del>	<del>Non-Exempt</del>

Classification	Range	Status
Intern/Casual	At or above prevailing Federal or State Minimum Wage- \$10.85 per hour	Non-Exempt
Coordinator Level 1—Entry Level Level 2—Intermediate Level Level 3—Advanced Level Level 4—Expert Level	\$26,400—\$39,600 annually \$27,200—\$40,800 annually \$28,800—\$43,200 annually \$29,600—\$44,400 annually	Non-Exempt
Operations/Fiscal Coordinator Level 1—Entry Level Level 2—Intermediate Level Level 3—Advanced Level Level 4—Expert Level	\$32,005—\$48,008 annually \$32,805—\$49,208 annually \$34,405—\$51,608 annually \$35,205—\$52,808 annually	Non-Exempt
Manager Level 1—Entry Level Level 2—Intermediate Level Level 3—Advanced Level Level 4—Expert Level	\$36,570—\$54,855 annually \$37,370—\$56,055 annually \$38,970—\$58,455 annually \$39,770—\$59,655 annually	May be exempt or non-exempt
Director Level 1—Entry Level Level 2—Intermediate Level Level 3—Advanced Level Level 4—Expert Level	\$44,084—\$66,127 annually \$48,084—\$72,127 annually \$52,084—\$78,127 annually \$56,084—\$84,127 annually	Exempt
Executive Director	Compensation determined annually by the Board of Directors	Exempt

## PAY STRUCTURE

**Annual Pay Adjustments**—At the discretion of the Executive Director and as recommended by supervisory staff, pay adjustments will be administered any time after the start of the fiscal year. Supervisory recommendations for pay adjustments are reviewed by the Executive Director and may be approved, modified or denied. Adjustments will be based on past year individual performance, position classification adjustments (if necessary) and the overall achievement of the goals of the organization for the past year. Pay adjustments may be administered in the form of an increase in the hourly rate or biweekly pay of a staff member, and/or as a one-time bonus. Based upon gross staff wages as of July 1, 2016, a pay pool up to 3% will be made available to the Executive Director for recommended pay adjustments and/or bonuses.

The Executive Director may adjust wage rates or salaries at any time for any staff member whose duties can be substantiated as warranting the change. The Executive Director will ensure any and all pay adjustments are within Board-approved budget limits. Pay adjustments for the Executive Director will be determined by the Board of Directors.

**Labor Market Adjustments**—At the discretion of the Executive Director, and as recommended by supervisory staff, labor market adjustments may be administered any time after the first of the fiscal year. Supervisory recommendations for pay adjustments are reviewed by the Executive Director and may be approved, modified or denied. Labor Market adjustments will be based on labor market information and supported by comparable regional wage data whereby WCI is significantly below the current labor market wage for comparable positions.

**Mid-Year Incentive Pay**—At the discretion of the Executive Director, a mid-year incentive payment of not more than \$300 may be awarded. All individuals, except for Intern/Casual employees, employed by Workforce Connections, Inc. at the time of payments who have been employed by the corporation for at least 90 consecutive calendar days will be eligible for the mid-year incentive pay. The amount will be equitable for all employees. Mid-year incentive payments, if approved, will be made to employees at a time determined by the Executive Director.

**Performance Incentive Pay**—At the discretion of the Executive Director, a 2% one-time lump sum incentive pay award may be provided to Professional and Technical level staff during the last month of the fiscal year. Staff eligible for the performance incentive pay must have worked at least 1,040 hours during the fiscal year and be employed by the corporation at the time of payment. Payment of the performance incentive shall be based upon the Executive Director's documented assessment of organizational and team performance.

**Leadership Incentive Pay**—At the discretion of the Board of Directors, a one-time lump sum incentive pay award may be provided to the Executive Director, Director, and Managerial level staff at the end of the fiscal year. Staff eligible for the leadership incentive pay must have worked at least 1,040 hours during the fiscal year at a Manager level or above, and be employed by at least 1,040 hours during the fiscal year at a Manager level or above, and be employed by the corporation at the time of payment. Leadership staff incentive payments will be based on the Executive Committee of the Board of Directors' assessment of organizational performance including financial performance, organizational integrity, program accomplishments and strategic development.

**Six Month Adjustment**—The Executive Director, upon recommendation by the employee's supervisor, may grant a 2% increase after six months of employment in a new position.

**Simplified Employee Pension (SEP) Plan**—WCI will contribute 6% of each employee's gross salary or wages to a Simplified Employment Pension (SEP) Plan. Employees must have completed six (6) months of continuous employment and be at least 21 years of age to participate.

**Recruitment Incentive**—Based on an agreed upon plan, WCI staff who have referred candidates to WCI positions who are then hired and retained will receive an incentive payment. Incentive payments will be \$250 at the time of hire and \$250 after 180 days of successful employment.

## **APPROVAL**

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This pay plan does not constitute a contractual obligation to any employee. Payments provided under this plan are subject to the availability of funds and are at the discretion of the Executive Director and/or Board of Directors.

ATTACHMENT I  
Position Listing By Classification

**Executive Director**

- Responsible to the Board of Directors for the overall operations and strategic development of the corporation,
- Position generally expected to have an advanced degree plus significant managerial related experience

**Director (Levels 1-4)**

- Responsible for interpreting strategic goals into the operations of the organization
- Responsible for development, implementation and monitoring of the organizational procedures
- Responsible for reporting organizational status to the Board of Directors and associated funding sources
- Positions generally expected to have a bachelor's degree or above or work related experience

**Manager (Levels 1-4)**

- Responsible for daily management duties of a program or department
- Responsible for programmatic performance of a program or department
- Responsible for budgeting and financial performance of a program or department
- Responsible for development, implementation and monitoring of a program or procedure
- Positions generally expected to have a bachelor's degree or significant work related experience.

For the purposes of this pay plan, the following positions are classified as Managers:

- ✓ Workforce Development Manager
- ✓ W-2 and Related Programs Manager
- ✓ WIOA and Related Programs Manager
- ✓ Development Manager

**Operation/Fiscal Coordinators (Levels 1-4)**

- Responsible for operational duties and oversight/monitoring of a program or department
- Responsible for provision of and monitoring of program services to clients
- Responsible for professional representation of the organization to clients and employers
- Positions generally expect a bachelor's degree or significant work related experience

For the purposes of this pay plan, the following positions are classified as Operations/Fiscal Coordinators:

- ✓ Fiscal Coordinators
- ✓ Operations Coordinators

**Coordinators (Levels 1-4)**

- Responsible for operational duties of a program or department
- Responsible for provision of program services to clients

- Responsible for professional representation of the organization to clients and employers
- Positions generally expect a bachelor's degree or significant work related experience

For the purposes of this pay plan, the following positions are classified as Professional

- ✓ Employment Coordinator
- ✓ Workforce Consultant/Job Developer
- ✓ Administrative Coordinator
- ✓ Employment Resource Coordinator
- ✓ Website/Database Developer

**Intern/Casual**

- ✓ Positions are generally seasonal or temporary in nature

Positions in Professional, Technical and Intern/Casual classification may be added or deleted during the year covered by this plan.



**Executive Director Report  
Board of Directors Meeting  
June 13, 2016**

**EXECUTIVE/FISCAL ACTIVITY**

- a. **WIOA Adult and Dislocated Worker Contract**—As of this writing, WCI has not yet received contract numbers for the Adult and DW program. We expect to receive the numbers soon, and once we receive it, we will better understand our staffing pattern and funding abilities.
- b. **2016-2017 Preliminary Budget** —In light of some of the revenue numbers not being available, we are presenting a preliminary budget for your consideration and approval. We anticipate changes to the budget once the revenue projections are known. This will be discussed at the meeting.
- c. **Board Members**—Included in the packet is an application for a new board member for your consideration. Dimitar plans to be at the meeting on June 20, 2016 to better understand the board. If Mr. Dimitar Dzikov is approved, we will have a full complement of 11 board members!
- d. **Amended By Laws**—Included in the packet are our current by laws with suggested changes due the corporate office move in 2014; and the shift from mailing board packets to emailing the board packets and putting them on the website. This is the first review of this amendment.
- e. **April, 2016 Financial Reports**—The April financials are in the packet for your review and approval. Our Fiscal Manager outlines the following notes:
  - Need to submit budget modifications for the Navigator Project
  - The organization has selected the 10% De Minimis rate, however, we are still running at 12.46%. Need to reduce administrative costs. This is a high priority for the organization.
  - Cash in the bank includes \$29,598.48 of the Diversity Council's
  - Grants ending 6/30/16 include: DOC WTW, Rapid Response, Title V, WIOA Adult and DW
  - Assets: Decrease of \$33,224 from March to April
  - Liabilities: Decrease of \$39,465 from March to April
  - Net Assets: Decrease of \$6,241 from March to April
  - Straight-line Percentage as of April is 83%, and expenses are 75%
  - Acceptance of New Grants/Contracts/Modifications/Additional Funding including approval of budget modification of WIOA Adult, DW, Rapid Response and Second Chance
- f. **Director of Finance** — WCI is testing the employment market to see of the quality of applications for Finance Directors. Internally, the fiscal department and Executive Director have recognized the need for a new structure in this department, and are supportive of assessing the current market.
- g. **Financial Manual**—As part of our relationship with WIPFLI (Audit Firm), we have subscribed to their member services, and have access to templates that have been created surrounding financial, human resources, and IT policies and procedures. Staff have been updating our current financial policies to be consistent with this approach. The DRAFT financial policy is attached for your consideration. It will be reviewed in-depth at the Oversight Committee in August. It is planned that the Human Resources and Information Technology policies will be reviewed by the Oversight Committee in August as well.

- h. **Website and Technology**—WCI continues to explore all levels of technology to enhance our ability to be more efficient and effective. An intranet has been created for some of our internal forms and we continue to try to create a portal from our fiscal database to our programmatic database to ensure that we have the most efficient connection of data without duplication as possible. A WCI app is in the works.

## ADMINISTRATIVE ACTIVITY

### a. HR/Personnel/Benefits

NEW HIRES			
RESIGNATIONS/END			
Carmin Trillo	Operations Coordinator	Home-Based	5/20/2016
Lynn Buhl	WIOA Employment Coordinator`	Tomah	6/17/2016
CURRENT OPENINGS			
	W-2/FSET Employment Coordinator	Viroqua	
	FSET Employment Coordinator	Tomah	
	Director of Finance	La Crosse	
Transfers/Changes	None		
Total Employees	33		

### b. Facility Update:

- a. **Mauston**—WCI had intent to increase our space at WTC, but given some staff changes, and contact amounts, we have opted to remain where we are, so there are no changes in our facility’s needs.
- b. **Prairie du Chien**—Currently, we have two staff in a small room at the County Building. There are a number of issues with the space and the landlord is unable to drum up new space in the building; and unwilling to fix the current space, so we will be moving to a new location before July, 2016. We are trying to partner with SWTC to have them collocate with us in our new location. Their involvement is pending a decision by their Executive Committee.

## OPERATIONS

### a. CORRECTIONS RELATED PROGRAMS

**Window to Work**—Workforce Connections, Inc. is currently operating the Windows to Work programming at New Lisbon and Jackson Correctional Institutions. Services at Prairie du Chien Correctional Institution have ceased due to limited referrals available at this location for services. Staff work directly in the institutions on a weekly basis, as well as in our local communities with inmates following their release.

Staff continue working on recruiting participants for cohort based service provision with an increased recruitment effort and expanded potential enrollees list. WCI continues to work directly with the WDB and DOC staff to shift this program from individual to cohort based services, however, currently we are only able to secure enough enrollments to offer individual services. WCI continues to use individual curriculum with customers called “Getting it Right”.

DOC is shifting to a new curriculum for the WTW program. Direct service staff were trained in May 2016 in this new curriculum approach. [Cognitive Behavioral Interventions for Offenders Seeking Employment \(CBI-EMP\)](#) is designed for criminal and justice involved individuals who are moderate to high need in the area of employment.

The WDB has extended our contract for DOC WTW services through June 2017 at this time.

**Second Chance Act**—Recruitment and enrollments are underway for Connections Coach/Mentors and Participants in this grant. The goal of the program to help individuals with successful reentry into the community through providing mentorship and connections to education and employment skills with hopes of decreasing recidivism. Mentors attend an 8 hour training to provide assistance to individuals within the corrections system to more effectively transition back to the communities. This training is set to be online in June of 2016. Staff have met with partners and agencies throughout La Crosse County and made connections in outlying counties throughout western Wisconsin to continue to move the program forward. Participants are matched with trained mentors via a cognitive behavioral assessment tool called Xyte. In addition to the mentorship participants also receive ongoing case management.

Currently forty- nine (49) participants have been recruited into the program and twenty four (24) mentors. The grant plans to serve 100 participants comprised of 20 from within the institutions of western Wisconsin (New Lisbon, Jackson, and Prairie du Chien correctional Institutions) as well as 80 participants from the La Crosse County Jail. A no cost extension has been awarded through June of 2017 to ensure a full execution of the grant and its programming.

