

Consent Agenda

Region 4 Workforce Board Meeting Minutes of May 27, 2020 Location: Conference call	NEXT MEETING Wednesday, September 23, 2020 Location: Lafayette - TBD
--	---

Directors Present:

Mike Smith, vice-chair
 Arden Cramer, treasurer
 Steve Snyder, secretary
 Mike Barnes
 Richard Bradshaw
 Spencer Buchanan
 Elva James

Dean McCurdy
 Karen Mellen
 Shannon Polmateer
 Randy Vernon
 Larry West
 Amy Wood

Excused:

Alicia Hanawalt, chair
 Dennis Carson
 Deb Close

Staff and Guests Present: *Roger Feldhaus, CEO; Tara Bradley, CFO; Deb Waymire, COO; Mellisa Leaming, Director of Operations; Tina Overley-Hilt, Executive Assistant/Financial Assistant; and Commissioner Fred Payne, Commissioner Fred Payne, DWD*

Call to Order and Welcome

The May 27, 2020, WDB meeting was held via conference call as a result of health concerns related to Covid-19 and the Governor’s Executive Order. Attendees were welcomed and the meeting was called to order by Vice Chair, Mike Smith, at 8:30 a.m. Roll call was taken. A quorum was present.

Consent Agenda

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

Motion: Richard Bradshaw

Second: Larry West

Action: Unanimous approval

DWD Commissioner Fred Payne Comments/Board Comments

Commissioner Payne provided an update on the effects of Covid-19 on unemployment in Indiana since March 2020. In March, prior to the pandemic, the unemployment rate was 3.2%. The current unemployment rate is 16.9%.

- Initial unemployment claims peaked on March 28, 2020.
- Initial claims are decreasing and the number of people requesting unemployment and presenting vouchers is decreasing. This is an indication that some regions of Indiana and some industries are ramping back up and returning to work.
- On average, 80-85% of new claims are paid within 21 days from the date of filing, thanks in part to auto-adjudication and the hiring of more staff. The UI team now handles 280,000 adjudication issues per week, compared to 68,000 per week pre-pandemic. DWD will continue to move forward with automation and staff development.
- DWD embraces its responsibility to make sure every eligible person receives their benefits.
- Funding allocations for PY20 have been forwarded to each region. DWD and other state agencies were requested to reduce their state-funded budgets by 15%. Fortunately, this request does not refer to federal funds such as WIOA.
- DWD will pursue any additional funding opportunities available to support the regions and are in conversation with USDOL to identify various sources of funding.

The Governor’s Workforce Cabinet, along with other partners, is working on a *Rapid Recovery Plan for a Better Future*. This is people-focused initiative to provide comprehensive resources and support for Hoosiers to

secure education and training, skill and career coaching, and access to quality jobs. The *Plan* has five objectives: 1) online job help to connect people to job resources, education and training, and financial support; 2) leveraging a comprehensive outreach network including community and faith based organization; 3) focus on career coaching and mentoring; 4) develop assessment tools for employers and individuals; and 5) consolidated resources for employers. All of these will complement what regions are doing already.

The floor was opened for Board members to ask questions to Commissioner Payne:

- What thoughts are being shared with lawmakers regarding unemployment benefits?
 - The additional \$600 weekly benefit will make it hard for employees to want to return to work.
 - Incentivize employees to go back to work by reducing and/or phasing out the additional benefit.
 - Make sure a new system does not have to be created and implemented.
 - Congress should talk with small businesses because they will be most impacted with people having difficulty coming back to work.
 - People, by-in-large, do want to get back to work and to establish a “new normal”.
- After July 4th are there any workforce-related restrictions being planned by the Governor?
 - Based on the Governor’s *Back on Track Plan* we should see a full reopening on July 4th, but that will depend on the data provided to the Governor on a daily basis. To view a list of what is open or will open, go to www.backontrack.in.gov.
- Address the issue of not returning to work and the expectation to continue to receive benefits.
 - Indiana’s unemployment system was not designed for individuals to make a choice to between available work and not working. Failure to return to work under certain situations may jeopardize benefits. Individuals are encouraged to have a dialogue with their employer. Provisions covered by the *CARES Act* will be evaluated on a case by case instance.
- 380,000 jobs were lost in April. The hardest-hit industries were manufacturing and leisure/hospitality with a combined 194,000 jobs.

