**WorkforceGPS**

**Transcript of Webinar**

**WIOA Wednesday - Infrastructure Part III: Wisconsin's Cost Database**

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JENNIFER JACOBS: Again, we want to welcome you to today's webinar, and if you haven't already done so please introduce yourself in that chat window. And now I'd like to turn things over to our moderator today, Chanel Castaneda, the grants management specialist at the U.S. Department of Labor, Employment and Training Administration. Chanel?

CHANEL CASTANEDA: Good afternoon, everyone. Like Jen said, I'll be your moderator during this webinar. I am a grants management specialist for the national office.

This webinar is a continuation of technical assistance around the requirements of One-Stop partner programs in making financial contributions towards infrastructure costs and additional costs of its local One-Stop delivery system. Today we have the state of Wisconsin, and they've created a centralized database to assist in automating the tracking of budgets and costs of its American Job Centers.

We have three special guests from the state of Wisconsin's department of workforce development. We have Steve Noll, leasing specialist; Bob Czarny, network service specialist; and Annette Meudt, section chief of governance and compliance.

The state of Wisconsin has been kind enough to showcase their job center cost database throughout our WIOA convenings in Dallas, San Diego, and DC; and it was such a hit with the crowd that we wanted Wisconsin to showcase its database to a nationwide audience. We hope with Wisconsin demonstrating its cost database it will give states and local areas an idea if they're struggling to compile cost data during its negotiation process.

Wisconsin DWD created the job center's cost database to help its local areas in streamlining the tracking of infrastructure costs and other shared One-Stop delivery costs. The database also standardizes the budgets and forms, such as the memorandum of understanding and the IFA – or infrastructure funding agreement – that are being used by One-Stop partners during the negotiation process.

This innovative approach to sharing in One-Stop operational costs has allowed Wisconsin's local areas to reach consensus through the local funding mechanism, which we encourage all of our local areas to use.

And just a reminder, that this is part three of the infrastructure webinar series, and that audience members should have watched parts one and two prior to this webinar to actively participate in the Q&A session. Like all WIOA Wednesday webinars, parts one and two of this infrastructure series are archived on the WorkforceGPS network system.

So without further ado I'll turn it over to Wisconsin.

STEVE NOLL: Thank you. Good afternoon, everyone. My name is Steve Noll. I'm going to get us started here with a few PowerPoint slides. I'll run through a demo of our SharePoint site and Access database and then Bob Czarny will take over and run through some of the reporting features of the database and some of the technical aspects of installing and running the Access database on our servers.

So we started out about a year and a half ago trying to get ready for the WIOA implementation and updating our MOUs and all of our agreement. We started out with collecting all of the old agreements and budgets and space allocations and realized very quickly that it was an overwhelming amount of information, and a lot of that information was not standardized, so it was very difficult to compare apples-to-apples between our workforce development areas and our job centers.

So we thought, well, this is a good opportunity to automate this system, centralize all the information and standardize the process of creating MOUs, budgets, infrastructure funding agreements, and get them all in one central place that could manage all the documents.

We thought our first attempt would be to create spreadsheets and send those out to our WDA directors, our board directors, and ask them to use the spreadsheet as sort of a standardized format for creating budgets and using those budgets to create their allocated expenses out to partners. That was our first approach to standardizing the process.

What we realized real quickly was that because every job center's so unique and the approach to allocating out those expenses is different between each job center, that the spreadsheets were coming back heavily modified, and it was very difficult again to compare apples-to-apples, and we felt like we needed to find another way to do it.

So Bob Czarny – who's here, and he'll take over in a few minutes – Bob and I got together and put together this Access database that allowed us to automate, standardize, and yet provide our board directors and their financial people a way to create budgets and to allocate out those expenses based on local agreements.

So the opportunities that we found were really largely based on increasing efficiency not just because divisions internally here in the state of Wisconsin but between the state and its partners around the DWA. We created this approach that would create more alignment and offer more information sharing and create a single source of all of that information.

