

Region 4 Workforce Board Meeting Minutes of January 11, 2019 Location: Wabash & Erie Canal Conference Center Delphi, IN	NEXT MEETING Wednesday, Wednesday, March 20, 2019 Location: TBD Lafayette, IN
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Directors Present:

Alicia Hanawalt, chair
Arden Cramer, treasurer
Nick Goodwin
Elva James
Shannon Polmateer
Larry West

Michelle Simmons (phone)

Excused:

Richard Bradshaw
Dennis Carson
Deb Close
Mike Smith, vice-chair
Yvonne Smith
Steve Snyder, secretary
Randy Vernon

Staff and Guests Present: *Roger Feldhaus, CEO; Tara Bradley, CFO; Tina Overley-Hilt, Executive Assistant/Financial Assistant; and Mellisa Leaming, Director of Operations*

Call to Order and Welcome

Attendees were welcomed and the meeting was called to order by Chair, Alicia Hanawalt, at 10:50 AM.

Consent Agenda

A quorum was not present to approve the consent agenda items as presented.

New Business

Operations

Additional State Performance Metrics

Department of Workforce Development (DWD) is allowed to add state performance metrics to the WIOA federal performance metrics. DWD has added 3 additional state level metrics.

- *Client Engagement Rate* is the total number of unemployed and underemployed in the region and the percentage of those utilizing any WorkOne services. The goal is set at 12.5%. DWD will re-evaluate in six months. Question for further discussion: What strategies can we put in place that benefit underemployed workers?
- *Job Connectedness* is the percentage of those participants receiving services who are employed one quarter after exit. Federal metrics look at the second and fourth quarters after exit.
- *Quarterly Wage Change* is the difference between the clients’ wages 2-4 quarters prior to exit and their wages two quarters after exit. Target range is \$5,500 for Youth, \$2,000 for Adults, and \$1 for Dislocated Workers.

New Initiatives (Venture Logistics/WHIN/NSF)

Venture Logistics

Venture Logistics (VL) is the second largest trucking company in Indiana. VL is struggling to hire drivers. It has numerous opportunities for intra- and interstate drivers. VL has a training facility in Indianapolis, but is establishing a truck driver training center in Lafayette where there is a concentration of need due to the growth of its major customer, SIA. We hope to facilitate a partnership with VL and other trucking companies that will result in more interest in truck driving careers, a more robust training pipeline, and more public-private investment in training. There is a meeting scheduled with Commissioner Payne, VL executives, Ivy Tech, and WDB staff to discuss additional funding possibilities for individuals interested in CDL training closer to home. Under Governor Holcomb’s *Next Level Jobs Employer Training Grant* initiative, the company has received a \$25,000 grant to train some of their current employees with hopes to qualify for the next round of funding. The company is working with Ivy Tech and members of the Governor’s Cabinet to become an approved training program for *Next Level Jobs Workforce Ready Grant* funding that individual job seekers may qualify for.

Wabash Heartland Innovation Network (WHIN)

Region 4 is working with Greater Lafayette Commerce on a proposal for a grant from WHIN’s Community Partnership Fund to expand Coder DoJo, Robotics Camp, and Manufacturing Week activities throughout the 10-

county WHIN region over a three-year period. The goal is to introduce more youth and their families to the opportunities available in advanced manufacturing.

National Science Foundation (NSF)

Region 4 is also working together with Greater Lafayette Commerce, Purdue, and Ivy Tech on a National Science Foundation (NSF) grant opportunity. This would be a research and evaluative grant. The focus will be on the impact of informal STEM education around advanced manufacturing to improve career awareness and interest in manufacturing careers. We are looking at Coder Dojo (a program we are funding under the Skill UP 3 grant), Lego League, and FIRST Robotics-type programs in the region as part of this evaluative project.

There are 3 ways to grow the workforce.

- 1.) Work with youth and their families to prepare them for workforce opportunities in Region 4
- 2.) Bring more marginally employed and unemployed workers into the permanent, self-sustaining employment
- 3.) Attract workers from outside Region 4

Update on Special Grants/Skillful Indiana

Mellisa Leaming provided an update on the Special Grants in Region 4.

- **Ready to Work (RTW)** ends October 2019. The grant is doing well and exceeding/meeting all goals. Staff is spending time and effort with those participants that have engaged but not successfully gained full time employment.
- **America's Promise Grant (APG)** has 2 years remaining and is on target to meet all goals. We are doing so well serving individuals that the funding may run out before the end of the grant period.
- **Skill Up 3**-funded vestibule training is doing very well. The Work Ethic portion of the grant has reached its goal for the number of schools participating.
- **Workforce Innovation Opportunity Act (WIOA) Metrics** – In the rolling 4 quarters ending September 30, 2018, we are meeting all metrics except for the Dislocated Worker program which is under by 1%.

Roger added information on the following.

- **Catapult** – All WDB execs met at Conexus Indiana to prepare for the launch of this project. The Catapult project proposal has been completed. The next step is to obtain funding. Catapult is a training initiative that will expand the RAMP model statewide. The model will have a 2-pronged approach:
 - Employer-specific Model similar to the vestibule model.
 - Community Curriculum Program.
- **JAG** - The 2019 JAG Career Development Conference (CDC) will be held on Friday, January 25, 2019, at Ivy Tech Community College-Lafayette from 9:30 AM to 12:45 PM.
- **Greater Lafayette Commerce Talent Track** is an initiative that forms, as economic development opportunities present themselves, to meet with site selectors and prospective companies considering locating in Greater Lafayette. The Talent Track team members present the resources and assistance they will provide a company to help it grow and thrive in Greater Lafayette. The Region 4 WDB is a member of Talent Track team and will participate in a meeting with a high-value prospect later this month. These opportunities present a rare, but important role for the WDB to play.

Board Administration

Fiscal Planning for the End of RTW Funding (10/31/19)

Tara Bradley and Deb Waymire met to focus on planning for all contingencies associated with the end of special grant funding. There are 9 RTW and APG staff members; 3 of whom work for the Board. We will continue to plan for the RTW grant to finish well as we consider all options available for the special grant-funded staff. The worst option would be staff layoffs.

We are able to fund the number of offices in the region, in part, because of our direct federal grants. Board staff will continue to look for options when planning the budget for PY 19 (7/1/19-6/30/20).

Alicia Hanawalt asked if there is a succession plan to keep talented staff and the Board staff. Elva James has succession plan tools she will share with the executive team. What are ways we can integrate and train staff for

succession? If we do not find funds to replace the funds from APG and RTW, it will affect the administrative dollars used to fund the current staff. Tara is optimistic other grant funds will be available.

Possible Data Breach

A TAP laptop was stolen from the vehicle of one of our special grant staff members on November 19, 2018. The laptop was password protected, but the hard drive was not encrypted. The laptop contained the personal information of 2,000 individuals enrolled in our special grant programs, as well as an icon to access Dropbox that contained additional participant records. We worked with our insurance company, a law firm the insurance company uses in such cases, and a cybersecurity firm to send notifications to individuals informing them of the possible breach and providing them with the various services available to them. Information can be sent out to Board members if interested. In response to the event, computers have been updated to Windows 10 and encryption Bitlocker enabled. Alicia recommended Roger send an email to Board members regarding the possible breach. We also notified the Indiana Attorney General.

A motion was made to adjourn the meeting.

Motion to adjourn: Elva James

Second: Nick Goodwin

Action: Unanimous approval

Adjournment

The meeting was adjourned at 12:00 Noon.

Respectfully submitted,

Tina Overley-Hilt

Executive Assistant

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