New Business

Fiscal

Audit Services RFP Results

A request for proposal was issued for audit services for the Region 4 Workforce Board. Sixteen RFP notices were sent out. Four proposals were received. Jake Dunton, Arden Cramer, Roger Feldhaus, Tara Bradley and Blake Sempstrott reviewed and scored the submitted proposals based on the following criteria: 1) Understanding of our organization, 2) Audit firm’s size and structure, 3) Qualifications of audit firm staff to be assigned to the audits performed, 4) Audit firm’s approach to the engagement, and 5) Price. Virtual interviews were held with two firms. The audit selection committee recommends to the full Board that Huth Thompson, LLC be selected as the new audit firm for Tecumseh Area Partnership, Inc. d/b/a/ Region 4 Workforce Board.

Board Action to approve the Audit Firm Recommendation

A motion was made to approve Huth Thompson as the new audit firm for Region 4 Workforce Board

Motion: Richard Bradshaw

Second: Larry West

Action: Unanimous approval

Projected PY20 Funding

Region 4 received its new allocation for PY20 WIOA. In PY19 our WIOA allocation was decreased by 14%, or \$305,000 less than PY18. For PY20 our WIOA allocation decreased by 1.7%, or \$32,000 less than PY19. The projected carry-in for PY20 will be about 30% of the allocation we received in PY19, which is more than the 20% we budgeted. The overall budget will decrease significantly due to the end of the Ready to Work grant October 2019. There will be additional funding opportunities through Disaster Recovery funding.

Operations

Disaster Recovery Grant Application

The Disaster Recovery Grant is an opportunity through the USDOL that DWD applied for on behalf of all workforce development regions, and through which we expect a \$131,500 subgrant for Region 4. These funds will help us deal with the impact of the rise in unemployment insurance claims, provide limited humanitarian services, and implement health and safety measures. Funds will help employers create temporary employment opportunities. We received over \$2 million dollars in requests to help schools, hospitals, food banks and child care centers. The proposal we submitted will assist Food Finders employ more warehouse workers and drivers for mobile food pantries as they deliver food across our 12-county region. We will assist Logansport Memorial Hospital's need to hire more temporary workers to carry out hygienic and disinfectant processes in response to the rise in Covid-19 cases in their community. We should hear if our proposal was accepted by end of May 2020.

General Motors Manufacturing Ventilators

We connected with GM and DWD to cohost a virtual job fair to assist with hiring for temporary positions to manufacture ventilators. It was very successful and many individuals were hired from the event. GM's employment flyer is posted on Facebook and on the WorkOne West Central website. We used Engage by Cell to notify customers of the job order via text message. Information was sent to school superintendents and principals, guidance counselors, CTE directors and other partners. GM was appreciative of all the assistance Region 4 was able to provide.

Chancellor Dean McCurdy shared that Ivy Tech has been hosting Workforce Wednesday with employers, holding Virtual Job Fairs and promoting job opportunities in the community. CARES Act funds have been used to assist students with technology needs and other expenses. Ivy Tech received a generous donation to assist students. Over \$80,000 has been raised to help students in the Kokomo and Lafayette areas. Both the Lafayette and Kokomo campuses have produced and donated over 10,000 face shields. Staff will return to campus mid-June and early July to bring back students to complete out work from spring and do to training on campus. Partners may return to campuses prior to Ivy Tech reopening. Ivy Tech will plan to reopen for the fall semester with several options available to the students. Here is the link provided by Chancellor McCurdy:

<https://www.ivytech.edu/RapidRecovery/>.

WorkOne Center Reopening Plans

Beginning June 1st, small teams of staff will be working in the Lafayette and Kokomo WorkOne Centers to assist customers by appointment only. CDC protocols will be in place. PPE has been acquired to keep staff and customers safe. Customers will be able to go online and schedule appointments. There is a direct communication line and computer in the offices to assist individuals who have been struggling to receive unemployment benefits. The affiliate WorkOne offices will not open at this time. Beginning July 6th, staff will return to the comprehensive offices with walk-in traffic using a numbering system and appointment scheduling. Affiliate offices may open by appointment only and walk-in traffic in August.

