WESTERN WISCONSIN WORKFORCE DEVELOPMENT AREA 9 (WDA 9)

LEO MEETING

Monday, November 16, 2026
1:00 p.m.

Monroe County Board Room/Assembly Hall
210 W Oak St.
Sparta, WI

or

Join Zoom Meeting
https://us06web.zoom.us/j/84021404312?pwd=8gDyDoCwVFybdzrqwD3aDLCdgJwxJR.1

Join by Phone
312-626-6799

Meeting ID: 840 2140 4312
Passcode: 010480

AGENDA

Local Elected Officials (LEOs)

CLEO: John Aasen	Trempealeau County
Dennis Bork	Buffalo County
Brad Steiner	Crawford County
Wally Habhegger	Monroe County
Bruce Kilmer	Vernon County
Kenneth Schlimgen	La Crosse County
Max Hart	Jackson County
Judy Kennedy	Juneau County

AGENDA

TIME	AGENDA ITEM	ACTION
1:00 PM	**Call 11/16/26 LEO Meeting to Order** **Roll Call**	

TIME	AGENDA ITEM	ACTION
1:01 PM	**Approval of Minutes of the November 2, 2026 Meeting**	Action Item
1:02 PM	**DWD Update on State Assumption of Workforce Development Board Functions** Stephanie Elmer and/or other DWD staff will provide an update on the administrative functions assumed by DWD	
1:20 PM	**Review Letter from Michele Carter Dated November 2, 2026 and Develop Response - Additional Disallowed Costs**	Action Item
1:40 PM	**Workforce Development Board Recruitment** The LEOs will review applications and make appointments to the Western Wisconsin Workforce Development Board. Official Appointment Letters Conflict of Interest Forms	Action Item
2:30 PM	**Consideration of Fiscal Agent Agreement Between the WWCC, WWWDB, and Workforce Connections, Inc.**	Action Item
2:55 PM	**Discuss Future Meeting Schedule**	
3:00 PM	**Adjournment**	

All times listed on the agenda are approximated and should not be relied upon by members of the public who wish to attend.

WESTERN WISCONSIN WORKFORCE DEVELOPMENT AREA 9 (WDA 9)

LEO MEETING

Monday, November 2, 2026

Sparta, WI and Zoom Meeting

MINUTES

Local Elected Officials (LEOs)

CLEO: John Aasen	Trempealeau County	Present
Dennis Bork	Buffalo County	Present
Brad Steiner	Crawford County	Present - Zoom
Wally Habhegger	Monroe County	Present
Bruce Kilmer	Vernon County	Present
Kenneth Schlimgen	La Crosse County	Present
Max Hart	Jackson County	Present - Zoom
Judy Kennedy	Juneau County	Present

CALL TO ORDER AND ROLL CALL: Chair John Aasen called the meeting to order at 1:03 p.m. A quorum was present (see chart above).

APPROVAL OF MINUTES: Motion by Kilmer, second by Schlimgen, to approve the minutes of the September 17, 2026; September 25, 2026; and September 29, 2026 meetings. Motion carried.

DWD UPDATE: Stephanie Elmer provided the update. DWD continues to work with Workforce Connections, Inc. on programming. The state is continuing to play clean up on previous contracts – all contracts with the WWWDB, Inc. have been closed. As part of the closeout, DWD noticed additional disallowed costs totaling $41,080.55. DWD also noticed that two previous invoices for disallowed costs were not included in the offset plan approved by the federal government. DWD is willing to go back to the U.S. Department of Labor to include the additional funds in the offset plan and add an additional year for the payoff. The WWCC will be asked to take action at its November 16 meeting to request DWD ask the DOL to add the additional disallowances to the offset with an additional year added to the payoff schedule. The goal is to turn the fiscal agency over to Workforce Connections on July 1 with a clean slate.

In addition, as a result of the closeout DWD has a better idea of the funding available through June 30, 2027. Additional revenue will be allocated to Workforce Connections.

The WWCC also discussed a communication received from DWD on October 27, 2026 asking the WWCC to provide authorization for direct payment of outstanding WIOA expenditures to Workforce Connections.