#### **b. WISCONSIN WORKS (W-2) & RELATED PROGRAMS**

**Wisconsin Works**—Staff have worked very hard to capture as many outcome payments for the 2015 contract and are working hard to increase outcomes for the 2016 contract as it begins. Currently for 2015, we have a profit of \$43,617.35. WCI staff continue to look at ways to increase our caseload in the Western region to help increase our outcome potential. We have had three staff turnovers that impact the W2 contract services and are in the process of hiring and training new staff for these positions.

DCF continues focusing on increasing the Work Participation Rate. Staff are responding to and addressing numerous monitoring efforts and documents. These policies were first instituted in W2 back in 2007 for Documentation/Verification/Supervision required by the Federal Government. This is the first true focused monitoring on WPR the department has begun. Statewide results for this first round of monitoring have been terrible and the department is looking at very quick fixes to ensure agencies are in compliance with policy and procedures. This attention has moved through the Secretary's office to the Governor's office and is a high priority. As a result of this monitoring effort, additional time sensitive monitoring will be required at the local agency level as of March 9, 2016 and ongoing to ensure agencies are getting all cases into full compliance. Agencies are required to review cases, fix cases, process overpayments, and ensure compliance during this review process. Further, the department has indicated that ongoing issues with these policies can result in corrective action plans, technical assistance, withholding or recouping funds paid out, and/or imposing fines as outlined in the W2 contract. We continue to work diligently in these efforts for DCF.

Further, DCF continues to monitor eligibility, outcomes, and EA applications in other monitoring efforts. WCI has seen some improvement on our reports and anticipate continued improvement as we monitor July and August data reports.

The Department of Children and Families (DCF) began performance based contracting of its W-2 and related programs in 2013. In 2014, as a part of the W-2 and Related Programs Contract structure, DCF included an annual Performance Rate Incentive Payment for the highest performing W-2 Contractor in in both Milwaukee and in the Balance of State (BOS). “Highest performing” meaning that based on the number of approved performance outcome payment claims, they have exceeded other Contractors in helping participants (including participants that have been on the caseload for an extended period) obtain and keep employment. These incentive payments are also known as “Best in Class.”

WCI was selected as the “Best In Class” category for 2014 Long Term Participant Job Attainment, and we get a performance bonus of \$7,799.98!

**FoodShare Employment and Training Grant**—The FSET contract began on 4/1/15 for the Western Region 9. This includes the following counties: Jackson, Juneau, Monroe, Trempealeau, Buffalo, Vernon, Crawford, and La Crosse.

Staff continue to working on enrollments, providing services, and outreach to increase the FSET caseload. Our focus remains on outreach efforts to increase awareness, education, and information to potential recipients to ensure we are increasing our enrollment options to provide services. To date we have received 4,070 referrals since April 1, 2015 and enrolled 1,315 individuals thus far. 679 are voluntary FSET participants and 662 have an FSET work requirement component to maintain their FoodShare eligibility.

WCI has been notified that our quarter one entered employment and reporting monitoring resulted in 100% and we are on track to capture all bonus funding for 2015-16 contract at this time. Bonus funding amounts include:

- Accuracy of Entered Employments: \$48,489
- Timeliness of Report: \$16,163
- Total: \$64,652

DHS staff will be onsite on July 19 and July 20, 2016 for onsite FSET monitoring. We are currently working with DHS to provide necessary information for this monitoring/review.

**Transportation Connections**—The Transportation Connections program began on April 15, 2013. With the use of Revolving Loan Funds from previous WETAP grants, WCI is able to offer loans to individuals in our areas of operation to assist with car purchases and car repairs. Loans are limited to \$1000 for repairs and \$5000 for purchases. Customers must apply and pay a \$50 non-refundable fee to see if they are eligible for a loan. Eligibility is based on participants being employed, at or below 200% of Federal Poverty Level, ability to pay back the loan, availability of loan funds, and other criteria. We will be reviewing funding for 2016 in hopes to offer a few loans to our customers.

**Healthcare Navigator Grant**—Workforce Connections, Inc. was awarded a subcontract with NWCEP to assist in the Healthcare Navigator grant. This is year 3 for the grant in the total of \$80,000. We offered regular education and enrollment sessions and partner with our local Regional Enrollment Network at events to assist individuals in our western region in getting signed up for affordable health care options. Education for small businesses about the benefits of purchasing group health care plans on the Small Business Health Options Program (SHOP) was available as needed from the staff Navigators. Workforce Connections, Inc. Navigators focused on coordinating efforts with local small businesses, local chambers of commerce, Business after Five Events, and our business services representative to educate businesses on the Affordable Care Act. In addition, WCI

coordinated efforts with our Department of Corrections Window to Work staff, as well as local jails, to help educate customers on the Affordable Care Act.

The new grant extends our contract through August 2018. Open enrollment for 2016 has ended and our navigators are now focusing on Special Enrollment Periods, educational events for our communities, and providing assistance in completing tax forms properly related to their medical insurance. Based on this positive partnership, we have been approached to submit another insurance related grant application in conjunction with NWCEP to expand our services. We hope to hear positive news soon on this grant submission and service expansion in June 2016

**c. WIOA (WORKFORCE INNOVATION AND OPPORTUNITIES ACT) AND RELATED PROGRAMS**

Following the sunset of the Workforce Investment Act on June 30, 2015 WCI continues to serve Adults and Dislocated workers through the Workforce Innovation and Opportunity Act (WIOA). WIOA is a comprehensive legislation that reaffirms, reforms, and modernizes the public workforce system, bringing together and enhancing several key employment, education and training programs. WCI is currently in receipt of a contract that concluded on June 30, 2016. In March it was announced that WCI's contract will be extended through June of 2017. An RFP will be let in Spring of 2017 for the provider for PY 17 services.

**Adult and Dislocated Worker Allocation Grants--**WCI is meeting and exceeding all areas of state program performance through the first three quarters. We are on track to meeting and exceeding all performance measures for the program year.

Under WIOA WCI served one-hundred thirteen (113) Adults out of the planned goal of one-hundred ten (110). The Dislocated Worker grant has served one-hundred thirty (130) out of the planned ninety (90). WCI staff provide career and individual employment planning, job search and placement, and support to our customers. Staff continue to develop and reassess recruitment strategies to meet enrollment goals and serve the region while placing an increased focus on training.

**Rapid Response Grant (RR)--**Serves dislocated workers laid off from specific business closures and/or downsizing of a sizeable percentage of a business' workforce. As a part of the new program year design Rapid Response activities are being reformatted and structured. WCI will continue to work with the Workforce Development Board, Job Service, and local partners to ensure a coordinated service strategy is in place. Currently WCI holds a small subcontract to respond to businesses facing potential layoffs. This program year WCI has responded and provided information on available services to Kaplan (8), US Silica (29), D5S Manufacturing (26), Chart (370), Mid City (23) Nelson Global (17), and Trane (45), Brunner (26), Hancock (11), and McKesson (70). Additionally, WCI has also responded to Child First, inquiries at the Mall, Lakeview Healthcare, and Unimin.

**WISE Title V—**WISE provides employment and training services to mature workers aged 55 or over, who are unemployed, and low income. The PY 15 contract for this program has twenty-one (21) allocated slots to serve individuals under this grant. Currently seventeen (19) slots are filled with. Twenty four (24) participants have been served this program year. PY 16 Renewal application has been submitted. PY 16 will have a decrease in slots by one to twenty (20). PY 16 will also place a heavy focus on recruitment in the first quarter to ensure full enrollments and spend down.

Staff continue to help participants with job search assistance, managing work sites, and placements. Staff also assist participants in building skills with computer usage through registration with JCW and ongoing computer training both individually and through Mature Worker Job Clubs, and the creation

of resumes and cover letters. Increasing participant computer skills continues to be a major program focus.

A new program staff is on board and new energies are being brought to the program. The new staff is tasked with relooking at recruitment efforts and ideas to move the program forward making a more robust program. Staff split time between the WISE program and WIOA programming to ensure a seamless service delivery and the greatest ease of access of services for participants.

**c. WORKFORCE DEVELOPMENT ACTIVITIES**

**Dislocations--**WCI has been working with Chart, Hancock Fabrics, Brunner Mfg. ChildFirst, and Mckesson.

Information regarding the Dislocated Worker program was shared with three employees from Hancock Fabrics. An Informational Meeting was held for the employees laid-off from Brunner, two employees attended. The session was held at the Technical College in Mauston, Job Service and Workforce Connections staff attended. Good news from Unimin, no employees will be dislocated at this time, in fact they are in a recruiting stage. ChildFirst has indicated that their employees have been hired by Red Balloon. An Informational Meeting has been planned for June 8, 2016 for the 64 Chart employees that where laid-off in May 2016. Job Service and Workforce Connections attend a meeting at Mckesson in regards to their 2017 closure. Approximately 70 employees will be dislocated, a meeting for the workforce will be scheduled for October 2016.

**September is Workforce Development Month--**An event if being planned for September, Workforce Development Month to learn about workplace culture, how to develop culture, and how to use it with recruitment and retention.

**GRANTS REPORT**

GRANT & FUNDING REPORT					
Description	Funding Source	Funding Amount	Submission Date/Time	Grant status	Notes
<i>Grants Submitted/Pending</i>					
Second Chance Act Adult Reentry Program Utilizing Mentors	DOJ	\$1M	4/12/2016	Received by agency, under review	
Employment & Training: Training to Work 3, Adult Reentry	DOL	\$1.3M	1/15/2016	Received by agency, under review	Applied April 2015, did not receive funding. Re-released for additional funding opportunities. ***Funding recipient to be announced week of 6/13/16.
<i>Grants in Progress</i>					
Business Services Coordinator	WDB: WIOA	\$80,000	6/20/2016	In process	

Funding category Human Services, social services. Foundation supports the following type of work applicable to WCI mission: curriculum development, continuing support.	Private: Ambrose Monell Foundation	\$250,000	LOI process ASAP. 10/31/2016 final proposal.	Proposal for WCI WEST project in development	Must submit LOI for foundation review. If approved, detailed project proposal will be requested.
<b><i>Grants Under Review</i></b>					
FSET with 50/50 reimbursement program	SNAP	As defined by project budget	12/11/2015	Program in development with WTC	Potential opportunity to have space on WTC campus to provide case management services and program access to students and project PROVEN candidates.
Assets for Independence Demonstration Program	DHHS	Max \$1,000,000, 100% match requirement	5/13/2016		Need to find partner(s) willing to match this grant.

**WORKFORCE CONNECTIONS, INC.**

**BALANCE SHEET**

April 30, 2016  
Prepared on: 05/23/16

**ASSETS**

Cash - Checking	\$	28,548
Cash - Sunshine Fund/HRA (Employee Funds)		2,475
Cash- Savings Account		-
Cash - Money Market		97,269
Certificates of Deposit		248,425
Grants Receivable		408,975
Fee for Service Receivable		47,260
Revolving Loan Receivable, <i>less allowance for uncollectible accounts of \$8902.00</i>		4,734
Other Receivables		(6,797)
Prepaid Expenses		46,537
Equipment and Other Assets, <i>less accumulated depreciation of \$59,006.90</i>		17,158
Building, <i>less accumulated depreciation of \$35,856.00</i>		113,544
Land		30,600
Total Assets	\$	<u>1,038,727</u>

**LIABILITIES**

Accounts Payable	\$	25,926
Accrued Payroll and Related Expenses		85,160
Mortgage Principle Payable		123,954
Line of Credit: State Bank - <i>\$116,000 available: Connections House Line of Credit \$75,000</i>		190,000
Unearned Grant Revenue		<u>29,408</u>
Total Liabilities		<u>454,448</u>

**NET ASSETS**

Unrestricted		408,266
Temporarily Restricted - Revolving Loan Pool		<u>176,013</u>
Total Net Assets		<u>584,279</u>
Total Liabilities and Net Assets	\$	<u>1,038,727</u>

\_\_\_\_\_  
Finance Manager - Fiscal Signature Date

\_\_\_\_\_  
Executive Director Signature Date

\_\_\_\_\_  
Board Treasurer (or Designee) Signature Date



WORKFORCE CONNECTIONS, INC.  
 FISCALYEAR 2014-2015 BUDGET TO ACTUAL DETAIL  
 With Fiscal Year and Current Month Actuals  
 As of April 30, 2016

