



AGENDA

Workforce Development Board Meeting

Wednesday, November 17, 2021

10:30 am – 11:30 am

Location: Delphi Opera House, 109 S. Washington Street, Delphi, IN

Time	Topic/Item	Presenter	Documentation	Action Item or Discussion (Action items in bold)
10:30 AM	Call to Order & Introductions	Randy Vernon		
10:35 AM	Consent Agenda <ul style="list-style-type: none"> • WDB Meeting Minutes – 9/22/2021 • Revenue & Expense Report – 9/30/2021 • Committee Reports <ul style="list-style-type: none"> ○ Executive/Finance – 10/27/2021 ○ OSOO – 9/22/2021 	Randy Vernon	Electronic Attachments & Board Packet	Approve/Disapprove
10:40 AM	New & Old Business <ul style="list-style-type: none"> • Fiscal <ul style="list-style-type: none"> ○ Highlights of PY21 Q1 Financial Activity (from 10/27/21 Executive Committee Report) 	Tara Bradley		Approve/Disapprove
10:50 AM	<ul style="list-style-type: none"> • Operations <ul style="list-style-type: none"> ○ Highlights of PY21 Q1 Operations Activity (from 10/27/21 Executive Committee Report) 	Deb Waymire		Information/Discussion
11:10 AM	<ul style="list-style-type: none"> • Board Administration <ul style="list-style-type: none"> ○ Highlights of PY21 Q1 Administration Activity from 10/27/21 Executive Committee Report ○ PY20-21 Annual Report ○ Election of WDB Officers for PY21-22 	Roger Feldhaus		Information/Discussion
		Randy Vernon	Handout	Action
11:30 AM	Adjournment	Randy Vernon		Approve/Disapprove

Please join the WDB meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/136038277>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

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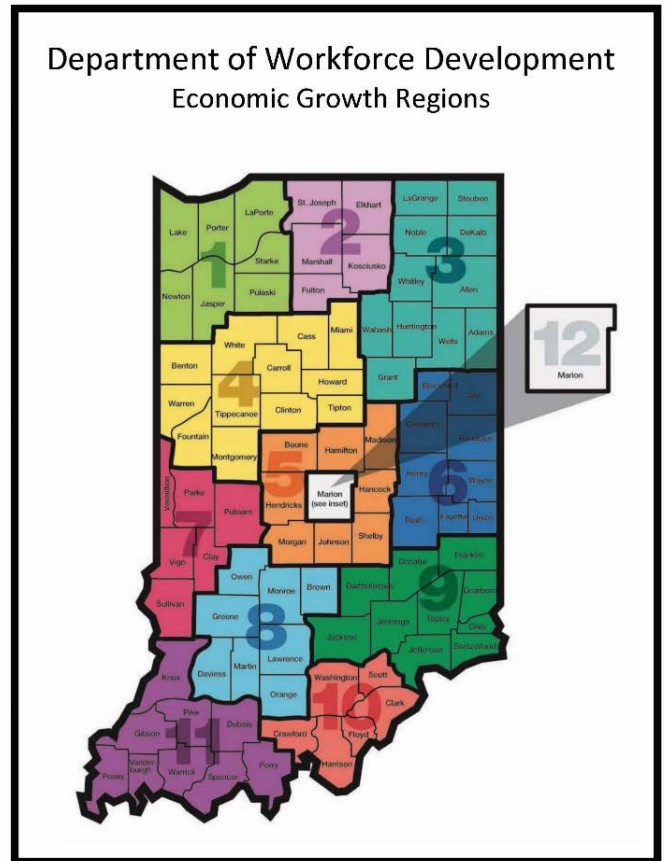
Next Meeting: Wednesday, January 26, 2022

Location: Kokomo - TBD

OR Virtual-GoToMeeting

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
- (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.
- (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



Consent Agenda

Region 4 Workforce Board Meeting Minutes of September 22, 2021 Location: Virtually-GoToMeeting Conference call	NEXT MEETING Wednesday, November 17, 2021-Annual Event Location: TBD
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Directors Present:

Randy Vernon, chair
 Karen Mellen, vice-chair
 Steve Snyder, secretary
 Mike Barnes
 Spencer Buchanan
 Dennis Carson
 Randall Holmes
 Elva James

Dean McCurdy
 Amy Wood

Excused:

Richard Bradshaw
 Deb Close
 Alicia Hanawalt
 Shannon Polmateer

Staff and Guests Present: *Roger Feldhaus, CEO; Tara Bradley, CFO; Deb Waymire, COO; Mellisa Leaming, Director of Operations; Blake Sempsrott, Financial Coordinator; and Tina Overley-Hilt, Executive Assistant.*

Guests Present: *Judy Hasselkus, Regional Support Manager, IDWD; Ethan Heicher, Vice Chancellor for Academic Affairs, Ivy Tech-Kokomo; James Little, Director, Logansport Century Career Center; and Jonathan Schuck, Director, Kokomo Area Career Center.*

Call to Order and Welcome

The September 22, 2021, WDB meeting was held via conference call with GoToMeeting. Attendees were welcomed and the meeting was called to order by Chair, Randy Vernon, at 8:30 a.m. Introductions were made. A quorum was present.

