

**Region 4 Workforce Board
Executive Committee
Meeting Minutes
Wednesday, December 12, 2018**

Meeting Time: 8:00 a.m.
Method: Go To Meeting Conference Call.

Committee Member Participants: Alicia Hanawalt, Chair; Arden Cramer, Treasurer; and Steve Snyder, Secretary.

WDB Staff: Roger Feldhaus, Executive Director; Deb Waymire, Chief Operations Officer; and Tina Overley-Hilt, Executive Assistant.

Executive Committee

Welcome & Introduction

Alicia Hanawalt, Chair, welcomed everyone and called the meeting to order at 8:05 a.m.

Operations

Deb Waymire presented the Operations report.

Skillful Initiative Meeting (today)

Skillful is a non-profit initiative of the Markle Foundation, in partnership with Microsoft and others, focused on developing skills-based training and employment practices. Skillful now operates in two states, Indiana and Colorado. Our region is one of four Indiana regions piloting this initiative. We are meeting this afternoon for updates from Skillful Indiana. Skillful is building its Indiana team with plans to be fully operational in early 2019.

They are further developing the plan for Skillful Indiana's career coaching programs (the Governor's Coaching Corps and Community of Practice). They are close to finishing the draft program model. Part of the team will work with boards and employers developing skills-based employer resources. The focus is on skills, not educational background or experience. Focusing on skills opens up the talent pool of candidates for hiring.

WIOA State Performance Measures

Under WIOA, the state is allowed to add some state level performance metrics to the federal performance metrics. DWD is asking regions to focus on the following state level metrics:

- *Client Engagement Rate* is the total number of unemployed and underemployed in the region and the percentage of those utilizing WorkOne services.
- *Job Connectedness* is the percentage of those participants receiving services who are employed one quarter after exit.
- *Quarterly Wage Change* is the difference between the clients' wages 2-4 quarters prior to exit and their wages two quarters after exit.

Information about the calculations and rates will be sent out to the committee members, once finalized. Region 4 has done well with performance metrics in the past and DWD anticipates Region 4 will continue to do well with these metrics.

Venture Logistics (CDL-A) Initiatives/Strategy

Venture Logistics is a trucking company that also provides CDL training. They are struggling to hire drivers and have numerous opportunities for an intra-state drivers. They are looking for support and assistance to help recruit and train individuals. Venture Logistics plans to establish a training center in Lafayette in January 2019. We have met with the company to discuss funding possibilities to assist individuals obtain CDL training. Under Governor Holcomb's *Next Level Jobs Employer Training Grant* initiative, the company has received a \$25,000 grant to train some of their current employees and hopes to qualify for the next round of funding. The company

is working with Ivy Tech and members of the Governor's Cabinet to become an approved training program for *Next Level Jobs Workforce Ready Grant* funding that individual job seekers may qualify for.

Participant's Death

One of our Ready to Work grant participants, Ja'mea Parker was killed from a gunshot wound on Thursday, 11/22/18. Her death was ruled a homicide. She had made great strides in the program, having successfully completed Certified Production Technician training, interned with, and was subsequently hired by, Park 100 Foods. Below is her success story submitted to USDOL.

http://www.kokomotribune.com/news/local_news/kokomo-woman-s-death-ruled-a-homicide/article_0f8e0176-ef7f-11e8-a93c-93212d96aaf0.html

http://kokomoperspective.com/kp/news/woman-fatally-shot-on-thanksgiving/article_3e6fb4a4-f118-11e8-b38b-379d28e3bf1b.html

Success Story

Ja'mea Parker (28) of Kokomo, Indiana attended Employability Skills Training (EST) on Pension Contribution, June 4 – 8, 2018. She was fairly suspicious of the process and didn't want to bother with America's Promise Grant. At the same time, she knew it might be the only way out of her dead end jobs. Previously, she was a meter reader for Olemeter making \$9.50/hour, barely making ends meet even while living with family. She struggled to get better work due to a checkered past. She was unemployed for almost a month before EST started. She clearly had a chip on her shoulder and a defensive attitude, but took the time to recruit her cousin to the program. Ja'mea is quite a smart and vibrant character and needed a positive experience to build on her personality. After a rough first week in the program, she began to gain confidence. She even made friends with her cohorts. This experience was transformative for her. Supportive services and training proved to change her attitude from defensive to thankful. After attending Occupational Skills Training (OST) from June 11, 2018 – July 6, 2018, she interviewed at the job fair and received several offers. She accepted an internship with Park 100 Foods in Tipton, Indiana for \$13/hour. The internship lasted from July 17, 2018 – August 19, 2018. She then entered unsubsidized employment on August 20, 2018 to present. Ja'mea checked in with the career coaches to let them know that she absolutely loves her job. It pays more than she ever made; it's close to home and she loves working second shift so she doesn't have to wake up early. She said, "It is great here, the people are nice and I am just so excited to be close to home and working.... I needed this - I didn't even know how much, but I needed it".

