

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

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

**Excused:**

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

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

**Call to Order and Welcome**

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

**Consent Agenda**

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

**Motion:** Richard Bradshaw

**Second:** Karen Mellen

**Action:** Unanimous approval

**New Business**

**Fiscal**

**RFP for Audit Services-Update**

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

**Operations**

**WDB -Strategic Plan Update Strategies**

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

**Service Provider and One Stop Operator RFP timeline**

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

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

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

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

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

**Skill Up 3 Grant Modification for Lewis Cass High School Equipment**

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

**Board Administration**

**Skillful Presentation by Brooklyn Burton and Stephanie Butram**

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

**WorkIN Grant Application**

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

**Workforce Cabinet Combined State Plan**

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

**Opioid Recovery Grant Opportunity**

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

## **Growing Opportunities in America for Latinos (GOAL)**

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

## **WorkOne Market Research Project**

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

## **Other Topics of Discussion**

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

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

## **Old Business**

### **Annual Dinner after Action Report**

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

### **Adjournment**

A motion was made to adjourn.

**Motion:** Richard Bradshaw

**Second:** Steve Snyder

**Action:** Unanimous approval

The meeting was adjourned at 10:40AM.

Respectfully submitted,  
Tina Overley-Hilt  
Executive Assistant

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