

Consent Agenda

Region 4 Workforce Board Meeting Minutes of May 25, 2022 Location: Inventrek and Virtual GoToMeeting	NEXT MEETING Wednesday, September 28, 2022 Location: TBD in Lafayette and Virtual-GoTo Meeting
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Directors Present:

Randy Vernon, chair	Alicia Hanawalt
Karen Mellen, vice-chair	Randy Holmes
Steve Snyder, secretary	Elva James
Mike Barnes	Amy Wood
Richard Bradshaw	
Spencer Buchanan	

Excused:

Dennis Carson
 Deb Close
 Dean McCurdy
 Shannon Polmateer

Guests Present: *Liddy Romero, Founder & CEO, WorkLife Partnership; Jim Huh, EVP, Business Engagement, WorkLife Partnership; Mark Peters, Board Member, WorkLife Partnership, CEO of Butterball Farms, and author of the book, The Source; Kathy Vernon, Community Liaison for Congressman Jim Baird; and Judy Hasselkus, DWD, Regional Support Manager.*

Staff Present: *Roger Feldhaus, CEO; Tara Bradley, CFO; Deb Waymire, COO; Kathy Burns, Lead Business Consultant and Data Analyst, and Tina Overley-Hilt, Executive Assistant*

Call to Order and Welcome

The May 25, 2022, WDB meeting was held at Inventrek in Kokomo and via GoToMeeting conference call. 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: Richard Bradshaw

Second: Karen Mellen

Action: Unanimous approval

New Business

Operations

WorkLife Partnership Presentation

A presentation to introduce WorkLife Partnership and the WorkLife model was given by Liddy Romero, Jim Huh, and Mark Peters. WorkLife Partnership is a non-profit organization with a focus on job retention for essential workers. A WorkLife Navigator meets with individual employees to discuss work and life challenges and to find and connect them with community resources that will help them overcome the challenges that are affecting their job retention. WorkLife Partnership goal is to engage two employers and serve 400 individuals through WIOA Performance Support Grant funding in Region 4. There was a question-and-answer period following the presentation. The slide deck and employer scorecard link will be sent to Board Members.

One Stop Partner Memorandum of Understanding (MOU) and IFA Renewals

The Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA) is an agreement with the One Stop Partners’ understanding of how programs and services will be delivered in the WorkOne Centers and throughout the Region 4 WorkOne system. The current agreement expires June 30, 2022. The IFA is a methodology for partners to pay for their fair share of costs of the WorkOne Centers, whether in-kind costs, staffing, or expenditures. We expect to have the new agreement signed by June 30, 2022, for the three-year period ending June 30, 2025. The partnership agreements are between the Region 4 Workforce Board and

Regional Chief Elected Official and with the following partners: Adult Education; Wagner-Peyser Employment Services; Vocational Rehabilitation; Perkins Post-secondary Career & Technical Education; Unemployment Insurance; Job Counseling, Training and Placement for Veterans; Trade Adjustment Assistance; Migrant & Seasonal Farmworkers; and TANF.

Apprenticeship Building America Grant Opportunity

Indiana Department of Workforce Development applied for an Apprenticeship Building America grant with USDOL. There are four categories of proposals being considered by USDOL; two categories fit Indiana's state-wide priorities. The Category 1 Goal is to Expand Registered Apprenticeship Programs in target sectors such as manufacturing, healthcare, IT, and construction. The Category 2 Goal is to expand pre-apprenticeships and develop equity-centered partnerships that would lead to more registered apprenticeship enrollments. Region 4 will participate in the grant if approved. DWD requested \$7 million to be shared across Indiana to support apprenticeships. Region 4 could receive \$500,000 to support apprenticeships.

Annual One Stop Partner Fair

The semi-annual One Stop Partner Fair was recently held in-person. The fair is an opportunity for staff of our partners to come together and learn about the resources each organization has available, make connections, build relationships, and support each other as an organization. Terri Simons, JobWorks, Inc., and our One Stop Operator Coordinator, coordinated the event.

Board Administration

Board Staff Attraction and Retention

At its April 27, 2022, meeting the Executive Committee supported a benefit allowance increase to help attract and retain Board staff. The Committee approved a budget amendment of \$17,000 for PY 21 to support this increase, if approved by the Board. The Committee requested a motion be made for the Board to approve a budget amendment adding \$17,000 to the board staff benefit allowance for PY 21.

A motion was made to approve the budget amendment of \$17,000 for PY 21.