Motion by Habhegger, second by Kennedy, to authorize DWD to issue a direct payment to Workforce Connections, Inc. in the amount of $9,364.78 using the applicable WIOA Title I funds to satisfy invoices 8512AD-1 and 8525DWG-1. In addition, the letter should specify that the authorization should in no way be viewed as an acknowledgement that the WWCC is responsible for any outstanding obligations incurred by the Western Wisconsin Workforce Development Board, Inc. Motion carried.

REVIEW LETTER FROM DWD: Committee members reviewed the letter from DET Administrator Michele Carter dated October 2, 2026. The letter acknowledged that all of the required governance documents were complete, the appointment of Workforce Connections, Inc. as the fiscal agent and the appointment of 20 of 23 members to the Western Wisconsin Workforce Development Board. DWD provided the WWCC until November 30, 2026 to reconstitute and certify the new workforce development board and engage in a final contract with a viable fiscal agent. Sarah Diedrick-Kasdorf shared with the committee that workforce development board certification includes appointment, the proper nomination forms and completion of a conflict of interest form by each member of the board.

WORKFORCE DEVELOPMENT BOARD RECRUITMENT: WWCC members worked through the email previously sent by Sarah Diedrick-Kasdorf outlining the gaps in board membership. Members were advised to ensure their appointees meet the criteria as found in federal law and the state's policy and procedure manual.

Motion by Steiner, second by Kennedy, to appoint Kimberly Graf, General Manager, Astec, to the Western Wisconsin Workforce Development Board as a business representative. Motion carried.

Member homework assignments from the meeting are as follows:

Max Hart – will look for a business representative from Jackson County

Judy Kennedy – will reach out to Rhonda at the hospital for an appointee; Kelly Green's nomination form (paperwork since received); reach out to operating engineers to fill the apprenticeship seat

Brad Steiner – need to send Sarah forms for 3M HR manager (paperwork since received)

Kenneth Schlimgen – follow up with Kim at Children's Palace; confirm qualifications for Beth Piggush and Patrick Scheller

Wally Habhegger – follow up with Ashley Dahlen at Organic Valley (paperwork since received); one additional appointment working on as well

John Aasen – follow up with Whitehall Chamber on nomination form for Julie House

Bruce Kilmer – reach out to Wisconsin Laborers' District Council to fill the apprenticeship seat

All members were encouraged to continue to recruit additional business representatives. If more than the minimum number of business representatives are appointed it may open up additional spots for others with other skill sets to be appointed to the board as well.

UPDATE ON/CONSIDERATION OF FISCAL AGENT AGREEMENT FOR THE WESTERN WISCONSIN WORKFORCE DEVELOPMENT AREA: Members were provided an update on the status of the fiscal agent agreement between Workforce Connections, Inc., the Western Wisconsin Counties Consortium (WWCC), and the Western Wisconsin Workforce Development Board. Federal law requires that the WWWDB be a party to the agreement as the proposed fiscal agent is also a service provider.

DISCUSS FUTURE MEETING SCHEDULE: The next meeting will be held on Monday, November 16 at 1:00 p.m. Additional meetings will be necessary prior to November 30 if all board seats are not filled at the November 16 meeting.

ADJOURN: Chair Aasen adjourned the meeting at 2:34 p.m.

Docusign Envelope ID: F7B59238-BE08-8A16-81F5-B95E857E0322

Department of Workforce Development
Employment and Training Division
Bureau of Workforce Training
201 E. Washington Avenue
P.O. Box 7972
Madison, WI 53707
Telephone: (608) 266-5370
Fax: (608) 267-0330
Email: dwddet@dwd.wisconsin.gov
A proud partner of the AmericanJobCenter network

STATE OF WISCONSIN
DWD
Department of Workforce Development

Tony Evers, Governor
Amy Pechacek, Secretary

VIA EMAIL

November 2, 2026

To: Western Wisconsin Counties Consortium (WWCC) Chief Elected Official John Aasen on behalf of the WWCC