That single source became a SharePoint website. And if you're not familiar with SharePoint it's sort of like a network within a network. We created an external SharePoint site that allowed our board directors to participate with us on our network to share documents, modify documents, approve documents; and we're able to set permissions on those documents and visibility can be restricted. There's a number of other things, so it's a very powerful tool to use for document management. I'm going to open that here in a second and show you exactly how that works.

We felt like we needed a list of things, and basically most of that revolves around standardizing and automating. We wanted a repeatable budget process so that we could do this over and over; we could reconcile quarterly or annually using the same format. We could standardize the documents so that everyone had the same format of MOU, cost allocations, budgets, and infrastructure funding agreements.

So we also knew we were going to need to allow some flexibility in that process for local agreements on how costs are allocated, whether it's on the square footages, the FTEs, a combination of both, or some other agreement; could be customers served or time studies. So we needed to allow some flexibility in this standardized and automated process.

So with that I'm going to go over to the SharePoint site. This was the first step in creating this new process for us. We needed to find a place where we could store documents, manage documents, and keep everything organized. That was one of the biggest challenges, was locating and storing and reviewing documents.

Wisconsin has 11 workforce development areas and approximately 62 job centers, so we had 62 separate agreements potentially, 62 budgets, all of which were being drafted and redrafted. So the SharePoint site is essentially a place for all of those documents to sit, and it allows us to review as they're being changed. So within our SharePoint site we created this section called "WDA documents." That's 90 percent of the purpose of this site, to store these documents.

So within this folder we created subfolders, one for each workforce development areas. On these folders we set restrictions. SharePoint will allow us to restrict access and visibility based on groups, so we can essentially create a group for WDA-1 – that would typically be our board director for that area and their finance folks and then our team here locally – and those are the only folks that can see this folder, open it, and review documents. So there's some level of privacy between the WDAs but yet it's still transparent between the groups that need to be involved in those documents.

So if I were to open up this WDA-1 folder I can show you some examples of what's typically in here. Our MOU docs – and these are created by the board and stored in this folder – this would be the MOU, their space allocation, their budget, their infrastructure funding agreement. Those docs are in here, and our team here locally in Wisconsin can open up those documents, review, give feedback; and also there's an approval process that SharePoint automates so those documents can circulate to the parties involved that would need to eventually sign.

We also have dropped our information within this folder regarding space allocation; our floor plans, our square footages. Any cost that the board directors need from us on our purchase space in those job centers we can drop in this folder and our board directors and their finance folks can access that information.

So going back to this list of folders, we essentially have also – there's an unlimited amount of information that can go on the site, but we've essentially limited it to the WDA folders and then of course our way to distribute the Access database tool, which I'm going to open up in a second and go through as well. The Access database tool sits in this folder here. There's several versions of it depending on whether you're a state employee or a person on the state network; or if you're outside of our state network you can download the appropriate version for your computer. It takes about five seconds to download and install on your desktop. Once that's installed you really wouldn't need to go in here again unless we distribute an update.

So at that point our board directors would typically go in here, install the database; they'd be ready to use it. They would use our database to create their budgets and their allocations and then they would store those documents here in their folders.

So that's the process here on the SharePoint site. I'm going to close this for a second and go into the Access database and show you how that works.

So this is the first page of the Access database. Like I said, all of our directors have this installed on their computers locally, so it's available to them 24 hours. They do not need to be on our state network. They have created a login account which we have approved here, and with that login account they can go into the SharePoint site and download the database.

The data itself is stored on our SharePoint network and is not accessible to them. However, using the tool, it's an autosave type of method, so all information that they enter into this Access database is automatically saved on our network.

There's several steps involved with using the Access database. It's very simple. Our board directors and their financial folks would choose the WDA that corresponds to them. In this case I'm going to use the WDA "Test". This is just a fictitious workforce development area set up to do these presentations. If I were the board director of WDA Test, I would choose my WDA and I would push this button – assign partners in state.

Essentially what's happening here is I'm going to choose from a dropdown list of all possible partners in our state. We have pre-entered in these partner names in a list that is inaccessible to anyone except the administrators of our network so that we can make sure that all of these names are standardized; they're all spelled the same. We try not to abbreviate, although we have abbreviated some of the names. The only thing that's allowable here is to choose.

