

Region 4 Workforce Board Meeting Minutes – January 22, 2025 Location: Virtual-GoTo Meeting	NEXT MEETING Wednesday, March 26, 2025 Location: Ivy Tech-Lafayette Lilly Room 1106
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Directors Present:

Matt Lewellen, Chair	Alpen Patel
Steve Snyder, Vice Chair	Alicia Stankand
Holly Moore, Treasurer	Shannon Turner
Randy Vernon, Secretary	Erin Townsend
Mellisa Hardwood	Kara Webb
Judy Hasselkus	
Ethan Heicher	
Matt Huston	
Elva James	

Excused:

Sheri Burnett
Donte Wilburn
Amy Wood

Others Present: *Carla Crowe, Crowe, LLC; Kimberly Morisette, Huth Thompson, LLP*

Staff Present: *Mellisa Leaming, Interim CEO, COO; Terri Simons, Director of Operations; Blake Sempsrott, Controller; and Tina Overley-Hilt, Executive Assistant*

Call to Order and Welcome

On January 22, 2025, the WDB meeting was held virtually using GoTo Meeting. The meeting was called to order and attendees were welcomed at 8:30AM by Chair, Matt Lewellen. New Board member Kara Webb, Director of Workforce Development with Greater Lafayette Commerce was introduced. Kara is replacing Dennis Carson. The 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: Holly Moore

Second: Steve Snyder

Action: Unanimous approval

New Business

Fiscal

PY 23 Audit Report

Kimberly Morisette, Huth Thompson, LLP, presented the PY 23 Audit Report Summary report for the year ending 6/30/2024. The management letter, governance letter, and financial statements were provided to the Board prior to the meeting for review.

The audit is known as a Uniform Guidance audit (single audit) which requires financial statements and controls, and compliance regulations of major programs. The audit is a clean opinion. The major program audited this year was the WIOA Adult, Dislocated Worker, Youth program.

- There is a significant deficiency in internal controls over disbursements through March 2024. A control aspect was established after March 2024.
- The WIOA Adult, Dislocated Worker, Youth cluster was audited. There were no audit compliance findings on the federal award side.
- There were no difficulties performing the audit or disagreements with management.
- Asset total was \$2.7 million, and liabilities total were \$1.6 million.

- Net assets/equity are unrestricted.
- Total revenue is \$5.43 million. Significant revenue fluctuations-decrease in revenue of \$818,000 from 2023. WIOA cluster decreased \$1.3 million. Job for America's Graduates (JAG) increased \$300,000 due to the increase in schools participating in the JAG program.
- Total expense is \$5.4 million. Significant expense fluctuations-decrease in expenses of \$805,000 from 2023. Expense decrease is a direct correlation of the grant revenue decrease.
- Net result is an overall net loss of \$4,629 for 2024 as compared to net income of \$8,764 for 2023.

A motion was made to approve the PY 23 Audit as presented.

Motion: Holly Moore

Second: Shannon Turner

Action: Unanimous approval

Operations

Jobs for America's Graduates (JAG) Update and Career Development Conference (CDC)

JAG CDC will be held on February 6, 2025, from 9:00am – 1:30pm on the Ivy Tech campus in Lafayette, Indiana. JAG students from Region 4 come together to compete in various competitions. There will be 300-400 JAG students participating or attending. The invitation was emailed to the Board members,

JAG Update

There are 14 high schools with 18 JAG classes across Region 4. There is also a college success program at Ivy Tech Kokomo. Three new JAG sites started in January-Lewis Cass H.S., Tipton H.S. and the Academy at Logansport Community School. JobWorks is working to fill one JAG Specialist position which may delay the start of the program until the fall semester in one of the schools. When fully staffed there is a JAG Manager, Assistant Jag Manager, two JAG Coordinators, four substitute teachers and 18 specialists. Ethan Groff, JAG Manager, has resigned. The position has been posted and JobWorks is conducting interviews.

Region 4 Demand Occupations

WIOA mandates regions determine the demand occupations. This list is utilized to provide guidance for job seekers, career and technical education organizations, economic development to determine the demand occupations for which funding can be used for training such as occupational skills training and on-the-job training. DWD requires the occupations to meet their three flames out of five flame guidelines. We also looked at the pay rate, growth, and number of openings in the occupation. An explanation of the flames rating was shared. DWD is looking for a new way to score the demand occupations. The Board members reviewed and discussed.

