

Region 4 WORKFORCE Board

AGENDA

Workforce Development Board Meeting

Wednesday, March 25, 2020

Location: Conference Call below

Time	Topic/Item	Presenter	Documentation	Action Item or Discussion (Action items in bold)
8:30 AM	Call to Order – Welcome	Alicia Hanawalt		
8:45 AM	Consent Agenda <ul style="list-style-type: none"> • WDB Meeting Minutes – 1/25/2020 • Revenue & Expense Report – 1/31/2020 • Committee Reports <ul style="list-style-type: none"> ○ Finance/Executive – 2/19/2020 ○ OSOO Committee – 1/25/2020 	Alicia Hanawalt	Electronic Attachments & Board Packet	Approve/Disapprove
8:50 AM	New Business <ul style="list-style-type: none"> • Fiscal <ul style="list-style-type: none"> ○ RFP for Audit Services Update 	Tara Bradley		Information
9:00 AM	<ul style="list-style-type: none"> • Operations <ul style="list-style-type: none"> ○ WorkOne System Response to Covid-19 Pandemic 	Deb Waymire		Information/Discussion
9:30 AM	<ul style="list-style-type: none"> • Board Administration <ul style="list-style-type: none"> ○ Responding to Recession ○ Funding Opportunities ○ Extending OSO/WIOA Service Provider Subgrant for one more year ○ Extending America’s Promise Grant for one more year ○ PY 20 WDB Meeting Schedule 	Roger Feldhaus		Information/Discussion Information/Discussion Approve/Disapprove
10:15 AM	<ul style="list-style-type: none"> • Old Business 	Tina Overley-Hilt		Information/Discussion Handout
10:30 AM	Adjournment	Alicia Hanawalt		Approve/Disapprove

Next Meeting: Wednesday, May 27, 2020

8:30 a.m. – 10:30 a.m.

Location: Lafayette - TBD

Call in Information: WDB Meeting / OSOO Committee Meeting

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/886999405>

You can also dial in using your phone.

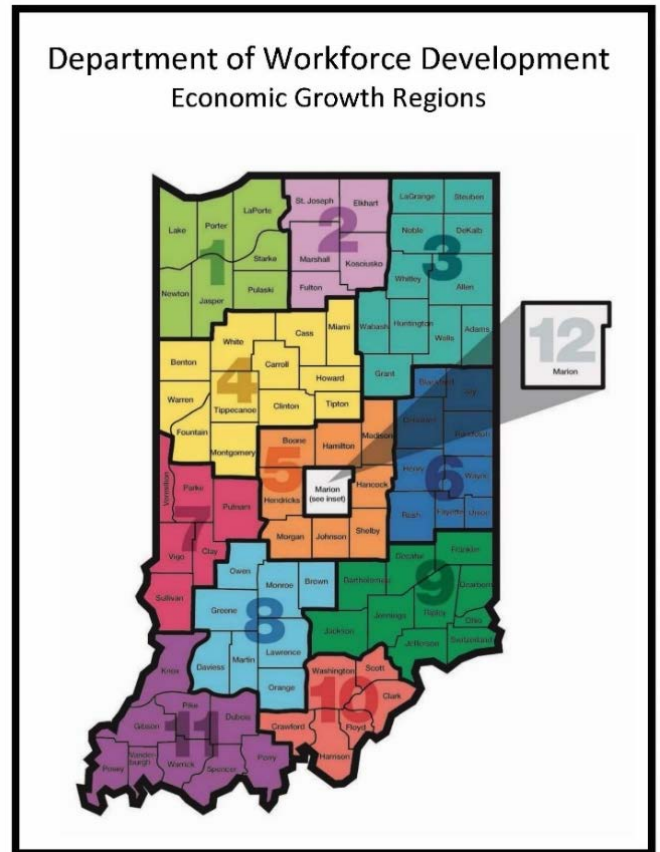
United States (Toll Free): 1 877 568 4106