So in this case, if I was WDA Test I might choose our partner Goodwill. I know from reviewing the lease that Goodwill has at this location they have 1,000 square feet. And in talking to Goodwill I know that they have seven full-time employees, so I would enter that here. I would just repeat that process for all partners involved in the job center.

So we all have partners that don't typically have a square footage presence or an FTE presence. Those partners participate in the job center but they aren't physically located there with personnel. So we enter them in and there's a couple different ways to do that. You can either put zero and zero or you can just leave them – sorry, you can add in a square footage or an FTE that corresponds to a percentage that they might pay, so there'd be a little bit of math involved there.

But we will typically, for this example, leave them at zero and I'll demonstrate another way to allocate expenses to these partners without putting in any fictitious square footage or FTE. Pretty simple. You choose your partners, you add in the square footage that they have in their leases and the number of FTEs, and what's going to happen at the end of this process is that each one of these partners will be allocated expenses based on their square footage or their FTEs, depending on what methodology is chosen in the next process.

There are other methodologies that can be used, and I'll go into that in a few minutes. But essentially, these are the major methodologies that are typically used in Wisconsin, the square footage and the FTE. Then at the end of the process we make some adjustment for partners that might not have square footage or partners that have a separate agreement for sharing some of the expenses.

So once I've done this – now, I've got "Any City Job Center." I've only entered in one job center in this workforce development area, but a lot of our workforce development areas will have anywhere from two to five or seven job centers. So I would just scroll through each job center – down here on the button – and add in that job center.

Now, the job center is appearing – nothing here. Our directors can't enter in information in these boxes. We have pre-populated every possible job center in a list and they automatically come up, and I'll show you an example of that. If I go back to WDA-3, for example, assign partners in state, I can see that we've got the Waukesha County Workforce Development Center. That's one location within this WDA. If I hit these arrows I can scroll the remaining two job centers within that workforce development area.

And like I said, we've pre-populated this information so that all job centers are already entered into the database. All our directors have to do is choose which one they're entering information in and then from the dropdown list start to put in that information on partners' square footage and FTE.

So once that process is done, the real work begins. We've got a budget. This is basically every expense within a particular job center. This is not the workforce development area as a whole; this happens to be the Waukesha County Workforce Development Center. Now, I'm going to go back to my test WDA so that I can add information into those without interfering with somebody's work.

So here's my Any City Job Center, and I know that the total rents for the job center – all partners with this total here – that is going to be allocated out based on the square footages that I entered in in the first step. In Wisconsin sometimes we pay janitorial separately. This would be an annual, although probably not realistic. It's probably more like $1200 a year.

And then our utilities, our taxes, our insurance, these are all typically included in our rent figure for the state of Wisconsin. We do gross leases. The landlord basically gives us a lump sum for all of these, so that's how that works here. But if it was separate you could separate out those expenses.

So then we have these other expenses which fall under this infrastructure cost category. For us in Wisconsin these are the expenses that made most sense in our job centers, so these are the expenses we've identified in our budget. And of course, we needed an "other" section to capture other expenses that we either hadn't thought of or that we, instead of listing, allow to just fall into this other category.

Now, the "other" category has some restrictions to it. If at any point a dollar amount is entered into this category, the database sends up a pop-up, and I'll show you what that looks like. It will basically ask for a – there it is. So if you have zero in here and then you start to enter in a dollar amount, the database will ask you to explain what that dollar amount is, and essentially that's done here.

So this box is a place to explain what is made up in that $100 other category. And for our example, I did repairs and a new refrigerator. Those are probably horrible examples but that's what I've got in here. And you'll see this "other" category pop up under delivery systems cost but this one's a little bit different. There's a couple catches to this that I'll go over in a second.

So in our infrastructure cost category we have all of these expenses which are typically in our leases, and in Wisconsin our leases are almost if not 100 percent of the time based on square footages. So we do not allow an allocation type for these first few expenses because they're almost always square footages. However, there are a couple of categories within here that we've, after receiving some feedback, changed over and allowed for a selection of different allocation types.