Consent Agenda

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

Motion: Randy Holmes

Second: Steve Snyder

Action: Unanimous approval

New Business

Fiscal

PY 21 WDB Budget

Tara Bradley presented the proposed PY 21 WDB budget for July 1, 2021 – June 30, 2022 to the Board for approval. The proposed budget has been recommended for approval by the Finance and Executive Committees. Region 4 received its new WIOA allocation that will have a two-year life beginning July 1, 2021. If all funds were received at once, we would have \$9,594,653 available, which is a slight decrease from PY 20. 20% of the allocation will be set aside for carry-over into PY 22. 80% of the new allocation, plus the carry-in from PY 20, will be budgeted for PY 21. There was a 24% increase in the new WIOA allocations for PY 21 and a greater amount of funds carried in from PY 20. The total projected WIOA funding available to budget is \$2,977,415, which is an increase of \$590,030 for PY 21.

Under Non-WIOA funding, which includes funding from IDWD, there are several decreases shown, because to date there are no replacements for grants like the COVID-related grants received by the State. We will not receive Next Level Jobs Workforce Ready Grant funds in PY 21. The RESEA allocation has not been received yet. Throughout the year additional funds may be received and added to the budget. For example, Region 4 was just notified of a new WIOA Support Grant in the amount of \$250,157 that is not currently reflected in the budget. For PY 21, there is a slight increase in IDWD funding of \$210,461.

America's Promise grant (APG) and the Rural Healthcare Grant are direct grants from the USDOL. APG ends December 31, 2021. Not all APG funds will be utilized. The Rural Healthcare Grant is a four-year grant that was received in February 2021 and ends in March 2025. It is in collaboration with eight other Indiana regions. Each region will receive up to \$250,000 for training services. Region 4 will receive an additional \$250,000 for grant administration services. All told there will be an \$899,980 decrease in Non-WIOA funding for PY 21 compared to PY 20.

We will continue to act as a fiscal agent for certain of the WHIN grant agreements. We will also continue to manage IDWD's fee-for-service WorkKeys Job Profiling contract. Overall, the total funding available to budget for PY21 is \$6,384,792, which is a decrease of \$775,547 from PY 20.

The proposed line item expenditures are expenses mainly for the seven Board staff members. Most services are subcontracted out to JobWorks, Inc. Line items are broken out by direct participant costs and staffing and overhead costs for the WorkOne Centers. There is a decrease in WorkOne overhead cost due to the closing of the Lafayette WorkOne REACH office in March 2021. Lafayette WorkOne REACH is now located within the Lafayette WorkOne Center office. Salaries and Fringe Benefits are decreased because of two fewer staff members. It does include merit and cost of living increases for the current WDB staff. The Board Discretionary funds are funds used for the Board functions that are not customer service-related, such as meetings, dues, travel, and workforce information.

Board Action to approve the PY 21 WDB Budget

A motion was made to approve PY 21 Budget as presented to the Region 4 Workforce Board.

Motion: Karen Mellen

Second: Dean McCurdy

Action: Unanimous approval

Operations

USDOL Disaster Recovery Grant Monitoring

Region 4's and Region 5's Disaster Recovery Grants were selected for monitoring by USDOL. The Disaster Recovery Grant became available in May 2020 for Boards to utilize these funds to support rapid creation of temporary employment positions consistent with regional need in one or more of the following areas:

1. Food bank staffing and support
2. Delivery staff to support delivery of food, medical, and other supplies to at-risk populations
3. Community and home healthcare

Region 4's proposal focused on temporary employment for Food Finders as they support food distribution across all 12 of our counties, and Logansport Memorial Hospital as Cass County was our most COVID-19 impacted county at the time. The monitoring was conducted during the week of August 23, 2021. It was very comprehensive and encompassed review of case files, policies and procedures, interviews with Operations and Fiscal staff, and involved employers, case managers, and participants supported by the grant. During the exit interview the reviewer stated she did not see any significant issues with what she reviewed so far. Her final report is due 45 days after completion of the review.