United States: +1 (786) 535-3219

Access Code: 886-999-405

REGION 4 Workforce Development System Acronyms

- (ABE) or (AE) – Adult Basic Education / Adult Education
- (AJC) – American Job Center – WorkOne offices
- (APG) – America’s Promise Grant – USDOL grant to provide training and employment opportunities for unemployed individuals
- (DOL) – US Department of Labor
- (DVOP) – Disabled Veterans Outreach Program
- (DW) – Dislocated Worker
- (DWD) – Indiana Department of Workforce Development
- (EEO) – Equal Employment Opportunity
- (EMSI) – Economic Modeling Specialist International
- (ETA) – Employment and Training Administration (US DOL)
- (HSE) – High School Equivalency
- (ICC) – Indiana Career Connect
- (IET) – Integrated Education & Training
- (IFA) – Infrastructure Funding Agreement
- (INWBA) – Indiana Workforce Board Association
- (ISY) – In-School Youth
- (IWT) – Incumbent Worker Training
- (JAG) – Jobs for America’s Graduates - An in-school youth program
- (JFH) – Jobs for Hoosiers - reemployment assistance for UI recipients
- (LEDO) – Local Economic Development Officer
- (LMI) – Labor Market Information
- (LVER) – Local Veterans Employment Representative Program
- (MOU) – Memorandum of Understanding
- (NLT) – Next Level Jobs
- (OSY) – Out-of-School Youth
- (OWBLA) – Office of Work-Based Learning and Apprenticeships
- (PY) – Program Year
- (RFP) – Request for Proposal
- (ROI) – Return on Investment
- (RTW) – Ready to Work Grant – USDOL grant to assist long term unemployed with training and employment.
- (RESEA) – Re-Employment Services and Eligibility Assessment - Unemployment insurance recipients are required to report in-person for services provided at the nearest WorkOne office.
- (REACH) – Regional Employment Assessment Centers for Hiring - A unique feature in Region 4 that offers services to employers.
- SKILL UP – DWD grants to support training (incumbent worker training, short-term training, etc.)
- (SNAP) – Supplemental Nutrition Assistance Program (formerly food stamps)
- (STEM) – Science, Technology, Engineering and Math
- (TAA) – Trade Adjustment Assistance - Helps trade-affected workers who have lost their jobs as a result of increased imports or shifts in production out of the U.S.
- (TANF) – Temporary Assistance for Needy Families
- (TEGL) – Training and Employment Guidance Letter (issued by DOL)
- (TRA) – Trade Re-adjustment Allowance - Income support for TAA participants who are training for a new job & whose unemployment insurance is exhausted.
- (UI) – Unemployment Insurance
- (W/P) – Wagner-Peyser (Employment Service Funding)
- (WIOA) – Workforce Innovation & Opportunity Act
- (WPG) – WIOA Support Performance Grant - DWD grants to support training (incumbent worker training, short-term training, etc.)
- (WRG) – Workforce Ready Grant



WorkOne WestCentral Operational Update 3/18/2020

As the situation with the coronavirus continues to change, our top priority is to maintain a safe and healthy environment for our staff, customers and partners, while doing our best to meet the needs of everyone concerned. We will continue to take the necessary steps to address the challenges brought on by impact of the coronavirus as new information is received. Our hope is that these efforts will help to slow the spread of the virus.

I want to provide an update on WorkOne office activities for Region 4 to date. All office employment activities such as WorkKeys testing, workshops, training classes, RESEA check-ins, etc, have been suspended until further notice. At this time, the WorkOne office in **Lafayette** will remain **open** to the public but in a limited manner in order to provide service for those individuals that absolutely need to come into the office to conduct business.

We will shutter the following locations - offering the following services as follows:

Kokomo office: Closed, with information provided for filing Unemployment Benefits. Staff may be able to schedule appointments with a customer –if necessary using social distancing. However, we hope much of any work can be done via telephone/internet.

We received the following notice at 10am today-

*Until further notice, the Inventrek Technology Park will close its doors to the general public due to the COVID-19 outbreak at 1:00 today. The front door **will not** open automatically. All Tenants will continue to have access to the building by using their fobs at one of the main entrances. If required, a Tenant can meet a person at the front door and escort them to their individual business. The Alliance and the Inventrek facility will continue to operate. We apologize for any inconveniences this may cause.*

Monticello Office: Closed, with information provided for filing Unemployment Benefits.

Logansport Office: Closed, with information provided for filing Unemployment Benefits.

Peru Office: Closed, with information provided for filing Unemployment Benefits.

Crawfordsville Office: Closed, with information provided for filing Unemployment Benefits.

Note: Many of the office staff will still be present and working in the affiliate offices identified above, but the doors will be closed to general public. Some staff will be allowed to work from home as we are able to do so.

We are also suspending Youth Work Experiences. The concern is that we have no authority over the work environment where these youth are placed with respect to the health/safety precautions being taken and the number of employees the youth are working with or may come into contact on the job.