So the FTE and square footage are the two allocation types allowed for now in our budget system, and I'm going to go through a way to modify these to reflect some other types of methodologies.

So that's the infrastructure cost portion of the budget. Now, what is mostly known as "additional costs" in the TEGLs and the guidance for WIOA we've labeled our "delivery systems cost." This was just to avoid some confusion with some other terminology that we had going on at the time and we just kind of liked that term. So we typically will explain in WIOA this is known as additional cost and we're calling it delivery systems cost.

Again, these are the categories that in Wisconsin we see come up the most. In other states it may make sense to use other categories, but these are the ones that appear most frequently in Wisconsin. Our database is set up basically to enter in these hours and then to enter in a cost per hour for that individual – these are annual costs and these are costs on salary and benefits combined – and the database will do the math and add up the total and then you can choose an FTE or square footage allocation type for each one of these expenses.

So outside of these hourly personnel costs we also have outreach business services, resource room materials, strategic data gathering, and then the other category again shows up. In this case our "other" category can be a couple of things. It can be an "other" category that catches everything that we didn't include up here, and a lot of our board directors and their finance folks are entering things into this category. They explain what those are in the box below and that works just fine.

In other cases we need to account for some income, and that is going to come back up to this other category. We have this area called cash contributions in our database. Essentially what this is is cash coming in through employer events. It might also be a reserve drawdown if a particular job center has a reserve account and would like to use that to offset expenses or draw it down to pay for some expense in that fiscal year.

And then a lot of our job centers have large conference rooms that they rent out to local employers, and that typically is what creates this reserve account, so that's fine under here, and then there's another "other" category to catch anything else.

So there is a connection between this and this "other" category above. A lot of times what our board directors are telling us is that their employer event, they may bring in $10,000. Our employers may pay to hold that event but those funds are directly related to the expense of holding the event. So even though there's a $10,000 income over the course of a year for employer events, those employer events cost $10,000.

So you'll see how I did this. I did a $10,000 income in this category and then offset it here as an expense. I explained what that expense is. Those basically zero out. If I don't do that, I end up allocating this as a plus towards all partners based on this allocation methodology; in this case, the square footage.

So for example, this $200, if this is a cash grant that came in from some local event that didn't have an expense associated with it, this money would be shared back to all partners based on their square footage, as indicated in this box here. So it's really important that any cash that goes in comes back out if it has a cost associated with it.

So that is essentially the three categories in our budget. We have the infrastructure cost, additional cost, which we call delivery systems cost; and then we have this cash contributions section.

The beauty of this Access database is that after all this work is done we've standardized and automated all the forms that go with this. So once I've filled out all my data, I can with the push of a button create a budget – slowly create a budget. (Chuckles.)

OK. So this is what the budget for my test WDA looks like. The Access database is going to pre-populate the information I need on the header and it's going to bring all of that information from my budget into this nice-looking form which I can print out and attach to my MOU. This budget is basically done; it's ready to go; and I can proceed forward to the next step, which is creating my infrastructure funding agreement. So with the push of a button I have my infrastructure funding agreement for my test WDA, and that looks like this.

What the Access database is doing is taking the information from that particular job center and just filling in these gray boxes, these fields. When this is printed out they won't appear gray; they'll appear white just like any document. So this document's done; it's ready to go. I've got my budget and my infrastructure funding agreement and I'm going to attach those to my MOU.

Now, I have a couple other reports that I'm going to need to do. I need a cost allocation that allocates out all these expenses to each partner based on a methodology. So if I was happy with square footage and FTE and I didn't need to modify this, I didn't need to use any third or fourth or fifth type of methodology I could just simply press a button and print out a short summary of how my partners are allocated their expenses.

So this summary is each partner's square footage, their percentage of space, their number of FTEs, their percentage of FTEs as a whole, and then their allocated share of expenses based on the methodology that I chose in the budget. So this is just a quick summary of each partner's allocation.

Now, I'm probably going to need a very detailed allocation for this job center, so I have an export detailed cost allocation to Excel. What this does, it essentially takes all of my information that I entered into the budget and throws it into an Excel spreadsheet. It does that in columns, so I have this long list of columns with all my expenses in there and my totals for each partner.