	2015-2016 Budget	Apr-16 Actual	YTD 4/30/16 Actual	% of Budget	Prepared on: 05/23/16 Income Statement Notes
<b>REVENUE</b>					
Grants and Contracts				<b>83% SL Percentage</b>	
Workforce Investment Act (WIA/WIOA)					
WIOA Adult: (10/1/15-6/30/16)	300,000	22,779	196,219	65%	
WIOA Dislocated Worker: (10/1/15-6/30/16)	200,000	19,831	165,293	83%	
WIA/WIOA Adult: (7/14-9/15)	164,666	-	173,140	105%	
WIA/WIOA Dislocated Worker: (7/14-9/15)	58,629	7,551	50,448	86%	
Rapid Response	10,000	-	19,267	193%	
Total WIA/WIOA	733,295	50,161	604,366	82%	
Wisconsin Works (W-2)					
W-2 (1/13-12/16)	566,324	44,146	557,917	99%	
Emergency Assistance	100,000	3,114	77,201	77%	
Children's First (1/15-12/15)	6,900	94	686	10%	
FSET Statewide Contract	1,033,746	79,468	683,042	66%	
Total W-2	1,706,970	126,823	1,318,845	77%	
Other Grants and Contracts					
Title V (7/15-6/16)	191,530	13,051	147,787	77%	
Department of Corrections WtW (7/15-6/16)	55,000	5,103	41,515	75%	
Second Chance	238,364	10,745	106,506	45%	
Affordable Care Act Navigator (9/14-8/15)	7,665	-	7,665	100%	
Affordable Care Act Navigator (9/15-9/16)	66,667	4,993	66,743	100%	
Youthbuild (9/1/12-12/31/15)	49,998	-	49,998	100%	
AmeriCorps Youthbuild (8/15/13-8/14/15)	5,264	-	5,264	100%	
Strategy Based Revenue	10,000	-	-	0%	
Fast Forward	3,857	-	259	7%	
Diversity Council	10,000	156	11,473	115%	
Total Other Grants and Contracts	638,345	34,048	437,210	68%	
Other Income					
Interest Income	1,500	24	1,132	75%	
Contributions	300	32	546	182%	
Match Revenue	500	-	985	197%	
Employer Services Income	1,440	-	360	25%	
Job Center Income	-	-	30	No Budget	
Other Program Income	1,000	-	7	1%	
Other Unrestricted Income	17,000	900	21,023	124%	
Total Other Income	21,740	956	24,083	111%	
<b>TOTAL REVENUE</b>	<b>3,100,350</b>	<b>211,988</b>	<b>2,384,505</b>	<b>77%</b> <b>83% SL Percentage</b>	

WORKFORCE CONNECTIONS, INC.  
FISCAL YEAR 2014-2015 BUDGET TO ACTUAL DETAIL  
With Fiscal Year and Current Month Actuals  
As of April 30, 2016

	2015-2016 Budget	Apr-16 Actual	YTD 4/30/16 Actual	% of Budget	Prepared on: 05/23/16 Income Statement Notes
<b>EXPENSES</b>					
Operational Expenses					
Salaries/Wages: Operations	1,043,201	79,562	799,288	77%	
Bonus Wages: Operations	33,393	(125)	20,655	62%	
FICA: Operations	83,009	5,514	63,529	77%	
Pension: Operations	54,889	2,757	39,184	71%	
Insurance: Operations	238,729	16,580	184,870	77%	
Leave: Operations	72,290	3,262	47,610	66%	
Workers Comp: Operations	3,843	282	(6,929)	-180%	Acuity Workers Comp Policy Change Refund.
Salaries/Wages: Support Staff	233,122	22,723	188,517	81%	
Bonus Wages: Support Staff	7,198	125	2,400	33%	
FICA: Support Staff	18,294	1,663	14,933	82%	
Pension: Support Staff	11,953	1,018	8,485	71%	
Insurance: Support Staff	31,660	3,642	30,315	96%	
Leave: Support Staff	17,090	1,246	10,967	64%	
Workers Comp: Support Staff	716	67	592	83%	
Contracted Employees	35,038	-	15,934	45%	
Unemployment Compensation	-	-	7,134	No Budget	
Employee Assistance Program	500	-	500	100%	One time charge of EAP Program.
Long-Term Disability Insurance	6,892	386	3,125	45%	
Staff Incentive	-	-	624	No Budget	
Staff Travel	18,757	4,622	23,129	123%	
Staff Development	16,400	1,059	6,459	39%	
Equipment and Software	16,195	860	24,052	149%	Includes purchase of Laptops, Cases and Docking Stations.
Depreciation Expense	-	505	5,047	No Budget	
Repairs and Maintenance	1,500	-	230	15%	
Vehicle Expenses	34,319	2,268	25,230	74%	
Supplies	25,494	395	14,667	58%	
Meeting Expenses	4,806	318	3,575	74%	
Rent	144,722	12,331	124,916	86%	
Utilities	-	-	525	No Budget	
Property Taxes	5,000	-	4,041	81%	One time charge of 2015 Property Tax Bill
Interest Expense	4,200	1,001	10,288	245%	Includes Line of Credit Interest. (Connections House \$2,891.51, Riverbank LOC \$3,191.32, State Bank LOC-\$2,929.32, Late/Finance Charges-\$1,276.00.
Telephone	32,907	4,400	29,170	89%	
Postage	4,619	161	5,955	129%	Includes Deposit on Account to La Crosse Mail & Print Solutions.
Printing: Supplies and Forms	6,559	1,684	5,627	86%	
Printing: Marketing Materials	7,850	58	2,253	29%	
Photocopier Expenses	21,166	1,522	17,765	84%	
Ads: Participant Recruitment	7,900	230	10,819	137%	Includes Healthcare Navigator Ads
Ads: Staff Recruitment	5,140	1,528	3,222	63%	
Ads: Other	2,550	-	-	0%	
Web Page	15,301	156	201	1%	
Legal Fees	2,500	-	740	30%	
Accounting Fees	17,528	-	16,867	96%	Includes WIPFLI audit one time charge.
Conference/Speaker Fees	3,000	-	-	0%	
Other Professional Fees	11,500	295	31,137	271%	Includes Diversity Council Services, Connections House Maintenance and Metre.
IT Access/Tech Support	33,000	4,978	31,146	94%	
Subscriptions	426	-	611	143%	Includes Diversity Council and Survey Monkey Subscription one time charge.
Membership Dues	4,189	60	1,228	29%	
Licenses and Fees	7,706	279	11,726	152%	Includes EMSI one time charge.
Business Insurance	13,313	802	9,173	69%	
WCI Board Expenses: Mtgs/Other	2,600	-	1,020	39%	
Subcontractor Expenses	-	-	750	No Budget	
<b>Total Operational Expenses</b>	<b>2,362,964</b>	<b>178,215</b>	<b>1,853,299</b>	<b>78%</b>	

WORKFORCE CONNECTIONS, INC.  
 FISCALYEAR 2014-2015 BUDGET TO ACTUAL DETAIL  
 With Fiscal Year and Current Month Actuals  
 As of April 30, 2016

	2015-2016 Budget	Apr-16 Actual	YTD 4/30/16 Actual	% of Budget	Prepared on: 05/23/16 Income Statement Notes
				<b>83% SL Percentage</b>	
Participant Expenses					
Wages: Work Experience	159,376	8,277	106,037	67%	
FICA: Work Experience	11,185	994	8,304	74%	
Workers Comp: Work Experience	1,045	39	489	47%	
Assessments	10,481	-	1,015	10%	
Tuition, Books, and Fees/Training Materials	40,761	2,659	70,253	172%	Second Chance-\$336.03; WIA AD \$510.98; WIA DW \$2,486.60; WIOA AD \$44,213.32; WIOA DW \$22,042.03; W2-\$70.00; DOC WtW \$593.75
On-the-Job Training/Trial Jobs	1,000	1,964	2,060	206%	WIOA Adult - Empire Screen Printing
Transportation Assistance (Not FSET)	58,500	4,154	58,055	99%	W2-\$36,639.83; WIOA AD-\$8,482.93; WIOA DW \$8,459.05; WIA AD-\$596.00; WIA DW-\$626.00; DOC WtW-\$378.76; Title V \$1,530.00; Children First-\$75.01; Second Chance-\$1,267.00
Vehicle Repair Assistance	750	900	3,821	509%	W2-\$182.59; WIA AD-\$1,040.17; WIOA AD-\$1,500.00; WIOA DW-\$1,098.15
Child Care Assistance	750	359	1,120	149%	W2-\$445.00; WIOA AD-\$126.00; WIOA DW-\$548.76
Rent Assistance	2,500	-	-	0%	
W2 Cost Reimbursement Emergency Assistance	100,000	3,114	77,201	77%	
Rent/Other Assistance (Not W2 Emergency Assistance)	94,583	1,594	22,928	24%	
Transportation/Other (FSET)	135,938	3,312	34,646	25%	
Job Access Loans	-	-	(84)	No Budget	
Participant Insurance	7,500	-	-	0%	
Dependent Care	4,500	167	190	4%	
Total Participant Expenses	628,869	27,532	386,034	61%	
<b>TOTAL EXPENSES</b>	<b>2,991,833</b>	<b>205,747</b>	<b>2,239,333</b>	<b>75%</b>	
				<b>83% SL Percentage</b>	
<b>CHANGE IN NET ASSETS</b>	<b>\$ 108,517</b>	<b>\$ 6,241</b>	<b>145,172</b>		
Temp Restricted Change in Net Assets			(648)		
Unrestricted Change in Net Assets			147,382		

**WORKFORCE CONNECTIONS, INC.**

Prepared on: 05/23/16

**GRANT STATUS REPORT**

As of April 30, 2016

	<u>Children First</u>	<u>DOC WTW</u>	<u>FSET</u>	<u>Healthcare Navigator NWCEP</u>	<u>Rapid Response</u>
Grant period	1/1/16-12/31/16	7/1/15-6/30/16	10/1/15-9/30/16	9/2/15-9/1/16	7/1/15-6/30/16
Grant available	\$ 9,200	\$ 55,000	\$ 1,293,050	\$ 81,500	\$ 24,000
Total expenditures (fund total)	\$ 364	\$ 41,515	\$ 502,346	\$ 66,743	\$ 19,267
Total expenditures (fiscal year)	\$ 364	\$ 41,515	\$ 502,346	\$ 66,743	\$ 19,267
Grant balance	\$ 8,836	\$ 13,485	\$ 790,704	\$ 14,757	\$ 4,733
Percent Spent	4%	75%	39%	82%	80%
Straight Line Percentage	33%	83%	58%	67%	83%

	<u>Second Chance</u>	<u>Title V</u>	<u>WIOA: Adult</u>	<u>WIOA: DW</u>
Grant period	10/1/14-9/30/16	7/1/15-6/30/16	10/1/15-6/30/16	10/1/15-6/30/16
Grant available	\$ 297,552	\$ 191,530	\$ 300,000	\$ 200,000
Total expenditures (fund total)	\$ 140,898	\$ 147,787	\$ 196,219	\$ 165,293
Total expenditures (fiscal year)	\$ 106,506	\$ 147,787	\$ 196,219	\$ 165,293
Grant balance	\$ 156,654	\$ 43,743	\$ 103,781	\$ 34,707
Percent Spent	47%	77%	65%	83%
Straight Line Percentage	79%	83%	78%	78%

Children First - This contract is very restricted. Participants for this program need to be referred from child support agency and there is a limit of \$400 per participant.

DOC Window to Work - Staff work directly in New Lisbon, Jackson, and Prairie du Chen Institutions, as well as in our local communities with inmates following their release.

FSET - Outreach efforts to increase awareness, education, and information to potential recipients to ensure options to provide services.

Healthcare Navigator - This is a contract with Northwest CEP for approx 1 FTE to be trained as a healthcare navigator to educate and help individuals with the new Affordable Care Act.

Rapid Reponse - Serves Dislocated workers laid off from specific business closures and/or downsizing of a sizeable percentage of a business' workforce.

Second Change Act - Recruit mentors who work with individuals within the corrections system to more effectively transition back to the community.

Title V - Provides employment and training services to mature workers aged 55 or over, who are unemployed, and low income.

**2013-2016 W2 Contract Summary--Summary  
Through 4/30/2016**

Prepared on: 05/23/16

	Total Performance Amount Available	Total Performance Amount Secured	Other Sum Sufficient Funds	Total Performance and Sum Sufficient	Total Expenses	Total Loss	Average Monthly Expense
2013	\$856,770.00	\$675,535.00	\$98,700.73	\$774,235.73	\$863,814.18	-\$89,578.45	\$71,984.52
2014	\$809,918.50	\$739,123.50	\$95,972.74	\$835,096.24	\$886,374.98	-\$51,278.74	\$73,864.58
2015	\$808,906.98	\$649,080.36	\$91,550.74	\$740,631.10	\$699,383.75	\$41,247.35	\$58,281.98 Note 1
2016	\$665,696.55	\$166,890.00	\$17,547.00	\$184,437.00	\$165,787.20	\$18,649.80	\$41,446.80 Note 2
<b>Total</b>	<b>\$3,141,292.03</b>	<b>\$2,230,628.86</b>	<b>\$303,771.21</b>	<b>\$2,534,400.07</b>	<b>\$2,615,360.11</b>	<b>-\$80,960.04</b>	

Note 1: 2015 does not include performance dollars not yet secured through June 2016.