WDB Meeting Schedule
July 2020 through June 2021

<u>Meeting Date</u>	<u>Meeting Location</u>
Wednesday September 23, 2020	8:30 -10:30 p.m. <i>Lafayette</i>
Wednesday November 18, 2020	4:30 – 6:00 p.m. Prior to Annual Dinner <i>Kokomo</i>
Wednesday January 27, 2021	8:30 -10:30 a.m. <i>Lafayette</i>
Wednesday March 24, 2021	8:30-10:30 a.m. <i>Kokomo</i>
Wednesday May 26, 2021	8:30 -10:30 a.m. <i>Lafayette</i>

4th Wednesday of meeting month except for Annual Dinner

Please RSVP by calling 765-807-0885 or email at toverleyhilt@tap.lafayette.in.us

Region 4 Workforce Board Meeting Minutes of January 22, 2020 Location: Wabash & Erie Canal & Conference Center Delphi, IN	NEXT MEETING Wednesday, Wednesday, March 25, 2020 Location: Inventrek, 700 E. Firmin Street Kokomo, IN
--	--

Directors Present:

Alicia Hanawalt, chair	Elva James
Arden Cramer, treasurer	Dean McCurdy
Steve Snyder, secretary	Karen Mellen
Mike Barnes	Randy Vernon
Richard Bradshaw	Larry West
Spencer Buchanan	Amy Wood

Excused:

Mike Smith, vice-chair
Dennis Carson
Deb Close
Shannon Polmateer

Staff and Guests Present: *Roger Feldhaus, CEO; Tara Bradley, CFO; Deb Waymire, COO; Mellisa Leaming, Director of Operations; Tina Overlay-Hilt, Executive Assistant/Financial Assistant; Matt Degolyer, DWD, Regional Director, Office of Work-based Learning & Apprenticeship; Brooklyn Burton (TAP) and Stephanie Butram (DWD), Members, Skillful Governor’s Coaching Corps*

Call to Order and Welcome

Attendees were welcomed and the meeting was called to order by Chair, Alicia Hanawalt, at 8:32 a.m. A quorum was present. Board members and guests introduced themselves. New members were Amy Wood, Executive Director, Lafayette Adult Resource Academy, and Spencer Buchanan, President, USW Local 115.

Consent Agenda

A motion was made to approve the consent agenda items as presented.

Motion: Richard Bradshaw

Second: Karen Mellen

Action: Unanimous approval

New Business

Fiscal

RFP for Audit Services-Update

Jake Dunton, Dunton & Co, who provided audit services for the Region 4 Workforce Board, retired as of December 31, 2019. We will be procuring the services of a new audit firm. The Finance Committee agreed to contract with Jake Dunton to act as an expert and independent consultant to represent the Finance Committee in reviewing the proposals with the executive staff. Blake Sempsrott and Jake Dunton have drafted the Request for Proposal (RFP) and it will be released shortly. Members of the Finance Committee, Jake, and the executive staff will select a new audit firm in May 2020 to begin the audit for PY19, which ends June 30, 2020.

Operations

WDB -Strategic Plan Update Strategies

Deb Waymire presented the draft WDB Strategic Plan Goals and Objectives. The Board requested the executive staff prepare strategies to meet those goals and objectives. The executive staff has come up with the strategies and assigned goals/strategies to the appropriate committees. Each committee will review the strategy to make sure the strategy is sufficient to meet those goals. At future Board meetings, the progress on the goals will be shared in the progress column.

Service Provider and One Stop Operator RFP timeline

The WDB subgrants funds to a service provider organization that employs staff to deliver WIOA and other related services in our WorkOne offices. The current subgrant agreement ends on June 30, 2020. It is time to send out a request for proposal for the provision of WIOA One-Stop Operator and Adult and Youth services.

Organizations may choose to compete for service provision in all or a portion of our 12 counties. The intent of the proposal will be to ensure that the services provided adhere to WIOA guidelines, meet performance standards, and support the Board’s mission. The subgrant will cover the period July 1, 2020 - June 30, 2021, with renewal options. Deb Waymire shared the RFP process timeline. The Board determined that it is not necessary for it to review the RFP prior to publishing. Fort Wayne-based JobWorks, Inc. is our current One-Stop Operator and Service Provider. WDB members have been involved in the review and selection process in the past and will be invited to do so again this year.