Data Breach

A staff laptop was stolen from the vehicle of one of our special grant staff members on November 19, 2018. The laptop was password protected, but the hard drive was not encrypted. The laptop contained the personal information of individuals enrolled in our special grants, as well as an icon to access Dropbox that contained additional participant records. We are working with our insurance company, a law firm the insurance company uses in such cases, and a cybersecurity firm to send notifications to about 2,000 individuals informing them of the breach and providing them with the various services available to them. We are meeting with our IT company for a risk assessment and to ensure all laptops, desktops and servers are encrypted henceforth. We are working with the law firm, Lewis Brisbois Bisgaard & Smith LLP, to provide the proper notification to the Indiana Attorney General, and to prepare letters from Tecumseh Area Partnership to the affected grant program participants. We have not found it necessary to refer to the Region 4 Workforce Board or WorkOne in any such correspondence.

Administration

Legislator Breakfast and WDB Meeting Date

The Executive Committee approved Friday, January 11, 2019, as the date for the Region 4 Legislators Breakfast. The event will be held at Delphi-Wabash Erie & Canal Conference Center, beginning at 9:00 a.m. The January

Workforce Development Board meeting will follow. 17 state legislators and all WDB members will be invited to the breakfast. It will be important for board members to reach out to legislators and personally invite those they know.

INWBA Update

There are lots of changes with INWBA including a name change to Indiana Workforce Board Alliance (formerly, Indiana Workforce Board Association). The following items are some examples:

- Each region will have two representatives, one Board member and one Executive Staff member. Deb Close and Roger Feldhaus currently represent Region 4.
- Only 1 vote per region
- All regions have agreed that INWBA is important and worthy of support.
- More aggressive agenda/work plan
- Pro-active engagement with DWD
- Will encourage that the newly established Regional Work Based Learning and Apprenticeship Representatives be locally employed, hosted, and accountable
- Support an annual Indiana Workforce Board Conference (a one-day, mini-NAWB-like event)
- Determine a uniform method by which regions will measure WIOA funding ROI

Conexus Partnership

WDB executives are meeting bi-monthly with Conexus Indiana, Ascend Indiana, Purdue Polytechnic, and others regarding the Catapult initiative. The Catapult model would replicate and scale-up the RAMP models (traditional and onboarding) developed in Region 4 for implementation in other Indiana regions. Brad Rhorer, formerly with SIA, has joined Conexus and has been instrumental in encouraging more collaboration among the regions. Region 4 has offered to be the fiscal agent for a statewide project. The next meeting is scheduled for January 2019.

TAP Holiday Schedule

The Region 4 Workforce Board Executive Director has the discretion to allow up to three additional days during the year as holidays during which the office may be closed. This year those three days will be awarded to TAP staff on Wednesday, December 26th, Thursday, December 27th, and Friday, December 28th. The TAP office will be closed the week of Christmas. The office will be open on December 31st and closed on January 1, 2019. Many staff may take December 31st as personal time off.

Annual Dinner Feedback

Positive feedback was received from the Annual Dinner held on November 14, 2018. Steve Snyder thought the event was well attended and was glad to see Mayor Goodnight and other political leaders in attendance. Alicia Hanawalt was happy with the facility and their staff, and the work by Tina Overley-Hilt to organize the event.

The following items will be emailed to the Executive team:

- WIOA and State Performance Metrics-calculations and rates for performance
- Draft letter to participants regarding the data breach
- FAQ list for data breach

Adjournment

The motion to adjourn the Executive Committee adjourned at 8:53 a.m.

Motion: Steve Snyder

Second: Arden Cramer

Action: Unanimous approval