IDWD Performance Support Grant Award

Region 4 submitted three initiatives for building the skills of our current and future workforces and improving retention of incumbent workers.

- One project is to help connect students in regional high schools with career opportunities in advanced manufacturing through dual credit, internships, and work-based learning. Working in partnership with Ivy Tech and seven high schools we will support the Integrated Training and Education Pathway (ITEP) program by funding nationally recognized certification exams such as the MSSC Certified Production Technician, ASE Student Certification for Automotive Students, ESCO HVAC

Certifications, and CNA for Health Care. We will also support work-based learning experience, as part of their dual credit program pathways. Our goal is to serve over 450 students. The budget for this project is \$100K. **Approved.**

- Another project is to implement a WorkLife Navigator program to improve employee productivity, and reduce turnover of incumbent workers. Many employees fail in the workforce due to lacking the ability to problem solve and work out life issues that may stand in their way of keeping a job. The WorkLife Navigator supports employees with their real life challenges and provides opportunities and resources that traditional employer assistance benefits can't meet. Such as: organizing care for an older parent, negotiating with bill collectors, understanding the mortgage process, choosing a therapist on a sliding-fee scale, or finding money for groceries when one is behind in their bills. Our focus will be to engage with our advanced manufacturing employers as manufacturing continues to be the wealth driver for our region. This will be a pilot launch and our goal will be to engage two employers with this project and serve up to 400 employees. The budget for this project is \$150,000 – **Approved**
- The third project is a request for additional funding to support the Employer Training Grant. Employer applications through the Next Level Job portal have far exceeded the current regional Employer Training Grant allotment of \$399,000. Region 4 has received 38 approved applications and, if fully utilized, funds of over \$1.6 million would be needed. **Pending approval**

Apprenticeship Grant Activity Update

We are on track to meet both the programmatic and fiscal goals of \$100,000 sub-award we received in for the period February 2021 – May 2022. At this time we have fully obligated our grant goal to support 67 individuals in new and existing apprenticeships. We assisted Caterpillar and Spirit EMT in establishing Registered Apprenticeship Programs (RAPs) with their companies, as well as supporting the cost for apprentices for them and also for Pace Dairy, Haynes, IBEW Kokomo and Lafayette, and Stellantis.

Board Administration

Executive Director's Injury and Recovery Update

Over the Memorial Day holiday Roger was in a mountain biking accident while vacationing with family in Florida. He was in the hospital for a week and in recovery in Florida with his family for two more weeks. He sustained a cervical spine fracture that was surgically repaired, severe facial lacerations, and a concussion. Roger was fortunate to have avoided more serious injuries, for the great medical care he received, and for the "home away from home" to recover. The concussion caused a hidden issue, however. On August 31, while on a virtual meeting call at his office, Roger had a Grand mal seizure resulting from the subdural hematoma caused by the concussion he sustained on May 31. Roger is on the road to recovery and doesn't feel this will be a recurring medical issue.

READI Grant Applications from Region 4 Groups

Regional Economic Acceleration and Development Initiative (READI) is a grant opportunity for community partners to team up and come up with innovative ideas to attract and retain talent. The applications from those groups have been submitted. There is funding available for 10 groups. We have not heard the results of the funding opportunities. There is \$500 million available statewide. Each regional group may receive up to \$50 million. A 4:1 cash match is required. There are three different groups that include one or more counties in our region's 12-county area. This is an economic development initiative with which we have a responsibility to learn about and align ourselves with, in order to support these groups and their communities' efforts to attract and retain talent.

Innovative Workforce Strategies Discussion

The requests in the IDWD Performance Support Grant proposals coincide with the Region 4 Workforce Board strategy going forward. There is an uncertainty about the recovery period from the pandemic, a concern of the

cost of living surpassing the ability to earn a living wage, and why individuals do not want to participate in training and work at a challenging job. What should Region 4's strategy be that will address the current state of workforce development? It is important to engage young people as early as possible to let them know about the opportunities available while still in high school. We want to encourage early skill development and facilitate the engagement of young people with employers. One way to accomplish this is to integrate learning through career and technical education with experience in the workforce. There is also a need to find a way to work with incumbent workers to increase their technical and work life skills. We want to have resources to work more closely with employers to skill up their incumbent workers through internship programs, on-the-job training, and work experiences.