<https://hoosierdata.in.gov/infographics/ranking-methodology.asp>

A motion was made to approve the Region 4 Demand Occupations as presented.

Motion: Steve Snyder

Second: Elva James

Action: Unanimous approval

WIOA Performance (ending 9/30/2024)

Region 4 is meeting or exceeding all WIOA performance measures for Adult, Dislocated Worker and Youth for the period ending September 30, 2024.

DOL Monitoring Rescheduled

Region 4 was scheduled for the on-site portion of the DOL Monitoring of the Building Pathways to Infrastructure Grant January 6-9, 2025. The monitoring was delayed because federal government offices were closed on January 9th due to the executive order, National Day of Mourning for President Jimmy Carter. The monitoring is rescheduled for February 18-21, 2025. A conversation with DOL and Star Plus Energy as part of the monitoring has taken place. There was very positive feedback.

Board Administration

Chief Executive Officer Discussion

During the Executive Committee meeting on December 18, 2024, there was a conversation with Mellisa Leaming about her interest in the role as Executive Director/CEO of the Region 4 Workforce Board. Following the discussion, the Executive Committee approved a motion to recommend Mellisa Leaming as the next Executive Director/CEO to the full Board.

Matt Lewellen, Chair, recommended to the Board that Mellisa Leaming be promoted to the CEO position. Lewellen made this recommendation based upon Leaming's years of experience in workforce development as well as her direct experience with Region 4.

A motion was made to approve Mellisa Leaming as the Region 4 Chief Executive Officer.

Motion: Matt Lewellen

Second: Elva James

Action: Unanimous approval

Mellisa Leaming thanked the Board for their confidence in her as the new CEO. Leaming assured the board that staff will maintain Region 4's status as a high functioning board and will seek continuous improvement.

Next Steps-Possible Additional Board Staff

Mellisa Leaming, as the new CEO, provided information about the next steps as the organization moves forward. To start with, the Board staff would like to add one position to the organization. The recommendation is to seek two positions in hopes of filling one.

- Director of Business Services
- Director of Quality Assurance

Hiring and training of these positions would begin to support the longevity of the organization. The goal is to hire during the first quarter of 2025.

Terri Simons will move from the Director of Operations to Chief Operations Officer with the promotion of Mellisa Leaming to CEO.

The transitions of service provider staff are moving along. Mellisa and Terri meet with Jeremy Bolinger, One Stop Operator/Regional Coordinator; Treva Nichols, Regional Program Manager; and Gerry Vasquez, Business Services Manager/Apprenticeship Coordinator every two weeks to review duties/responsibilities and expectations.

Board Membership

There are two openings on the Board to be compliant with WIOA/DWD requirements.

- Business Representative
- Representative of joint labor management or union affiliated registered apprenticeship program (training director or member of a labor organization)

If you know of anyone that would be good member, please let Mellisa Leaming or Tina Overley-Hilt know and help make the connection.

Legislative Update

There are a few bills before legislation that may affect workforce development. The list will be provided for Board members following the meeting.

State House Day 2025 will be held on February 13, 2025. The event begins at 8:30AM. There is a QR code to register. The flyer will be provided to Board members following the meeting.

The recent Executive Orders have not affected the DWD staff in the WorkOne offices. The order to return to work in the office does not affect WorkOne staff because they didn't work remotely except during Covid. Judy Hasselkus provided an explanation. The field operations staff providing Wagner-Peyser services were not impacted by the remote work policies established by the Executive orders.

In a federal ruling, RESEA program services previously delivered by service provider staff in the regions must now be delivered by State merit staff. There is uncertainty which is causing some nervousness in the offices. There are a few regions piloting the program with all regions transitioning by January 2026.

The WIOA Re-Authorization was removed from the Continued Resolution and did not get reauthorized. There is discussion that it may be on the slate this spring.

Adjournment

The meeting was adjourned at 9:30 AM.

Respectfully submitted,
Tina Overley-Hilt
Executive Assistant

Randy Vernon, Secretary
Tecumseh Area Partnership, Inc.
d/b/a Region 4 Workforce Board