Via Email: John.aasen@co.trempealeau.wi.us

Re: Additional Workforce Development Area (WDA) 9 Disallowed Costs

The Department of Workforce Development's Division of Employment and Training (DWD-DET) has reconciled all prior grants previously issued to the Western Wisconsin Workforce Development, Inc. (WWWDB) in its role as the WWCC's fiscal agent. Through this reconciliation, additional disallowed costs were identified, as outlined below:

Source	Amount
PY22 WIOA Youth	$451.72
PY22 WIOA Rapid Response	$14.50
PY23 WIOA Administrative	$362.60
PY23 WIOA Adult	$6,134.40
PY23 WIOA Youth	$32,923.86
PY23 WIOA Rapid Response	$1,192.47
Total	**$41,080.55**

Additionally, through this reconciliation process, DWD-DET identified that two previously issued invoices for disallowed costs, totaling **$34,649.04**, were inadvertently excluded from the offset reduction plan that was approved by the U.S. Department of Labor (DOL) on July 31, 2026 (attached). This approved plan allows the local area to offset a total of $331,555.54 over five years (15 increments); the first two increments of which were recently applied (indicated by strike through text in the table below).

In its ongoing attempt to stabilize the governance of the local area while minimizing negative impact on participant services, DWD-DET proposes that it request from DOL an amendment of the current disallowed cost offset allocation plan to include the additional **$75,729.59** in disallowed costs and add one additional year (3 increments) to the duration, to maintain a similar annual funding impact.

The proposed amended disallowed cost allocation plan would result in a total offset of **$407,285.13 spread across all three funding sources for a duration of six years (18 increments).**

Debt	Repayment Method	Source	Amount
~~Disallowed Cost~~	~~Offset~~	~~FY 2027 Advance Adult Funding~~	~~$22,103.74~~

Docusign Envelope ID: F7B59238-BE08-8A16-81F5-B95E857E0322

~~Disallowed Cost~~	~~Offset~~	~~FY 2027 Advance Dislocated Worker Funding~~	~~$22,103.70~~
Disallowed Cost	Offset	PY 2027 Youth Funding	$22,692.44
Disallowed Cost	Offset	FY 2028 Advance Adult Funding	$22,692.35
Disallowed Cost	Offset	FY 2028 Advance Dislocated Worker Funding	$22,692.35
Disallowed Cost	Offset	PY 2028 Youth Funding	$22,692.35
Disallowed Cost	Offset	FY 2029 Advance Adult Funding	$22,692.35
Disallowed Cost	Offset	FY 2029 Advance Dislocated Worker Funding	$22,692.35
Disallowed Cost	Offset	PY 2029 Youth Funding	$22,692.35
Disallowed Cost	Offset	FY 2030 Advance Adult Funding	$22,692.35
Disallowed Cost	Offset	FY 2030 Advance Dislocated Worker Funding	$22,692.35
Disallowed Cost	Offset	PY 2030 Youth Funding	$22,692.35
Disallowed Cost	Offset	FY 2031 Advance Adult Funding	$22,692.35
Disallowed Cost	Offset	FY 2031 Advance Dislocated Worker Funding	$22,692.35
Disallowed Cost	Offset	PY 2031 Youth Funding	$22,692.35
Disallowed Cost	Offset	FY 2032 Advance Adult Funding	$22,692.35
Disallowed Cost	Offset	FY 2032 Advance Dislocated Worker Funding	$22,692.35
Disallowed Cost	Offset	PY2032 Youth Funding	$22,692.35

Requested Action: If WWCC agrees with this proposed plan, it must authorize DWD-DET in writing to submit the amendment request to DOL as outlined above. To ensure timely resolution, DWD-DET requests your response and authorization no later than November 18, 2026.

Thank you for your continued engagement in this process.

Regards,

Signed by:
Michele Carter
D2A218DC3592439...

