

<b>Region 4 Workforce Board</b> <b>Meeting Minutes of March 20, 2019</b> Location: Ivy Tech Community College, Lilly Rm 1112 Lafayette, IN	<b>NEXT MEETING</b> Wednesday, Wednesday, May 15, 2019 Location: TBD Kokomo
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**Directors Present:**

Alicia Hanawalt, chair  
Mike Smith, vice-chair (phone)  
Arden Cramer, treasurer  
Steve Snyder, secretary  
Richard Bradshaw  
Dennis Carson

Deb Close (phone)  
Shannon Polmateer  
Yvonne Smith  
Randy Vernon  
Larry West

**Excused:**

Nick Goodwin  
Elva James  
Michelle Simmons

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

**Call to Order and Welcome**

Attendees were welcomed and the meeting was called to order by Chair, Alicia Hanawalt, at 8:30 AM. A quorum was present.

**Consent Agenda**

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

**Motion:** Richard Bradshaw  
**Second:** Randy Vernon  
**Action:** Unanimous approval

**New Business**

**Operations**

**One Stop Operator-Service Provider Contract**

Two years ago, we went through the process of selecting a One Stop Operator and Service Provider. The contract was for two years, July 1, 2017 to June 30, 2019. Based on performance, the contract may be renewed for one or two option years until June 30, 2021. JobWorks, Inc is the current provider. The Board discussed the work of the current provider and asked if there are any concerns. Deb Waymire recommended that the Board to continue with the current One Stop Operator and Service Provider for two more years.

A motion was made to accept the recommendation of the Executive staff to continue with the current One Stop Operator and Service Provider, JobWorks, Inc., extending the contract two more years through June 30, 2021.

**Motion:** Arden Cramer  
**Second:** Richard Bradshaw  
**Action:** Unanimous approval

**Crawfordsville WorkOne Office**

The executive staff looked to collocate the Crawfordsville WorkOne with Ivy Tech and had an agreement in the works. We were informed we will not be able to move forward with the lease with Ivy Tech. The building is owned by the city of Crawfordsville and the lease does not allow a sublease of space. The sublease would be in violation of the bonding agreement that financed the building construction. The Crawfordsville WorkOne will continue to collocate with Community Action Program, Inc. of Western Indiana.

**Skillful Indiana**

Skillful is a skills-based training and employment practice developed by the Markle Foundation. It was started in Colorado and recently launched in Indiana. Skillful helps employers adopt skills-based hiring and training practices. This is part of the Governor’s initiative to develop the Governor’s Coaching Corps. Five individuals from our region were nominated and four were invited to participate in Coaching Corps activities, including Brooklyn Burton, America’s Promise and Ready to Work Project Manager, and Stephanie Butram, Lafayette WorkOne case manager. They will receive training to become members of Skillful Coaching Community of

Practice (SCCoP) and learn skill-based practices. They will help job seekers look for jobs based on skills and help employers hire from a skills perspective.

Dennis Carson asked about the value-added contribution of Skillful compared to WorkKeys. Skillful will help employers reword job descriptions and job vacancy postings, thereby expanding the pool of qualified individuals. Skillful can also help employers develop skills-based training for employees. WorkKeys is a job-task analysis, foundational academic skills assessment and remediation system. It establishes academic skills levels required for a given job, assesses the applicants' skill levels compared to the job requirements, and provides an online learning platform to improve assessment scores.

### **Department of Labor (DOL) Adult Program Review (March 25-29)**

U.S. Department of Labor (DOL) will be here March 25-29, 2019 to monitor the WIOA Adult program. There has been a lot of preparation to get ready for this monitoring. An entrance conference will be at 1:00 PM on Monday, March 25<sup>th</sup>. We will talk about our local plan and operations. The DOL representative will visit WorkOne-Lafayette, talk with staff, and review files. An exit conference will be at 10:00 AM on Friday, March 29<sup>th</sup>.

### **Caterpillar Foundation Grant**

Region 4 was awarded two Caterpillar Foundation grants for a total of \$50,000.