US Department of Labor Guidance Regarding Wagner-Peyser (WIOA Title III)

Board member Mike Barnes, IDWD, shared the new guidance for Wagner-Peyser (WP) funding for state staff to provide employment services in the WorkOne offices. In the past, WP services could only be delivered by state merit staff members. USDOL issued a new rule, effective February 5, 2020, that would allow states the flexibility to decide whether to continue hiring state merit staff for WP Employment Services activities, or to delegate hiring and management to a subrecipient or hybrid model. IDWD will be working with regional boards and operators to understand how to exercise its flexibility to best serve our customers. There are three types of employees who work in the field that can be distinguished by who employs them:

- Board (Tecumseh Area Partnership, Inc.) – local merit
- Service Provider (JobWorks, Inc.) – local merit
- State (Indiana Department of Workforce Development) – state merit

Skill Up 3 Grant Modification for Lewis Cass High School Equipment

The Board has a training agreement with Ivy Tech-Kokomo Service Area in the amount of \$130,000 in Skill Up 3 funds to support the Integrated Technology Education Program (ITEP). ITEP expenditures are not now anticipated to exceed \$91,000, leaving funds to support other training opportunities in the region. Lewis Cass Polytechnic Academy in Logansport has requested support for the purchase of equipment for its new advanced manufacturing lab. A Skill Up 3 grant modification request for \$39,000 has been approved by IDWD. We have also requested sole-source procurement authority from IDWD for the purchase of the equipment.

Board Administration

Skillful Presentation by Brooklyn Burton and Stephanie Butram

Brooklyn Burton and Stephanie Butram presented the skills-based practices of the Skillful Coaching Corps. Their PowerPoint presentation will be sent out to the Board members.

WorkIN Grant Application

This is a new \$750,000 state-wide grant opportunity for workforce boards to partner with adult education providers. An application to provide training for specified occupations was submitted in the amount of \$57,000.

Workforce Cabinet Combined State Plan

The State of Indiana is about to release a draft of its Strategic Workforce Plan that will serve as the state’s Combined Plan under the Workforce Innovation and Opportunity Act (WIOA) for the next four years. A draft version of the State Plan will be available on February 5, 2020 for public comment. There is a shift to a human-centered-design program to meet individuals where they are, using the most appropriate tools available to do so. One of the foundational aspects of this strategy is the coenrollment of individuals in multiple programs.

Opioid Recovery Grant Opportunity

The Opioid Recovery Grant opportunity will not be pursued because Region 4 cannot demonstrate that the negative effect of substance use disorders in Region 4 has increased more than the national average over the past 20 years. We will work with regional partners to be ready for future opportunities.

Growing Opportunities in America for Latinos (GOAL)

The executive staff will be meeting next week with representatives of the Labor Institute for Training (LIFT) and Lafayette Adult Resource Academy (LARA) to learn about the successful education/training model being implemented in Columbus, Scottsburg, and Goshen. In the GOAL model, workforce development, adult education, and technical training institutions work together to provide Latinos with technical concepts in their native language while also building their proficiency in English. GOAL graduates will have completed the Manufacturing Skills Standards Competency requirement for Certified Production Technician credentialing.

WorkOne Market Research Project

The results of a survey of employers conducted by the Indiana Chamber of Commerce indicated that the WorkOne brand and the system it represents are not well understood, appreciated, or utilized. IDWD is working with a consulting firm to conduct focus groups in order to gather information about the perception of WorkOne services and to promote the vision and value of local workforce boards and the state's workforce development system as a whole. IDWD will share the results of the research and recommendations that arise from it. Board members are asked to participate in focus groups as the opportunity presents itself.

Other Topics of Discussion

- IDWD will announce support to the Boards for grant writing and seeking outside resources. IDWD has procured a clearinghouse website and will provide micro-grants to support the short turnaround timeline of grant application deadlines.
- JAG Career Development Conference, Friday, January 25, at Ivy Tech in Lafayette. Board members received an invitation to attend.
- Apprenticeship Programs. Region 4, as a third party sponsor, has an opportunity to become a Registered Apprenticeship Program (RAP) to help smaller companies, primarily manufacturers, establish programs that they would have difficulty managing, monitoring and reporting by themselves.
- Legislators' Event. Best bet is for us to host a breakfast meeting to discuss workforce development with area legislators. This will require that we plan ahead and send a "save the date" invitation for a date in late summer/early fall. We should survey the legislators for the best possible type of event and time. We should present a clear message of what we want to accomplish and emphasize the value of workforce boards and our alignment with the legislature's agenda.
- The advantages of holding a social event in lieu of an annual dinner event were discussed.
- NAWB Forum 2020, March 21-24. This was not a budgeted expense. The Executive and Finance Committees will determine availability of funding and Board member interest and availability to attend will be solicited. A link to the NAWB 2020 Forum will be sent Board members to review.
- Apprenticeship Training Programs. Funds are available to assist with apprenticeship training programs.
- Executive Council. A meeting of the WDB Executive Council needs to be scheduled. The Council is composed of our 12 County Chief Elected Officials. The Chief Elected Official agreement needs to be reviewed and updated.
- Fiat Chrysler Automobiles. Announced a \$400 million expansion that will preserve 800 and create an additional 200 jobs. This will become an item for discussion in our March meeting. What resources might we deploy in support of this expansion?
- Amy Wood shared information about Lafayette Transitional Housing Center (LTHC) and its new Engagement Center that serves as a single point of entry and brings all relevant services to the Center. Roger Feldhaus suggested that LTHC Executive Director, Jennifer Layton, be asked to present to the Board.
- The workforce system needs to do what it can to expand the size of the labor pool. There are too many individuals not fully engaged in the workforce. One-third of the individuals in the range to be in the workforce are not due to various barriers. There are individuals that could fuel the needs of local employers; we just need to know how to engage with them and connect them to opportunities available