Note 2: 2016 does not include performance dollars not yet secured through June 2017.

**2013-2016 W2 Contract Summary--2015  
Through 4/30/2016**

Prepared on: 05/23/16

<b>Contract Revenue</b>	Payment Per Case	Number Per	Amount Contracted Quantity	Total Earned to Date (Cumulative)	Year to Date Secured	Year to Date Potential Not Yet Secured
Maximum Capitated Amount (2385)			389,493.50	389,493.48	2015	0
Job Attainment Performance Outcome (2345)	2,373.60	80	189,888.00	116,306.40	49	31
Long-Term Participant Job Attainment Performance (2360)	800.16	3	2,400.48	2,400.48	3	0
Partial Job Attainment Performance Outcome (2340)	1,185.00	15	17,775.00	17,775.00	15	0
Job Retention Performance Outcome (2355)	2,370.00	54	127,980.00	80,580.00	34	20
SSI/SSDI Attainment Performance Outcome (2365)	1,650.00	8	13,200.00	6,600.00	4	4
Work Participation Payments (All Family)	3,740.00	4	14,960.00	-	0	4
Work Participation Improvement Payments (2416)	3,740.00	4	14,960.00	-	0	4
Emergency Assistance Timely Processing Outcome (2327)	75.00	510.00	38,250.00	35,925.00	479	31
<b>Sub Total Contract without Sum Sufficient Amounts</b>			<b>808,906.98</b>	<b>649,080.36</b>		
Cost Reimbursement: Contracted Childcare (2312)	-	-	-	(6.75)		
Job Access Loans Targeted Allocations (2304)	-	-	11,288.00	<b>(168.00)</b>		
Cost Reimbursement Emergency Assistance Payment (2328)	-	-	-	91,243.62		
Cost Reimbursement: Refugee CA and MA (0134)	-	-	-	84.00		
DCF Workers Comp Premium (9010)	-	-	-	396.00		
Agency Collections (9009)	-	-	-	-		
<b>Sub Total Contract with Sum Sufficient Amounts</b>			<b>11,288.00</b>	<b>91,548.87</b>		
<b>Other Program Income</b>			-	1.87		
<b>Total Revenues</b>			<b>820,194.98</b>	<b>740,631.10</b>		
<b>Expenses</b>			Original Budget			
Staff Wages/Fringe (Operations and Admin)			423,694.00	357,201.96		
Staff Development			5,000.00	1,213.19		
Staff Travel/Vehicle Expenses			26,885.00	20,414.30		
Supplies/Resource Materials/Meeting Exp			8,350.00	3,363.15		
Rent			33,547.00	36,093.41		
Telephone/IT Tech Support			15,993.00	18,742.95		
Postage/Copier/Printing			12,707.00	5,290.22		
Accounting Fees/Licenses/Other Professional Fees/Insurance			13,094.00	3,533.82		
Job Center Costs			44,193.00	11,660.59		
Allocated Costs (Indirect)			121,767.00	90,066.43		
Participant Support (Transportation, Rent, CC and Other)			58,000.00	151,803.73		
<b>Total Expenses</b>			<b>763,230.00</b>	<b>699,383.75</b>		
<b>Net Income/(Loss)</b>				<b>41,247.35</b>		

**2013-2016 W2 Contract Summary--2016  
Through 4/30/2016**

Prepared on: 05/23/16

<b>Contract Revenue</b>	Payment Per Case	Number Per	Amount Contracted Quantity	Total Earned to Date (Cumulative)	Year to Date Secured	Year to Date Potential Not Yet Secured
Maximum Capitated Amount (2385)			260,294.80	138,000.00	680	0
Job Attainment Performance Outcome (2345)	1,800.00	73	131,400.00	14,400.00	8	65
Long-Term Participant Job Attainment Performance (2360)	1,714.75	5	8,573.75	-	0	5
Partial Job Attainment Performance Outcome (2340)	900.00	22	19,800.00	1,800.00	2	20
Job Retention Performance Outcome (2355)	1,655.00	73	120,815.00	-	0	73
SSI/SSDI Attainment Performance Outcome (2365)	1,800.00	8	14,400.00	-	0	8
Work Participation Payments (All Family) (2375)	14,960.00	1	14,960.00	-	0	1
NCP Served (2317) (New in 2016)	250.00	47	11,713.00	-	0	47
Work Participation: Numerator (2415) (New in 2016)			55,040.00	-	0	0
Work Participation Improvement Payments (2416)	3,740.00		-	7,300.00	2	-2
Emergency Assistance Timely Processing Outcome (2327)	70.00		28,700.00	5,390.00	77	-77
<b>Sub Total Contract without Sum Sufficient Amounts</b>			<b>665,696.55</b>	<b>166,890.00</b>		
Cost Reimbursement: Contracted Childcare (2312)	-	-	-	-		
Job Access Loans Targeted Allocations (2304)	-	-	5,833.00	-		
Cost Reimbursement Emergency Assistance Payment (2328)	-	-	-	17,547.00		
Cost Reimbursement: Refugee CA and MA (0134)	-	-	-	-		
DCF Workers Comp Premium (9010)	-	-	-	-		
Agency Collections (9009)	-	-	-	-		
<b>Sub Total Contract with Sum Sufficient Amounts</b>			<b>5,833.00</b>	<b>17,547.00</b>		
<b>Other Program Income</b>			-	-		
<b>Total Revenues</b>			<b>671,529.55</b>	<b>184,437.00</b>		
<b>Expenses</b>				Original Budget		
Staff Wages/Fringe (Operations and Admin)				83,980.93		
Staff Development				91.87		
Staff Travel/Vehicle Expenses				3,772.33		
Supplies/Resource Materials/Meeting Exp				1,147.17		
Rent				10,664.85		
Telephone/IT Tech Support				4,703.74		
Postage/Copier/Printing				1,900.95		
Accounting Fees/Licenses/Other Professional Fees/Insurance				2,219.02		
Job Center Costs				5,745.17		
Allocated Costs (Indirect)				17,255.52		
Participant Support (Transportation, Rent, CC and Other)				34,305.65		
<b>Total Expenses</b>				<b>165,787.20</b>		
<b>Net Income/(Loss)</b>						<b>18,649.80</b>

**2013-2016 W2 Contract Summary--Total  
Through 4/30/2016**

Prepared on: 05/23/16

	Average 2013, 2014, 2015 and 2016 Payment Per Case	Average 2013, 2014, 2015 and 2016 Per Case	Amount Contracted Quantity	Total Contract Earned to Date (Cumulative)	Contract to Date Secured	Contract to Date Potential Not Yet Secured
<b>Contract Revenue</b>						
Maximum Capitated Amount (2385)	106.33	1,063	1,554,586.80	1,432,291.98	6370	0
Job Attainment Performance Outcome (2345)	1,943.40	81	584,488.00	327,906.40	163	96
Long-Term Participant Job Attainment Performance (2360)	1,263.10	4	20,224.23	5,675.48	5	7
High Wage Job Performance Outcome (2340, 2350)	1,005.00	23	92,645.00	54,610.00	50	30
Job Retention Performance Outcome (2355)	2,131.25	69	566,195.00	295,380.00	129	100
SSI/SSDI Attainment Performance Outcome (2365)	1,625.00	12	76,400.00	28,950.00	21	25
Work Participation Payments (All Family)	10,915.00	2	44,880.00	-	0	5
NCP Served (2317) (New in 2016)	62.50		11,713.00	-	0	46,852
Work Participation: Numerator (2415) (New in 2016)	-		55,040.00	-	0	0
Work Participation Improvement Payments (2416)	5,610.00	1	29,920.00	7,300.00	2	2
Emergency Assistance Timely Processing Outcome (2327)	55.00	255	105,200.00	78,515.00	1052	(32.00)
<b>Sub Total Contract without Sum Sufficient Amounts</b>			<b>3,141,292.03</b>	<b>2,230,628.86</b>		
Cost Reimbursement: Contracted Childcare (2312)	-	-	12,153.98	11,713.49		
Job Access Loans Targeted Allocations	-	-	33,400.59	(168.00)		
Cost Reimbursement Emergency Assistance Payment (2328)	-	-	-	291,476.29		
Cost Reimbursement: Refugee CA and MA (0134)	-	-	-	(116.94)		
DCF Workers Comp Premium (9010)	-	-	-	(288.00)		
Agency Collections (9009)	-	-	-	(80.00)		
<b>Sub Total Contract with Sum Sufficient Amounts</b>	-	-	45,554.57	302,536.84		
<b>Other Program Income</b>	-	-	-	1,234.37		
<b>Total Revenues</b>	-	-	<b>3,186,846.60</b>	<b>2,534,400.07</b>		-
<b>Expenses</b>						
			Original Budget			
Staff Wages/Fringe (Operations and Admin)			1,331,134.00	1,310,574.86		
Staff Development			11,000.00	2,394.06		
Staff Travel/Vehicle Expenses			59,285.00	86,256.66		
Supplies/Resource Materials/Meeting Exp			25,750.00	15,781.87		
Rent			126,547.00	143,058.14		
Telephone/IT Tech Support			45,991.00	62,801.10		
Postage/Copier/Printing			31,707.00	18,411.73		
Accounting Fees/Licenses/Other Professional Fees/Insurance			30,194.00	25,379.90		
Job Center Costs			44,193.00	81,840.66		
Allocated Costs (Indirect)			371,311.00	365,787.65		
Participant Support (Transportation, Rent, CC and Other)			279,284.00	503,073.48		
<b>Total Expenses</b>			<b>2,356,396.00</b>	<b>2,615,360.11</b>		
<b>Net Income/(Loss)</b>				<b>(80,960.04)</b>		



Prepared on: 05/23/16	Children First 1/16 to 12/16	DOC WtW 7/1/15-6/30/16	FSET: 10/15-9/16	Healthcare Navigator 9/15-8/16	Rapid Response 7/1/15-6/30/16	Second Chance 10/14-9/16	Title V 7/15-6/16	WIOA Adult 10/15-6/16	WIOA DW 10/15-6/16
Grant Amount	9,200.00	55,000.00	1,293,050.00	81,500.00	24,000.00	297,552.00	191,530.00	300,000.00	200,000.00
Expenses									
Prior to 7/1/15	-	-	-	-	-	34,392.20	-	-	-
Jul-15	-	3,291.66	-	-	-	8,161.24	15,180.48	-	-
Aug-15	-	2,146.89	-	-	-	7,734.19	12,555.76	-	-
Sep-15	-	4,394.56	-	4,740.74	38.73	10,188.48	14,278.30	-	-
Oct-15	-	5,850.93	63,626.39	4,722.77	480.27	9,633.53	18,046.20	29,342.84	17,450.27
Nov-15	-	3,789.42	62,421.09	7,125.65	425.04	10,199.76	16,839.53	25,891.63	16,904.89
Dec-15	-	4,419.51	75,078.44	11,178.29	3,480.92	14,698.03	16,370.50	25,885.45	25,067.69
Jan-16	51.10	3,862.36	76,141.09	14,039.54	1,137.60	12,232.62	13,701.14	22,705.61	24,987.93
Feb-16	96.50	4,057.02	71,837.30	9,284.02	1,210.75	9,851.34	12,459.65	32,514.14	23,944.61
Mar-16	121.76	4,599.61	73,773.41	10,659.19	4,942.10	13,061.05	15,303.92	37,100.41	37,107.08
Apr-16	94.40	5,102.73	79,468.43	4,993.27	7,551.13	10,745.26	13,051.46	22,779.07	19,830.66
May-16									
Jun-16									
Total Expenses Billed	363.76	41,514.69	502,346.15	66,743.47	19,266.54	140,897.70	147,786.94	196,219.15	165,293.13

Other Income									
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Revenue Received	Children First 1/16 to 12/16	DOC WtW 7/1/15-6/30/16	FSET: 10/15-9/16	Healthcare Navigator 9/15-8/16	Rapid Response 7/1/15-6/30/16	Second Chance 10/14-9/16	Title V 7/15-6/16	WIOA Adult 10/15-6/16	WIOA DW 10/15-6/16
Prior to 7/1/15	-	-	-	-	-	34,392.20	-	-	-
Jul-15	-	3,291.66	-	-	-	8,161.24	15,180.48	-	-
Aug-15	-	2,146.89	-	-	-	7,734.49	12,555.76	-	-
Sep-15	-	4,394.56	-	4,740.74	38.73	10,188.48	14,278.30	-	-
Oct-15	-	5,850.93	63,626.39	4,722.77	480.27	9,633.53	18,046.20	29,342.84	17,450.27
Nov-15	-	3,789.42	62,412.09	7,125.65	425.04	10,199.76	16,839.53	25,891.63	16,904.89
Dec-15	-	4,419.51	75,078.44	10,573.18	3,480.92	14,698.03	16,370.50	25,885.45	25,067.69
Jan-16	51.10	3,862.36	76,141.09	14,564.73	1,137.60	12,232.62	13,701.14	22,705.61	24,987.93
Feb-16	96.50		71,837.30	9,242.26	1,210.75	9,851.34	12,459.65	32,514.14	23,944.61
Mar-16	121.76		73,773.41	10,715.74	4,942.10	6,376.54	15,303.92	37,100.41	37,107.08
Apr-16							13,051.46		
May-16							19,528.06		
Jun-16									
Total Revenue/Other Income Received	269.36	27,755.33	422,868.72	61,685.07	11,715.41	123,468.23	167,315.00	173,440.08	145,462.47