Motion: Alicia Hanawalt

Second: Karen Mellen

Action: Unanimous approval

Election of Board Officers and Board Membership

The Region 4 Workforce Board by-laws state that the positions of Board Chair, Vice Chair, Treasurer and Secretary be elected annually in May. The Executive Committee presented the following slate of officers to the Board for approval.

Randy Vernon, Chair

Karen Mellen, Vice Chair

Steve Snyder, Secretary

Deb Close, Treasurer

A motion was made to approve the slate of officers as presented.

Motion: Alicia Hanawalt

Second: Richard Bradshaw

Action: Unanimous approval

Indiana Chamber of Commerce Work-based Learning Landscape Study

The Indiana Chamber of Commerce, Institute for Workforce Excellence held in-person focus group sessions to study the supply and demand of work-based learning on Wednesday, May 18, 2022, at Ivy Tech in Lafayette.

Employers, educators, and workforce intermediaries in Region 4 participated in the sessions. Following the sessions, attendees were asked to participate in a Work-based learning study survey. Thanks to Karen Mellen for her participation at this meeting representing Haynes International and the Region 4 Workforce Board.

Various Sources of Funding for PY 22

Region 4’s WIOA allocation for PY 22 is two million dollars, a decrease of ten percent from PY 21. The State allocation overall decreased by nine percent. Other funding sources include the Employer Training Grant, Workforce Ready Grant, Rural Healthcare Grant, and the Apprenticeship Building America Grant opportunity currently under consideration.

Adjournment

The meeting was adjourned at 10:10 AM.

Motion: Steve Snyder

Second: Alicia Hanawalt

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

DRAFT

Region 4 WORKFORCE Board

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

Total Available to Budget					
*After Next Program Year First Quarter Set Aside Removed (20%)	PY 21 Budget	6/30/2022	Actual Percentage	Goal Percentage	PY 20 6/30/2021
Department of Workforce Development Funding					
Workforce Innovation and Opportunity Act					
Administration	327,705	147,114	45%	100%	156,355
Adult	1,103,746	1,194,105	108%	100%	625,489
Dislocated Worker	545,595	407,017	75%	100%	401,619
Youth	1,000,369	588,489	59%	100%	514,778
Sub-total WIOA	\$ 2,977,415	\$ 2,336,725	72%	100%	\$ 1,698,241
Other Non-WIOA Funding					
Business Consultant	120,000	120,000	100%	100%	120,000
JAG State (Jobs for America's Graduates)	646,421	602,873	93%	100%	511,806
Pre-ETS(VR)/JAG (Jobs for America's Graduates)	57,600	89,813	156%	100%	58,063
RESEA (Re-employment Services)	466,981	418,630	90%	100%	270,262
Apprenticeship State Expansion	39,511	39,511	100%	100%	60,489
Next level Jobs Employer Training Grant	2,020,000	1,434,505	71%	100%	-
Special COVID Grant (RR) #2	97,988	97,988	100%	100%	87,806
Disaster Recovery COVID	43,895	2,981	7%	100%	81,094
Employment Recovery (COVID)	304,604	23,486	8%	100%	710
Workforce Ready Grant	50,000	40,936	82%	100%	-
WIOA Performance Support Grant #4	174,976	20,880	12%	25%	-
Sub-total Other Non-WIOA Funding	\$ 4,021,976	\$ 2,891,601	72%	93%	\$ 1,190,229
Total DWD Funding	\$ 6,999,391	\$ 5,228,327	75%	94%	\$ 2,888,470
Other Federal Grant Revenue					
Rural Healthcare (H1-B) Grant	\$ 616,820	\$ 521,896	85%	100%	\$ 32,683
America's Promise Grant (H1-B) Grant	\$ 500,000	\$ 126,354	25%	100%	\$ 687,440
Total DOL Revenue	\$ 1,116,820	\$ 648,250	58%	100%	\$ 720,123
TAP Revenue					
TAP Unrestricted Funding	-	(1,768)	0%	0%	5,378
WHIN Funding	210,757	176,040	84%	100%	255,017
Other Non-grant Revenue	210,250	34,871	17%	100%	36,000
Total TAP Revenue	\$ 421,007	\$ 209,143	50%	100%	\$ 296,395
Total Funding Available to Budget	\$ 8,537,218	\$ 6,085,720	71%	98%	\$ 3,904,988
Next Program Year First Quarter Set Aside	\$ 583,859				
Expense					
Salaries	566,361	552,601	98%	100%	568,011
Fringe Benefits	149,772	167,414	112%	100%	162,842
Travel & Staff Development	8,200	5,801	71%	100%	4,191
Occupancy, including Liability Insurance	71,905	69,661	97%	100%	71,039
Communications/Technology	5,000	8,960	179%	100%	4,400
Supplies, including Equipment Costs	25,600	13,790	54%	100%	18,701
Professional Services, including IT costs	377,837	177,618	47%	100%	213,306
WDB Discretionary	20,150	6,720	33%	100%	7,050
WorkOne Center Overhead Costs, including APG Outreach Costs	394,822	383,910	97%	100%	497,513
Direct Participant Costs- WIOA Adult and Dislocated Worker, Youth	469,219	339,073	72%	100%	144,151
Direct Participant Costs- WIOA Incumbent Worker Set Aside	10,000	-	0%	100%	-
Direct Participant Costs-JAG, CARES Grant, WRG, ETG, ASE	677,705	1,417,642	209%	100%	125,613
Direct Participant Costs-RHG, APG, WPG, WHIN	738,949	437,685	59%	100%	410,045
Staffing and Management Costs- WorkOne WIOA	1,542,963	1,263,209	82%	100%	786,196
Staffing and Management Costs-JAG, Covid Grant, RESEA, ASE, WRG	882,831	1,082,861	123%	100%	781,510
Staffing and Management Costs-WorkOne RHG, APG, WPG	259,354	169,035	65%	100%	326,680
Total Expense	\$ 6,200,668	\$ 6,095,980	98%	100%	\$ 4,121,245
Excess Revenue Over/(Under) Expense	\$ 2,336,550	\$ (10,260)			
Board Discretionary					
Board Meetings	\$ 1,500	107	7%	100%	5,466
Board Travel/Conferences	\$ 6,650	-	0%	100%	-
INWBA/NAWB Dues	\$ 2,000	-	0%	100%	1,500
Annual Meeting	\$ 5,000	1,613	32%	100%	83
Workforce Intelligence Information	\$ 5,000	5,000	100%	100%	-
Total Board Discretionary	\$ 20,150	\$ 6,720	33%	100%	\$ 7,050

