

Region 4 Workforce Board Meeting Minutes of September 25, 2019 Location: WorkOne REACH Lafayette, IN	NEXT MEETING Wednesday, Wednesday, November 20, 2019 Location: Double Tree by Hilton Lafayette, IN
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Directors Present:

Alicia Hanawalt, chair	Elva James
Mike Smith, vice-chair	Karen Mellen
Arden Cramer, treasurer	Michelle Simmons
Steve Snyder, secretary	Randy Vernon
Richard Bradshaw	Larry West
Deb Close (phone)	

Excused:

Mike Barnes
Dennis Carson
Shannon Polmateer

Staff and Guests Present: *Roger Feldhaus, CEO; Tara Bradley, CFO; Deb Waymire, Chief Operations Officer; Tina Overley-Hilt, Executive Assistant/Financial Assistant; Cassie Janes, DWD, Regional Labor Market Analyst and Carrie Lively, DWD, Senior Director of the Office of Work-based Learning & Apprenticeship.*

Call to Order and Welcome

Attendees were welcomed and the meeting was called to order by Chair, Alicia Hanawalt, at 8:35 AM. A quorum was present. Each member of the Board introduced themselves to new member Karen Mellen, Haynes International, HR & Training Specialist; and guests, Carrie Lively, DWD, Senior Director of the Office of Work-based Learning & Apprenticeship; and Cassie Janes, DWD, Regional Labor Market Analyst.

Consent Agenda

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

Motion: Larry West

Second: Richard Bradshaw

Action: Unanimous approval

New Business

Fiscal

PY 19 WDB Budget

WIOA Funding (formula allocated)

Region 4 received the new allocations for PY19 WIOA. There is a 14% decrease in PY19 allocations. New allocations are received each year, but the life of the allocations is two years. 80% of the new allocations will be budgeted for PY19 and 20% will be set aside and carried over for budgeting during PY20 Q1. To offset the significant decrease in newly allocated WIOA funds, there is more carry-in available from PY18 than anticipated. For PY19 there will be \$2,321,369 in WIOA funds available to budget. This is 1.5% more than was available in PY18.

Non-formula Allocated Funding

We begin PY19 with \$260,000 less non-formula allocated funding available through DWD. The Skill Up grant will end during PY19. The JAG State and JAG TANF final amounts have yet to be determined. TAA Case Management funding will no longer be available. New WIOA Performance Support Grant funding in the amount of \$179,400 is awaiting final approval and is not yet included in the budget.

The Ready to Work grant will end October 31, 2019. The America’s Promise grant will continue through December 31, 2020.

TAP Revenue includes funding from a WHIN Grant, a new Caterpillar Foundation Grant, continuation of the WorkKeys Profiling fee-for-service contract with DWD, and the professional services agreement with Region 1 for Tara’s financial consulting/management services.

Overall, there is a decrease of \$1.5 million for PY19 compared to PY18.

Budgeted Line Items Expenditures

- *Salaries and Fringe Benefits* – a decrease of \$94,000 is due to the retirement of Chris Waymire on July 31st and the loss of Lisa Smith as a consequence of the October 31st ending of the RTW grant. There is a 3% salary/cost of living adjustment for the TAP staff included in the budget to keep pace with 2018/2019 CPI . There was no adjustment made last year.
- *Professional Services* – there is a decrease in WorkKeys contacted services costs and in costs for drug screening related to the RTW grant ending.
- *WorkOne Center Overhead Costs* – the decrease is an estimate of the anticipated need to close the WorkOne REACH office in Lafayette. We are still looking for a partner to share the space. If that happens, staff would be relocated to the TAP office and the Lafayette WorkOne Center.
- *Direct Participant Costs-Ready to Work and WorkOne RTW/Skill UP/APG Staffing and Management Costs*—the decrease is due to the ending of RTW grant October 31, 2019.

The decrease in expenditures is \$1.2 million.

- *Board Discretionary*—based on last year’s expenditures, the amount budgeted will decrease by \$1,600, but is subject to change
 - *Board Travel/Conferences* - decreased to \$500.
 - *INWBA/NAWB* – increased \$1,600 for Region 4’s share of the costs of supporting the development of the Indiana Workforce Board Alliance’s new website and outreach.

A motion was made for Region 4 Workforce Board to approve the PY19 Budget as presented.

Motion: Elva James

Second: Richard Bradshaw

Action: Unanimous approval

Arden thanked Tara and the Executive Staff for their hard work in managing the decline in revenue.