from various agencies that would help them reenter the workforce. As a Board, we need to connect with partners and programs and then look for opportunities for funding

Old Business

Annual Dinner after Action Report

Overall, the annual dinner event was a success. The program and guest speakers were well received. Sixty guests attended the event. The event budget was \$7,000. The initial cost, including awards, annual report design, printing, and the meeting and dinner, was under-budget at \$6,329. Feedback about the service and food was not very positive. We reached out to Double Tree with our concerns and they issued a \$12 credit per meal and refunded the cost for the trays served during the Board meeting. The final cost for the event came in just under \$5,000.

Adjournment

A motion was made to adjourn.

Motion: Richard Bradshaw

Second: Steve Snyder

Action: Unanimous approval

The meeting was adjourned at 10:40AM.

Respectfully submitted,
Tina Overley-Hilt
Executive Assistant

Stephen Snyder, Secretary
Tecumseh Area Partnership, Inc.
d/b/a Region 4 Workforce Board

Region 4 WORKFORCE Board

Program Year 19 Revenue and Expense Report July 1, 2019-June 30, 2020

<i>Total Available to Budget</i>						
<i>*After Next Program Year First Quarter Set Aside Removed (20%)</i>	<i>PY 19 Budget</i>	<i>1/31/2020</i>	<i>Actual Percentage</i>	<i>Goal Percentage</i>		<i>PY 18 1/31/2019</i>
Department of Workforce Development Funding						
Workforce Innovation and Opportunity Act						
Administration	205,454	87,608	43%	58%		99,784
Adult	727,645	402,363	55%	58%		441,750
Dislocated Worker	554,376	234,795	42%	58%		228,011
Youth	833,894	439,994	53%	58%		304,666
Sub-total WIOA	\$ 2,321,369	\$ 1,164,761	48%	58%		\$ 1,074,211
Other Non-WIOA Funding						
SkillUP1 3	394,643	51,610	13%	58%		436,342
Business Consultant	120,000	62,960	52%	58%		77,629
Jobs For Hoosiers	33,389	2,054	6%	58%		2,920
JAG State (Jobs for America's Graduates)	704,361	320,784	46%	58%		351,443
TANF/JAG (Jobs for America's Graduates)	18,995	16,904	89%	100%		-
RESEA (Re-employment Services)	334,557	254,305	76%	58%		242,114
TAA (Case Management Staffing)	-	-	0%	0%		27,269
WIOA Performance Support Grant #2	-	975	0%	0%		-
JAG Master Specialist Grant	-	-	0%	0%		500
WIOA Performance Support Grant #1	39,771	2,925	7%	58%		80,271
Sub-total Other Non-WIOA Funding	\$ 1,645,716	\$ 712,517	43%	50%		\$ 1,218,489
Total DWD Funding	\$ 3,967,085	\$ 1,877,278	47%	56%		\$ 2,292,700
Other Federal Grant Revenue						
Ready to Work (H1-B) Grant	\$ 413,546	\$ 258,332	62%	100%		\$ 731,338
America's Promise Grant (H1-B) Grant	\$ 1,214,712	\$ 570,930	47%	58%		\$ 552,266
Total DOL Revenue	\$ 1,628,258	\$ 829,262	51%	79%		\$ 1,283,604
TAP Revenue						
TAP Unrestricted Funding	65,000	28,180	43%	58%		53
WHIN Funding	363,885	125,189	34%	58%		-
Caterpillar Foundation Grants	50,000	-	0%	58%		-
Other Non-grant Revenue	152,000	21,750	14%	58%		121,091
Total TAP Revenue	\$ 630,885	\$ 175,119	28%	42%		\$ 121,144
Total Funding Available to Budget	\$ 6,226,228	\$ 2,881,658	46%	59%		\$ 3,697,448
Next Program Year First Quarter Set Aside	\$ 861,154					
Expense						
Salaries	691,344	415,929	60%	58%		469,376
Fringe Benefits	176,263	102,766	58%	58%		122,995
Travel & Staff Development	24,650	16,005	65%	58%		12,687
Occupancy, including Liability Insurance	73,750	45,727	62%	58%		47,255
Communications/Technology	8,000	3,532	44%	58%		4,611
Supplies, including Equipment Costs	24,775	14,311	58%	58%		6,351