**Region 4 Workforce Board
Finance - Executive Committee
Meeting Minutes
Wednesday, June 22, 2022**

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; and Deb Close, Treasurer

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.

Finance-Executive Committee

Randy Vernon, Executive Committee Chair, called the Finance-Executive Committee meeting to order at 8:30 AM.

Finance

PY21 Revenue and Expense Report – 5/31/2022

Tara Bradley presented the Revenue and Expense Report for the period ending 5/31/2022. Noteworthy observations include the following:

WIOA Formula-Allocated Funding (IDWD)

- *WIOA* expenditures for PY 21 for this fiscal period should be trending at around 92%. The top portion of the report show how we are trending by grant and the bottom is the line-item expenditures of the grants above. Expenditures are at 64%. Unexpended funds will carry over to PY 22.
 - *WIOA Youth* - There are challenges expending funds because of staffing issues. Discussions have been held internally and with our Service Provider about fully utilizing funds going forward as we budget for PY 22.
 - *Administration* – Expenditures are low. Admin costs are tied to the program costs accrued by multiple funding sources. A recent increase in Next Level Jobs program costs shifted admin costs away from *WIOA* and toward NLJ.

Other Non-WIOA Funding (IDWD)

- *Special Covid Grants - Special COVID Grant (RR) #2, Disaster Recovery COVID, and Employment Recovery Grant* have ended. As we plan the budget for PY 22, these funds will no longer be reported.
- *Pre-ETS (Vocational Rehabilitation)/JAG (Jobs for America’s Graduates)* - It is a challenging process to determine the eligibility of JAG participants who qualify for the use this fund. We may not expend at 100%.
- *Apprenticeship State Expansion* grant received an extension. Funds are expended at 110%. We are over-expended due to the added, unexpected expense involved in USDOL’s monitoring of ASE funds. If additional funds are not received, the overage will move to another, non-federal funding source.
- *Next Level Jobs Employer Training Grant* – The funds for Next Level Jobs ETG are being utilized quickly. Employers have a six-month waiting period after the completion of training to ensure that trainees retain their jobs before the costs of training can be reimbursed. We expect to receive \$500,000 by June 30, 2022, and the remaining \$500,000 by December 31, 2022. DWD has requested additional state funds in order to continue its support of NLJ ETG.