Total Amount Owed Yet	94.40	13,759.36	79,477.43	5,058.40	7,551.13	17,429.47	(19,528.06)	22,779.07	19,830.66
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Summary

Prepared on: 05/23/16	Children First 1/16 to 12/16	DOC WtW 7/1/15-6/30/16	FSET: 10/15-9/16	Healthcare Navigator 9/15-8/16	Rapid Response 7/1/15-6/30/16	Second Chance 10/14-9/16	Title V 7/15-6/16	WIOA Adult 10/15-6/16	WIOA DW 10/15-6/16
Grant Amount	9,200.00	55,000.00	1,293,050.00	81,500.00	24,000.00	297,552.00	191,530.00	300,000.00	200,000.00
Expenses	363.76	41,514.69	502,346.15	66,743.47	19,266.54	140,897.70	147,786.94	196,219.15	165,293.13
Revenue Received	269.36	27,755.33	422,868.72	61,685.07	11,715.41	123,468.23	167,315.00	173,440.08	145,462.47
Total Amount Owed Yet	94.40	13,759.36	79,477.43	5,058.40	7,551.13	17,429.47	(19,528.06)	22,779.07	19,830.66
Total Amount of Grant Left	8,836.24	13,485.31	790,703.85	14,756.53	4,733.46	156,654.30	43,743.06	103,780.85	34,706.87

**WORKFORCE CONNECTIONS, INC.**

**ANNUAL BUDGET**

For the Fiscal Year July 1, 2016 through June 30, 2017

	2013-14 Budget	September 2014-2015 Budget	January 2014-2015 Rebudget	October 2015-2016 Budget	June 2016-2017 Budget
<b>REVENUE</b>					
Workforce Investment Act (WIA)	\$ 1,678,237	\$ 1,283,566	\$ 1,181,579	\$ 733,295	\$ 711,369
Wisconsin Works (W-2)	\$ 932,817	\$ 841,454	\$ 1,393,811	\$ 1,706,970	\$ 1,888,576
Title V	\$ 200,477	\$ 200,477	\$ 200,477	\$ 191,530	\$ 182,409
Dept. of Corrections (WtW)	\$ 58,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 51,064
Second Chance Act	\$ -	\$ -	\$ 97,552	\$ 238,364	\$ 134,654
Affordable Care Act (Navigator)	\$ 69,420	\$ 5,324	\$ 70,324	\$ 74,332	\$ 73,629
Youthbuild	\$ 533,574	\$ 395,893	\$ 315,893	\$ 49,998	\$ -
AmeriCorps Youthbuild	\$ 39,249	\$ 19,598	\$ 19,598	\$ 5,264	\$ -
Bridges to Healthcare	\$ 76,140	\$ -	\$ -	\$ -	\$ -
Strategy Based Revenue	\$ -	\$ 25,000	\$ 10,000	\$ 10,000	\$ 50,000
Fast Forward	\$ -	\$ -	\$ 8,096	\$ 3,857	\$ -
Diversity Council	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
Women's Offender	\$ 4,233	\$ 14,771	\$ 14,771	\$ -	\$ -
Interest Income	\$ 10,500	\$ 10,000	\$ 1,500	\$ 1,500	\$ 1,500
Contributions	\$ -	\$ -	\$ 500	\$ 300	\$ 575
Match Revenue	\$ 4,438	\$ -	\$ 1,000	\$ 500	\$ 1,000
Employer Services Income	\$ 82,816	\$ 25,000	\$ 5,000	\$ 1,440	\$ -
Program/Job Center Income	\$ 55,291	\$ 10,000	\$ 3,000	\$ 1,000	\$ 260
Other Unrestricted Income	\$ 19,200	\$ 12,000	\$ 10,000	\$ 17,000	\$ 20,400
<b>Total Revenue</b>	<b>\$ 3,764,392</b>	<b>\$ 2,898,083</b>	<b>\$ 3,398,101</b>	<b>\$ 3,100,350</b>	<b>\$ 3,125,435</b>
<b>OPERATIONAL EXPENSES</b>					
Salaries, Wages, and Benefits - Operations	\$ 1,522,303	\$ 1,432,076	\$ 1,667,606	\$ 1,762,476	\$ 1,896,447
Salaries, Wages, and Benefits - Support Staff	\$ 505,378	\$ 354,156	\$ 103,553	\$ 121,949	\$ 136,056
Other Employee Costs	\$ 23,454	\$ 16,217	\$ 52,736	\$ 26,149	\$ 43,520
Staff Travel and Development	\$ 75,512	\$ 21,950	\$ 58,169	\$ 32,595	\$ 21,903
Equipment and Vehicles	\$ 59,251	\$ 21,474	\$ 42,954	\$ 35,819	\$ 39,312
Supplies and Meetings	\$ 59,351	\$ 74,277	\$ 39,537	\$ 30,300	\$ 23,853
Rent and Utilities	\$ 180,504	\$ 93,018	\$ 141,193	\$ 144,722	\$ 167,797
Connections House Expenses	\$ 14,000	\$ 9,000	\$ 9,000	\$ 9,200	\$ 14,100
Telephone	\$ 28,185	\$ 36,642	\$ 52,878	\$ 32,907	\$ 35,112
Postage, Printing, and Photocopying	\$ 27,720	\$ 28,564	\$ 45,859	\$ 40,194	\$ 37,355
Advertising, Marketing, and Participant Recruitment	\$ 6,025	\$ 6,000	\$ 13,800	\$ 15,590	\$ 15,390
Professional Fees	\$ 33,100	\$ 25,770	\$ 36,770	\$ 49,829	\$ 30,720
IT Access/Tech Support	\$ 43,057	\$ 3,650	\$ 31,000	\$ 33,000	\$ 39,150
Insurance, Dues, Subscriptions, and Fees	\$ 33,964	\$ 23,292	\$ 27,542	\$ 25,634	\$ 21,863
Board Expenses	\$ 11,953	\$ 2,740	\$ 3,500	\$ 2,600	\$ 1,450
Subcontractor Expenses	\$ 531,538	\$ 37,000	\$ 37,000	\$ -	\$ -
<b>Total Operational Expenses</b>	<b>\$ 3,155,295</b>	<b>\$ 2,185,826</b>	<b>\$ 2,363,097</b>	<b>\$ 2,362,964</b>	<b>\$ 2,524,030</b>
<b>PARTICIPANT EXPENSES</b>					
Wages and Benefits - Work Experience	\$ 266,926	\$ 212,990	\$ 290,159	\$ 171,606	\$ 147,230
Tuition, Customized Training, OJT's, and Assessments	\$ 135,475	\$ 263,743	\$ 259,730	\$ 52,242	\$ 82,300
Participant Support	\$ 196,940	\$ 140,424	\$ 405,839	\$ 405,021	\$ 227,680
Job Access Loans (net)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Participant Expenses</b>	<b>\$ 599,341</b>	<b>\$ 617,157</b>	<b>\$ 955,728</b>	<b>\$ 628,869</b>	<b>\$ 457,210</b>
<b>Total Expenses</b>	<b>\$ 3,754,636</b>	<b>\$ 2,802,983</b>	<b>\$ 3,318,825</b>	<b>\$ 2,991,833</b>	<b>\$ 2,981,240</b>
<b>Change in Net Assets</b>	<b>\$ 9,756</b>	<b>\$ 95,100</b>	<b>\$ 79,276</b>	<b>\$ 108,517</b>	<b>\$ 144,195</b>

<b>WORKFORCE CONNECTIONS, INC.</b>					
<b>PROJECTED ANNUAL BUDGET</b>					
<b>the Fiscal Year July 1, 2016 through June 30, 2017</b>					
	September 2013-14	September 2014-2015	January 2014-2015	October 2015-2016	June 2016-2017
	Budget	Budget	Budget	Budget	Budget
<b>REVENUE</b>					
Grants and Contracts					
<b>Workforce Investment Act (WIA/WIOA)</b>					
Administration	134,815	-	-	-	-
Adult	402,362	520,612	438,999	464,666	340,671
Youth	562,132	-	(3,702)	-	-
Dislocated Worker	328,496	336,700	280,200	258,629	290,698
Rapid Response	123,925	171,299	171,299	10,000	80,000
NEG	11,396	-	-	-	-
NEG OJT	30,056	-	-	-	-
DWT (NEG) Training	-	212,290	212,290	-	-
Disability Employment Initiative	-	1,000	5,222	-	-
WIF	85,055	41,665	74,646	-	-
Fiscal Agent	-	-	2,625	-	-
Total WIA	1,678,237	1,283,566	1,181,579	733,295	711,369
Wisconsin Works (W-2)					
W-2 Contract 2013-2016	893,800	809,918	776,660	566,324	516,292
Children's First - CNSM	17,221	25,852	25,852	6,900	1,217
Emergency Assistance	-	-	263,160	100,000	100,000
FSET Statewide Contract	-	-	322,455	1,033,746	1,271,066
FSET Prefund	-	-	-	-	-
FSET - Buffalo	5,941	5,684	2,684	-	-
FSET- Juneau	-	-	3,000	-	-
FSET - Monroe	15,855	-	-	-	-
Total W-2	932,817	841,454	1,393,811	1,706,970	##### ###
Other Grants and Contracts					
Title V	200,477	200,477	200,477	191,530	182,409
Department of Corrections	58,000	55,000	55,000	55,000	51,064
2nd Chance Act	-	-	97,552	238,364	134,654
Affordable Care Act Navigator	69,420	5,324	70,324	74,332	73,629
Youthbuild	533,574	395,893	315,893	49,998	-
AmeriCorps Youthbuild	39,249	19,598	19,598	5,264	-
Bridges to Healthcare Fee for Service	76,140	-	-	-	-
Aim2Win STEM Contract	-	-	-	-	-
Strategy Based Revenue	-	25,000	10,000	10,000	50,000
Fast Forward	-	-	8,096	3,857	-
Diversity Council	-	-	10,000	10,000	10,000
Women's Offender	4,233	14,771	14,771	-	-
Total Other Grants and Contracts	981,093	716,063	801,711	638,345	501,756
Other Income					
Interest Income	10,500	10,000	1,500	1,500	1,500
Contributions	-	-	500	300	575
Match Revenue	4,438	-	1,000	500	1,000
Employer Services Income (DVR)	82,816	25,000	5,000	1,440	-
Job Center Income	35,691	-	-	-	50
Other Program Income	19,600	10,000	3,000	1,000	210
Other Unrestricted Income	19,200	12,000	10,000	17,000	20,400
Total Other Income	172,245	57,000	21,000	21,740	23,735
<b>TOTAL REVENUE</b>	<b>3,764,392</b>	<b>2,898,083</b>	<b>3,398,101</b>	<b>3,100,350</b>	<b>3,125,435</b>