Michele Carter, Administrator
Division of Employment & Training
Department of Workforce Development

Enclosure: WDA 9 WIOA Funding Offset Final
Invoice 445-0000113103
Invoice 445-0000104972
Invoice 445-0000107592

Docusign Envelope ID: F7B59238-BE08-8A16-81F5-B95E857E0322

CC: John Aasen, Chief Elected Official
Western Wisconsin Workforce Development Board
Teresa Pierce, Executive Director, Workforce Connections, Inc.
Danielle Williams, DET Assistant Administrator
Steve Laesch, DET Assistant Administrator
Stephanie Elmer, Bureau of Workforce Training Director
Malia Malone, Attolles Law
Sarah Diedrick-Kasdorf, Wisconsin Counties Association
Bureau of Workforce Training Leadership Team
Zoe Kujawa, Local Program Liaison
Linda Thompson, Financial Manager

U.S. Department of Labor

Employment and Training Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210

07/31/2026

Michele Carter
Administrator
Wisconsin Department of Workforce Development
Division of Employment and Training
201 E. Washington Avenue
Madison, WI 53707

Dear Ms. Carter:

This letter is in response to a request submitted by the Wisconsin Department of Workforce Development, Division of Employment and Training (DWD-DET) to settle $331,555.54 of an outstanding debt by offsetting it from the State's Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth formula funds. Specifically, the offset was requested to be applied partially against the State's upcoming WIOA Adult Fiscal Year (FY) 2027 Advance formula funds, and then in equal increments across the FY 2027-2031 Advance formula funds for the Adult and Dislocated Worker program, as well as the Program Year (PY) 2027-2031 Youth program.

Between 2023 and 2025, DWD-DET conducted multiple coordinated monitoring reviews, along with an independent financial statement review performed by Jefferson Wells. The two monitoring reports provided to ETA, along with the Jefferson Wells assessment, identified significant financial management and recordkeeping deficiencies within the Western Wisconsin Counties Consortium (WWCC). These findings include:

- Inability to substantiate consolidated financial statements for year-end periods due to missing or insufficient supporting documentation;
- Lack of required reconciliations for consolidated account balances, particularly those reported as of December 31, 2024;
- Procurement records and financial documentation incomplete or not aligned with required internal controls; and
- Issues and observations indicating systemic weaknesses in fiscal oversight and governance practices.

On May 27, 2026, DWD-DET submitted a formal request asking ETA to allow recovery of the identified disallowed costs through structured offsets applied to DWD’s future formula fund allotments for the Adult, Dislocated Worker, and Youth Program.

Staff from the Office of Grants Management evaluated the request and arguments, and the evidence presented indicates that the State has provided adequate documentation and justification for an offset; therefore, the request for an offset is granted.

The agreed upon terms for the offset are that a reduction of $331,555.54 will be applied to DWD's upcoming formula allocations for the Adult, Dislocated Worker, and Youth Program in fifteen increments. Thus, the entire debt will be repaid as follows:

Debt	Repayment Method	Source	Amount
Disallowed Cost	Offset	FY 2027 Advance Adult Funding	$22,103.74
Disallowed Cost	Offset	FY 2027 Advance Dislocated Worker Funding	$22,103.70
Disallowed Cost	Offset	PY 2027 Youth Funding	$22,103.70
Disallowed Cost	Offset	FY 2028 Advance Adult Funding	$22,103.70
Disallowed Cost	Offset	FY 2028 Advance Dislocated Worker Funding	$22,103.70
Disallowed Cost	Offset	PY 2028 Youth Funding	$22,103.70
Disallowed Cost	Offset	FY 2029 Advance Adult Funding	$22,103.70
Disallowed Cost	Offset	FY 2029 Advance Dislocated Worker Funding	$22,103.70
Disallowed Cost	Offset	PY 2029 Youth Funding	$22,103.70
Disallowed Cost	Offset	FY 2030 Advance Adult Funding	$22,103.70
Disallowed Cost	Offset	FY 2030 Advance Dislocated Worker Funding	$22,103.70
Disallowed Cost	Offset	PY 2030 Youth Funding	$22,103.70
Disallowed Cost	Offset	FY 2031 Advance Adult Funding	$22,103.70
Disallowed Cost	Offset	FY 2031 Advance Dislocated Worker Funding	$22,103.70
Disallowed Cost	Offset	PY 2031 Youth Funding	$22,103.70

Once the Grant Officer completes the offset, the total debt of $331,555.54 will be repaid, except for any interest or penalties required by the U.S. Department of Treasury. This letter does not waive interest or penalties.