Procurement of Auditor

Jake Dunton, Dunton & Co., P.C, is retiring on 12/31/19, but will have completed our audit for the year ending 6/30/19. Jake has agreed to assist us in the procurement of a new audit firm. The Executive and Finance Committees will come up with the process for selecting a new auditor.

One-Stop Operator/Service Provider

The contract with our current One-Stop Operator (OSO) and WIOA Service Provider ends on June 30, 2020. We will prepare a new Request for Proposal (RFP) for One-Stop Operator (OSO) and WIOA Service Provider services for issuance in February 2020. Members of the Board will be asked to help review the proposals received. The new contract will begin July 1, 2020.

MOU & Infrastructure Funding Agreement (IFA)

Region 4 is required to have an MOU (Memorandum of Understanding) with our WIOA partners that establishes how we will work together in serving our mutual customers. A meeting was held in August with our partners. We expect the required documents will be ready for submission by November 1. We are in the process of determining, with our partners, their fair share of the cost of operating the Region 4 WorkOne System based on the benefit each partner receives. The MOU/IFA process can be complicated, but so far we’ve been able to get through it while maintaining good relationships all around. The final document will be signed by the Regional Chief Elected Official.

Operations

PY 18 WIOA Performance

Deb Waymire presented the PY18 WIOA performance data for the period ending June 30, 2019. Region 4 met/exceeded all performance measures. The areas of performance for adult, dislocated worker and youth include employment at 2nd quarter after exit, employment at 4th quarter after exit, credential attainment, median earnings at 2nd quarter after exit, and measurable skill gain. Overall, most Indiana regions met all or most of the performance measures. Region 4 served more combined adult and dislocated worker participants than any other region in the

state. We received 6% of the total adult and dislocated worker WIOA allocation and served 18% of the total adult and dislocated worker participant population statewide.

State Performance Metrics (New)

Region 4 negotiated with DWD to arrive at three additional state level performance metrics for adults, dislocated workers, and youth. This is a first look at the targets we chose and the success we had in hitting those targets. The three new metrics for PY18 Q4 were:

- *Engagement Rate* - the percentage of individuals in the region that are engaged by the workforce system in comparison to the total number of unemployed and underemployed in the region. Our actual measure of Engagement was 12.6%. Our negotiated target was 12.5%
- *Job Connectedness* - 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.) Our actual measure of Job Connectedness for Adults was 81.3% (negotiated target was 82%); actual measure for dislocated workers was 72.3% (negotiated target was 69%); and actual measure for youth was 78.3% (negotiated target was 72%).
- *Wage Change* - the difference between the clients' wages prior to using WorkOne system services and their wages two quarters after exit. (For most dislocated workers the wage change will be negative because individuals may start a new job at a wage lower than their previous position.) Our actual measure of Wage Change for adults was +\$3,352 (negotiated target was \$2,000); actual measure for dislocated workers was -\$7,213 (negotiated target was \$1); and actual measure for youth was +\$5,228 (negotiated target was \$5,500).

We now have better information with which to negotiate these performance metrics in the future.

New Grants

- **WIOA Performance Support Grant** – This \$179,400 grant will assist with on-boarding and vestibule training for employees to be more successful on the job. It will also help support a community training center in Lafayette to train graduating high school seniors and adults using manufacturing simulations. The project is in partnership with Conexus Indiana and ends March 31, 2021.
- **Workforce Ready Grant** - \$48,000 was granted to support Adult Education students who wish to go into CNA training or CDL-A training. Individuals must have completed at least 12 hours of adult education instruction and be co-enrolled in WIOA Title I.
- **Wabash Heartland Innovation Network (WHIN)** - Region 4 partnered with Greater Lafayette Commerce, IN-MaC, and Purdue University to receive a \$760,000, two-year, WHIN Regional Cultivation Fund grant. Region 4 is the lead applicant and fiscal agent; Greater Lafayette Commerce, Purdue and IN-MaC are delivering the services that include Coder DoJos, Robotics Camps, Design & Make School Laboratories, and Manufacturing Week activities. Purdue University is conducting an evaluation study on the impact informal STEM education has on youth awareness of manufacturing careers.
- **Ivy Tech Kokomo ITEP Support** – Region 4 is working with Ivy Tech-Kokomo, using \$130,000 of our Skill Up 3 grant funds, to support high school students in the Integrated Technology Education Program (ITEP) pay for certifications received and for transportation to and from internship opportunities. There are 201 student involved in this dual-credit program so far and more are expected.