WORKFORCE CONNECTIONS, INC.					
PROJECTED ANNUAL BUDGET					
the Fiscal Year July 1, 2016 through June 30, 2017					
	September	September	January	October	June
	2013-14	2014-2015	2014-2015	2015-2016	2016-2017
	Budget	Budget	Budget	Budget	Budget
<b>EXPENSES</b>					
Operational Expenses					
Salaries/Wages: Operations	1,039,025	967,211	937,852	1,043,201	1,120,031
Bonus Wages: Operations	28,372	28,409	47,217	33,393	37,501
FICA: Operations	79,562	67,417	74,651	83,009	87,393
Pension: Operations	47,929	60,877	45,733	54,889	68,546
Insurance: Operations	251,702	244,964	232,795	238,729	231,174
Leave: Operations	69,391	56,655	55,670	72,290	76,261
Workers Comp: Operations	6,322	6,543	32,279	3,843	4,004
Salaries/Wages: Support Staff	344,675	254,065	241,409	233,122	271,537
Bonus Wages: Support Staff	9,010	6,582	11,410	7,198	7,930
FICA: Support Staff	26,370	19,825	19,208	18,294	21,184
Pension: Support Staff	17,236	12,354	12,557	11,953	16,617
Insurance: Support Staff	84,296	42,421	42,187	31,660	69,044
Leave: Support Staff	21,695	17,093	15,676	17,090	20,451
Workers Comp: Support Staff	2,096	1,816	2,515	716	830
Contracted Employees	-	-	-	35,038	-
Unemployment Compensation	15,500	9,000	9,000	-	15,600
Employee Assistance Program	500	500	500	500	500
Long-Term Disability Insurance	7,454	6,717	6,486	6,892	4,870
Staff Travel	55,472	12,200	36,750	18,757	22,550
Staff Development	20,040	9,750	22,125	16,400	9,769
Equipment and Software	14,873	20,474	36,044	16,195	12,134
Depreciation Expense - NEED TO ADD	-	-	-	-	6,000
Bad Debt Expense	-	-	-	-	-
Repairs and Maintenance	-	1,000	1,000	1,500	800
Vehicle Expenses	44,378	44,840	41,954	34,319	32,512
Job Center Expenses	-	-	-	-	-
Supplies	41,235	24,187	27,587	25,494	19,738
Resource Materials	8,066	4,000	6,750	-	-
Meeting Expenses	10,050	1,250	5,200	4,806	4,115
Rent	174,139	90,018	135,670	144,722	166,897
Utilities	6,365	3,000	5,523	-	900
Property Taxes	8,000	5,000	5,000	5,000	4,100
Mortgage Expense/Interest Expense	6,000	4,000	4,000	4,200	10,000
Telephone	28,185	36,642	52,878	32,907	35,112
Postage	4,402	6,169	9,969	4,619	6,985
Printing: Supplies and Forms	3,750	3,600	5,000	6,559	6,104
Printing: Marketing Materials	4,877	3,250	10,300	7,850	3,000
Photocopier Expense	14,691	15,545	20,590	21,166	21,266
Ads: Participant Recruitment	1,450	1,500	4,500	7,900	10,250
Ads: Staff Recruitment	3,175	3,500	6,500	5,140	5,140
Ads: Other	1,400	1,000	2,800	2,550	-
Web Page	800	500	500	15,301	460
Legal Fees	1,550	2,500	2,500	2,500	1,000
Accounting Fees	18,850	16,770	17,770	17,528	17,760
Conference/Speaker Fees	750	2,000	3,000	3,000	-
Other Professional Fees	11,150	4,000	13,000	11,500	11,500
IT Access/Tech Support	43,057	3,650	31,000	33,000	39,150
Subscriptions	1,186	427	427	426	381
Membership Dues	8,804	2,189	4,189	4,189	1,394
Licenses and Fees	9,363	7,363	9,613	7,706	10,149
Match Expense	-	-	-	-	-
Donation Expense	-	-	-	-	-
Business Insurance	14,611	13,313	13,313	13,313	9,939
Board Expenses: Travel	4,300	500	500	-	-
Board Expenses: Conferences	-	-	-	-	-
Board Expenses: Meetings/Other	7,653	2,240	3,000	2,600	1,450
Subcontractor Expenses	531,538	37,000	37,000	-	-
Total Operational Expenses	3,155,295	2,185,826	2,363,097	2,362,964	2,524,030

<b>WORKFORCE CONNECTIONS, INC.</b>					
<b>PROJECTED ANNUAL BUDGET</b>					
<b>the Fiscal Year July 1, 2016 through June 30, 2017</b>					
	September 2013-14	September 2014-2015	January 2014-2015	October 2015-2016	June 2016-2017
	Budget	Budget	Budget	Budget	Budget
<b>Participant Expenses</b>					
Wages: Work Experience	242,628	194,004	257,494	159,376	135,000
FICA: Work Experience	19,072	15,941	26,620	11,185	11,185
Workers Comp: Work Experience	5,226	3,045	6,045	1,045	1,045
Assessments	10,561	12,167	11,720	10,481	1,950
Tuition, Books, and Fees	92,814	122,466	118,900	40,761	75,850
Training Materials	-	6,740	6,740	-	-
Customized Training	-	24,370	24,370	-	-
On-the-Job Training/Trial Jobs	32,100	33,000	33,000	1,000	4,500
Classroom Sized Training	-	65,000	65,000	-	-
Transportation/Other Assistance	41,050	44,500	60,500	58,500	58,500
Vehicle Repairs	7,150	7,750	8,750	750	3,900
Child Care Assistance	17,450	1,750	2,750	750	1,550
Rent Assistance	80,000	2,500	5,500	2,500	26,430
Emergency Assistance Cost Reimbursement	-	-	263,160	100,000	100,000
Transportation/Other Assistance	51,290	83,924	65,179	94,583	37,000
Job Access Loans	-	-	-	-	-
WETAP Car Revolving Loans	-	-	-	-	-
Dependent Care	-	-	-	4,500	300
Transportation/Other	-	-	-	135,938	-
Participant Insurance	-	-	-	7,500	-
W2 Overpayment Repayments	-	-	-	-	-
W2 Overpayments	-	-	-	-	-
<b>Total Participant Expenses</b>	<b>599,341</b>	<b>617,157</b>	<b>955,728</b>	<b>628,869</b>	<b>457,210</b>
<b>TOTAL EXPENSES</b>	<b>3,754,636</b>	<b>2,802,983</b>	<b>3,318,825</b>	<b>2,991,833</b>	<b>2,981,240</b>
<b>CHANGE IN NET ASSETS</b>	<b>9,756</b>	<b>95,100</b>	<b>79,276</b>	<b>108,517</b>	<b>144,195</b>
			\$ 6,298	\$ 10,000	\$ 10,000
			\$ 72,978	\$ 98,517	\$ 134,195
				-	-

## Workforce Connections, Inc.

### Lease Renewals

Location	Landlord	Term	Monthly	Annual	Sq FT	Per Sq Ft
Black River Falls	Western Tech College	July 1, 2016 to June 30, 2017	\$ 720.41	\$ 8,644.89	721.18	\$ 11.99
Independence	Western Tech College	July 1, 2016 to June 30, 2017	\$ 1,234.75	\$ 14,816.97	1236.06	\$ 11.99
La Crosse Admin Office	360 Realty	July 1, 2016 to June 30, 2017	\$ 3,438.55	\$ 41,262.60	2074	\$ 19.90
La Crosse Lower Level	360 Realty	July 1, 2016 to June 30, 2017	\$ 3,564.31	\$ 42,771.72	1600	\$ 26.73
*La Crosse WIOA Suite	Workforce Development Board	July 1, 2016 to June 30, 2017	\$ 1,330.36	\$ 15,964.32	700	\$ 22.81
Mauston	Western Tech College	July 1, 2016 to June 30, 2017	\$ 206.23	\$ 2,474.79	206.42	\$ 11.99
Pepin	Workforce Resources, Inc.	July 1, 2016 to June 30, 2017	\$ 300.00	\$ 3,600.00	250	\$ 14.40
Prairie du Chein	Kim Benoy	July 1, 2016 to June 30, 2017	\$ 700.00	\$ 8,400.00	700	\$ 12.00
Viroqua	Western Tech College	July 1, 2016 to June 30, 2017	\$ 427.70	\$ 5,132.37	428.08	\$ 11.99
Tomah	Western Tech College	July 1, 2016 to June 30, 2017	\$ 1,343.19	\$ 16,118.29	1344.52	\$ 11.99
Total			\$ 13,265.50	\$ 159,185.95	9260.26	15.58

\*Varies

**BY-LAWS  
OF  
WORKFORCE CONNECTIONS, INC.**

**ARTICLE I: NAME AND PURPOSE OF CORPORATION**

Section 1: Name. This corporation shall be known as Workforce Connections, Inc.

Section 2: Principal Office. The location of the principal office of the corporation shall be ~~402 N. 8<sup>th</sup> Street, 3<sup>rd</sup> Floor, 2615 East Ave South, Suite 103~~, La Crosse, Wisconsin 54601.

Section 3: Purpose. The purposes of which this corporation is formed are:

- A. Workforce Connections, Inc. is a professional, knowledgeable, responsive and customer-focused leader in connecting people, work and training. The corporation's primary purpose is to be a vital leader in the planning, coordination and provision of innovative, quality workforce development services; a partner among business, labor, education, and government, an advocate for workforce development customers; and a coordinator for sharing of resources among partners and multiple agencies.
- B. The corporation shall be organized under Chapter 181 of the Wisconsin Statutes as a non-stock, non-profit, non-member corporation. No personal monetary payment or expenditure of funds shall inure to the benefit of any officer or director of the corporation. This limitation shall apply during the corporation's existence and upon dissolution.
- C. The activities of the corporation shall be limited as prescribed in the Articles of Incorporation so as to qualify the corporation as exempt under Section 501(c)(3) of the United States Internal Revenue Code of 1954, as it may be amended from time to time, and so as to ensure the requirements thereof are satisfactory.
- D. The activities of the corporation shall be further limited to comply with the laws and regulations of any and all funding sources.
- E. Upon dissolution of the corporation for any cause, the properties then in possession of the corporation shall be turned over to any successor organization that the Board shall determine. In no event shall any property of the corporation inure to the benefit of any individual member or for the benefit of any organization which does not qualify as a tax exempt organization under the pertinent provisions of the Internal Revenue Code as provided by the Charter of the corporation.

## **ARTICLE II: REGISTERED AGENT**

The address of the principal office of the Corporation is ~~402 North 8<sup>th</sup> Street~~, 2615 East Ave South, Suite 103, La Crosse, Wisconsin. The name of its registered agent at such address is Gerard O'Flaherty.

## **ARTICLE III: POWERS**

The corporation shall have all powers permitted by law, to the extent that said powers do not conflict with either funding source regulations and/or regulations as imposed by Section 501(c)(3) of the United States Internal Revenue Code of 1954 as it may be amended from time to time.

## **ARTICLE IV: BOARD OF DIRECTORS**

Section 1: Number. The initial Board of Directors shall consist of at least 11 directors. Thereafter, the number of directors of the corporation shall be as determined from time to time by the corporation's Board of Directors.

### Section 2: Composition, Qualifications, Nomination, and Appointment

- A. A majority of directors shall be private sector executives who have substantial management or policy responsibility. The remaining directors may be representatives from educational agencies, organized labor, rehabilitation agencies, community based organizations, economic development agencies, or other community organizations.
- B. Vacancies shall be filled for the unexpired term in a manner that is similar to the original appointments. Existing lists of nominees may be utilized to fill vacancies.

Section 3: Term. The terms of the initial Board of Directors shall be for fixed and staggered terms not to exceed 3 years, as further determined by the directors. Thereafter, terms of the Board of Directors shall not exceed 4 consecutive 3 year terms.

Section 4: Compensation. No compensation shall be paid Board members for services rendered to the corporation, provided, however, reimbursement may be made to Board members for necessary, authorized expenses.

Section 5: Resignation. A member of the Board of Directors may resign at any time filing his/her resignation with the Chair of the Board of Directors, thirty (30) days prior to any meeting of the corporation.



Section 6: Removal. A member of the Board of Directors may be removed for cause at any meeting of the Board by the affirmative vote of two-thirds of the directors. Three unexcused absences from any regularly scheduled meeting shall constitute good cause for removal.

Section 7: Vacancies. When a vacancy occurs on the Board, the vacancy shall be filled to carry out the balance of the term in accordance with the procedures in Article IV, Section 2 of these By-Laws.

## **ARTICLE V: FUNCTIONS**

The Board of Directors shall:

- A. Establish the corporation's overall goals, priorities, projects, and programs.
- B. Establish a budget for the corporation.
- C. Manage the affairs of the corporation and shall receive and extend all funds made available to them in accordance with the contractual requirements of the funding sources.
- D. Coordinate and approve, modify, or reject all projects submitted to it.
- E. Designate a depository for corporate funds and establish proper monetary controls and accounting procedures.
- F. Appoint the necessary standing committees to effectively carry out the purposes of the corporation.
- G. Hire staff and establish corporation personnel policies, grievance procedures, and other policy directives as necessary.
- H. Develop and conduct an orientation program for new directors covering the basic fundamentals of the corporation.

## **ARTICLE VI: OFFICERS**

Section 1: Number. The Board shall elect from its membership a Chairperson, Vice-Chairperson, and Secretary/Treasurer.

Section 2: Election and Term. The initial principal officers shall be elected at the first meeting of the Board of Directors and these elected shall take office immediately upon election until the next Annual Meeting. Thereafter, the principal officers shall be elected by the Board at the Annual Meeting or any special meeting called for such purpose and serve one-year terms.

Section 3: Vacancies. If any office of the Board becomes vacant, the Board shall elect a successor at the next regular meeting, or a special meeting to fulfill the remainder of the term.

Section 4: Removal. Any officer may be removed for cause at any time by a two-thirds majority vote of the directors.

Section 5: Duties and Qualifications of Officers.