PY 19 WIOA Performance

Deb Waymire presented the PY19 WIOA performance data for the period ending March 31, 2020. For adult and youth measures, Region 4 is on target to meet all performance measures. For dislocated workers, we are on target to meet all performance measures except employment at the end of the 2nd quarter after completion. For adults, Region 4 served 881 individuals, which was 10% of the total number of participants served statewide, utilizing only 6% of all statewide allocations. For dislocated workers, we served 896 individuals, which was 18% of the total number of participants served statewide, utilizing 7% of all statewide allocations. Region 4 received 6% of the total adult and dislocated worker WIOA statewide allocation and served 13% of the total adult and dislocated worker participant population statewide. For youth, we received 7% of the statewide allocation of youth funding and served 7% of the youth participant population statewide.

Board Administration

Ready to Partner for Economic Recovery

We are prioritizing partnership leveraging opportunities that will help us meet needs as people return to work and WorkOne offices reopen. There are categories of workers we expect to have contact with at the WorkOne Centers. The categories are: 1) Individuals connected to a job. These individuals will be recalled and may not need assistance; 2) Individuals that have an attachment to an industry such as the Hospitality or Retail that may not return to the employer they were released from in the future. For these individuals, our role is helping with training and/or refiguring a career plan; and 3) Individuals that want to change career paths and will take advantage of training opportunities.

Board Membership Renewal

The following WDB member's terms expire on June 30, 2020, Alicia Hanawalt, Richard Bradshaw, Dennis Carson and Mike Smith. Roger will be reaching out to each member to see if they are interested in serving another two-year term.

Executive Council Meeting Due (summer)

The Executive Council meeting is a required meeting that will be called by the Regional Chief Elected Official, Mayor Tony Roswarski. The Executive Council is comprised of the chief elected officials from the 12 counties in Region 4. Membership needs to be updated and a new agreement between the Board and the Council needs to be signed. We hope this meeting will be scheduled within the next six weeks.

Lunch with Legislators Due (fall)

It is still on the WDB agenda to connect with the Region 4 legislators and share with them what is happening in Region 4 and with their constituencies.

Mike Smith opened the floor for WDB members to provide an update on how the Covid-19 is affecting their organizations and communities as Indiana gets "Back on Track". If there are needs in any of Region 4's counties or communities that the workforce development system can help with, please direct those needs to Roger or Deb Waymire.

Old Business/Good of the Order

None

Adjournment

A motion was made to adjourn.

Motion: Richard Bradshaw

Second: Arden Cramer

Action: Unanimous approval

The meeting was adjourned at 10:05 AM.