There are no formulas behind these numbers. These are just hard numbers. But what this allows me to do is go in – I can use this as my cost allocation that I'm going to attach to my MOU. So I'm going to go in here and change some of these numbers based on my local agreements that I have with my partners, and essentially that usually ends up being something to do with receptionists and resource rooms. One partner may not contribute towards the receptionist; another partner that doesn't have any FTEs or square footage does contribute to the receptionist.

So I could start to enter in different numbers in these categories. I can cut, I can paste; I can make this look a whole lot nicer. And in the end I might end up with something that looks like this here. This is – I've taken basically that Excel spreadsheet and I've created this final cost allocation for my partners.

And what I did was I cut-and-pasted this categories, I added some headlines, and then I went in and I adjusted one or two of my partner's cost based on a local agreement. So in this case, our vocational rehabilitation partner had determined through a time study that they used the receptionist 10 percent of the time, or 10 percent of the customers visiting the job center or DVRs; but yet, they have the highest square footage or largest physical footprint and the largest number of FTEs in the job center.

So it makes more sense to adjust their allocation of receptionist cost based on this time study. I've done that by putting in 10 percent of the total cost, and then I had to do a little math and figure out what the remaining balance is to be split between the other two partners, and I still get the right total so it's all good. And I also adjusted, I think, the administration allocation. I basically did the same thing; 10 percent of the total. I adjusted the other two partners to reflect the 10 percent reduction, and then the totals add up just fine.

And quick explanation in this box and I'm done. So I'm added a title; I'm calling this table 1. It's table 1 to be attached to the MOU. The MOU template typically refers to table 1 as being our cost allocation table, so that's what this is, and this is ready to go.

Now, this would be saved and shared in the board director's workforce development area folder on the SharePoint site. In this case, that's exactly where it is. It's in this MOU folder for our WDA Test.

So there are other functions here. There's a number of additional reports. The beauty of an Access database is that all of this data that just went in there, all the work that went in here, can be used for a whole lot of things. We can create management reports. We can create big-picture reports. We can drill down on the information and see, for example, all costs for one particular partner around the state. Those are all located in here.

I'm going to have Bob Czarny come up in a second and go through these. And then there's a whole other set of reporting that we can do for just our folks here at the state level for monitoring, tracking, making business decisions. So the beauty of this in the end is automation but it also has a very powerful set of tools for reporting.

So I'm going to stop there and turn this over to Bob. He's going to go through the reports and then back to the PowerPoint presentation to do some technical background. So here is Bob.

BOB CZARNY: Thanks, Bob. And as Steve was mentioning, since we've got all of our data in normalized tables we can effectively create any type of report that anybody would like to see, and combine the data in any fashion that is valuable for you.

This first group of reports that I'm going to talk about are reports that would be used at WDA director level. So the first thing you would do here is select the WDA that you want to report on. The first report I'm going to show is the summary of that WDA, all the job centers that are associated with it, and then the different costs and revenues for each one of those job centers, and then you get a grand total at the bottom showing all the totals for the job center for that WDA.

The second one is a little lower-level report; it's at the job center level. Again, for a WDA it shows all the job centers that are associated with it, all the partners that are participating in that job center; and then the various costs associated with that job center. So it's really a nice way to do a quick glance and compare costs for a WDA at the job center level; and you also get to see the space allocations and the FTEs for a quick visual.

We also have a partners assigned report. Basically this one is showing for a WDA the list of all the partners that participate in that WDA, and then how many times a given partner participates in the WDA. In this particular WDA we have three job centers, and these first three partners participate in each job centers, so they've got three appearances.

And we also have a report that partners can use. If I select one of our larger partners and run this report, it's a footprint report. Basically for that partner it shows all the WDAs that they're participating in, the job centers for that WDA, and then their space allocation and FTE. They get a summary for each WDA, and then at the bottom for all of the WDAs that they're participating in, there's the grand total of FTEs and square footage.