- A. Chairperson: Shall be from among the directors who are representatives of the private sector; shall preside over all meetings of the Board of Directors and the corporation; shall be an ex-officio member of all committees of the corporation; shall make all appointments to committees and task forces, subject to the approval of the Board of Directors; and shall have the general powers and duties usually associated with the office of president of Chapter 181, Wisconsin Corporations, including but not limited to powers allowed by law to sign certificates, contracts, and other instruments of the corporation which are authorized by the Board.
- B. Vice-Chairperson: Shall serve in the Chairperson's stead if the Chairperson is unable to perform other duties as the Chairperson and Board of Directors may direct. At such times the Vice-Chairperson shall have all the powers of the Chairperson.
- C. Secretary/Treasurer: Shall be responsible for keeping the minutes of all meetings, maintaining and preserving up-to-date records of all ongoing activities, distributing Board meeting minutes to all members of the Board and others required to receive Board meeting minutes, and shall perform other duties as the Chairperson and Board of Directors may direct.

Shall keep a record of all funds collected and spent, and a current account of the assets and liabilities of the corporation. The books of accounts shall at all reasonable times be open to inspection by any director. The Board of Directors shall decide which officers may authorize spending of funds and shall decide an amount for which the Treasurer shall be bonded.

- D. Any document required or permitted by Wisconsin Statutes Chapter 181 to be signed by the President, Vice-President, Secretary or Assistant Secretary, shall be signed by the Chairperson (or Vice-Chairperson in the Chairperson's absence) and countersigned by the Secretary.

## **ARTICLE VII: MEETINGS**

Section 1: Annual Meeting. The Annual Meeting of the corporation shall be held in the month of October in each year with the first such Annual Meeting to be held in 1984.

Section 2: Regular Meeting. The regular meeting of the corporation shall be held ~~monthly~~ ~~regularly~~ at the time and place designated by the Board of Directors.

Section 3: Special Meetings. Special meetings of the corporation may be called at the request of the Chairperson, Vice-Chairperson, or a director of the Board by petition signed by at least one-third of the corporation directors and properly files with the Secretary.

Section 4: Notice. Notice of each regular and Annual Meeting shall be given by written notice delivered through the ~~electronic mail system~~ no less than one week prior to the meeting and ~~on the organization's website. such notice shall be deemed to be delivered when deposited in the United States mail so addressed with postage thereon prepaid.~~ Notice of Special Meetings shall be given no less than 72 hours prior to the meeting ~~in the same manner~~. All meetings shall comply with the requirements of the Wisconsin open meeting law.

Section 5: Quorum. A simple majority of the filled seats of the Board of Directors shall constitute a quorum of any regular or special meeting.

Section 6: Voting. At all corporate meetings, each director shall have one vote. No proxy votes shall be permitted. Simple majority vote of directors present shall prevail in all matters except to those matters, which by law and by these By-Laws require other than a majority vote.

Section 7: Minutes. The Board shall keep a correct and complete record of all corporation proceedings, which shall be attested by the signature of the Secretary.

Section 8: Procedure. All meetings of the corporation shall be governed by the By-Laws, or standing rules of the corporation, or Robert's Rules of Order in all matters not covered therein.

## **ARTICLE VIII: STATUS**

This corporation is a non-stock corporation organized under Chapter 181, Wisconsin Statutes, and is not conducted for pecuniary profit. All aspects of the operation of the corporation shall be conducted in accordance with applicable laws, rules, and regulations of funding sources, State and federal law and Section 501(c)(3) of the United States Internal Revenue Code of 1954, as it may be amended from time to time, for the tax-exempt organization.

## **ARTICLE IX: CONFLICT OF INTEREST**

No director, officer or employee of the corporation shall have or acquire any interest, direct or indirect, in any project, which the corporation is operating or promoting, or in any contract relating to any such project of the corporation without making written disclosure to the corporation of the nature and extent of his/her interest. No director who has had such interest shall vote on any matter relating to it. Further, no director, officer or employee of the corporation

shall violate the conflict of interest regulations as established by funding sources or as established by or contrary to Wisconsin Statutes 181.225 or its successors thereto.

## **ARTICLE X: DEPOSITS, PROPERTY DISSOLUTION**

Section 1: Loans. No indebtedness for borrowed money shall be contracted on behalf of the corporation and no evidences of such indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the Board of Directors of the corporation. Such authorization may be general or confined to specific instances. Unless otherwise stated in such authorization, all such loans shall be signed by the Chairperson (or Vice-Chairperson in the Chairperson's absence) and the Secretary.

Section 2: Drafts, etc. All checks, drafts, or other orders of payment of money, notes, or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer, or officers, or approved staff member of the corporation in such manner as shall from time to time be determined by or under authority of a resolution of the members of the corporation. Bonding or insurance protection shall be provided to those eligible to disburse funds.

Section 3: Corporate Powers. The corporate powers, property, funds, and affairs of the corporation, except as may be otherwise provided by law, the Articles of Incorporation, or the By-Laws, shall be vested in, exercised and controlled by the Board of Directors. The corporation shall have all powers permitted by law.

Section 4: Dissolution. Upon dissolution of the corporation for any cause, the properties then in possession of the corporation shall be turned over to any such successor organization as the Board shall determine. In no event shall any property of the corporation inure to the benefit of any individual member or the benefit of any organization which does not qualify as a tax-exempt organization under the pertinent provisions of the Internal Revenue Code as provided by the Charter of the corporation.

## **ARTICLE XI: AMENDMENTS**

These By-Laws may be amended by the affirmative vote of a majority of the Board of Directors in office at a duly called meeting, provided the proposed amendments shall have been submitted in writing to all directors at least 10 days in advance of such meeting.

## **ARTICLE XII: FISCAL YEAR**

The corporation's fiscal year shall be July 1 to June 30.

## **ARTICLE XIII: COMMITTEES**

The Board shall establish such standing committees and other committees as it chooses from time to time. Except as herein provided for the Executive Committee, the Board shall set

the number of directors to sit on said committees. Reasonable effort shall be made to notify committee members of the time and place of such meetings.

#### **ARTICLE XIV: EXECUTIVE COMMITTEE**

Section 1: Duties and Powers. The Executive Committee shall function for the Board between meetings of the Board. The Executive Committee shall have full authority to act on behalf of the Board and the corporation between meetings of the Board.

The Executive Committee shall function as the authorized representatives of the Board and shall constitute a committee for the negotiation of any disagreements.

Section 2: Composition. The Executive Committee shall consist of the Chairperson, Vice-Chairperson, and Secretary/Treasurer of the corporation, and two members appointed at-large by the Chairperson for a total of five members.

Section 3: Term. The term of the Executive Committee members shall be for one (1) year. Said term shall commence upon the election of officers at the Annual Meeting and continue until their successors are elected at the subsequent Annual Meeting.

Section 4: Vacancies. If an Executive Committee position becomes vacant during said term, the Chairperson shall appoint a successor at the next regular meeting to fill the position for the remainder of the term.

Section 5: Meetings. Meetings of the Executive Committee shall be held at a time, place, and date selected by the members. Special meetings of the Executive Committee shall be called by the Chair as needed, or a telephonic conference call may be counted as a legal meeting of the Executive Committee with the approval of the majority of Executive Committee members. All meetings shall comply with the requirements of the Wisconsin open meeting law.

Notice of any special Executive Committee meeting shall be given at least 48 hours prior to said meeting by written notice delivered personally or mailed to each Executive Committee members. Said notice may be waived with the consent of all Executive Committee members.

Written notice of all regular Executive Committee meetings shall be given five (5) days in advance indicating time, place, and agenda. Written notice of regular meetings may be waived by written consent of all Executive Committee members.

A simple majority of the filled seats of the Executive Committee shall constitute a quorum at any regular or special meeting of the Executive Committee.

#### **ARTICLE XV: INDEMNIFICATION**

Section 1: Indemnification. Any former, present, or future director or officer of this corporation or the legal representative of any such director or officer shall be indemnified by this corporation against reasonable costs, expenses (which shall include amounts paid as fines or penalties or in settlement or in satisfaction of judgments) and counsel fees paid or incurred in connection with any claim or any threatened or actual action, suit, or proceeding (civil, criminal, administrative, investigative or other, including appeals, and whether or not relating to a date prior to the adoption of this By-Law) in which he may be involved as a party or otherwise, by reason of his being or having been a director or officer, or by reason of any action taken or not taken by him in such capacity, provided: (1) if said action, suit, or proceeding shall be prosecuted against such director or officer or against his legal representative to final determination, and it shall not be finally adjudged in such action, suit, or proceeding that he had been derelict in the performance of his duties as such director or officer; or (2) if said claim or said threatened or actual action, suit, or proceeding shall be settled or otherwise terminated (failure to institute shall be deemed termination) as against such director or officer or his legal representative without a final determination on the merits, the corporation shall determine that said director or officer had not in any substantial manner been derelict in the performance of his duties as charged in such claim, action, suit, or proceeding, such determination to be made as hereinafter provided.

Any former, present, or future employee of the corporation who is not a director or officer thereof, or the legal representative of any such employee, may be indemnified by the corporation in the discretion of the Board of Directors of the corporation against reasonable costs, expenses, and counsel fees of the character referred to in the preceding paragraph of this section and upon terms and conditions as from time to time shall be established by the Board of Directors.

All determinations required or permitted by this By-Law, except those to be made pursuant to statutory provisions, shall be made by a majority of a quorum of the Board of Directors comprised of those directors who are not parties to such claim, action, suit, or proceeding, or if no such quorum exists, or if such quorum exists and it so resolves, by legal counsel regularly retained by the corporation (who may or may not be a director of the corporation) selected by the Board of Directors or, if such counsel fails or refuses to do so, by a group of three (3) or more disinterested persons, selected by the Board of Directors, to whom the questions shall be referred by the Board of Directors. In determining whether a director or officer person or persons (other than counsel) as above stated may conclusively rely on the opinion as to facts or law, or both, of legal counsel.

The termination of any action, suit, or proceeding by a plea of nolo contendere or other like plea shall not constitute a final determination on the merits nor shall a judgment of conviction in any criminal action, suit, or proceeding constitute a determination that the person so convicted had been derelict in the performance of his duties if in either case it is determined that the person so convicted acted in good faith, for a purpose which he reasonably believed to be in the best interest of the corporation and that he had no reasonable cause to believe that his conduct was unlawful.

Subject to the limitations hereinabove imposed, it is intended by this By-Law to grant indemnity to the full extent permissible under the law.

Advances may be made by the corporation against costs, expenses, fees, and amounts paid in settlement or in satisfaction of judgments or as fines or penalties as, and upon the terms, determined by a majority of a quorum of the Board of Directors comprised of those directors who are not parties to such claim, action, suit, or proceeding, or if no such quorum exists, or if such quorum exists and it so resolves, by legal counsel regularly retained by the corporation (who may or may not be a director of the corporation) or, if such counsel fails or refuses to do so, by independent legal counsel (who may or may not be a director of the corporation) selected by the Board of Directors or, if such counsel fails or refuses to do so, by a group of three (3) of more disinterested persons, selected by the Board of Directors, to whom the questions shall be referred by the Board of Directors.

Section 2: Directors, Officers, and Employees of Affiliates and Beneficiaries.

The Board of Directors may at any regular or special meeting of the Board by resolution accord similar indemnification (prospective or retroactive) to any person including any director, officer, or employee of the corporation by reason of the fact that he is or was serving at the request of the corporation as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, which indemnification shall extend to the legal representative of any such person.

Section 3: Indemnification not Exclusive. The right of indemnification provided by this By-Law shall not be exclusive of any other rights to which any director, officer, or employee may be entitled as a matter of law or which may be lawfully granted to him. The indemnification so granted by the corporation shall be in addition to and not in restriction or limitation of any other privilege or power, which the corporation may lawfully exercise with respect to the indemnification or reimbursement of directors, officers, or employees.

Section 4: Insurance. The corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, or agent of the corporation as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise against any liability asserted against him and incurred by him in any such capacity, or arising out of his status as such, whether or not the corporation would have the power to indemnify him against such liability under the provisions of this By-Law.

Section 5: Contract. The provisions of this By-Law shall be deemed to be a contract between the corporation and each director or officer who serves in such capacity at any time which such By-Law is in effect.

Section 6: Gender. The masculine pronoun shall include the feminine wherever used in these By-Laws.