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

Total Available to Budget					
<i>*After Next Program Year First Quarter Set Aside Removed (20%)</i>	PY 19 Budget	6/30/2020	Actual Percentage	Goal Percentage	PY 18 06/30/2019
Department of Workforce Development Funding					
Workforce Innovation and Opportunity Act					
Administration	205,454	132,015	64%	100%	258,709
Adult	727,645	588,753	81%	100%	704,431
Dislocated Worker	554,376	424,325	77%	100%	389,288
Youth	833,894	606,849	73%	100%	586,111
Sub-total WIOA	\$ 2,321,369	\$ 1,751,941	74%	100%	\$ 1,938,539
Other Non-WIOA Funding					
SkillUP! 3	394,643	376,724	95%	100%	524,827
Business Consultant	120,000	120,000	100%	100%	120,000
Jobs For Hoosiers	33,389	12,478	37%	50%	6,111
JAG State (Jobs for America's Graduates)	704,361	423,681	60%	100%	573,069
TANF/JAG (Jobs for America's Graduates)	18,995	16,904	89%	100%	31,005
Pre-ETS(VR)/JAG (Jobs for America's Graduates)	57,600	57,600	100%	100%	
Work IN (WIN)	40,000	-	0%	100%	
RESEA (Re-employment Services)	427,807	412,034	96%	100%	400,386
TAA (Case Management Staffing)	-	-	0%	0%	32,443
Special COVID Grant (UI)	20,000	6,662	33%	33%	-
Special COVID Grant (RR)	100,000	10,719	11%	33%	-
Disaster Recovery COVID	131,000	6,510	5%	33%	-
WIOA Performance Support Grant #2	179,435	64,872	36%	75%	-
JAG Master Specialist Grant	-	-	0%	0%	500
WIOA Performance Support Grant #1	39,771	39,770	100%	100%	160,229
Sub-total Other Non-WIOA Funding	\$ 2,267,001	\$ 1,547,952	68%	83%	\$ 1,848,570
Total DWD Funding	\$ 4,588,370	\$ 3,299,894	72%	85%	\$ 3,787,109
Other Federal Grant Revenue					
Ready to Work (H1-B) Grant	\$ 258,332	\$ 258,332	100%	100%	\$ 1,178,662
America's Promise Grant (H1-B) Grant	\$ 1,214,712	\$ 925,507	76%	100%	\$ 833,367
Total DOL Revenue	\$ 1,473,044	\$ 1,183,839	80%	100%	\$ 2,012,029
TAP Revenue					
TAP Unrestricted Funding	65,000	39,424	61%	100%	40,530
WHIN Funding	363,885	214,248	59%	100%	(45,508)
Caterpillar Foundation Grants	50,000	50,000	100%	100%	-
Other Non-grant Revenue	152,000	27,750	18%	100%	175,841
Total TAP Revenue	\$ 630,885	\$ 331,422	53%	83%	\$ 170,863
Total Funding Available to Budget	\$ 6,692,299	\$ 4,815,155	72%	89%	\$ 5,970,001
Next Program Year First Quarter Set Aside	\$ 861,154				
Expense					
Salaries	691,344	655,684	95%	100%	764,767
Fringe Benefits	176,263	169,538	96%	100%	212,055
Travel & Staff Development	24,650	17,984	73%	100%	22,115
Occupancy, including Liability Insurance	73,750	69,701	95%	100%	71,422
Communications/Technology	8,000	5,608	70%	100%	8,526
Supplies, including Equipment Costs	85,275	121,080	142%	100%	20,539
Professional Services, including IT costs	203,125	184,317	91%	100%	246,547
WDB Discretionary	21,200	12,624	60%	100%	17,197
WorkOne Center Overhead Costs, including RTW/APG Outreach Costs	446,293	477,597	107%	100%	498,351
Direct Participant Costs-WIOA Adult and Dislocated Worker, Youth	328,173	258,312	79%	100%	258,430
Direct Participant Costs-WIOA Incumbent Worker Set Aside	10,000	-	0%	100%	-
Direct Participant Costs-JAG, WorkIN	677,709	10,832	2%	100%	28,803
Direct Participant Costs-Ready to Work, APG, Skill Up, WPG, WHIN	794,478	787,022	99%	100%	1,293,836
Staffing and Management Costs-WorkOne WIOA	1,325,306	802,207	61%	100%	996,625
Staffing and Management Costs-WorkOne JAG, RESEA, JFH, TAA, WIOACM	980,117	803,197	82%	100%	867,637
Staffing and Management Costs-WorkOne RTW, APG, Skill Up, WPG	474,937	449,362	95%	100%	797,351
Total Expense	\$ 6,320,620	\$ 4,825,067	76%	100%	\$ 6,104,201
Excess Revenue Over/(Under) Expense	\$ 371,680	\$ (9,912)			\$ (134,200)
Board Discretionary					
Board Meetings	\$ 2,500	1,321	53%	100%	2,148
Board Travel/Conferences	\$ 500	-	0%	100%	-
INWBA/NAWB Dues	\$ 3,700	1,547	42%	100%	2,212
Strategic Planning	\$ 2,500	-	0%	100%	2,828
Annual Meeting	\$ 7,000	4,756	68%	100%	4,941
Workforce Intelligence Information	\$ 5,000	5,000	100%	100%	5,068
Total Board Discretionary	\$ 21,200	\$ 12,624	60%	100%	\$ 17,197

**Region 4 Workforce Board
Finance - Executive Committees
Meeting Minutes
Wednesday, August 26, 2020**

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

Committee Member Participants: Alicia Hanawalt, Chair; Michael Smith, Vice Chair; Arden Cramer, Treasurer; Steve Snyder, Secretary, and Larry West

Excused: Deb Close

WDB Staff: Roger Feldhaus, Executive Director; Tara Bradley, Chief Financial Officer; Deb Waymire, Chief Operations Officer; Blake Sempsrott, Financial Coordinator; and Tina Overlay-Hilt, Executive Assistant.