Establishment of Rural Healthcare Advisory Board

TAP is in the process of establishing a Rural Healthcare Advisory Board as a part of the requirements for the Rural Healthcare Grant. The advisory board will consist of health care providers from throughout the state who will collaborate with us on using the grant funds in a way that maximizes their effectiveness in rural communities. Roger and Deb had the opportunity to present the Rural Healthcare program to the Governor's Health Workforce Council. Mike Barnes has been instrumental in connecting us with the Bowen Center (Health and Research Policy Center) for this opportunity. We are supporting Certified Nursing Assistant (CNA) training as the first step in a career pathway that will lead to an associate or bachelor degree in nursing. The vision is that CNA certification will be an accessible entry point to licensed professional nursing for individuals who may experience barriers to directly entering these professions. CNA certification will continue to be a primary contributor to diversity in the nursing workforce. Supporting and enhancing academic advancement and occupational pathways among CNAs should be considered a means to advance strategic workforce goals for Indiana especially in its rural communities. As a workforce development system, we want to help provide the counseling and career advising for those considering healthcare occupations, beginning at the CNA level, to have exposure to the unique challenges of these occupations and the career opportunities they provide. We have a preliminary list of potential Rural Healthcare Advisory Board members and will set up the first meeting of the advisory board in October.

Chancellor Dean McCurdy added that Ivy Tech in Kokomo and Lafayette is expanding its CNA programs and looking at expanding the number of seats in nursing training statewide. A major benefit during COVID was the establishment of the ability to use Telehealth in the rural communities. Telehealth has provided greater access for individuals and more opportunities for medical staff to deliver services more efficiently. There is some momentum with legislators to reestablish Telehealth services.

Mike Barnes commented that Telemedicine is on the Health Council's agenda for this year to make recommendations. Members of the House and Senate health committees sit on the council.

Regional Collaboration with CTE Programs

Region 4 will host the Regional Collaboration with Career and Technical Education programs to take an in-depth analysis of the CTE programs to meet the needs of the future workforce. CTE goes through a comprehensive needs analysis of their programs every two years. This is an effort to tie the labor market demands with the programs offered to meet the needs of the region. CTE directors, post-secondary education and representatives from the workforce board, business and industry will be invited. The Governor's Cabinet staff has provided a template to use for the meeting. The meeting will be held on Monday, October 4, 2021.

IDWD's WorkOne Innovation Project

Mike Barnes shared that in 2019 the discussion began about "what is the WorkOne brand". A study was conducted to find out what the WorkOne brand means, and not just the unemployment office. The results showed many stakeholder groups are not aware of all the services provided at WorkOne.

Board Membership

Several WDB members’ terms expire on September 30, 2021. Roger Feldhaus will be contacting each member whose term is expiring to see if they are interested in serving another two-year term. There are two replacements that need to be appointed for Larry West and Arden Cramer. We hope everyone will agree to continue to serve.

Annual Meeting Event

The Board discussed options for the annual meeting event with the rise COVID and the proximity to the Thanksgiving holiday. Members agreed to a small, in-person gathering for a luncheon for Board members and Board staff.

Conflict of Interest Statements

An email requesting Board members to fill out and sign a Conflict of Interest Statement for this program year was sent in July. Updated forms are needed for monitoring and audit purposes. Most have been returned but a few are still needed. A follow up email will be sent following the today’s meeting.

Adjournment

The meeting was adjourned at 10:00 AM

Motion: Karen Mellen

Second: Elva James

Action: Unanimous approval by all members present

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 21 Revenue and Expense Report July 1, 2021-June 30, 2022