Professional Services, including IT costs	203,125	105,917	52%	58%		140,650
WDB Discretionary	21,200	12,104	57%	79%		16,151
WorkOne Center Overhead Costs, including RTW/APG Outreach Costs	446,293	274,645	62%	58%		296,444
Direct Participant Costs- <i>WIOA Adult and Dislocated Worker, Youth</i>	328,173	158,632	48%	58%		131,623
Direct Participant Costs- <i>WIOA Incumbent Worker Set Aside</i>	10,000	-	0%	58%		-
Direct Participant Costs- <i>JAG</i>	641,709	6,025	1%	58%		1,552
Direct Participant Costs- <i>Ready to Work, APG, Skill Up, WPG, WHIN</i>	759,580	351,653	46%	58%		920,327
Staffing and Management Costs- <i>WorkOne WIOA</i>	1,325,306	583,129	44%	58%		589,535
Staffing and Management Costs- <i>WorkOne JAG, RESEA, JFH, TAA, WIOACM</i>	891,529	493,642	55%	58%		520,004
Staffing and Management Costs- <i>WorkOne RTW, APG, Skill Up, WPG</i>	463,546	308,994	67%	58%		448,592
Total Expense	\$ 6,089,243	\$ 2,893,012	48%	59%		\$ 3,728,152
Excess Revenue Over/(Under) Expense	\$ 136,985	\$ (11,354)				\$ (30,704)
Board Discretionary						
Board Meetings	\$ 2,500	800	32%	58%		1,456
Board Travel/Conferences	\$ 500	-	0%	58%		-
INWBA/NAWB Dues	\$ 3,700	1,547	42%	100%		1,926
Strategic Planning	\$ 2,500	-	0%	58%		2,828
Annual Meeting	\$ 7,000	4,756	68%	100%		4,941
Workforce Intelligence Information	\$ 5,000	5,000	100%	100%		5,000
Total Board Discretionary	\$ 21,200	\$ 12,104	57%	79%		\$ 16,151

**Region 4 Workforce Board
Finance - Executive Committees
Meeting Minutes
Wednesday, February 19, 2020**

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

Committee Member Participants: Alicia Hanawalt, Chair; Arden Cramer, Treasurer; and Larry West
Excused: Michael Smith, Vice Chair; Steve Snyder, Secretary; and Deb Close
WDB Staff: Roger Feldhaus, Executive Director; Tara Bradley, Chief Financial Officer; Blake Sempsrott, Financial Coordinator; and Tina Overley-Hilt, Executive Assistant.
Guest: Jake Dunton, Dunton & Co., P.C.

Finance Committee

Arden Cramer called the Finance Committee meeting to order at 8:00 a.m.

PY 19 Revenue and Expense Report – 1/31/2020

Tara Bradley presented the PY19 Revenue and Expense Report for period ending 1/31/2020. The report includes income by funding source and expenditures by line item. The top portion shows the funds available for expenditure in PY19. Noteworthy observations include the following:

WIOA Formula-Allocated Funding (IDWD)

- *WIOA* expenditures for PY19 should be at 58% of Budget to be on target. On the November 2019 report, Administrative costs were over-budget and Adult, Dislocated Worker and Youth Program costs were under-budget. After some review and analysis, adjustments were made that resulted in some costs that were originally and allowably charged to the Administration (catch-all) cost category being appropriately transferred to the Adult, Dislocated Worker and Youth Program categories. Accrued *WIOA* Formula Allocated Fund expenses are now more in line with Budget categories.

Non Formula-Allocated Funding (IDWD)

- *SkillUP 3* and *WIOA Performance Support Grant* funds have been obligated but not yet accrued, pending equipment procurement and the expenses associated with other activities that will not be realized under later in the program year.
- *RESEA (Re-employment Services & Eligibility Assessment)*. We will receive “bridge funding” that will carry us over through the end of PY19 or until a new grant amount and grant period are established.

