

<b>Region 4 Workforce Board</b> <b>Meeting Minutes of September 28, 2022</b> Location: Ivy Tech Lafayette and Virtual GoToMeeting	<b>NEXT MEETING</b> Wednesday, November 16, 2022 Location: Delphi Opera House and Virtual-GoTo Meeting
---	--

**Directors Present:**

Randy Vernon, chair	Randy Holmes
Karen Mellen, vice-chair	Elva James
Deb Close, treasurer	Matt Lewellen
Steve Snyder, secretary	Dean McCurdy
Richard Bradshaw	Holly Moore
Alicia Hanawalt	

**Excused:**

Mike Barnes  
Spencer Buchanan  
Dennis Carson  
Rebecca Jones  
Amy Wood

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

**Call to Order and Welcome**

The September 28, 2022, WDB meeting was held at Ivy Tech Community College in Lafayette and via GoToMeeting conference call. Attendees were welcomed and the meeting was called to order by Chair, Randy Vernon, at 8:30 a.m. Roger Feldhaus introduced new WDB members Matt Lewellen, President, Steinberger Construction in Logansport, and Holly Moore, Director of Human Resources, Syndicate Sales in Kokomo. The remaining Board members introduced themselves. A quorum was present.

**Consent Agenda**

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

**Motion: Richard Bradshaw**

**Second: Alicia Hanawalt**

**Action:** Unanimous approval

**New Business**

**Fiscal**

**Introduction of New Chief Financial Officer**

Mindee Pollard was introduced as the new Chief Financial Officer for Region 4 Workforce Board. Mindee joins us from National Swine Registry. She returns to grant accounting and grant compliance with her role as CFO. Mindee was referred to us by Huth Thompson LLP, our audit company.

**PY 22 WDB Budget**

Mindee Pollard presented the proposed PY 22 WDB budget for July 1, 2022 – June 30, 2023 to the Board for approval. The proposed budget has been recommended for approval by the Finance and Executive Committees. The new WIOA allocation has a two-year life beginning July 1, 2022. If all funds were received at once, we would have \$8,227,948 available, which is a decrease of \$3,691,744 when compared to PY 21. 20% of the new WIOA allocation will be set aside for carry-over into PY 23. 80% of the new allocation, plus the carry-in from PY 21, will be budgeted for PY 22. The total projected new WIOA funding available to budget for PY 22, plus funds carried in from PY 21, is \$2,768,867, which is a 10% decrease or \$208,548 for PY 22 when compared to PY 21.

**Non-Allocated WIOA/State Funding (IDWD)**

- *RESEA (Reemployment Services and Eligibility Assessment)* – The projected revenue is low, but at the time the budget was done, we had not received the funding award yet for PY 22. As of August 31, 2022, the funding allocation was received in the amount of \$320,000. Those funds will be added to the revenue.
- *Apprenticeship Building America (ABA) Grant* amount of \$200,000 will also be added to the revenue.

- *Jobs for America’s Graduates (JAG) State* – There was a \$150,000 budget decrease from our 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 PY 22.

**TAP Revenue**

- WorkKeys available funding is \$181,000 for PY 22.

**Total Funding Available to Budget - \$6,377,626 for PY 22.** Next Program Year 1<sup>st</sup> quarter set-aside for DWD funding for PY 23 is \$535,034. The amount available for Rural Health Grant Future Fiscal Years is \$1.3 million. All told, the available funding for budgeting at this time is \$2,159,593 less than it was a year ago.

**PY 22 Proposed Budgeted Line-Item Expenditures**

- *Salaries and Fringe Benefits* for the current seven TAP staff members. We are budgeting \$574,592 for salaries, which is a 1.4% increase over PY 21. The new CFO position is budgeted for nine months at the mid-point of the salary range. The Executive staff proposes a 2.5% merit increase and a one-time lump sum 5.0% cost of living payment for PY 22. There is a larger budgeted amount in Fringe Benefits because the Cafeteria Earnings increase of \$31,620 in PY 21 includes an increase in the benefit allowance from \$930 to \$1,300 per month, the 3% match for the Simple IRA, and the FICA payroll tax requirements. There is a small overall increase in staff salaries due to the timing of the elimination of former CFO salary and the addition of the salary of the new CFO.
- *Communications/Technology, 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.

The remaining Line-Item Expenses are budgeted according to the revenue available.

The proposed budget is **\$6,177,625** with \$200,000 uncommitted/reserved for unforeseen administrative costs. (Not budgeting at 100% provides leeway when considering cost allocations.) This is the budget the Executive Staff recommends and the Finance and Executive Committees approve for the full Board’s consideration.

**Board Action to approve the PY 22 WDB Budget Recommendation**

A motion was made to approve PY 22 WDB Budget as presented to the Region 4 Workforce Board.

- Motion:** Richard Bradshaw
- Second:** Karen Mellen
- Action:** Unanimous approval

**Operations**

**PY 21 Performance**

The Region 4 WIOA PY 21 Performance Measures for the 4<sup>th</sup> quarter ending June 30, 2021, were presented by Deb Waymire. During PY 21, Region 4 was able to meet or exceed all performance metrics. To meet the performance goal, the performance measure is 90% of the performance goal. We served 503 adult participants which was 8% of the total adult participants across the State using 5% of the funding. For dislocated workers,

Region 4 served 267 participants which was 9% of the total dislocated workers using 6% of the funds available. 285 In-School and Out-of-School youth were served which was 9% of total youth using 5% of the funding. Kudos to the service provider staff for the good job done in serving our customers with the funding available. There are newly negotiated performance measures now in place for PY 22 beginning July 1, 2022.

