

Region 4 Workforce Board Meeting Minutes – April 17, 2024 Location: Ivy Tech Community College, Lafayette, IN	NEXT MEETING Wednesday, June 19, 2024 Location: Kokomo, IN - TBD
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Directors Present:

Randy Vernon, Chair
 Matt Lewellen, Vice Chair
 Holly Moore, Treasurer
 Steve Snyder, Secretary
 Spencer Buchanan
 Dennis Carson
 Alicia Hanawalt
 Melissa Harwood

Judy Hasselkus
 Ethan Heicher
 Matt Huston
 Elva James
 Rebecca Jones
 Amy Wood

Excused:

Deb Close
 Donte Wilburn

Guests Present: *Carla Crowe, Crowe, LLC.*

Staff Present: *Gregg Notestine, CEO; Deb Waymire, COO; Mellisa Leaming, Director of Operations; Blake Sempsrott, Controller; and Tina Overley-Hilt, Executive Assistant*

Call to Order and Welcome

On April 17, 2024, the WDB meeting was held at Ivy Tech Community College, Lafayette, IN. The meeting was called to order and attendees were welcomed at 8:30AM by Chair, Randy Vernon. Board members in attendance introduced themselves. A quorum was present.

Consent Agenda

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

Motion: Alicia Hanawalt

Second: Rebecca Jones

Action: Unanimous approval

New Business

Fiscal

PY23 Revenue and Expense Report –3/31/2024

Blake Sempsrott presented the PY 23 Revenue and Expense Report for the period ending 3/31/2024. The goal percentage for this period is 75%. Noteworthy observations were presented to the Board.

Non-WIOA Funding:

- **RESEA** is 93% expended. We were notified we will receive an additional \$170,000.
- **Quest Grant** will help support RESEA staffing.
- **Next Level Jobs** is behind the goal at 28% for this period. Funds are obligated to employers for training reimbursements. We will get closer to the goal percentage as more invoices are received.

Expenses:

- **Communications** is over at 86%.
- **Direct Participant Costs (DWD)**-ABA, JAG, **NLJ**, PS, WRG, RR, Quest. The expenditure below is due to the slow submission of Next Level Jobs invoices for reimbursement.

Total Expense is 62%.

Operations

Update on Department of Labor Grants

- **Rural Healthcare Grant (RHG)** ends January 31, 2025. The intent of the grant was to enroll 875 individuals in training for direct customer care in the health system in rural areas. As of December 31, 2024, 770 individuals have been assessed and 700 individuals are enrolled in training. The grant is tracking well to hit the 875 goal. There are eight other regions across the state participating in the RHG.
- **Apprenticeships Building America Grant (ABA)** - Region 4 is a subrecipient of a Department of Workforce Development grant from the Dept. of Labor. The goal is to enroll 100 individuals There are 83 enrolled. The grant continues for two years until May 2026.
- **Pathways to Infrastructure Grant** is a five-year grant ending September 2028. Slow to start. Partners for the grant are StarPlus Energy as the employer and Ivy Tech for training. There are 22 individuals who have taken the training for technician level positions. The bulk of the training will be for the hiring of 1400 operators. The goal is to support the training of 800 individuals for the operator position.

Overview of DWD Monitoring

DWD conducted its annual review of WIOA programs, and the report was received. The programs included WIOA Adult, Dislocated Worker, and Youth programs, PY 22 Performance Support Grant, Next Level Jobs Training Grant, Next Level Jobs Workforce Ready Grant, the Migrant and Seasonal Farm Worker program, the Reemployment Services and Eligibility Assessment (RESEA) program, and Equal Opportunity compliance. There were no findings during the review of the programs. Areas of concern included:

- Lack of information in the case notes identifying the participant's barriers, and resolution of the barriers. JobWorks will provide training for new staff and refresher training for current staff to improve case notes.
- Our region only had one staff person implementing the Employer Training Grant. Two additional staff have been trained and assisting with implementation.