Finance Committee

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

PY19 Revenue and Expense Report – 6/30/2020

Tara Bradley presented the PY19 Revenue and Expense Report for period ending 6/30/2020. 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 ended at 74%. JobWorks, Inc. received a Payroll Protection Program (PPP) loan which reduced the expenditures allowing an additional 25% of PY19 funds to carry over to PY20.

WIOA Non-Formula-Allocated Funding (IDWD)

- These are State and Federal funds that are not regularly allocated to Region 4. Unexpended amounts will carry over into PY20, including those from the Skill Up 3, Jobs for Hoosiers, and JAG State grants. There are three new grants related to COVID-19 Disaster Recovery listed on the report:
 - *Special COVID Grant (UI-related services)*
 - *Special COVID Grant (Rapid Response-services to dislocated workers)*
 - *Disaster Recovery COVID (support the hiring of temporary workers by Food Finders Food Bank and Logansport Memorial Hospital in response to special needs resulting from the effects of COVID-19)*

Direct Federal Grant Revenue (USDOL)

- *America's Promise Grant (APG)* ends 12/31/2020. We have submitted a request for a no-cost extension. The length of the extension has not been determined.

TAP Revenue

- *WHIN Funding* – Region 4 received additional funds for the second year of a two-year Wabash Heartland Innovation Grant in partnership with Greater Lafayette Commerce, Purdue University, and others, aimed at providing manufacturing career awareness for hundreds of K-12 students throughout the 10-county WHIN region.

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

- *Supplies, including Equipment Costs* is at 142% due to expenses for equipment at Lewis Cass Polytechnic Academy and Greater Lafayette Career Academy that were not originally budgeted, but for which there are sufficient revenues to support.

- *Staffing and Management Costs-WorkOne WIOA* is 61% expended. This is due to the PPP funding received by JobWorks, Inc. which offset these costs.

PY 19 Unrestricted Fund Analysis – 6/30/2020

At the beginning of PY19 there was a balance of \$146,431.09 which incurred a net loss of \$9,912.08 during the year. The *General* column shows funds from Tara Bradley’s contracted work in support of TAP’s professional services contract with the Center of Workforce Innovations (CWI) and Chris Waymire’s contracted work in support of TAP’s WorkKeys Profiling contract with DWD. WorkKeys Profiling income was down due to the effects of the pandemic. The net loss is made up of staff costs and professional fees that cannot come from grant funds. Tara does not expect a loss in PY20 as WorkKeys Profiling ramps up. The Unrestricted Fund balance as of June 30, 2020, is \$136,519.01.

PY 20 Revenue and Expense Budget

Tara presented the proposed Program Year 2020 Budget (July 1, 2020 - June 30, 2021).

Allocated WIOA Funding (IDWD).

Region 4 received its new WIOA allocation that will have a two-year life beginning July 1, 2020. 20% of the allocation will be set aside for carry-over into PY21. 80% of the new allocation, plus the carry-in from PY19, will be budgeted for PY20. The PY19 funds carried into PY20 are greater than expected (50% rather than the 20% that was planned) due to the pandemic-related decrease in expenditures and the PPP funds received by JobWorks, Inc. There was a slight decrease in new WIOA allocations for PY20; however, with the greater-than-expected carry-in, we experienced a year-over-year increase of \$117,830 rather than a \$200,000 decrease we originally expected.

Total Allocated WIOA Funding Available to Budget - \$2,819,500 for PY20.