<i>Total Available to Budget</i>						
<i>*After Next Program Year First Quarter Set Aside Removed (20%)</i>	<i>PY 21 Budget</i>	<i>9/30/2021</i>	<i>Actual Percentage</i>	<i>Goal Percentage</i>		
Department of Workforce Development Funding						
Workforce Innovation and Opportunity Act						
Administration	327,705	48,615	15%	25%		41,727
Adult	1,103,746	245,531	22%	25%		90,138
Dislocated Worker	545,595	112,653	21%	25%		58,562
Youth	1,000,369	109,200	11%	25%		83,594
Sub-total WIOA	\$ 2,977,415	\$ 516,000		17%		\$ 274,022
Other Non-WIOA Funding						
Business Consultant	120,000	10,372	9%	25%		12,304
JAG State (Jobs for America's Graduates)	646,421	171,212	26%	25%		43,370
Pre-ETS(VR)/JAG (Jobs for America's Graduates)	57,600	-	0%	25%		-
RESEA (Re-employment Services)	391,981	97,392	25%	25%		37,244
Apprenticeship State Expansion	39,511	8,849	22%	25%		-
Next level Jobs Employer Training Grant	420,000	-	0%	25%		9,494
Special COVID Grant (RR) #2	97,988	32,834	34%	25%		7,227
Disaster Recovery COVID	43,895	2,883	7%	25%		26,711
Employment Recovery (COVID)	304,604	12,748	4%	25%		-
WIOA Performance Support Grant #3	-	-	0%	0%		-
Sub-total Other Non-WIOA Funding	\$ 2,122,000	\$ 336,289		16%	23%	\$ 136,350
Total DWD Funding	\$ 5,099,415	\$ 852,289		17%	23%	\$ 410,372
Other Federal Grant Revenue						
Rural Healthcare (H1-B) Grant	\$ 616,820	\$ 101,385	16%	25%		-
America's Promise Grant (H1-B) Grant	\$ 500,000	\$ 45,127	9%	25%		155,978
Total DOL Revenue	\$ 1,116,820	\$ 146,512		13%	25%	\$ 155,978
TAP Revenue						
TAP Unrestricted Funding	-	7	0%	0%		11
WHIN Funding	210,757	70,389	33%	25%		62,663
Other Non-grant Revenue	210,250	6,000	3%	25%		9,000
Total TAP Revenue	\$ 421,007	\$ 76,396		18%	17%	\$ 71,674
Total Funding Available to Budget	\$ 6,637,242	\$ 1,075,196		16%	21%	\$ 638,024
<i>Next Program Year First Quarter Set Aside</i>	<i>\$ 583,859</i>					
Expense						
Salaries	566,361	142,955	25%	25%		143,218
Fringe Benefits	149,772	32,136	21%	25%		32,181
Travel & Staff Development	8,200	1,835	22%	25%		1,013
Occupancy, including Liability Insurance	71,905	22,494	31%	25%		21,697
Communications/Technology	5,000	1,858	37%	25%		1,573
Supplies, including Equipment Costs	25,600	1,633	6%	25%		4,336
Professional Services, including IT costs	377,837	47,022	12%	25%		51,813
WDB Discretionary	20,150	5,000	25%	25%		5,294
WorkOne Center Overhead Costs, including APG Outreach Costs	394,822	102,502	26%	25%		120,092
Direct Participant Costs-WIOA Adult and Dislocated Worker, Youth	469,219	38,251	8%	25%		30,932
Direct Participant Costs-WIOA Incumbent Worker Set Aside	10,000	-	0%	25%		-
Direct Participant Costs-JAG, CARES Grant, WRG, ETG, ASE	677,705	78,867	12%	25%		-
Direct Participant Costs-RHG, APG, WPG, WHIN	738,949	39,729	5%	25%		76,749
Staffing and Management Costs-WorkOne WIOA	1,542,963	281,835	18%	25%		51,184
Staffing and Management Costs-Jag, Covid Grant, RESEA, ASE	882,831	187,907	21%	25%		85,331
Staffing and Management Costs-WorkOne RHG, APG, WPG	259,354	91,580	35%	25%		85,504
Total Expense	\$ 6,200,668	\$ 1,075,605		17%	25%	\$ 710,917
Excess Revenue Over/(Under) Expense	\$ 436,574	\$ (409)				\$ (72,893)
Board Discretionary						
Board Meetings	\$ 1,500	-	0%	25%		5,294
Board Travel/Conferences	\$ 6,650	-	0%	0%		-
INWBA/NAWB Dues	\$ 2,000	-	0%	0%		-
Annual Meeting	\$ 5,000	-	0%	0%		-
Workforce Intelligence Information	\$ 5,000	5,000	100%	100%		-
Total Board Discretionary	\$ 20,150	\$ 5,000		25%	25%	\$ 5,294

**Region 4 Workforce Board
Executive Committee
Meeting Minutes
Wednesday, October 27, 2021**

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

Committee Member Participants: Randy Vernon, Chair; Karen Mellen, Vice Chair; Steve Snyder, Secretary
Excused: Deb Close, Member
WDB Staff: Roger Feldhaus, Executive Director; Tara Bradley, Chief Financial Officer; Deb Waymire, Chief Operations Officer; Blake Sempstrott, Financial Coordinator; and Tina Overley-Hilt, Executive Assistant.

Executive Committee

Randy Vernon, Executive Committee Chair, called the Executive Committee meeting to order at 8:00 a.m.

