

Region 4 Workforce Board Meeting Minutes of January 27, 2021 Location: Conference call Virtual Meeting	NEXT MEETING Wednesday, March 24, 2021 Location: Virtual Meeting
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Directors Present:

Randy Vernon, chair	Alicia Hanawalt
Karen Mellen, vice-chair	Dean McCurdy
Arden Cramer, treasurer	Shannon Polmateer
Steve Snyder, secretary	Larry West
Mike Barnes	Amy Wood
Richard Bradshaw	

Excused:

Spencer Buchanan
Dennis Carson
Deb Close
Elva James

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

Call to Order and Welcome

The January 27, 2021, WDB meeting was held via conference call as a result of health concerns related to COVID-19. Attendees were welcomed and the meeting was called to order by Chair, Randy Vernon, at 8:30am. Roll call was taken. A quorum was present.

Consent Agenda

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

Motion: Larry West

Second: Steve Snyder

Action: Unanimous approval

New & Old Business

Fiscal

PY 19 Audit Report Presentation by Kimberly Morisette, Huth Thompson LLP

Kimberly Morisette, Huth Thompson LLP, presented the draft summary report, management letter, and financial report for the year ending 6/30/2020, which was presented earlier to the Executive and Finance Committees on January 13, 2021. A clean opinion was issued for the 6/30/2020 audit in reference to the financial statements, internal controls, and federal awards. It was a single audit, also known as a Uniform Guidance audit. This year the major program was the WIOA program. There were no difficulties performing the audit or disagreements with management, no adjusting entries, and no past adjustments. Significant audit areas included compliance and revenue recognition. Other matters of significance:

- There were no changes to the organization’s control system due to COVID-19.
- In fiscal year ending 6/30/2022 there will be a new lease standard in place. All leases will be shown as an asset and liability on balance sheets.
- A management letter was issued with business advice for the organization about conflict of interest statements, bank reconciliation review, and cash receipt log access.

There were no findings, deficiencies or weaknesses to disclose. The audit was submitted and approved by the Federal Audit Clearinghouse. TAP continues to be classified as a low-risk auditee. Huth Thompson is working on the 990 tax return for the conclusion of its services for the period ending 6/30/2020.

Operations

WorkOne Center Certification

The WorkOne Center Certification is a review of the processes and procedures of the WorkOne offices in accordance with DWD policy and WIOA rules and regulations. The certification process is conducted every three years. We are seeking Board members to volunteer to participate in the review process which includes interviews with staff. The review will be conducted for the two WorkOne Centers in Lafayette and Kokomo and three Affiliate Sites in Logansport, Monticello, and Peru. We will conduct the review virtually during the week of February 15-19, 2021. The review report for the recertification of the WorkOne offices is due March 31, 2021.

WIOA Service Provision RFP

It is time to prepare the WIOA One-Stop Operator and Service Provision Request for Proposal. The RFP will be sent to organizations who would like to provide one-stop operator services and services for adults, dislocated workers, and youth, across our 12-county region. The current contract with our service provider, JobWorks, Inc., was extended one year due to the pandemic. The draft schedule of RFP activities and key dates were shared with the Board. The tentative RFP issue date is March 26, 2021. Proposals will be due May 5th, with interviews the following week. The goal is to present a recommendation for the Board's approval at its May 26th meeting, to begin negotiations during week of June 1st, and to have a contract in place by July 1, 2021. Volunteers are needed to review the submitted proposals.

Update on WorkOne Offices

Services have been provided virtually at our two WorkOne Centers during January and will continue virtually in February by alternating teams of staff to ensure that all staff are not in the office at the same time. The WorkOne offices are open by appointment-only for unemployment insurance services. In November, 58% of the appointments were for UI, 73% in December, and 82% in January. Staff assigned to four teams with one team working in an office and the other teams working remotely. We have not had to quarantine a team yet. It has been a successful process. We are delivering all services requested by customers. We hope in March to have the offices more open with staff delivering services in person.

The Lafayette REACH Center has been a separate facility providing WorkKeys assessments and other employer services activities. We are transitioning REACH services and activities from that separate facility to the main Lafayette WorkOne Center office. The transition will be complete by March 31, 2021.

DWD Monitoring

A DWD monitoring team will be conducting its annual comprehensive operational and fiscal review of processes and procedures of Region 4 during the week of March 8-12. We have done well on past reviews and hope to do well again.

Apprenticeship Expansion Grant

Region 4 received a subgrant from DWD's USDOL Apprenticeship Expansion Grant to support the increase of registered apprenticeship programs. Accordingly, we have seen an increase in apprenticeship activity. Region 4 is now a registered apprenticeship sponsor and has worked closely with the Caterpillar Large Engine Center in sponsoring its CNC Machinist apprenticeship program. We look forward to Indiana's Office of Work-Based Learning and Apprenticeship webinar later this week which will provide more information in how apprenticeship grant funds can be used effectively in Region 4.

Board Administration

USDOL Rural Healthcare Grant Update

Region 4 in collaboration with eight other Indiana regions submitted an application for the USDOL H-1B Rural Healthcare Grant. The consortium received an award of \$2.5 million for a four-year grant opportunity to prepare individuals for entry level positions as CNAs (certified nursing assistants) and QMAs (qualified

medication aides) in our rural communities. We envision that this will be a first step for many in a career pathway leading to higher-level clinical healthcare occupations. As the grant's lead agency, TAP is participating in an on-boarding process with our assigned project officer from the USDOL Region 5 office in Chicago. We will be reaching out to our Indiana regional partners throughout this orientation phase of grant administration. The goal is to begin enrolling participants by April 2021.

USDOE Career Pathways Grant (New)

The U.S. Department of Education Career Pathways Funding Opportunity was a grant opportunity to partner with several departments at Purdue University and with La Plaza, a central Indiana organization advocating for Latino student success. Purdue reached out to the Region 4 Workforce Board because the grant opportunity required the lead applicant to be an organization outside the university, and preferably a WDB organization. The grant would fund the development of a technology-based career exploration/pathways system. We received notice of non-acceptance on January 11, 2021. There were 30 applicants from among whom two were selected for funding. It was a great learning experience and relationships were established with various departments at Purdue that may bear fruit in the future.

Purdue is also in touch with another group at Purdue that is working with Ford Motor Company in its development of "The Model for Manufacturing of Tomorrow", which is what FMC is calling its push to produce fully electric vehicles ASAP. One concern is hiring individuals that fit the needs of a new kind of technology. Ford is looking at various assessment tools. Our College of Education partner, Dr. Jim Greenan, is suggesting that Ford consider the WorkKeys system. TAP expects to be invited to participate in a work group to review the portfolio of ACT assessment tools for FMC's consideration. Region 4 is a strong believer in the WorkKeys job profiling and foundational academic skills assessment system because it focuses on demonstrable skills that relate directly to the job for which the applicant is being considered, and not credentials or education alone.

WIOA Local Plan Submission

The draft plan has been posted on the Region 4 Workforce website for comment since mid-December 2020. Its posting was brought to the attention of our key local economic development (LEDO) and local elected official (LEO) stakeholders to review and respond to any questions or comments. No comments requiring a response were received. The WIOA Local Plan was submitted on January 26, 2021.

Adjournment

A motion was made to adjourn.

Motion: Larry West

Second: Steve Snyder

Action: Unanimous approval

The meeting was adjourned at 9:15 AM.

Respectfully submitted,
Tina Overley-Hilt
Executive Assistant

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