

**One-Stop Operator Oversight (OSOO) Committee**  
**June 7, 2018**  
**Meeting Minutes**

Members Present: Michelle Simmons-chair      Randy Vernon  
Members Absent: Steve Snyder  
Staff Present: Deb Waymire                      Mellisa Leaming              Tina Overlay-Hilt

**Welcome**

Michelle Simmons called the meeting to order at 3:00pm and welcomed those in attendance. A quorum of the voting members was in attendance.

A motion was made to approve the agenda.

**Motion:** Randy Vernon  
**Second:** Michelle Simmons  
**Action:** Unanimous approval

A motion was made to approve the March 21, 2018 OSOO Meeting Minutes.

**Motion:** Michelle Simmons  
**Second:** Randy Vernon  
**Action:** Unanimous approval

**New Business**

***Strategic Plan Progress***

• ***Business Services Task Force***

Deb Waymire presented an update on the progress of the Region 4 Workforce Board Strategic Plan goals. The objectives to meet the goals were established by the Board. The Executive staff have looked at potential strategies to meet those objectives and key action strategies and results. More progress has been made since the last OSOO meeting on March 21, 2018. Handout with more detail on the progress were provided to the committee members to review.

Goal 1 – the sub-sector task force has been meeting and developed a list of employers by county with less than 100 employees. Staff has been assigned to meet with those employers.

Under the Skill UP 3 grant, Work Ethic certification program has been expanded in over 7 schools in Region 4 to provide the fundamental soft skills. Coder-DoJo expanded for STEM skills. Incumbent worker funds have been increased and vestibule training is implemented.

A new Employer Services Guidebook has been developed to market services in Region 4. It will be distributed to inform employers of resources, services, and funds available.

America’s Promise and Skill Up 3 grants increase the funds available for incumbent worker and apprenticeships. Apprenticeships have been set up with Haynes and Pace Dairy and more employers expressing an interest. We have launched Skill Up 3 vestibule training with Kirby Risk. Also a vestibule training class of veterans started at SIA. In Region 4, the HIRE program receives referrals from corrections to assist ex-offenders reenter the workforce. A new HIRE coordinator is in the process of being hired and their duties and responsibilities will help provide services for ex-offenders. RTW grant has served many ex-offenders and having success gaining employment.

We have not completed an asset map for Region 4 yet. A new electronic referral system will imbed services from partner agencies which will allow staff and partners refer individuals directly for service.

A strategic plan review session will be planned in July which will give us an opportunity to look at goals and objectives in more depth.

Michelle Simmons asked what means of communication is planned to reach the business with less than 100 employees. Face-to-face meetings and one-on-one contact mainly. The business services subsector taskforce has met in some counties with employers to tell about services available. Michelle suggested having the Ivy Tech Workforce consultants can help share the Employer Services guidebook.

### ***Special Grant Progress***

Deb Waymire presented an update on Region 4's special grant activity.

The grants are progressing well in the areas of number of participants, number in training, and number of completers. The **Ready to Work** grant was slated to end in October 2018, but we have received a one-year, no cost extension until October 2019. With the extension, staff will be able to serve more customers, but will focus on participants' job retention. The **America's Promise Grant** has been in operation for about 9 months and has already served over 700 individuals. It is progressing so well, We will be moving \$820,000 from OJT and incumbent working to short term training and internships and hope to engage more employers. With **Skill Up 3**, we have two companies with individuals in training and staff is following up with other employers that have expressed an interest of using funds with new hires.

### ***Staffing Reductions***

With the decrease in WIOA funds for PY 18 and reduction in cover-over funds, there is a reduction in staff at the Board staff level and service provider level. The Board staff will be reduced by one and a half individuals-Jake Adams and Linda Warner. The service provider impact is 11 staff. We are also looking at our current locations and the possibility to co-locate sites in Monticello, Peru, and Crawfordsville with Ivy Tech if benefits financially. Notice was sent out in May of the preliminary budget allocations and effected staff were informed on May 31, 2018. Staff reductions are effective July 1, 2018.

### ***WIOA Performance Measures***

Deb Waymire presented the PY 17 WIOA Performance Measures and performance definitions for the period 1/1/2018-3/31/18. Region 4 is meeting all goals for Adult, Dislocated Worker and Youth measures. There is still some uncertainty on the accuracy of the data reported. Baseline data is still being captured on the employer metrics.

### ***Partner Referral System***

Region 4 has invested in a partner referral system which will allow partners to make referral of customers to other partners and track the status of the referral. Referral can be made by direct appointment where an actual appointment date and time is set with the agency and customer. Referral can be made by a simple referral where customer can have a conversation with the agency about services and eligibility. This system will meet guidelines in WIOA of referrals rather than just handing out information about the agency services. The system will allow WorkOne staff to explore services and criteria of the other partners. Training has been provided and system will "go live" on June 11, 2018.

### ***New Members?***

Committee discussed adding new members to the committee with Becky Going's resignation. It was decided to keep three members and look at adding members when new WDB members are added. The Committee agreed that the information presented helps provide oversight and focusing on Board goals. Michelle Simmons request for the information to be provided sooner for review.

Roger Feldhaus and Deb Waymire met with representatives from Markel Foundation and Skillful and hiring individuals based on skills to skill connectivity rather than experience. The foundation is looking for states to implement the process.

**Old Business**

***None***

**Adjournment**

A motion was made to adjourn meeting. The meeting adjourned at 3:45 PM.

**Motion: Randy Vernon**

**Second: Michelle Simmons**

**Action: Unanimous approval**

Respectfully submitted,  
Tina Overley-Hilt  
Executive Assistant  
Region 4 Workforce Board