Finance

PY21 Revenue and Expense Report – 9/30/2021

Tara Bradley presented the Revenue and Expense Report for period 7/1—9/30/2021. The budget was approved by the full Board on September 22, 2021. The report includes income by funding source and expenditures by line item. The top portion shows the funds available for expenditure in PY21. The WIOA Performance Support Grant #3 funds will be added once the contract is signed. Noteworthy observations include the following:

WIOA Formula-Allocated Funding (IDWD)

- *WIOA* expenditures for PY21 are at 17% budget. This is due to the lower direct participant costs for the year. We anticipate this will pick up throughout the year. As 9/30/21, the expenditures were at \$516,000 compared to \$274,000 last year. As you will remember, JobWorks, Inc., our contracted service provider and subgrantee, utilized CARES Act PPP funds to reduce operational expenses.

Other Non-WIOA Funding (IDWD)

- *Business Consultant* – Half of the funds will be contracted to JobWorks for the business consultant staff.
- *Pre-ETS (VR)/JAG (Jobs for America's Graduates)* funds will be received in spring to be used for the JAG program.
- *Apprenticeship State Expansion* funds are expected to be fully expended by December 31, 2021. The funds are carried-over from PY20.
- *Next Level Jobs Employer Training Grant* are funds already obligated to the employers and awaiting the state's reimbursement process to kick in. We anticipate receiving an additional \$1 million of ETG funding in the near future. The next quarterly report will show a significant increase in expenditures.
- *Employment Recovery (COVID)* funding is carried-over from PY20. Staff are working to fully expend the funds now that the state has expanded the scope of the grant to allow direct participant training expenditures.

Direct Federal Grant Revenue (USDOL)

- *Rural Healthcare Grant* is ramping up. Several regions are serving participants. As we move forward, we will see an increase in the expenditure of the grant funds.
- *America's Promise Grant (APG)* is winding down after a one year extension and will end 12/31/2021.

As of 9/30/21, we have expended \$1,075,196 during PY21 Q1 compared to \$638,024 in PY20 Q1.

The bottom half of the report shows line item expenditures compared to the straight-line budget for the period. For the most part, we are tracking well with budgeted expenditures.

- *Professional Services, including IT costs* is under-expended due to the timing of the contracts with consultants, WorkKeys profilers, and IT security upgrade.
- *Direct Participant Costs* are under-expended due to the challenges involved in enrolling participants in training during a time of uncertainty. We anticipate activity will increase during the rest of PY21.

Operations

Employer Training Grant Update

Region 4 was previously awarded \$420,000 in Employer Training Grant funds. We requested an additional \$1.1 million to support the additional requests received from employers. We received notice that we will receive an additional \$1.6 million for a total award of \$2,020,000.

Boards will have discretion with the unobligated funding. Region 4 has sufficient requests from employers interested in the grants to use all the funds received.

Region	Approved Training Plan to Date	FY 21 Grant Award	PY22 Grant Award	Total Award	Total Available Unobligated Balance
4	\$ 1,438,215.00	\$ 420,000.00	\$ 1,600,00.00	\$ 2,020,000.00	\$581, 785.00

Rural Healthcare Grant Update

As part of the Rural Healthcare Grant proposal, we established a Rural Healthcare Advisory Board and held the first meeting on Tuesday, October 25, 2021. Advisory board members are from around the state, representing healthcare companies, agencies, and educational institutions such as Trilogy Health Services, Kingston Healthcare, Miller Health Services, the Indiana Rural Health Association, and Trine University. We asked the Advisory Board to provide advice about the curriculum design (received during the proposal development), recruit participants, provide opportunities for on-the-job experience, provide internships, upskill incumbent workers, and employ completers of the program throughout the four-year grant period and beyond. The Board will also help identify current and future occupational skill gaps for which we can seek additional funding opportunities to bridge.

There are 71 individuals enrolled in the Rural Healthcare Grant as of September 30, 2021. Based on the feedback from the advisory board members, Deb Waymire thinks this is fairly good progress to date. The goal is to enroll 875 over the four-year period. Most regions are just getting started with the grant as they are experiencing staffing issues like most companies.

USDOL Disaster Recovery Grant Monitoring Report

USDOL monitored the IDWD Disaster Recovery Grant. Regions 4 and 5 were the two local areas selected for review, as well as IDWD as a whole. Region 4 assisted Food Finders Food Bank and Logansport Memorial Hospital with funds received. There were no findings in the report, but two Areas of Concern were noted. One was the low expenditure rate; the other involved the need to add language to the Worksite Agreement that acknowledges the participant’s acceptance. While a response is not required, IDWD may choose to respond to the Areas of Concern notations.

DWD/USDOL Apprenticeship Grant Monitoring

There is an upcoming monitoring review of the Apprenticeship State Expansion Grant (ASE). All regions will be monitored by DWD on the ASE grant. Some regions will also be selected for the USDOL review. Region 4 does not expect to be part of local area review. However, Region 4 has enrolled more participants in this grant than any other region, so we may be selected because of our success.