Direct Federal Grant Revenue (USDOL)

- *America’s Promise Grant (APG)* ended on 12/31/2021
- *Rural Healthcare Grant*- Region 4 along with eight other regions is serving participants to train for and fill

entry level positions in healthcare occupations in rural areas. We are on target with expenditures. The grant period is February 2021 to January 2025.

The bottom half of the report shows line-item expenditures compared to the straight-line budget for the period. We are tracking well with budgeted expenditures.

- *Communications/Technology* appears to be overextended at 166% but is due to a reclassification of expenditures previously shown under *Professional Services, including IT costs or Occupancy*. Based on invoices, some telephone costs were able to be charged to the new line item.
- *Direct Participant Costs (JAG, CARES Grant, WRG, ETG, ASE)* are under-expended at 38% and funds for WRG are being return to DWD due to underutilization.

Overall, there is a \$1.6 million increase in expenditures compared to PY 20 chiefly due to increases in Rural Healthcare Grant and Next Level Employer Training Grant activities.

Projected Revenue for PY 22 (July 1, 2022-June 30, 2023)

Region 4 will have about a 10 percent decrease for PY 22. There is a large carry-in of WIOA Youth funds which will help overall. At the onset we are expecting a \$1.5 million decrease in the amount of funding available to be budgeted compared to PY 21. But additional funds usually become available as the year progresses. The preliminary budget will be presented to the Executive/Finance Committee at its August 24, 2022, meeting, and submitted to the Board for approval in September.

Operations

Deb Waymire, Chief Operations Officer, presented the Operations update.

Youth Funding

Following the financial report about under-expenditure of WIOA Youth funds, Deb Waymire discussed steps going forward. More of the Youth funds can be used to support the Jobs for America's Graduates (JAG) program because 40% of the JAG Youth are eligible for WIOA funding. We will recommend to our Service Provider to increase the amount of funds marked for JAG, increase Youth staffing level to cover vacancies, and increase the number of Out-of-School Youth (OSY) projects.

Performance Support Grant Application Submission

A proposal was submitted for another Performance Support Grant. We requested \$167,000 of the \$2 million available statewide. The proposal supports a position for an Apprenticeship Coordinator for Region 4 and the expansion of apprenticeships in the region. The individual will become the apprenticeship expert for Region 4, acting as an intermediary, helping employers establish apprenticeships, and leveraging funding for apprenticeships across the region.

Grant Applications Awaiting Action

- *Apprenticeship Building America Grant (ABA)* is a USDOL grant for which DWD submitted a proposal for funding that will increase apprenticeship and pre-apprenticeship programs throughout the state in target sectors such as manufacturing, healthcare, IT, and construction. This is a four-year grant. Part of the state's proposal focuses on underserved and underrepresented populations and communities; another part supports the expansion of apprenticeships in general. As a subgrantee, the Board could receive as much as \$500,000 for its apprenticeship expansion efforts in Region 4.
- *Employer Training Grant (ETG)* – Region 4 has requested an additional \$800,000 to support Employer Training Grant activities based on the current activity level and pending requests from employers. This funding is on top of the \$2 million already invested in Region 4 employer-sponsored training activities.
- *Workforce Ready Grant (WRG)* – This grant provides funding for individuals to pay for training conducted by approved training providers such as Ivy Tech that will increase their skills in in-demand occupations.

Region 4 received \$50,000 in WRG funding during PY 21 and is requesting an additional \$125,000 for PY 22.

Region 4's combined funding opportunities through the ABA, ETG, and WRG funding sources could be as great as \$1.4 million if all sources materialize.

Other Project Updates

- *WorkLife* – Liddy Romero and Jim Huh from WorkLife Partnership presented at the WDB meeting on May 25th. This opportunity has been a challenge to kick off. We will recommend using the grant funds to support the employer cost for the WorkLife Navigator program. Other feedback we've received from employers include employers who are having challenges just finding employees to hire; the program's size-of-company requirements; some employers already have similar programs in their benefit packages; and the establishing of new employer relationships.
- *Solar Energy* – solar panel projects in the region have slowed down due to the unavailability of materials. It has been challenging to maintain momentum on the project. Classes scheduled for May, June and July have been cancelled by Ivy Tech. A meeting is scheduled to discuss next steps.
- *Youth Career Connect* – This project is a partnership with Ivy Tech Kokomo that supports dual credit programs. The timeline for the project has slowed. The dual credit classes started, but other funding was used by Ivy Tech instead of our funds. Our funding will be used for the dual credit classes starting in August 2022, however.