- \$20,000 was awarded for JAG to help with the overall costs of the program, including staff costs. This will allow other funds to be available for the JAG students to attend the National JAG Conference in Washington D.C.
- \$30,000 was awarded for the Out of School Youth #iWorks program and will provide the funds to support the staff who engage with employers to develop internships and work experiences for all youth.

### **Youth Summit**

The Youth Summit is an opportunity for high school juniors and seniors to learn about skilled trades and advanced manufacturing. The Greater Lafayette Youth Summit will be held on April 4<sup>th</sup> at 8:00 AM at Lafayette Jeff H.S. There are 18 vendors, employers, trades and post-secondary institutions signed up, including three new ones. Schweitzer Engineering Laboratories is a title sponsor, along with Frito-Lay and North Mechanical. 149 students are signed up to participate. The North Central Indiana Youth Summit will be held on April 11<sup>th</sup> at 9:00 AM at Maconaquah High School. There are 12 vendors, employers, trades and post-secondary institutions signed up. Rochester Metal Products and Caterpillar are two new employers participating this year. 60 students are signed up to participate. The employer panels will feature supervisors and trainees from three employers who will speak about starting a new job, the expectations, and the challenges. Mellisa Leaming invited Board members to attend the upcoming Youth Summits.

### **Board Administration**

#### **East/West Service Levels by County**

Roger shared data on service levels by county and by east and west sub-region. In PY17 we invested \$9.1 million, 61% of which was in direct training services. In first half of PY18 we invested \$3.1 million, with 49% in direct training. We are on track to have about \$6 million in expenditures in PY18, which is 2/3 of last year's total. In calendar year 2018, Region 4 served 6,729 customers out of labor force of 258,098. 58.2% of those served were from the west sub-region, which has 67.4% of the region's labor force. 41.8% of those served were from the east sub-region, which has 32.6% of the region's labor force.

Roger further shared information on the percent of the labor force served by county, including the number of customers served, percentage of the customers served by county, the number in the labor force of each county, the percentage of the regional labor force by county, and the percentage of the labor force served by county. In the western counties we served 2.2% of labor force; in the eastern counties we served 3.4% of the labor force. As a region, 2.6% of the labor force was served. The next level of analysis will be the dollars invested in each of the counties and sub-regions.

Larry West suggested adding a column showing the unemployment rate in each county.

In terms of total direct training expenditures, approximately 70% occurred in the west and 30% in the east. Considering WIOA funds alone, however, the expenditure rates are reversed: 31% in the west and 69% in the east. The difference is related to the special grant funding and the large volume of hiring by SIA and other Lafayette-based companies using the RAMP training model.

This information is useful when talking with legislators, commissioners, mayors and economic developers. Roger would like to connect again with those community leaders regarding workforce development activities in their respective communities.

There is no regularly scheduled Board meeting during the summer. A special Board meeting may be planned during the summer to look at funding scenarios in light of what we know and what we anticipate for the future. We can also discuss the changes in the structure of workforce development at the state level. The Governor's Workforce Cabinet is serving the executive function of workforce development and the Department of Workforce Development role is serving the operations function. The expectation is that WIOA and Wagner Peyser funding will be flat during PY19. We do not know yet what Indiana's share of the federal allocation will be or what will be Region 4's share of the allocation to sub-state areas. Funding for some of the national programs, like the migrant seasonal farmer program, has been reduced.

### **INWBA Developments**

Deb Close has a prominent role as the chair on the Indiana Workforce Board Alliance which represents all regional workforce boards. Membership includes 24 members; one executive from each Workforce Board and one Board member. Its purpose is to serve the common interests of all 12 regional boards, positioning itself as a super-Board representing regional priorities and establishing a relationship with the Governor's Workforce Cabinet. The Governor's Cabinet makes recommendation to the General Assembly on what should be funded. It has been recommended that the Region 4 WBD invite GWC Chair, Danny Lopez, to a Board meeting, possibly the May 15<sup>th</sup> meeting, to provide an update on the work of the Cabinet.