OK. The next report that we have are more, as Steve mentioned earlier, designed for management of the entire state's budget process. This form that I'm showing right now is accessible by admins for the database, and the reports for the state level are located over here. Similar to the director reports, we've got a WDA budget report. The only difference with this and the other one that I showed is that this is going to list all the WDAs on one easy form with the subtotal for each of the WDAs; and then at the bottom there's a grand total for the entire state, the costs and revenues for the entire state.

There's a lower-level report that's similar to the ones we make available for the directors. It lists all of our WDAs with a breakdown of each job center and then a breakdown of all their partners and what their costs are and their FTEs and space. This can be used for comparison between WDAs, if that's the way you'd like to use it.

And then there's one other management-type report, and it's another summary report. It lists all of – it basically lists all the partners that participate in Wisconsin; how many job centers the particular partner participates in; and then the grand total of FTEs and the square footage of that partner. And in Wisconsin right now we've got a total of 66 partners participating in our 11 WDAs.

OK. And then as we're going through the budget process we created a couple reports to help. They're stoplight reports that give you an idea of how the budget process is going. The JC budget starter process report shows all of our WDAs, how many total JCs are assigned to each WDA. And then this column here takes a look at the data that's entered on the budget sheet for those job centers. If it sees that there's values added in the budget form it'll list the job centers being started. So a really nice thing to look at as you're going through your month-long budget process or however long it is to determine how many job centers have started.

OK. And that's it with the reporting that we have. And again, since all the data's normalized, whatever type of report that you'd like to generate, you'd be able to generate it.

The next thing I'd like to talk about is just how we set up the database, how an administrator for the database would initialize the database. So starting this database with no data filled in, the first thing you would do is start filling in the different lists.

These lists, the design is a data-driven design, so there's really nothing in particular for the state of Wisconsin. It's just a generic design that can be used for any state. The way you customize it for your state is build your list.

The first list that you would build is a list of all the WDAs that you have in your state. You're basically going into here, typing in a code and the name for each of your WDAs. The next thing that you would do is add the job centers. Again, this is just a list of the job centers. We've pre-populated the list that has all of our cities and addresses, so you would select that for your job center. You just go through this and enter, cut-and-paste, or type in all the job centers that you have in your state.

And then we do the similar thing for partner, create your partner lists. We pre-populated 124 partners and we're actually using 66 of them right now. And then the thing that pulls all of this together are these links. So for a particular WDA this form ties job centers to a WDA, so you'd find the WDA that you want to work on and then start selecting the different job centers that are associated with a WDA.

And at the bottom, you can go down here and add a new one if you need to add more. So you can see, this whole design is data-driven. Based on what you put in these tables is what your database will look like.

And we have one other link, and it's for linking partners to a job center. This is only on the admin page to make changes. Steve had gone through, when he went through his presentation, the second step, when he was assigning partners to a job center. The actual WDA directors would be entering in this information, but the admin has this easy form to get at, and if they need to make changes they can come in here and make changes, too.

OK. So with that, that's how you would initialize the database, and now I'm going to move back into our presentation and go over just a few technical details. (Pause.)

OK. So the system requirements for using our system. The databases uses Word. It creates one of our documents in Word, so you'd need Word 2007 or later. It's also using Excel to generate some of the files, so Excel 2007 or later can be run.

And then for Access, you would need to use 2010 or later. If you don't have Access on your computer you can go to Microsoft's site and download what they call the runtime version of Access. It's free, and then you'd be able to run the database portion of it using runtime.

And then to access the database from remote sites, it's best to have a broadband Internet connection.

Steve had talked briefly about how we populate the database on users' computers. Basically on SharePoint what we did is set up some folders for the different types of installs that we would do. There's an install process for our non-DWD computer users and another one for the folks that are on our internal network, our employees.

Basically they would go into the SharePoint site, they'll see instructions; they'll see a zip file that instructions say to download to your computer. And then once this file is downloaded to your computer you can click on it and it'll automatically install the Access database front end on your laptop or your desktop computer.

So it's a really simple process. All this takes is maybe a minute or less to have it installed on your computer.

And then our whole design is based on our SharePoint server. With our SharePoint server we can do document management; and then the other thing that we can do is allow our database and all of our documents to be accessible by folks outside of DWD's network so all of our directors, folks that aren't employees with DWD can access the system.