Non-Allocated WIOA/State Funding (IDWD)

- *Business Consultant* is \$120,000, but subject to change
- All other revenue sources in this funding category have either decreased or expired, with the exception of the following new grants:
 - *UI COVID/RR COVID* - \$120,000 for the special supplies for the WorkOne offices
 - *Disaster Recovery* - funds used for Food Finders and Logansport Memorial Hospital to hire temporary workers in response to COVID-19.
 - *Next Level Jobs Employer Training grant*
 - *Next Level Jobs Workforce Training grant*

Total Non-Allocated WIOA/State Funding Available to Budget - \$2,070,587 for PY20.

Direct Federal Grant Revenue (USDOL) - decrease of \$1.1 million in available funds due to the end of the *Ready to Work* grant on 10/31/2019.

Total Direct Federal Grant Funding Available to Budget - \$1,941,800 for PY20, subject to extension beyond 12/31/20.

Total TAP Revenue and Unrestricted Funding Available to Budget – \$507,035.

Total Funding Available to Budget - \$7,338,922 for PY20. This is a decrease of just over \$1 million compared to PY19. (The funding available to budget does not take into consideration the amounts to be set aside for PY21.)

After the 20% set aside of newly allocated PY20 WIOA and other funds for use in PY21, there is a \$66,016 increase in Allocated WIOA funding and a \$125,810 increase in Non-Allocated WIOA/State funding compared to PY19.

Total Funding Available to Budget after Set Aside is Removed - \$6,755,063 for PY 20. This is a \$536,732 increase over the amount budgeted for PY19.

PY 20 Proposed Budgeted Line Item Expenditures

Most line items show a decrease. Line items from *Salaries* through *WDB Discretionary* are costs for central office operational and administrative functions. The remaining line items are the costs for operating the WorkOne System. The proposed line item expenditures are similar to PY19.

- *Salaries – Fringe Benefits* for eight TAP staff. The change is mainly due to Brooklyn Burton’s leaving for an opportunity with Ivy Tech-Lafayette and Chris Waymire’s retiring. The Executive staff is proposing an increase to the taxable stipend for staff from \$400 per pay period to \$465 per pay period to cover the increasing costs of health insurance. No salary increase is being recommended for the TAP staff this year.
- There are decreases in *Travel & Staff Development* and *Professional Services*. There are costs set aside for one staff person to attend the NAWB Forum.
- *WorkOne Center Overhead Costs* – the lease for the Crawfordsville office will not be renewed.
- *Board Discretionary*—based on last year’s expenditures, the amount budgeted will decrease by \$1,050 because more meetings are being held virtually due to COVID-19. There are funds budgeted for two Board members to attend NAWB Forum, if held in-person.

A motion was made to recommend the proposed PY20 Budget for presentation to the Executive Committee and approval of the full Board.

Motion: Arden Cramer

Second: Michael Smith

Action: Unanimous approval

PY 19 Audit by Huth Thompson, LLP begins August 31, 2020

The new audit firm, Huth Thompson, will begin the audit process at the TAP office on Monday, August 31st. Documentation is being gathered for their review to begin the process. Representatives will be in the office again in September and November.

Adjournment

Finance Committee adjourned at 8:40 a.m.

Executive Committee

Alicia Hanawalt called the Executive Committee meeting to order at 8:40 a.m.

Operations

COVID-19 Related Grants

- **Disaster Recovery Grant** helps for humanitarian efforts to serve individuals that need assistance during the pandemic. Several organizations applied. Region 4 is assisting Food Finders and Logansport Memorial Hospital because they had the greatest need and serve the largest number of individuals. There is \$131, 000 to assist with the hiring of temporary workers for a 10-month period of time.
- **Employment Recovery Grant** – Region 4 has applied for this grant, but it is yet to be awarded. This grant is for \$400,000 to help individuals who are unemployed due to the coronavirus who need retrained and connected to employment. The goal is to assist 80 participants with training. The grant extends through June 2022.
- **Next Level Jobs Grants**
 - **Workforce Ready Grant** is for \$257,000 to assist 140 individuals to become enrolled in training. The grant timeline is July 2020 to December 2020. Staff is working hard to engage and enroll individuals. We are not seeing a large increase in activity at the WorkOne offices or requests for training.