Deb Close added that there are three committees being set up through the Governor's Cabinet for which INWBA has been invited to supply a list of names of those who would like to be considered for membership. INWBA wants to make sure the regions' recommendations are submitted before referrals for such appointments are made. The time commitment is not set, but volunteers are needed for representation of Region 4. Mellisa Leaming is representing INWBA on a task group focusing on career coaching for K-12.

### **National Skills Coalition Fly-in**

National Skills Coalition contacted TAP to participate in a fly-in, April 10<sup>th</sup> and 11<sup>th</sup>, in Washington, D.C. to share with others highlights of good models of local, industry partnerships expanding work-based learning opportunities. The goal of the event is to educate policy makers about the importance of supporting these partnerships and to highlight the role federal policy can play in taking our work to scale. Roger has asked Brad Rhorer, as an employer involved in a work-based learning partnership, and an SIA employee who benefited from the partnership, to attend with him.

### **Financial Services to Region 1**

Region 4 submitted a proposal to Region 1 to provide financial services for the period March 1, 2019-June 30, 2020 due to the resignation of Region 1's current CFO. The proposal was accepted and Tara is working two days a week for Region 1. The agreement is in the amount of \$100,000 for a 16-month period.

### **Regional Workforce Professional Retreat-Save the Date**

A flyer was provided to Board members to save the date for a Regional Workforce Professional Retreat on Thursday, October 3, 2019 in Indianapolis. INWBA hopes the conference will be an informational exchange and thought-provoking experience for Workforce Board members that expands their thinking, connects them with other Board members from around the state, and provides new ideas and best practices. Keynote speakers are Ron Painter, CEO, National Association of Workforce Boards, Inc., and Scott Sanders, Executive Director, National Association of State Workforce Agencies. Four or five members from each regional board are encouraged to attend.

**PY19 WDB Meeting Schedule, July 2019-June 2020**

A draft of the Program Year 2019 WDB meeting schedule was provided to the Board for review and comment. The proposed meeting dates are similar to the past with meetings on the 3<sup>rd</sup> Wednesday of the meeting month. If okay, the calendar will be finalized and meeting invites will be sent out. Please accept the meeting invite so it appears on your calendar. Meeting invites will be updated closer to each meeting with the meeting location, agenda and materials.

**Old Business**

**Data Security Incident Update**

TAP provided information to the law firm responding to the Indiana Attorney General that summarized the data security incident and actions that have been taken to date. There has been no response yet. We received confirmation that the insurance company will pay all costs incurred minus the \$1,000 deductible. TAP received a couple extraneous phone calls which we referred to the cybersecurity firm.

**Wabash Heartland Innovation Network (WHIN)**

The executive staff thanked the Board for coming together for the special meeting in which approval was given to apply for a WHIN Regional Cultivation Fund grant. The application was successfully submitted; we should hear by March 25<sup>th</sup> if we advance to the next stage of the process. The request is for \$727,000 of WHIN funds to help build career awareness and skills of younger youth. The project is advancing the next generation for manufacturing competitiveness by expanding the Coder DoJos, Robotics Camps, Design & Make School Laboratories, and Manufacturing Week activities throughout the 10-county WHIN region. It will impact 16,000 youth over a two-year period. There is about \$250,000 in cash matching funds to support the proposal. The total cost is \$969,000. It is a collaboration with Greater Lafayette Commerce, Purdue University, Ivy Tech Community College, IN-MaC, Indiana Technology Corridor, industry partners, and K-12 schools. Region 4 Workforce Board will serve as the lead organization and fiscal agent.

A motion was made to adjourn the meeting.

**Motion to adjourn:** Richard Bradshaw

**Second:** Larry West

**Action:** Unanimous approval

**Adjournment**

The meeting was adjourned at 9:50 AM.

Respectfully submitted,

Tina Overley-Hilt

Executive Assistant

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