All of our document templates that our users use or the documents that they create, they're all stored in a SharePoint document library. The document library allows us to version-control documents. So as people change documents we'll save up to eight versions if you need to go back to an earlier version.

And then if somebody wants to change a document there's a check-in-check-out procedure that ensures folks aren't overwriting documents. Only the person that has it checked out can make the document change.

We mentioned a little earlier in our presentation that all of our budget data is actually stored on SharePoint. The data model is stored on SharePoint on our network and it's all backed up based on our IT backup scheme. Our users, internal or external, they connect to SharePoint. They'll be issued logins from DWD, at least the external folks. Internal folks of course have their logins. And with their login they'll be able to access the data in the SharePoint list and then also access the documents in the SharePoint library.

And then our Access database front end that has all the budget information, what it's really doing, it doesn't have the data. It's the logic that's necessary to edit data and then to create the reports. It's really the engine to process all the data that's stored in the SharePoint lists.

And the really nice thing about this design, it's simple and there was only one step that we had to get our IT department involved with. That was to create the initial SharePoint site. Our IT department has that very well – they've got a really nice process for that where they've got a template for a SharePoint site, and with a click of a button they can have a SharePoint site up and ready for us in five minutes.

Otherwise, Steve and I did the rest of this and we had no extra permissions to do any of this. It was all with the local resources that are available to DWD employees.

OK. I'll just go through this list, because we talked about how to initialize the database a couple minutes ago. And then, is our design reusable? The answer is yes. I've got the steps located over here showing how to do this. But basically this first step is the only one that you need your IT staff to help out with. The rest of these steps can be done by anyone in your organization.

I won't go through those, but the last thing that I'll talk about is we do have a – we've set up an external SharePoint site if you're interested in obtaining our database resources. You can go to this site, and the process for that would be just to go to this site here, get an account created for yourself, and then after your account's created you can send Steve or myself your account name and then we'll add you to this SharePoint site where you can download the database and all of the templates that we currently have to run the database. And the presentation's here also.

And with that, that's all the prepared information that we have for our webinar this afternoon.

MR. NOLL: I think that wraps it up, and I think we're taking questions and answers at this point. So Chanel, do you want to –

MS. CASTANEDA: OK. Thanks, Steve and Bob. We've actually got two questions, and it looks like Annette may take this question.

The first question is, "Is this system tied into local fiscal accounting systems or is it separate and requires a second set of entries based on fiscal records?"

ANNETTE MEUDT: This is Annette. And yes, it is separate at this time. I know that the local workforce board to have their fiscal accounting system integrated with SharePoint side, our Access database.

They all – there might be a couple of them that use the same accounting system, but most of the 11 boards that we have in Wisconsin have different accounting systems, so I'm not sure how difficult that may be or it's even possible. But it's something that we will probably be looking at in researching. (Pause.) Any follow-up questions on that?

MS. CASTANEDA: Doesn't look like it.

MS. MEUDT: OK.

MS. CASTANEDA: We'll move on to the second question. The second question is – and reading from it, it sounds like the person's asking how do you allocate cost to required partners that are not physically located in the One-Stop center?

MS. MEUDT: The expectation is that when a partner is not in a job center they still have proportionate benefits from customers coming into the job center, and we're providing a direct linkage to the referral system.

And so one of the enhancements that we talked about to be able to measure that more appropriately is to count the number of customers and where they're being referred to, so that will probably be an enhancement for 2018, to count the number of customers coming in and where they're being referred to so each partner can actually measure and see the benefit that they're getting from those shared costs in the One-Stops.

MR. NOLL: So essentially from Bob and I's perspective, what we were talking with Annette about is adding a third allocation type into the database. Currently we have square footage and FTE; the third allocation there would be customers served, so that if the partner had zero square footage, zero FTEs in that particular job center, we could allocate number of customers to them and that it would be picking up expenses based on that allocation type.

In the meantime we're doing it sort of manually in the spreadsheet. That one spreadsheet that you could download all the budget data into to create your cost allocation spreadsheet, you can manipulate that to account for a partner that doesn't have square footage or FTEs. So there's a way to do it currently, but we definitely are looking at automating that in the future.