The full DWD Monitoring report will be sent to the Board members.

Jobs for America's Graduates (JAG) Expansion

Indiana received \$20 million from TANF to expand the JAG program to 125 new sites, approximately 10 sites per region. Region 4 will meet the goal because of the hard work of the JAG Manager and Service Provider staff. There are seven high school JAG programs currently in Region 4 - Peru, Logansport, McCutcheon, Lafayette, Twin Lakes, Kokomo, and Oakland Academy. The following are sites for the JAG expansion in Region 4.

- Harrison High School for a program for grade 9-10 and a program for grade 11-12
- Oakland Academy adding 9-10 program.
- Benton Central High School for a program for grade 9 through 12.
- Attica High School for a middle school program.
- Northwestern H.S. for a program for grade 9 through 12.
- Rossville H.S. for a program for grade 9 through 12.
- Clinton Prairie for a program for grade 9 through 12.
- Ivy Tech-Kokomo for a college success program.

Individuals interested in a position as a JAG Specialist should have a passion for youth and the proper education to meet school requirements.

Amy Wood, Director of Lafayette Adult Resource Academy (LARA) is interested in exploring the opportunity for a cohort for their 16-18-year-old participants.

Board Administration

Review/Recommendation of the Adult Education Program

Indiana DWD holds an annual grant competition related to Adult Education. WIOA requires that local WDB's be allowed to review the applications to ensure they align with our, the Region's and WIOA's plans and requirements. Per Process policy (and past practice), Randy, as Board Chair, assigned Gregg, Deb, and Melissa to review the grant submissions. Five Adult Education Plans that were submitted were reviewed and approved. DWD uses the recommendations as part of the process to review and make the grant awards.

Amy Wood announced that LARA applied to provide services for the Kokomo area. LARA currently serves Tippecanoe, Carroll, and White counties, and sub-contract with Logansport and Peru.

PY 24 Preliminary Budget Analysis

Earlier, Deb updated the Board on the DOL Grants—All DOL and DWD grants are still being reviewed. WIOA funding is still TBD, and at least one major grant (Rural Healthcare H1-B) will be ending in the 2024 Program Year.

- Staffing—We will see a decrease in staffing needs/costs based on H1-B ending and Deb's and Kathy's impending retirements.
- Mellisa will backfill Deb's role.
- For Kathy and her position, a tag team approach will be used.
 - Gerry Vasquez and Faith Willoughby (JobWorks) and Gregg will backfill Kathy's outreach activities at our customers
 - Tina and Mellisa will primarily handle Kathy's data support activities for our customers using the Lightcast data analysis system.
- Consider a new hire over the next 12-24 months to mentor and support operations and fiscal activities; ideally could ultimately be a replacement for the COO and/or CEO.

CEO Activities

- Visits/Video Calls—Economic Development Agencies, Chambers, Ivy Tech Kokomo and Lafayette, Purdue Research Foundation, Human Resource Managers, Automotive Advisory Council, JobWorks, Indiana Department of Workforce Development (DWD)
- Attended NAWB Forum/On-Line DWD Regional Board Member Training
- Review of Strategic Plans
- Review of Existing Grant Documentation

WDB Meeting Schedule Changes

A handout with the meeting date changes was provided to Board members.

- **Executive/Finance Committee** (moved from April 24)
Wednesday, May 22, 2024 8:00 AM Virtual
- **WDB Meeting** (moved from May 22)
Wednesday, June 19, 2024 8:30 AM Kokomo
- **Executive/Finance Committee**
Wednesday, August 28, 2024 8:00 AM Virtual
- **WDB Meeting – Annual Meeting & Luncheon**
Wednesday, September 25, 2024 8:30 AM Lafayette

Adjournment

A motion was made to adjourn the meeting.

Motion: Steve Snyder

Second: Alicia Hanawalt

Action: Unanimous approval

The meeting was adjourned at 9:25 AM.

Respectfully submitted,

Tina Overley-Hilt

Executive Assistant

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