<b>Comprehensive Job Centers Resource Room Activity (7/1/14—4/30/16)</b>	<b>Cumulative 7/1/14-4/30/16</b>	<b>Actual Month of April 4/1/16-4/30/16</b>	<b>Notes</b>
<b>Walk Ins and Phone Calls</b>			
• Tomah	10,418	521	
• La Crosse	50,660	2457	
Totals	61,078	2978	
<b>Department of Corrections-Window to Work DOC-WTW (7/1/15—6/30/16)</b>	<b>Cumulative 7/1/15-6/30/16</b>	<b>Actual Month of April 4/1/16-4/30/16</b>	<b>Notes</b>
<b>Pending Enrollments for Cohort (total)</b>	0	0	Enrollments will occur once a cohort of 4 or more has been achieved
JCI – November 2015 Cohort	1	0	
NLCI – November 2015 Cohort	2	0	***Examples: Low Risk Assessment Rating; SSI/SSDI; Moving out of area; Detainers
JCI – March 2016 Cohort	4	0	
NLCI – March 2016 Cohort	2	0	
<b>New Enrollments</b>	0	0	
Valid Risk Assessment	7	0	
Employment/Career Assessment w/in 30days	0	0	
Case Plan within 30 days	0	0	
<b>Total Enrolled Caseload</b>		14	
Terminations	12	4	
Received Support Services	5	1	
Entered Employment	10	0	
Curriculum Completion	2	0	
Employed or Enrolled in Education (w/in 90dys of release)	6	0	
<b>Referrals Not Eligible for Enrollment</b>	19	1	
<b>Title V Older American (7/1/15—6/30/16)</b>	<b>Planned Through 6/30/16</b>	<b>Actual Through 4/30/16</b>	<b>Notes</b>
Jackson	2	0	<b>Title V:</b> Currently Enrolled: 15 Total Exits to Date: 17
La Crosse	10	11	
Monroe	2	3	
Pierce	1	0	
St. Croix	4	0	
Trempealeau	1	1	
Vernon	1	0	
Total	21	15	
<b>Wisconsin Works-WCI Contract (2015)</b>	<b>Base Performance Standards</b>	<b>Actual Through 4/30/16</b>	<b>Notes</b>
Customers Served	1302	690	<b>Wisconsin Works:</b> New Contract Began 1/1/15.
Job Attainment	73	8	
Long Term Participant	5	0	
Partial Job Attainment	22	2	
Job Retention	73	0	
SSI/SSDI Attainment	8	0	
EA Timely Processing	410	77	
NCP's Served	47	0	



<b>Food Share Employment &amp; Training (FSET) (4/1/15—9/30/16)</b>	<b>Cumulative 4/1/15 through 4/30/16</b>	<b>Current Month April 2016</b>	<b>Notes</b>
<b>Referrals</b>	3846	227	
• <i>Voluntary</i>	70	67	
• <i>Work Requirement</i>	2907	160	
<b>Referrals Processed within 5 days</b>	3436	224	
<b>Enrollments</b>	1113	200	
• <i>Voluntary</i>	530	131	
• <i>Work Requirement</i>	609	69	
<b>Withdrawals</b>	2110	281	
<b>Dis-enrollments</b>	312	44	
<b>Entered Employments</b>	190	49	
<b>Customers Enrolled in Education</b>	158	9	
<b>Customers Enrolled in Training</b>	96	8	
<b>*Customers Enrolled in Work Experience</b>	58	10	*Started tracking 1/1/16
<b>*Customers Enrolled in Workfare</b>	65	21	
<b>Second Chance Act - Department of Justice (10/1/14 - 9/30/16)</b>	<b>Performance Standard Totals</b>	<b>Actual Through 4/30/16</b>	<b>Notes</b>
<b>Enrollment Total</b>	100	23	
<b>La Crosse County Jail</b>	80	14	
<b>Correctional Institutions</b>	20	3	
• <i>Prairie du Chien Institution</i>	-	0	
• <i>New Lisbon Correctional</i>	-	2	
• <i>Jackson Correctional</i>	-	1	
<b>Mentors Recruited/Trained</b>	75	22	
<b>Participant Matched to Mentor</b>	50	16	
<b>Re-Entry Exploration Goals</b>			
• <i>Participants Enter Education</i>	40	4	
• <i>Participants Enter Employment</i>	40	20	
<b>Recidivism Rate (within first year post release)</b>			
<b>WIOA Programs PY 14 (10/1/15—6/30/16) Adult, Dislocated Worker</b>	<b>Planned Through 6/30/16</b>	<b>Actual Through 4/30/16</b>	<b>Notes</b>
<b>ADULT</b>			WIOA numbers served consist of all individuals receiving services during contract period. The DW program has seen an increase in enrollments due to high levels of dislocations in the region.
Adult Served	110	106	
Adult—Career	83	114	
Adult—Training	27	35	
Adult—Entered Employment	80%	74%	
<b>DISLOCATED WORKER</b>			
Dislocated Worker Served	70	120	
DW—Career	53	125	
DW—Training	17	19	
Adult – Entered Employment	82%	89%	
<b>CYCLE TIME</b>			
Adult	15	12	
Dislocated Worker	15	7	

<b>NATIONAL CAREER READINESS CERTIFICATE (NCRC)</b> Receiving Info on NCRC or other ERA  Taking NCRC or other ERA – AD Achieved one level of NCRC or other ERA – AD  Taking NCRC or other ERA – DW Achieved one level of NCRC or other ERA - DW		324  57 8  76 9	All new enrollments are set up with a key train account and presented with the benefits of obtaining their NCRC. WCI is also looking into other options that may be considered Employment readiness Assessments to add to the array of services offered. This information is also made available in resource rooms as well as WCI’s website.
<b>CAREER PATHWAYS</b> Placed in Training on Career Pathway-AD Achieved Industry Recognized Certificate – AD  Placed in Career Pathway – DW Achieved Industry Recognized Certificate - DW	100% -  100% -	100% 33  100% 34	Standard procedure is to provide an overview of career pathways to all participants. For those who pursue training they do so on a career pathway. For individuals not needing training pathways for advancement and opportunity are discussed within their selected career pathway. Information on career pathways is also available in our resource rooms as well as website.
<b>CREDIT FOR PRIOR LEARNING (CfPL)</b> Receiving Info on Credit for Prior Learning – AD Identified as potential for CfPL – AD Applying for Credit for Prior Learning – AD Receiving Credit for Prior Learning – AD  Receiving Info on CfPL – DW Identified as potential for CfPL – DW Applying for Credit for Prior Learning – DW Receiving Credit for Prior Learning - DW		124 1 1 0  119 15 15 5	Credit for prior learning is presented to all participants. Further information is provided to individuals interested in training. For those appropriate staff provide direction and guidance for the application process and support services are available to fund the assessment fees.
<b>BUSINESS SERVICES</b> Number of Employer Contacts Number of Activities Number of Employers Introduced to NCRC Number of presentations on Work Based Learning	600 - 300 -	364 976 341 364	WCI staff use the salesforce platform to log business contacts. Businesses are given a folder that contains information on the NCRC and OJT’s as well as other relevant pieces of information.
<b>WORK BASED LEARNING</b> Work based Learning Opportunities Obtained Project PROVEN Diesel Mechanic	15 - -	3 0 0	As the provider of WIOA AD and DW services OJT’s have been committed to help support and enhance the goals of Project PROVEN. WCI signed a letter of support for the Diesel Mechanic program in which OJT’s would be utilized to help bridge the gap between 1 and 2 year degree to meet business needs.

<b>WIOA-Western WI (WDA-9) DWD Performance Report PY 2015—Adult &amp; DW Program</b>	<b>Planned *state goals reflected</b>	<b>Actual PY 15 1st Qtr</b>	<b>Actual PY 15 2nd Qtr</b>	<b>Interim PY 15 3rd Qtr</b>	<b>Actual PY 15 4th Qtr</b>	<b>Actual PY 15 FINAL</b>	<b>Current Status</b>
<b>Adults</b>							
• Entered Employment Rate	*80%	73.1%	76.9%	79.3%			Meet
• Retention Rate	*84%	87.5%	89.3%	91.7%			Exceed
• Average Earnings	*\$11,900	\$9,042	\$11,520	\$11,555			Meet
<b>Dislocated Workers</b>							
• Entered Employment Rate	*87%	83.3%	87.0%	89.7%			Exceed
• Retention Rate	*95%	92.9%	95.2%	95.3%			Exceed
• Average Earnings	*\$14,999	\$15,620	\$15,517	\$14,524			Meet

<b>WIOA Participants Served by County</b>			
<b>County</b>	<b>Adults</b>	<b>DW</b>	<b>Total</b>
<b>Buffalo</b>	3	2	5
<b>Crawford</b>	9	9	18
<b>Jackson</b>	10	12	22
<b>Juneau</b>	19	6	25
<b>La Crosse</b>	36	66	102
<b>Monroe</b>	19	9	28
<b>Trempealeau</b>	9	6	15
<b>Vernon</b>	1	10	11
<b>Total</b>	106	120	226



## **Executive Director**

**Supervisor:** Workforce Connections  
Board of Directors

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### **General Description**

As the chief executive officer for Workforce Connections, Inc., the Executive Director is responsible to the Board of Directors for the overall operations and strategic development of the corporation. Reporting to the Chairperson of the Directors, the Executive Director/CEO is under a separately negotiated contract with the Board of Directors and is responsible for the overall operation of the corporation including: financial integrity; organizational integrity; program operation accomplishments; human resources, marketing, technology, training and development; strategic development, program diversification, and stakeholder relations; and Board affairs.

### **Minimum Qualifications**

Master's degree preferred in business administration, public administration or related field plus a minimum of 5-10 years progressive management experience. Demonstrated experience in: government or nonprofit organizational leadership and management; performance accountability; strategic planning and development; human resource management; financial management, budgeting and reporting. Excellent oral and written communications including computer skills and critical thinking skills.

#### **I. Overall Operations**

- Financial Integrity
  - Responsible for: financial management; meeting revenue/expenditure plans and an acceptable level of cash reserves in accordance with the Board-approved budget; and ensuring the establishment and maintenance of sound financial and risk management systems.
- Organizational Integrity
  - Ensure the organization displays financial and operational integrity including effective resolution of audit issues and monitoring reports from funding sources as well as effective resolution of any complaints, grievances and other legal matters. Ensure the organization's image is advanced through awards and recognitions.
- Program Accomplishments
  - Responsible for ensuring the organization is achieving its mission through the establishment of sound systems in: operational planning and performance goals; monitoring progress toward results and provisions for initiating correcting actions to optimize attainment of expected results; and evaluating program results. Ensure the organization accomplishes program goals and standards.
- Human Resources/Training and Development
  - Responsible for ensuring: an effective human resource and benefit program; training and development program; internal technology capacities; effective marketing and website capacities; and maintaining a high performance work organization and a cohesive staff. Ensure the organization exhibits effective internal and external communication practices,

teamwork, internal harmony, and increased skill development.

- Strategic Development
  - Ensure the organization advances towards its vision by: establishing development strategies and evidencing growth, development and program diversification; and maintaining positive stakeholder relationships.

**II. Board Affairs**

Responsible for ensuring continuous Board member orientation, improvement, and support. Ensure opportunities for Board orientation, training, and development.

**III. Other**

Responsible for monitoring the organization’s external environment, projecting trends, anticipating changes, and taking all necessary actions to seize appropriate opportunities for the organization as they arise.

**Physical/Sensory/Cognitive Requirements**

The majority of the work time will be spent in an office setting and in the community in a variety of settings assisting in achieving the goals and objectives of Workforce Connections, Inc. Mobility within the rural and urban community is required on a daily basis. Must be able to drive and have access to a reliable vehicle. Will be required to sit at a desk or in meetings for an extended period of time. Ability to present information and respond to questions from staff, board members, and the general public when speaking on the phone or in face-to-face interactions.

Uses hearing and vision with the ability to collaborate and orchestrate in a variety of environments. Regular use of fine motor skills for writing or typing. Lifting of objects up to 30 pounds may be required. Bending and walking required regularly.

Regularly will concentrate on multiple tasks simultaneously along with the capacity to respond calmly and quickly to deadlines required. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

**Environmental Conditions**

Majority of work is performed in an office setting, community, and varied conditions. Outdoor travel required.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chairman Signature

\_\_\_\_\_  
Date

## **Skills, Knowledge, Aptitudes, and Traits (SKATs)**

### **SKILLS (abilities)**

- Ability to create a compelling vision.
- Interpersonal and communication skills in writing and speaking.
- Computer skills including Windows XP and Microsoft Office Suite.
- Ability to build a workplace community of respect.
- Ability to develop and mentor employees.
- Ability to adapt and thrive in a changing environment.
- Ability to negotiate and manage critical relationships.

### **KNOWLEDGE (experience)**

- Appropriate government and nonprofit laws and regulations.
- Business planning and strategic development.
- Budgeting and finance.
- Human resource management.
- Leadership and management systems.
- Office technologies and marketing practices.
- Public workforce development system.

### **APTITUDES (inherent abilities)**

- Intelligent
- Visionary
- Analytical critical thinker/reasoning
- Numerical
- Perceptive
- Fair-minded/judgment

### **TRAITS (character)**

- Integrity/ethical
- Energetic
- Honest
- Confident and self-directed
- Trustworthy
- Personable
- Sense of humor