PY20 Performance Report

PY20 was a difficult year for performance. There are 195 metrics to look at for performance. In PY19, only 9 of the 195 metrics were not met at the 100% of goal level. In PY20, 53 metrics were not met at the 100% level. However, Region 4 and all other Indiana regions met the USDOL level of performance. According to USDOL, the overall performance measure is 90% of the performance goal and is considered “meeting performance”. The performance measure on any individual indicator for any program (Adult, Dislocated Worker, and Youth) is 50% of the adjusted performance goal level. Of the 15 performance metrics, 10 were exceeded and five were met. The most challenging metrics statewide were employment in the 2nd and 4th quarters after exit. The number of participants served statewide was down 11% compare to PY19.

Administration

Huth Thompson LLP. Audit Progress

Huth Thompson has begun the financial audit process. Auditors were onsite in early September and again the first week of October. The audit is going smoothly. It is estimated the audit will be completed by December 31, 2021, and the report will be presented to the full Board at its January 26, 2022, meeting.

CTE Comprehensive Local Needs Assessment-October4, 2021-Region 4 Regional Collaboration Meeting

Region 4 hosted the Career and Technical Education Comprehensive Local Needs Assessment on October 4, 2021. The Governor’s Workforce Cabinet oversees the career and technical education program at the secondary and post-secondary levels. CTE goes through a comprehensive needs analysis of their programs every two years. This is an effort to align programs being offered in secondary and postsecondary education with the region’s labor market demands. Steve Snyder and Karen Mellen represented the Region 4 Workforce Board during the meeting. Dean McCurdy, also a Board member, represented Ivy Tech Kokomo and Lafayette. Roger thanked Steve and Karen for participating in the conversation.

Conversation with Mike Barnes

The following two questions came up as a result of the quarterly one-on-one meeting with Mike Barnes, IDWD’s Chief Workforce Officer. Mike challenged us to provide information that can be useful to support the regions.

- ***How Can State Support Youth-Employer Engagement?***
 - By making clearer exceptions/exemptions that make it less risky for employers to work with students to gain experience in the workforce, such as work and learn opportunities.
 - By providing financial incentives.
 - Learning from examples of successful programs in Indiana or other states.
 - We need to make the state more aware of opportunities such as the Building Trades Summer Camps, Manufacturing Week activities, etc., so DWD can help support and expand these opportunities.

- ***How Can Region 4 Help Other Regions Compete for USDOL Competitive Grant Opportunities?***
 - TBD

WDB Annual Meeting Event-Luncheon

The Annual Meeting and Luncheon will be held on November 17, 2021, in Delphi, Indiana at the Delphi Opera House. A brief business meeting will be held from 10:30 to 11:30 a.m. with the election of officers and planning for the upcoming year. Roger will reach to out to each officer to see if you are interested in continuing to serve for next year. A luncheon for Board Members and Board staff will follow the meeting at 11:30 a.m. A special invitation will be sent to Regional Chief Elected Officer, Mayor Roswarski. The lunch will be catered by Fika Coffee Wine Nibbles, an elite cafe that focuses on high-quality coffee, teas, and locally-made pastries, snacks and nibbles. Lunch will include salad, sandwiches, fruit, veggies and dessert served charcuterie style. There will be a short presentation of

the annual report during the lunch.

Adjournment

The Executive Committee meeting adjourned at 8:50am.

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**One-Stop Operator Oversight (OSOO) Committee
September 22, 2021
Meeting Minutes**

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

Welcome

The OSOO meeting was held virtually using GoToMeeting. Chair Randy Vernon called the meeting to order at 10:20 AM and welcomed those in attendance. A quorum was present to approve the OSOO meeting minutes from May 26, 2021.

A motion was made to approve the OSOO meeting minutes from May 26, 2021 as presented.

Motion: Steve Snyder

Second: Randy Vernon

Action: Unanimous approval

New Business

WIOA PY 20 Performance Measures-4th Quarter-ending 6/30/21

The Region 4 WIOA PY 20 Performance Measures for the 4th quarter ending June 30, 2021 were presented by Deb Waymire. The negotiated levels of performance goals may be adjusted using the statistical adjustment model factoring in the economic conditions of the State and populations served. As defined by DOL guidance, to have met the performance goals, the overall performance measure is 90% of the performance goal which is considered "meeting performance." The performance measure on any individual indicator for any program is 50% of the adjusted performance goal level. Our goal is to exceed performance measure but it has been an unusual time with the pandemic.