Please relay the approval of this offset to the appropriate parties.

Sincerely,



THOMAS KODIAK
Administrator
Office of Grants Management

cc: Pam Gerassimides, ETA Regional Administrator
Rose Zibert, Regional Director
Jane Yoon, DFMAS Chief
Arlene Charbonneau, FPO

Please Remit To:
DEPARTMENT OF WORKFORCE DEVELOPMENT
BUREAU OF FINANCE
PO BOX 7946
MADISON WI 53707-7946

INVOICE

Bill To:
State of Wisconsin
Dept of Workforce Development

000001
WDB OF WESTERN WI
2615 EAST AVENUE SOUTH STE 101
LA CROSSE WI 54601-6758

Invoice No: 445-0000107592
Invoice Date: 4/21/26
Page: 1 of 1

Customer Number:	0000034911
Payment Terms:	NET30
Due Date:	5/21/26
AMOUNT DUE:	**2,790.39 USD**

Amount Remitted

Please reference this invoice number with your payment.
For billing questions, please call 608-266-8349

Original

Line	Identifier	Description	Project	Quantity	UOM	Unit Amt	Net Amount
1	REIMBURSE	Overpayment		1.00	EA	2,790.39	2,790.39

Refund Overpayment of the PY24 Rapid Response Annual Allotment Grant

Program: 2,625.60
Admin: 164.79

Subtotal: 2,790.39

Amount Due: **2,790.39**

END OF INVOICE

Please Remit To:
DEPARTMENT OF WORKFORCE DEVELOPMENT
BUREAU OF FINANCE
PO BOX 7946
MADISON WI 53707-7946

INVOICE

Bill To:
State of Wisconsin
Dept of Workforce Development

000001
WDB OF WESTERN WI
2615 EAST AVENUE SOUTH STE 101
LA CROSSE WI 54601-6758

Invoice No: 445-0000104972
Invoice Date: 1/12/26
Page: 1 of 1

Customer Number:	0000034911
Payment Terms:	NET30
Due Date:	2/11/26
AMOUNT DUE:	**31,858.65 USD**

Amount Remitted

Please reference this invoice number with your payment.
For billing questions, please call 608-266-8349

Original

Line	Identifier	Description	Project	Quantity	UOM	Unit Amt	Net Amount
1	REIMBURSE	QUEST Grant		1.00	EA	31,858.65	31,858.65

Quest Grant Breakdown:

Admin - $19,868.98
Program: $11,989,.67

Subtotal: 31,858.65

Amount Due: **31,858.65**

END OF INVOICE

Please Remit To:
DEPARTMENT OF WORKFORCE DEVELOPMENT
BUREAU OF FINANCE
PO BOX 7946
MADISON WI 53707-7946

INVOICE

Bill To:
State of Wisconsin
Dept of Workforce Development

000001
WDB OF WESTERN WI
2615 EAST AVENUE SOUTH STE 101
LA CROSSE WI 54601-6758

Invoice No: 445-0000113103
Invoice Date: 10/20/26
Page: 1 of 1

Customer Number:	0000034911
Payment Terms:	NET30
Due Date:	11/19/26
AMOUNT DUE:	**41,080.55 USD**

Amount Remitted

Please reference this invoice number with your payment.
For billing questions, please call 608-266-8349

Original

Line	Identifier	Description	Project	Quantity	UOM	Unit Amt	Net Amount
1	REIMBURSE	Overpayment		1.00	EA	41,080.55	41,080.55

PY22 WIOA Youth $ 451.72
PY22 WIOA Rapid Resp $ 14.50
PY23 WIOA Admin $ 362.60
PY23 WIOA Adult $ 6,135.40
PY23 WIOA Youth $ 32,923.86
PY23 WIOA Rapid Resp $ 1,192.47

Subtotal: 41,080.55

Amount Due: **41,080.55**

END OF INVOICE