TAP will look for opportunities to use the funding elsewhere if need be.

Administration

Local Plan Update

There is a Unified Local Plan which is a State-Federal compliance document and there is also the informal Region 4 Workforce Board Strategic Plan which is a regional priority-setting document of our own design. The goals and objectives of the R4 WDB Strategic Plan need to be updated to reflect any changes that have occurred since the development of the plan. The One Stop Operator and Oversight Committee will review and update.

Hosting Governor's Workforce Cabinet Meeting on August 23, 2022

The Governor's Workforce Cabinet is meeting in local regions. Each host region will present on activities happening in their region. An employer representative will also be asked to attend the meeting and comment on their interaction with workforce development. Region 4 is scheduled to host the upcoming meeting on August 23, 2022. Board members and stakeholders will be invited to attend.

Executive Council (County CEOs) Meeting

The Executive Council consists of a representative from each of Region 4's twelve counties. We, along with Mayor Tony Roswarski, Regional Chief Elected Official, have a responsibility to convene a meeting of the 12 County CEOs soon. We will plan to meet virtually. The purpose of the meeting is to review and update as necessary the Memorandum of Understanding that establishes the governance structure of the Regional Workforce Development Board.

WDB Membership Update

Two new members have been appointed to the Region 4 Workforce Board. Holly Moore, Director of Human Resources for Syndicate Sales in Kokomo, and Matt Lewellen, President of Steinberger Construction in Logansport, will join the Board and be introduced at the September 28, 2022 meeting. Three Board Members will be asked to renew their terms for another two-year period.

Board Member Orientation Training

A new policy being developed by the Department of Workforce Development that will require newly appointed

local WDB members to complete a series of self-paced training modules within 120 days of their appointment. Mellisa Leaming and Tina Overlay-Hilt went through the training modules to provide feedback. They felt that the training will provide a good overview of the roles and responsibilities of a Board member and give a good explanation of the history and objectives of Workforce Development Boards in general. The modules incorporate comments by regional board members from across the state on various topics—including comments made by our own Steve Snyder.

Adjournment

The Finance/Executive Committee meeting adjourned at 9:35 a.m.

DRAFT

**Region 4 Workforce Board
Finance - Executive Committee
Meeting Minutes
Wednesday, August 24, 2022**

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

Finance-Executive Committee

Randy Vernon, Executive Committee Chair, called the Finance-Executive Committee meeting to order at 8:00 AM.

Finance

PY21 Revenue and Expense Report – 6/30/2022

Blake Sempsrott presented the final PY 21 Revenue and Expense Report for the period ending 6/30/2022. Noteworthy observations include the following:

WIOA Formula-Allocated Funding (IDWD)

- *WIOA* expenditures for PY 21 ended at 72% for the year. The lower *WIOA* Admin and *WIOA* Youth expenditures will allow for a larger carry-in for PY 22 in those funding streams.
 - Administration – Expenditures are low. Admin costs are tied to the program costs accrued by multiple funding sources. An increase in Next Level Jobs (NLJ) program costs shifted admin costs away from *WIOA* and toward NLJ.
 - *WIOA* Youth – There is both a large amount of carry-in and new funding for PY 22. Discussions have been held internally and with our Service Provider about utilizing Youth funding resources.
 - *WIOA* Adult – Expenditures appear to be over-expended but are not over the available funding.

Other Non-WIOA Funding (IDWD)

- *Special Covid Grants - Special COVID Grant (RR) #2, Disaster Recovery COVID, and Employment Recovery Grant* ended and unused funds were returned to DWD. These funding sources will not be reported for PY 22.
- *Pre-ETS (Vocational Rehabilitation)/JAG (Jobs for America’s Graduates)* – Funds look over-expended at 156%. It is a challenging process to determine the eligibility of JAG participants who qualify for the use of this fund. DWD provides updates throughout the program year of the eligible JAG participants to charge to the funding. Using more of the Pre-ETS funding lessens the burden on the JAG funding.
- *Next Level Jobs Employer Training Grant* – Employers have a six-month waiting period after the completion of training to ensure that trainees retain their jobs before the costs of training can be reimbursed. More activity is expected as the grant progresses closer to the end date of December 31, 2022.