### **Performance Support Grant**

Region 4 applied and received approval for an additional Performance Support Grant from the DWD for funding to focus on Registered Apprenticeship Programs and to establish an Apprenticeship Coordinator position. The Apprenticeship Coordinator will be our subject matter expert on apprenticeship programs and engaging with employers to establish apprenticeships across the region. We are working with our Service Provider, JobWorks, to find the right person to fill this position.

Region 4 has three other Performance Support Grants that are struggling.

- One grant was to support renewable energy and provide funding for the training of solar panel technicians. We are working with IBEW and training providers, but the companies are having difficulty with supply chain and permit issues. We are pursuing different types of renewable energy sources to expend the funds, which will expire March 31, 2023.
- A second grant was to support dual credit programs with Ivy Tech-Kokomo for the Integrated Technology Education Program (ITEP) and various healthcare program supportive services and certification costs. By the time the funds were received, classes had started, and other funding sources were found. We are working with Ivy Tech for this school year and hope to expend all the funds.
- The last initiative was with WorkLife Partnership with a focus on employee retention. A Resource Navigator would meet with employees to discuss work and life challenges effecting job retention. Region 4 has two employers so far who have expressed interest in supporting their employee's involvement in this opportunity.

### **Rural Healthcare Grant Monitoring**

Region 4 is the grantee and administrator of the Rural Healthcare Grant (RHG) and has sub-granted funds to nine entities including our service provider, JobWorks. The purpose of the grant is to increase the number of individuals who provide direct patient care in rural counties. It has been more challenging than expected when the grant proposal was submitted. U.S. Department of Labor will be conducting a monitoring review during the period November 14-22, 2022, of Tecumseh Area Partnership, Inc., d/b/a Region 4 Workforce Board, as the grantee/administrator, and the nine subgrantees who are providing RHG services throughout much of the state.

### **Board Administration**

#### **WIOA Local Plan**

The WIOA Local Plan is a plan to communicate the vision for the workforce system aligning with the DWD state plan. It is a four-year plan that requires modifications at the end of the second year. The draft of the Region 4 Local Plan Modification was posted on the Region 4 Workforce Board website and emailed to Board members, Local Elected Officials, and Local Economic Development Officials for public comment for a period of 30 days. No comments were received.

A motion was made to approve the draft of the Region 4 Local Plan Modification as presented to the Region 4 Workforce Board and submit it to DWD.

**Motion:** Richard Bradshaw  
**Second:** Alicia Hanawalt  
**Action:** Unanimous approval

### **New WDB Member Training Requirements**

As part of the WDB certification process, DWD has developed a self-paced orientation training module for newly appointed WDB members. The modules provide a good overview of the history, roles, and responsibilities of the local workforce development boards. Training needs to be completed within 120 days of appointment. The link will be emailed to the new members. Other Board members have also requested to receive the link: <https://www.in.gov/dwd/compliance-policy/wdb/members>.

### **Governor's Workforce Cabinet Meeting in Region 4**

Region 4 co-hosted the bi-monthly Governor's Workforce Cabinet (GWC) on Tuesday, August 23, 2022. Whitney Ertel, the new executive director of the GWC, and the members initiated the idea of having each region co-hosting a meeting. The first such meeting was held on the Purdue University campus at the Convergence Center. Purdue University President-Elect, Dr. Mung Chiang, spoke along with presentations by Roger Feldhaus with a Region 4 Workforce Board Overview, Greater Lafayette Commerce, and an employer spotlight by David Dukes, Head of Operations at Stellantis' Indiana and Tipton Transmission Plants. There was a good representation of the region by post-secondary education, economic development, and business.

### **New Department of Workforce Development (DWD) Commissioner**

David Adams was selected as the new commissioner of Indiana Department of Workforce Development. He served as the chief innovation officer for the University of Cincinnati and previously served as executive director of the Indiana Public Retirement System. Mr. Adams began his new role on September 19, 2022.

### **Board Member Resignations, Appointments and Reappointments**

- Richard Bradshaw has submitted a letter of resignation to the Board effective through the date of the 2022 Annual Meeting. Dick has served on the Board for over 8 years.
- Randy Holmes will resign from the Board effective at the end of his term in December 2022.
- Dean McCurdy will remain on the Board until an appointment of the new Chancellor at Ivy Tech Kokomo is made.
- Shannon Polmateer, representing Vocational Rehabilitation is stepping down and Rebecca Jones, VRS counselor, will be taking his place on the Board.
- Dennis Carson, Alicia Hanawalt, Elva James, and Amy Wood have agreed to continue to serve an additional two-year terms and have been reappointed by the Regional Chief Elected Official, Mayor Tony Roswarski.

### **Annual Event-November WDB Meeting**

The Region 4 Workforce Board Annual Event will be held on November 16, 2022, in Delphi, Indiana at the Delphi Opera House. A business meeting will be held from 10:30 to 11:45 a.m. with a luncheon for Board Members and Board staff will follow the meeting at 11:45 a.m. An invitation will be sent to Regional Chief Elected Officer, Mayor Roswarski. The lunch will be catered by Fika Coffee Wine Nibbles. There will be a short presentation of the annual report during the lunch.

### **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