MR. CZARNY: And the sample that we showed earlier when you add a partner to the job center, for those types of partners that aren't physically there you would put them in at zero for space, and if they didn't have an FTE there, a zero for their FTE. And then as Steve mentioned, download and run the detailed Excel report that downloads all the information and then manually change it.

MS. CASTANEDA: Great. Thanks, guys. There's a couple more questions. Let me see. There's two more questions; I don't know if you guys see them on the screen.

One individual had asked, "What kind of support are Native American tribes contributing to job center costs?"

MS. MEUDT: At this time the tribes are signing off on the MOU. I think we only have one or two boards, but they are not contributing to any cost at this point. But we will negotiate or see about negotiating – the boards will – for year two. But at this time, they aren't contributing.

MS. CASTANEDA: OK. And then another question is, "Will each of the local boards determine the allocation model for each cost, then?"

MS. MEUDT: Yes. That's done locally. Local discretion.

MS. CASTANEDA: OK. And another question came in. "Does this product allow for quarterly reporting in addition to annually?"

MR. NOLL: It does. So we're kind of working through that as well, but the intent was to design something that can be reconciled.

We have this section within the Access database that has an actual, and that is where we want to – we eventually would like to do the quarterly or annual reconciliation. So if you still have your screens up you can see this "actual" column. Currently that serves no purpose. Data can be entered in there but it isn't calculated into any of the documents just yet.

But after we get past July 1, the intent is to make those columns active, and what they would do is allow, say, a quarterly reconciliation. You could put the actual in for a quarter and it could be as simple as just comparing that column to the budget column and seeing where you are for the year, or we may – and we intend to do this by the end of the year – is to have an automated process of entering in the actual costs and then having the Access database compare that actual with the budget, coming up with a difference, and then allocating that difference to the partners. It may be a negative; it may be a positive; or it may be a breakeven.

So that right now is the long-term goal. For now we were really in a rush to put together our fiscal '18 budget process, so after July 1 we're going to start looking at the actual. But yes, you can. The answer to the question is yes, you can reconcile.

Once you enter data into this database, that is a permanent entry. If you change the data, that is a permanent change. So what we also working on is to collect historical data so that the database will have a fiscal '18 set of data, a fiscal '19 set of data, and so on. So we'll be creating these lists on SharePoint that the database can access depending on which year you're working on and also be able to compare between years on all of the data.

So that is the long-term goal that we eventually plan on getting to. For now we're pretty happy with the way it's working. And again, that actual column we can enter in there but the database actually has no formulas behind it; but that is a way to reconcile.

And I think we plan on reconciling – well, some of the board directors I think want to reconcile quarterly; others, every maybe six months and some maybe once a year. But that's what that "actual" column is for.

MS. CASTANEDA: Thanks, Steve. Another question came in that says, "What about non-cash and third-party in-kind contributions? Do you manually enter those in the database system?"

MS. MEUDT: It is a manual process, and if you go down to cash contributions, Steve – but like Steve cautioned before, if you enter anything into cash contributions, if you don't want to offset each partner's contribution you have to make sure that above under "other" you also enter the expense. So it would be the net of what you decide, what the partners decide, they want to offset the actual contribution of each partner.

MS. CASTANEDA: OK. There's one more question; not sure if you guys can answer it or not. It says, "If a partner doesn't have dedicated space" – oh, sorry. Looking at the question I don't think we're comfortable answering that question right now, for the person who put that in. But Jen, if you don't mind, can you – is there a way – Steve and Bob have their contact information on the last slide, if they can put that back up.

MS. JACOBS: OK.

MS. CASTANEDA: There's Steve's contact information. And I know during the WIOA convenings a lot of states and local areas approached the state of Wisconsin about possibly sharing this database with their local areas.

So here is Steve's contact information. If you're interested in getting more information or if you would like him to demonstrate it once again for maybe other staff individuals in your local area or your state, here is his contact information.

You can contact him for any further questions or any tips on how to get this database started.

And with that, I don't think there are any more questions, and I'll turn it back to Jen.

(END)