Direct Federal Grant Revenue (USDOL)

- *America’s Promise Grant (APG)* ended on 12/31/2021 and will not appear on PY 22 reports.
- *Rural Healthcare Grant*- Region 4 along with eight other regions is serving participants to train for and fill entry level positions in healthcare occupations in rural areas. Expenditures for PY 21 ended at 85% of the budgeted amount. The grant period is February 2021 to January 2025.

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

There is an excess revenue of \$2 million. As new revenue was received, it was added to the total revenue amount available, but not to the total expenses amount.

- *Fringe Benefits* were over 100% due to the increase in Cafeteria Earnings to \$650 per pay period during PY 21.
- *Communications/Technology* appears to be over-expended at 179% but is due to a reclassification of expenditures. This has been adjusted for the PY 22 budget.
- *Direct Participant Costs (JAG, CARES Grant, WRG, ETG, ASE)* show over-expended at 209%. The expenditures were not updated to show the NLJ funding that was received. It was budgeted for \$677,000 and expended in the amount of \$1.4 million.
- *Direct Participant Costs (RHG, APG, WPG, WHIN)* is under-expended at 59% because of the inability to use the funds during COVID.
- *Board Discretionary Funds* – We will try to use more of these funds in the future and consider attending the NAWB Forum.

PY 22 Revenue & Expense Preliminary Budget (July 1, 2022-June 30, 2023)

Blake Sempsrott presented the proposed Program Year 2022 Budget (July 1, 2022-June 30, 2023)

Allocated WIOA Funding (IDWD).

Region 4 received its new WIOA allocation that will have a two-year life beginning July 1, 2022. 20% of the allocation will be set aside for carry-over into PY23. 80% of the new allocation, plus the carry-in from PY21, will be budgeted for PY22. There was a 10% decrease in the new WIOA allocations for PY22 and a large amount of funds carried in from PY21.

Total Projected WIOA Funding Available to Budget: \$2,768,867—a decrease of \$208,548 for PY22.

Non-Allocated WIOA/State Funding (IDWD)

- *RESEA (Reemployment Services and Eligibility Assessment)* – The projected revenue is low, but we have not received the funding award yet for PY 22. Once the funding is received, it will be added to the revenue.
- *Apprenticeship Building America (ABA) Grant* amount of \$200,000 will be added to the revenue.
- *JAG State* – There was a \$150,000 budget decrease from the original request.
- *Next Level Jobs Employer Training Grant* projected revenue is \$1.3 million.

Total Projected Non-Allocated WIOA/State Funding (IDWD) Available to Budget: \$2,802,763—a decrease of \$1,219,213 for PY22.

Total IDWD Funding - \$5,571,630, a decrease of \$1,427,761 for PY 22.

US Department of Labor

- *Rural Healthcare Grant* - \$624,996 is the amount of the four-year grant set aside for PY22.

TAP Revenue

- *WorkKeys* available funding is \$181,000. We hope to see a ramp up of activity post-COVID.

Total Funding Available to Budget - \$6,377,626 for PY22. This is a decrease of \$2,159,593 from PY21.

PY22 Proposed Budgeted Line-Item Expenditures

- *Salaries and Fringe Benefits* for current six TAP staff members. The new CFO position is budgeted at the mid-point of the salary range. There is a larger budgeted amount in *Fringe* because of the Cafeteria Earnings increase in PY 21. The Executive staff proposes a 2.5% merit increase and a 5.0% cost of living

increase for PY 22. There is a small overall increase in staff salaries due to the timing of the elimination of Tara's salary and the addition of the salary of the new CFO.

- *Supplies and WorkOne Center Overhead Costs* have increases for PY 22 for the upgrade of computer equipment for TAP and WorkOne staff for the next four years.
- *Direct Participant Costs-WIOA Adult and Dislocated Worker* is decreased because of the decrease in WIOA allocations.
- *Direct Participant Costs-JAG, Next Level Jobs (NLJ), Performance Support Grant (PSG), and Workforce Ready Grant (WRG)* shows a large increase because of the NLJ funding.
- *Direct Participant Costs-RHG* shows a decrease because America's Promise Grant (APG) has ended and only Rural Health Grant (RHG) funding is included for PY 22.
- *WorkOne WIOA Staffing & Management Costs* decreased \$140,000 because of the WIOA allocation decrease and the challenge with staffing.
- *WorkOne JAG, RESEA, PSG, BC Staffing & Management Costs* decreased \$200,000 because of COVID grants ending and JAG funding decreasing.
- *WorkOne Rural Health Grant Staffing & Management Costs* is less due to APG grant ending in PY 21.