America's Promise Grant Evaluation Study

We are currently participating in a U.S. Department of Labor evaluative study of our America's Promise Grant (APG)-funded project. USDOL is looking at the partnerships involved with the grant and how the overall partnership arrangement has progressed. The partnerships involved employers, post-secondary education, economic development, and adult education. USDOL will examine our APG data to determine how our project was implemented and what effect our intervention had on those who were served. Our APG performance has exceeded all its performance measures with 15 months of the grant period remaining.

Board Administration

Election of Officers

During the August 2019 Executive Committee meeting, the Committee, serving as the Nominating Committee, proposed a slate of officer candidates. The slate consists of all current officers, each of whom has agreed to serve an additional term: Alicia Hanawalt, Chair; Mike Smith, Vice Chair; Steve Snyder, Secretary; and Arden Cramer, Treasurer. There was a call for additional nominations from the floor. No nominations were made.

A motion was made to close nominations and to approve the proposed slate.

Motion: Larry West

Second: Richard Bradshaw

Action: Unanimous approval

Approval of New Youth Committee Members

Two interested, qualified individuals have agreed to serve on the Youth Committee: Lisa Minier, Branch Manager, BrightStar Care, and Amanda Galloway, Tippecanoe County Extension Educator. Deb Waymire asked the Board to appoint Lisa and Amanda to the Youth Committee.

A motion was made to appoint Lisa Minier and Amanda Galloway to the Youth Committee.

Motion: Richard Bradshaw

Second: Mike Smith

Action: Unanimous approval

Board Certification

Under WIOA, workforce boards have to be recertified every two years. The Governor's Workforce Cabinet provides the certification. Region 4 has met the necessary criteria with the exception of needing one additional Labor Organization representative and an Adult Education representative. We have received a contingent certification. Roger will reach out to Karen Mellen, Haynes International, for a replacement for Mitch Morrow, and Lafayette Adult Resource Academy, for a replacement for Yvonne Smith.

Board Member Recruitment/New Members and Departing Members

Karen Mellen, HR and Training Development Specialist, Haynes International, and Mike Barnes, Chief Workforce Officer, DWD, join the Region 4 Workforce Board. Mike Barnes replaces Nick Goodwin. Carrie Lively is representing him at today's meeting. Yvonne Smith has left her position as Lafayette Adult Resource Academy Executive Director. Michelle Simmons, VP of Operations, Ivy Tech, is stepping down. Her replacement may be Chancellor Dean McCurdy, Ivy Tech-Kokomo. Michelle also serves on the One-stop Operator Oversight Committee. If anyone is interested in serving on the OSOO Committee, let Deb Waymire know. There are potential new board members from FCA, MPI and SIA. Board members recommended a personal phone call prior to receiving an email to consider board membership or a short one-on-one introductory meeting with a potential board member. A list of acronyms and orientation packet would be helpful. Roger appreciated the feedback from the Board on member recruitment.

Foundation Funding Opportunities

Claudia Cummings, CEO, Indiana Philanthropy Alliance, reached out to Roger on behalf of one of her members who's interested in supporting the attainment of Goal 2025 in the Greater Lafayette area. Roger suggested opportunities in supporting the Computer Integrated Manufacturing and Advanced Internship in Manufacturing (AIM) Program with manufacturing partners and Vincennes University and in the convening of a consortium of healthcare providers to identify and support the critical skill needs of the healthcare industry.

Deb Close added that healthcare organizations have set up their own workforce strategies because the shortage is so great. Recruiters have been hired to go into schools and the Indiana Hospital Association has established a council to work on addressing the medical needs. The focus is on Certified Nursing Assistant (CNA), Certified Medical Assistant (CMA), and Medical Laboratory Assistant (MLA).

In Region 4 alone there are approximately \$500,000 in Next Level Jobs Employer Training Grants outstanding among healthcare provider organizations.

INWBA ROI (Return on Investment) Project

INWBA member representatives from Regions 1, 4, and 10 have been collaborating on a way to measure the return on investment for WIOA adult and dislocated workers that all 12 regions can share. The process should be as simple, transparent, and replicable as possible. It should also use data that are available to all. The format that the task force devised was approved by INWBA at its September meeting. Each region now has a standard format to use for its own purposes, and that can be adapted as they see fit. If all regions agree to share their ROIs with INWBA, a statewide ROI can be readily derived, as well. Thanks to Kathy Burns, Deb Waymire and Mellisa Leaming from Region 4 for their work on this project.