Direct Federal Grant Revenue (USDOL)

- *Ready to Work (RTW)* ended on 10/31/19. The expenditure amount will remain the same until the end of PY19. We met or exceeded all the performance metrics for the grant.
- *America’s Promise Grant (APG)* ends on 12/31/2020. At this point, we do not expect to expend all the grant funds and will consider the option to seek a no-cost extension. It would not be responsible to extend the grant period if there aren’t workers available to train. We are on track to meet or exceed all performance metrics for APG.

TAP Revenue is other funding received.

- *Other Non-grant Revenue* refers to the WorkKeys Job Profiling fee-for-service activity. Activity has been low so far in PY19.

The bottom half of the report shows line item expenditures compared to the straight-line budget of 58% for the period.

- *Direct Participant Cost - WIOA Incumbent Worker* is 0% expended. These funds may not be utilized and will be carried over to PY20. There are incumbent worker funds in the APG grant that are funding this training currently.

- *Direct Participant Cost –WorkOne JAG* is 1% expended. These funds are typically expended near the end of the school year and during summer.
- *Staffing & Management Costs-WorkOne RTW, APG, SkillUP, and WPG* are over-expended at 67%. This category will even out over the remainder of the year as a result of the RTW grant ending.

Audit RFP Update

Jake Dunton is acting as a subject matter expert and independent consultant representing the Finance Committee in the Audit RFP process. Jake requested that members of the Finance Committee participate in the review of audit proposals. A list of firms to be sent the RFP will be reviewed with Tara Bradley. An initial draft of the RFP was sent to committee members prior to the meeting to review. Jake offered recommendations of changes to be made to the draft RFP and evaluation form prior to sending. Arden Cramer expressed that it is important to maintain the high quality of service and genial relationship that TAP has experienced with Dunton & Co.

Adjournment

Finance Committee adjourned at 8:35 a.m.

Executive Committee

Alicia Hanawalt called the Executive Committee meeting to order at 8:35 a.m.

Operations

Performance Metrics

We are receiving data on the WIOA Performance for the 1/1/2019 – 12/31/19 four-quarter period. Region 4 is meeting or exceeding all the WIOA performance standards for adult, dislocated worker and youth. Region 4 is also on target to meet the State performance metrics that were negotiated with IDWD.

Customers who come into any of our WorkOne offices have the opportunity to complete a customer service satisfaction survey. Customers' comments regarding the services they received and the staff members who assisted them are very complementary and positive.

Office Closing Analysis

The Executive staff is discussing the affordability of keeping WorkOne sites open when they are not serving many customers. There are six offices in Region 4. Four offices are located in smaller communities: Crawfordsville, Monticello, Logansport and Peru. We are concerned with the level of activity in the Crawfordsville and Monticello WorkOne affiliate sites and are also evaluating the need for the Lafayette REACH office with the ending of RTW, the imminent ending of APG, and the slowdown in WorkKeys assessment activity.

Wagner Peyser Staffing Flexibility (update)

USDOL issued a new rule that became effective this month that gives states the flexibility to provide Wagner-Peyser (WP) Employment Service activities with non-merit (non-state) staff. IDWD is not making any immediate modifications or changes and will consider its options over the next year or so. INWBA drafted a position paper encouraging the state to exercise its flexibility and to allow Regional Workforce Boards to provide Employment Services with non-merit (local merit) staff members.

Procurement for Lewis Cass High Polytechnic and Greater Lafayette Career Academy

We are moving forward with the purchase of the equipment for the new advanced manufacturing lab at Lewis Cass Polytech Academy. Approval was received for the purchase of a laser cutter (\$8,400); we are pursuing approval for the procurement of plasma CNC equipment (\$28,000). We are funding a line simulator (\$29,500) and several fundamental skills simulators (\$31,500) that are being built by Vincennes University students and installed by Conexus at the new Greater Lafayette Career Academy.

Administration

Brooklyn Burton Resignation

Brooklyn Burton resigned her position as Special Grant Manager, accepting a position as Workforce Liaison at Ivy Tech Lafayette. Deb Waymire and Mellisa Leaming will absorb Brooklyn's duties for the remainder of the APG grant period. Brooklyn will be greatly missed.

INWBA Representation

A Region 4 WDB member is needed to be the Board's representative to INWBA (Indiana Workforce Board Alliance). Deb Close has indicated that she would like to be relieved of that role after having served admirably for several years. In INWBA's new structure the primary responsibility for mission attainment rests with the WDB executives, although WDB members are indispensable anchors of the Alliance and must weigh in on any INWBA action that requires a vote. Physical presence at INWBA bimonthly meeting is not required, although meeting attendance via teleconferencing is recommended. The predominant means of communication and information sharing will be by email. Roger will speak with Alicia about WDB member eligibility and likely candidates to consider.