There is a proposed budget of **\$6,177,625** with \$200,000 unbudgeted for admin costs. (Not budgeting at 100% provides leeway when considering cost allocations.) This is the budget the Executive Staff recommends for the Finance and Executive Committees to approve for the full Board's consideration.

A motion was made to recommend the proposed PY 22 Revenue and Expense Preliminary Budget for approval of the Board on September 28, 2022.

Motion: Steve Snyder

Second: Deb Close

Action: Unanimous approval

Operations

Deb Waymire, Chief Operations Officer, presented the Operations update.

Apprenticeship Building America Grant (ABA)

Apprenticeship Building America Grant (ABA) is a USDOL grant for which DWD submitted a proposal for funding that will increase apprenticeship and pre-apprenticeship programs throughout the state. DWD received a portion of the request. Region 4 as a subgrantee will receive \$200,000 to support apprenticeship expansion efforts in our region.

Performance Support Grant

The Region 4 proposal was approved for another Performance Support Grant for funding to support an Apprenticeship Coordinator position. There are more rules and regulations embedded in apprenticeship funding. The Coordinator will become the apprenticeship expert for Region 4, helping employers establish apprenticeships, and leveraging funding for apprenticeships across the region. Funds will also support new apprenticeship programs. The grant period is 18 months. If there is a value found in the coordinator position, we will look for other funds to continue to support the position.

Rural Healthcare Grant

Region 4 is the lead applicant working with nine sub-recipients in eight regions. The grant moved slowly during the last quarter because some healthcare related education classes didn't occur during the summer. Regions anticipate an increase in activity as fall semester classes begin. It has been more of a struggle than anticipated to get participants interested in healthcare occupations due to the COVID pandemic. A USDOL monitoring of the grant will occur in October or November. It will be a monitoring of Region 4 as the administrator and fiscal agent and the other regions' progress and performance. We have conducted our own program and fiscal monitoring of

the sub-recipients.

Administration

Update on Interviews for Chief Financial Officer

A new Chief Financial Officer has been hired to fill the vacancy left by Tara Bradley. Melinda (Mindee) Pollard will join the Board Executive staff on Monday, September 19, 2022. Mindee lives in Rossville. Most recently, she was the controller for the National Swine Registry. Mindee was highly recommended by Kim Morisette at Huth Thompson, the Region 4 Workforce Board audit firm.

Local Plan Modification PY 2022 and 2023

The Workforce Innovations and Opportunity Act (WIOA) Local Plan is the primary vehicle for communicating the Local Board's vision for the local workforce system four-year plan to develop, align, and integrate service delivery strategies consistent with the strategies in the State Strategic Workforce Plan. WIOA requires the local Workforce Development Board (WDB) to review its local plan and submit plan modifications at the end of the second year of the four-year term. The draft of the Region 4 Local Plan Modification was emailed to Board members, Local Elected Officials, and local economic development officials. The Plan was also posted on the Region 4 Workforce Board website for public review and comment until September 15, 2022. Any comments will be addressed and incorporated into the final plan modification. We will request approval of the modifications by the Board during the September 28th Board meeting prior to submitting to DWD by September 30, 2022.

Region 4 co-hosted the Governor's Workforce Cabinet Meeting on August 23, 2022

Region 4 co-hosted the Governor's Workforce Cabinet (GWC) on Tuesday, August 23, 2022. Thank-you to everyone who attended in-person or virtually. There was a good representation of the region by post-secondary education, economic development, and business. Roger's presentation, the GWC recap and recording of the meeting will be sent to Board members.

Annual Event

The Region 4 Workforce Board Annual Event will be held on November 16, 2022. The Executive Committee provided feedback and recommended replicating last year's event. Tina Overley-Hilt will contact Delphi Opera House and Fika for availability.

Region 4 Workforce Board will meet on September 28, 2022, in Lafayette at Ivy Tech Community College in Ivy Hall Lilly Room.

Adjournment

The Finance/Executive Committee meeting adjourned at 9:05 a.m.

**Region 4 Workforce Board-Youth Committee
Meeting Minutes
June 21, 2022**

Members	PY 21					
	7/13/2021	9/14/2021	11/9/2021	1/11/2022	3/8/2022	6/21/2022
Steve Snyder, Chair	X	Cancelled	X	Cancelled	X	X
Terri Simons	X		X		X	
Randy Vernon	X		-		X	
Miranda Hutcheson			-		X	
Kara Webb	X		X		X	
Lisa Minier	X		X		X	

Also in attendance: Deb Waymire, Chief Operations Officer; Mellisa Leaming, Director of Operations; and Tina Overlay-Hilt, Executive Assistant.