Other Initiatives: 21st Century Talent Regions, Local Career Counseling, Skillful, OWBLA

- **21st Century Talent Regions:** Office of Career Connections and Talent through Governor Holcomb with Blair Milo heading the initiative. As a 21st Century Talent Region, you are implementing activities to attract, develop and connect talent. It is both an economic development and workforce development initiative. There are two applicants from Region 4, North Central Indiana Economic Development Partnership and Indiana Technology Corridor.
- **Local Career Counseling:** Initiative of the Governor's Workforce Cabinet with the goal to provide funding through a planning grant or implementation grant to schools, employers and community-based organizations to partner to create a sustainable system for the delivery of career information, educational attainment needs and experiential learning experiences. Miami County Economic Development Authority was awarded a \$10,000 planning grant.
- **Skillful:** Brooklyn Burton, Stephanie Butram and Amanda Galloway are involved as members of the Governor's Coaching Corp learning to focus on skills in the context of career coaching and in working with employers. The information learned will be shared through focus groups, workshops, and one-on-one interactions with job seeker and employer customers.
- **Office of Work-Based Learning and Apprenticeships (OWBLA):** OWBLA is part of the Governor's NextLevel Jobs initiative which can include a variety of experiential learning pathways – job shadowing, Career Technology Education (CTE), Internship, Adult Education with on-the-job training (OJT), State Earn and Learn, and Registered Apprenticeships.

Wage Growth Reports

Roger shared Bureau of Labor statistics about the wage growth in Region 4 counties/communities. (Growth in earned income is a meta-indicator of the effectiveness of economic/workforce/community development efforts.) Tippecanoe County had a 15.1% increase in average weekly wages in 2018 Q4. Tipton County saw a 27.8% increase in annual wages in 2018. Howard County also had wages above the state average in 2018. Cass County has a wage decline in 2018. Tipton had an 8.3% increase in number of employed workers. Tippecanoe was one of 12 counties with more than 1,000 additional employed workers. Nine counties, including Howard, lost both employed workers and labor force members.

WDB Member Retreat (10/3/19)

There are six Region 4 WDB members signed up to attend the Regional Workforce Professionals Retreat to be held on Thursday, October 3, 2019, in Indianapolis. Over 100 individuals will be attending the event.

Annual Dinner (11/20/19)

The Region 4 Workforce Board Annual Dinner is scheduled for Wednesday, November 20, 2019. The event will be held at Double Tree by Hilton in Lafayette with guests arriving at 6:00 PM and dinner at 6:30 PM. The Board meeting will be held at 4:00 p.m. prior to the dinner. The theme of the event is "Engagement with Government, other Workforce Development Boards and Private Foundations". We have invited PJ McGrew; Executive Director, Governor's Workforce Cabinet, to speak. We are planning for 75-100 guests representing employers, workforce development partners, local elected officials, economic development representatives, education & training institution representatives, and employer partners.

WDB Website Development

Roger Feldhaus, Kathy Burn, Mellisa Leaming, and Tina Overley-Hilt are working with Abstract Technology Group on the redesign of the Region 4 Workforce Board website. The software used on the current sight is out of date and difficult to update on the backend of the site. Board members recommended sharing on the website:

- Grant information with amounts, end dates, performance data
- Acronyms
- Board meeting packet electronically on site
- Google analytics
- MOU/IFA
- Head shot of Board members with contact information such as email and phone number
- Date posted on website when was last updated

Conflict of Interest Statements

Conflict of Interest statements were provided to Board members in attendance to fill out, sign and return to Tina Overley-Hilt. Conflict of Interest statements will be emailed to those not in attendance.

Review Strategic Plan

The updated Region 4 PY’18 Goals, Objectives and Strategies matrix was presented to the Board, focusing on the progress being made in each of the seven broad goal areas. (Handout provided)

The Board recommended reducing the number of goals and the objectives that relate to each goal. The Board will set the goals and the Executive staff will review and present revised objectives. It was decided to keep Goal #6, “*We will have a regional identity,*” and establish new objectives for the goal. We will also work on simplifying the goal/objective matrix and present during the November 2019 meeting.

Board members discussion included:

- Plan a Legislative Breakfast/One-On-One meetings at the State House more in advance. Legislators suggested meeting in Indianapolis during session.
- Marketing – distribute WorkOne magazines at public libraries
- Plan Board Orientation sessions

A motion was made to adjourn the meeting.

Motion to adjourn: Larry West

Second: Steve Snyder

Action: Unanimous approval

Adjournment

The meeting was adjourned at 12:25 PM.

Respectfully submitted,

Tina Overley-Hilt

Executive Assistant

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