Draft Indiana Strategic Workforce Plan Review

The Governor's Workforce Cabinet's Draft Indiana Workforce Strategic Plan is available on the IDWD website for review and comment during the period 2/6—3/8/20. It is a new, combined plan that includes all state agencies receiving federal funds that support workforce development. A link to the Draft Plan will be sent to the Executive Committee and all other Board members.

Adult Education Grant Competition

An RFA has been issued by IDWD's Adult Ed Division for organizations seeking to provide Adult Education Services. We currently have six AE service providers in Region 4. Lafayette Adult Resource Academy currently receives Region 4's AE grant funds and makes sub-awards to the other providers in the region. Any of these six providers, other eligible entities, or a combination of current and/or new entities may respond to the RFA. An applicant can propose to serve one or multiple counties. About \$1.8 million is available for Region 4 during the period 7/1/20—6/30/21.

Growing Opportunities in America for Latinos (GOAL)

The executive staff met with the representatives of the Labor Institute for Training (LIFT). GOAL is designed to provide training opportunities for entry-level manufacturing occupations to Hispanic workers, in combination with English language education. We currently serve members of large Hispanic populations in several of our Region 4 counties and communities. GOAL may provide another way of including others who are not able to benefit from English-only training opportunities. Representatives of LARA and Ivy Tech Logansport also participated in the meeting. We are unsure what the next step will be, but will continue our conversation with LIFT.

NAWB 2020 Forum

There was not a critical mass of WDB members who could attend this year's Forum. We will plan to have a contingent of board and staff members attend next year's Forum.

PY 20 Executive/Finance Committee Meeting Schedule

The proposed PY20 Executive/Finance Committee Meeting schedule was shared with the committee. There may be a conflict in the current schedule with meeting on every other 3rd Wednesday of the month. A survey of members will be conducted to determine the need to change the meeting to the 4th Wednesday of alternate months for the period 7/1/20—6/30/21. The decision will be made at the April 15th meeting.

Adjournment

The Executive Committee meeting adjourned at 9:25 a.m.

One-Stop Operator Oversight (OSOO) Committee
January 22, 2020
Delphi Wabash and Erie Canal & Conference Center
Meeting Minutes

Members Present:	Randy Vernon-chair	Steve Snyder	Alicia Hanawalt
Staff Present:	Deb Waymire	Mellisa Leaming	Tina Overlay-Hilt

Welcome

Randy Vernon volunteered to chair the OSOO since Michelle Simmons stepped down. Randy called the meeting to order at 10:55 AM and welcomed those in attendance. A quorum was present to approve the OSOO meeting minutes from November 20, 2019.

A motion was made to approve the OSOO meeting minutes from September 25, 2019 as presented.

Motion: Alicia Hanawalt

Second: Steve Snyder

Action: Unanimous approval

New Business

Development and Review Strategies for PY 19 WDB Strategic Plan

Deb Waymire presented the PY 19 WDB Goals, Objectives, and Strategies assigned to the OSOO Committee. Members read through the strategies for each goal and objective. Progress on each will be reported as to how the strategy is helping meet the goal. The committee determined the strategies presented would be effective in achieving the Board's goals.

Service Provision Request for Proposal Timeline and Review Team

The timeline was reviewed for the service provision proposal. Proposals are due May 6, 2020. Deb Waymire asked for volunteers from the OSOO Committee to serve on the proposal review team. Alicia Hanawalt and Steve Snyder agreed to serve. Randy Vernon agreed to represent the Youth Committee on the review team. The review team will be notified of the exact date. Alicia recommended asking a new Board member to serve on the team. Other possible members from the Board are Amy Wood and Elva James.

New OSOOC member, Alicia, asked about the committee's roles. Deb gave a brief overview and will send information to all members.

Old Business

Opioid Grant

The Opioid grant was a DWD grant opportunity that regions could participate and propose what each region would do. The timeline to write the grant was very short and DWD decided not pursue the Opioid Grant. Deb found a guide on how partners and agencies can work together to deal with substance abuse issues from the state of Ohio. The guide provided training for staff, correct terminology, and sequencing to understand the level of abuse and services appropriate to each level.

Adjournment

Motion to adjourn: Alicia Hanawalt

Second: Steve Snyder

Action: Unanimous approval

Meeting adjourned at 11:15 AM

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