Using the DOL guidance, Region 4 met or exceeded the performance measures.

For Adult:

Employment 2Q:	Goal 79.1%; Actual 76.5%-Met
Employment 4Q:	Goal 77.6%; Actual 74.4%-Met
Credential Attainment:	Goal 66.8%; Actual 80.7%-Exceeded
Median Earnings 2Q:	Goal \$6,184; Actual \$7,020-Exceeded
Measurable Skill Gain:	Goal 69.5%; Actual 77.1%-Exceeded

For Dislocated Worker:

Employment 2Q:	Goal 75.9%; Actual 63.8%-Met
Employment 4Q:	Goal 75.8%; Actual 69.1%-Met
Credential Attainment:	Goal 61.1%; Actual 75.5%-Exceeded
Median Earnings 2Q:	Goal \$7,130; Actual \$6,436-Met
Measurable Skill Gain:	Goal 62.7%; Actual 90.4%-Exceeded

For Youth:

Employment 2Q:	Goal 77.1%; Actual 82.4%-Exceeded
Employment 4Q:	Goal 76.2%; Actual 81.3%-Exceeded
Credential Attainment:	Goal 63.5%; Actual 73.1%-Exceeded
Median Earnings 2Q:	Goal \$3,352; Actual \$3,444-Exceeded
Measurable Skill Gain:	Goal 45.5%; Actual 74.1%-Exceeded

Region 4 continues to serve a higher percentage of participants than allocation percentage. We receive 6% of the allocation and serve 8% of the adult and dislocated worker participants. For youth, we serve 9% of the participants using 6% of the allocation. It is important for individuals to understand the value of the services WorkOne provides for them. As we come out of the “new” normal, we will look to see how the resources and service of the WorkOne services will be used.

WIOA Performance Support Grant Projects

Region 4 submitted three initiatives for building the skills and improving retention of incumbent workers. One project is to help connect students in regional high schools with career opportunities in advanced manufacturing through dual credit, internships, and work based learning. Working in partnership with Ivy Tech and 7 high schools, we will support the Integrated Training and Education Pathway (ITEP) program by funding nationally recognized certification exams such as the MSSC Certified Production Technician, ASE Student Certification for Automotive Students, ESCO HVAC Certifications, and CNA for Health Care. We will also support work-based learning experience, as part of their dual credit program pathways. Our goal is to serve over 450 students. Budget for this project is \$100,000 - Approved.

Another project is to implement a WorkLife Navigator program to improve employee productivity, and reduce turnover of incumbent workers. Many employees fail in the workforce due to lacking the ability to problem solve and work out life issues that may stand in their way of keeping a job. The WorkLife Navigator supports employees with their real life challenges and provides opportunities and resources that traditional employer benefits can't meet. Such as – Where do you start to organize care for an older parent, negotiate a bill in collections, understand the mortgage process, choose a therapist on a sliding scale, or find money for groceries when you are behind on your bills. Our focus will be to engage with our advanced manufacturing employers as manufacturing continues to be the wealth driver for our region. This will be a pilot launch and our goal will be to engage 2 employers with this project and serve up to 400 employees. Budget for this project is \$150,000 – Approved

The employer application through the Next Level Jobs portal far exceeded the current regional eligible training grant allotment of \$399,000. We received 38 approved applications, and if fully utilized, of over \$1.6M would be needed. The third proposal was requesting additional funding to support the applications. Pending approval.

We did consider submitting a proposal to pilot an initiative similar to a model program with Toyota in Princeton, Indiana. Students would go to school part time and work part time. Because of the short time frame to submit grant proposals, we were unable to connect with an employer willing to implement this model. We would like to still pursuing this model in collaboration with an employer and training provider such as Ivy Tech, InMAC and Conexus; and build a direct career pathway from high school to manufacturing.

Ivy Tech Lafayette-New Chancellor-Aaron Baute

Roger and Deb met with Aaron Baute, Chancellor; Ivy Tech Lafayette. We have worked with Aaron before and look forward to working with him in his new role as chancellor. The goal of the meeting was for Ivy Tech to understand about the funding opportunities available through Region 4 Workforce Board and for us to understand the initiatives available at Ivy Tech and where there may be resource gaps that our funding can help. Steve Snyder serves on the Ivy Tech Lafayette Board of Trustees and is willing to assist if need.

Old Business

None

Adjournment

Motion to adjourn: Steve Snyder

Second: Randy Vernon

Action: Unanimous approval

Meeting adjourned at 10:40 AM

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

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