The Youth Committee meeting was held in person at Region 4 Workforce Board office and virtually via GoToMeeting conference call.

Call to Order:

Attendees were welcomed and the meeting called to order by Randy Vernon in the absence of Chair, Steve Snyder at 9:00 AM. A quorum of the membership was present to conduct business of the committee.

New Business:

WIOA Youth Performance Measures

Deb Waymire presented the PY 21 WIOA Youth Performance Measures for the period ending March 31, 2022. Region 4 had a very successful year serving youth exceeding all performance measures. To meet the performance measure, the region attained 90% of the negotiated goal which is acceptable by the USDOL. There are new goals for PY 22 and PY 23 starting July 1, 2022. Most of the State measures are higher than the current measures but we are awaiting regional measures. Region 4 served 307 youth using 5% of the State allocation for youth and served 8% of the total youth served throughout the State. The definition of the credential attainment will be sent to the committee.

WIOA Youth Funding for PY 22

The allocation for WIOA Youth for PY 22 starting July 1, 2022, is approximately \$97,000 less than PY 21. There will be a large carry-in of funds because of not expending as many funds during this past program year. The activity level was low because of Covid and staff turn-over. We will review the budget and youth projects with our service provider to look for the best ways to serve more out-of-school (OSY) youth.

WHIN Grant Final Report

Kara Webb provided a PowerPoint presentation final report on the WHIN Grant which ended on April 30, 2022. Partners of the grant were Region 4 Workforce Board, Greater Lafayette Commerce, Purdue University and INMac. The research report on the impact of the grant on the perception of manufacturing was previously shared with members. A video about Manufacturing Week was shared. <https://youtu.be/ccUJYujO3B0>. The goals set for the grant were exceeded. Deb Waymire appreciates the sustainability of Manufacturing Week, CoderDojos, and Robotics in Manufacturing Camps. New employers are getting involved and great relationships with partners are being built.

Greater Lafayette Commerce Indiana Dept of Education Grant 10-0-8

Greater Lafayette Commerce (GLC) received a \$4.9 million grant from the Indiana Department of Education (USDOE) to for 7th to 12th grade students in eight schools to earn micro-credentials and employability skills modules to introduce manufacturing and logistics in a virtual platform. The grant employability skill modules will meet the State requirements for students. The grant will be a good fit with the JAG program.

Greater Lafayette Commerce has submitted a proposal for a secondary grant from IDOE for \$5 million to expand Grant 10-0-8 into more areas of Region 4 and to include healthcare. Franciscan, Unity, and IU Health are on board for the next phase. The employability skills will be a mixture of skills for manufacturing and healthcare and the micro-credentials will be specific to the career pathway.

Greater Lafayette Career Academy Update

Miranda Hutcheson provided an update on the Greater Lafayette Career Academy. There has been significant growth in registration for the programs. There are 435 students registered for the next school year which is a 73% increase. School counselors helped identify students that manufacturing careers (TEAL -technology, engineering, automotive and logistics) would be a great fit for. There are 80 requests for CNA. Other programs seeing growth are EMS, criminal justice and culinary. Some new programs for this coming year are Entrepreneurship, Medical Assistant, Precision Agriculture, and Aviation Maintenance with Purdue University. GLCA is facing challenges hiring instructors for the programs.

Other Updates:

- Eighth grade students from Tippecanoe County schools attend a hands-on experience of the programs.
- There will be a re-alignment of all career pathways to focus on aligning to post-secondary dual credit industry service.

Growth due to increased social media, promotion of activities in the building, conversations with parents, community awareness and student word of mouth. The highest percentage of students coming from the area schools varies from year to year. Youth Committee will reach out to Miranda to host the September meeting.

Lisa Minier commented on the status in healthcare business sector. Staffing is the #1 concern. Ivy Tech is starting a CNA and HHA (Home Health Aid) class in which students will be dual licensed. BrightStar Care has their own home health aid class offering to pay for training and certification to start working for BrightStar.

Old Business

None

Adjournment

Motion to adjourn: Kara Webb

Second: Lisa Minier

Approved: unanimously

Meeting adjourned at 10:00 AM

Respectfully submitted,
Tina Overley-Hilt

Next Meeting:

Tuesday, May 10, 2022

Location – Lafayette – location TBD