- **Employer Training Grant** is a \$1.25 million grant to help employers with training. Some employers in Region 4 have applied and \$1 million has been obligated. This grant continues until December 2020. Region 4 Workforce Board received about 10%; \$125,000 to assist with support and recruitment. DWD will reimburse employers for the training provided.
- **Skill UP 3** grant is fully obligated. The grant ended August 30, 2020, and we are processing the final invoices.
- **WIOA Performance Support Grant** goes until March 31, 2021. About \$60,000 was spent for equipment at the Greater Lafayette Career Academy where training classes are held. The remaining portion of the grant funds will support training and internships with employers.
- **America's Promise Grant** had \$1.9 million left to spend. A new request for a 12 month no-cost extension has been submitted to USDOL and we are waiting for a response.

PY 19 WIOA Performance

Deb Waymire presented the PY 19 WIOA performance data for the period ending June 30, 2020. For adult, dislocated worker and youth measures, Region 4 met or exceeded all performance measures. For adults and dislocated worker, Region 4 served 1,399 individuals, which was 12% of the total number of participants served statewide, utilizing only 6% of all statewide allocations. For youth, we received 7% of the statewide allocation of youth funding and served 7% of the youth participant population statewide. One reason we can be efficient in serving adults and dislocated workers with the use of WIOA funds is our practice of co-enrollment with other non-WIOA federal and state grant funded programs.

Region 4 WorkOne System Highlights

All WorkOne offices are open and operating by appointment-only using an appointment scheduling software. Appointments have been mostly for individuals to use in accessing dedicated, direct UI phone help lines. If someone comes to the office without an appointment, staff will assist or schedule them for the next available appointment. The WorkOne offices will continue to operate by appointment during the state's Stage 4.5 recovery plan level. All staff and participants are required to wear facemasks. There are processes and procedures in place to keep everyone safe and serve as many customers as we can.

JAG (Jobs for America's Graduates) programs are moving forward. Participants are still being enrolled. Some school's classes are operating in person and other virtually.

Administration

DWD PY19 WIOA Monitoring Report

Roger Feldhaus shared the report from the DWD PY19 WIOA Monitoring conducted in February 2020. The on-site review was to monitor compliance with administration, equal opportunity and nondiscrimination, fiscal and programmatic requirements. Roger noted that there were no finding and one observation for which a response has been provided to DWD. TAP staff, WorkOne staff and partner staff have done a great job.

WDB Training Module

Steve Snyder has agreed to represent Region 4 by participating in and being interviewed for DWD's orientation video for new (and not so new) Regional Workforce Board members. Thank you, Steve, for your willingness to volunteer!

Board Member Renewals

The following WDB member's terms expire on June 30, 2020: Alicia Hanawalt, Richard Bradshaw, Dennis Carson and Mike Smith. Alicia accepted reappointment. Mike will serve until December 31, 2020. Elva James, Amy Wood and Shannon Polmateer terms expire on September 30, 2020. Roger will be reaching out to each member to see if they are interested in serving another two-year term.

Combining Annual and Executive Council Meetings

Some upcoming events such as the Annual Meeting and Executive Council Meeting are up in the air due to meeting and travel restrictions set up during the pandemic. The Executive Council is comprised of the chief elected officials from the 12 counties in Region 4 and needs to meet at least once every 4 years. Membership needs to be updated and a new agreement between the Board and the Council needs to be signed. Roger will reach out to Mayor Roswarski, Regional Chief Elected Official, to call together the Executive Council. A possible solution would be to host a combined breakfast/lunch meeting with limited invitees including the Board and Executive Council. Alicia recommended separate meetings; conducting the meetings virtually. It may be difficult to bring the Executive Council together virtually because the group of individuals do not meet together on a regular basis.

Retirement of Mary Sloan (DWD) and Deb Provo (JobWorks) after 40 Years of Service

Mary Sloan, a long-time DWD staff person working in the Crawfordsville office, retired on June 26, 2020. Deb Provo, with JobWorks, retired on July 17, 2020. More recently, Deb oversaw the youth programs at the WorkOne; but has also been a member of the Tippecanoe County Department of Career Development, Tecumseh Area Partnership, and Community Action Program, Inc. of Western Indiana. We had an opportunity to congratulate and recognize both of them on their 40 years of service.

Recommendations regarding WorkOne Office Leases

The WorkOne Center at Inventrek in Kokomo, the Lafayette WorkOne, and the WorkOne affiliate sites in Peru and Logansport are all stable and productive. Our lease for the affiliate site in Crawfordsville, co-located with Community Action Program, Inc. of Western Indiana, expires December 31, 2020. The Crawfordsville office will be open by appointment until that date, but there are no plans to extend the lease. We will continue to serve individuals in Montgomery County by appointment at various partner locations. There is also an affiliate site in Monticello which is co-located with Ivy Tech. This office has one staff person and has limited exposure and traffic flow. The status of Lafayette REACH office depends on employer use for testing. We may keep the location until end of 2020 or until the end of APG, if we receive a no-cost extension. The REACH lease costs are budgeted through June 30, 2021.

Adjournment

The Executive Committee meeting adjourned at 9:17 a.m.

One-Stop Operator Oversight (OSOO) Committee
May 27, 2020
Conference Call
Meeting Minutes

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

Welcome

Chair Randy Vernon called the meeting to order at 10:10 AM and welcomed those in attendance. A quorum was present to approve the OSOO meeting minutes from March 25, 2020.

A motion was made to approve the OSOO meeting minutes March 25, 2020 as presented.

Motion: Steve Snyder
Second: Randy Vernon
Action: Unanimous approval

New Business

Re-opening WorkOne Offices

Beginning June 1, 2020 small teams of staff will return to the Lafayette and Kokomo WorkOne offices assisting customers remotely and by appointment following CDC protocols. Beginning July 6, 2020 staff will return to the comprehensive offices with walk-in traffic using a numbering systems. Affiliate offices may open for appointment only on July 6 and walk in traffic in August. The WorkOne Daily Office Protocol was shared with the committee. We will ask anyone coming in to the WorkOne offices to wear a mask. One will be provided if need. Four to six staff will be in the Lafayette office and four staff in the Kokomo office. We want to respect desire and wishes of staff to work from home but there is an expectation staff will return to work so the offices can be operational. Staff are not able to access unemployment insurance to address client issues.

WIOA Performance Metrics

Deb Waymire presented the PY19 WIOA performance data for the period ending March 31, 2020. Region 4 serves a higher percentage of individuals than the percent of allocation we receive. For adult and youth measures, Region 4 is on target to meet all performance measures. For dislocated worker, we are on target to meet all performance measures except employment 2nd quarter after completion. The committee reviewed the performance data and the funding received compared to participants served.

Disaster Recovery Grant

Disaster Relief Grant is an opportunity through the USDOL that DWD applied for on behalf of all workforce development regions with a possible \$131,500 allocation for Region 4 to deal with the impact of the rise in unemployment insurance benefits, humanitarian services and implementations of health and safety measures. Funds will help employers create temporary employment opportunities. We received over two million dollars in requests to help schools, hospitals, food banks and child care centers. The proposal submitted will assist Food Finders for warehouse help and drivers to mobile food pantries across our 12 county region. Funding will also support new temporary employees at Logansport Memorial Hospital for disinfectant processes due to the rise in Covid-19 cases in Cass County. We should hear if our proposal was accepted by end of May 2020. Our region may receive more money if DWD receives additional funding and if so, we will reach out to the other agencies who submitted requests.

The Crawfordsville WorkOne office is staffed by one full time DWD employee with other staff assisting from time to time. This staff person is retiring June 30, 2020. There is not enough activity level nor WIOA funding to support another staff in the office. We will close the office but plan to offer services on an itinerate basis.

WorkOne REACH Lafayette Office

The intent was to close WorkOne REACH because employers were not requesting assessment testing due to low unemployment prior to March 2020 and Covid-19. We have decided to keep REACH open for two reasons:

- 1.) Use as extra office space to provide services if the high unemployment rate continues.
- 2.) Employers may increase assessment testing

Old Business

NONE

Adjournment

Motion to adjourn: Steve Snyder

Second: Randy Vernon

Action: Unanimous approval

Meeting adjourned at 10:35 AM

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

DRAFT