

Region 4 Workforce Board Meeting Minutes of November 20, 2019 Location: Double Tree by Hilton Lafayette, IN	NEXT MEETING Wednesday, Wednesday, January 22, 2020 Location: Wabash Erie & Canal Conference Center Delphi, IN
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Directors Present: Alicia Hanawalt, chair Arden Cramer, treasurer Steve Snyder, secretary Mike Barnes Richard Bradshaw Elva James	Dean McCurdy Karen Mellen Shannon Polmateer Michelle Simmons Randy Vernon Larry West	Excused: Mike Smith, vice-chair Dennis Carson Deb Close
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Staff and Guests Present: *Roger Feldhaus, CEO; Deb Waymire, Chief Operations Officer; Mellisa Leaming, Director of Operations; Tina Overlay-Hilt, Executive Assistant/Financial Assistant; Matt Degolyer, DWD, Regional 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 4:00 PM. A quorum was present.

Consent Agenda

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

Motion: Richard Bradshaw

Second: Larry West

Action: Unanimous approval

Introductions

Board members and guests introduced themselves.

New Business

Finance

Presentation of the Draft Audit Report

Jake Dunton, Dunton & Co, PC completed the Governance Letter, Draft Audit Report and the tax return for the year ended 6/30/19. The report was presented to the Executive and Finance Committees and accepted by those committees on Wednesday, October 24, 2019. The report has been submitted to the Federal Audit Clearinghouse. Copies of the Governance Letter, Draft Audit Report, and the tax return were provided to the Board electronically for review. The report was also provided to the Regional Chief Elected Official, Mayor Tony Roswarski. In summary, there were no internal control issues, no deficiencies, and no weaknesses. There were no findings and no questionable costs. Tecumseh Area Partnership, Inc., d/b/a Region 4 Workforce Board, continues to be a low-risk auditee.

The search for a replacement for Mr. Dunton, who is retiring at the end of the year, will begin soon. Jake has helped to identify audit candidates who have experience with A-133 audits and who cater to organizations our size.

Operations

Strategic Plan Review

During the last WDB meeting, members suggested we keep our current seven goals for the PY 19 Strategic Plan and look for new objectives that address those goals. The new objectives were provided to the members to review. Mike Barnes was asked to review the objectives and provide input as to the alignment with the goals and objective of the Governor’s Cabinet. Strategies will be developed by the committee assigned to each

objective. Committees will have strategies identified in the next couple of months. The strategies will evolve over time. The Board will be kept apprised of the progress on the objectives and goals.

A motion was made to approve the goals and objectives as listed and develop strategies to move forward.

Motion: Elva James

Second: Steve Snyder

Action: Unanimous approval

End of Ready to Work

The Ready to Work grant ended on October 31, 2019. All the goals of the grant were met; but we were not able to expend all the funds, even with a one-year extension. RTW served long-term unemployed or underemployed individuals, a diminishing pool. We will miss the staff members who supported the grant activities over the past four or five years. Most have landed on their feet and are doing well. We are reassessing our infrastructure needs for the future. We added facility space to accommodate RTW and other grant activities. Can we rationalize the cost of that space into the future?

The America's Promise grant continues until December 31, 2020. It serves individuals who are unemployed or underemployed, but does not require that they have been so, long-term. Even this population is a challenge due to the low unemployment rate. Individuals must also have an interest in working in manufacturing.

New Opportunities

- **Support to Communities: Fostering Opioid Recovery Through Workforce Development**

This grant opportunity makes available \$20 million to states to help reintegrate individuals with a history of opioid or other substance use disorder into the workforce. USDOL will award 8 to 10 partnership grants ranging from \$500,000 to \$5 million for a 48-month grant period. Applicants will use these funds to collaborate with a network of partners to address the substance misuse epidemic in their local areas. The lead applicant must be a state workforce agency, i.e., Indiana Department of Workforce Development.

Key partners and recipients of the grant funds are to be the Regional Workforce Boards. It appears that most, if not all of Indiana's Regional Boards, are interested in working with IDWD to apply for a grant.

Goals:

- Implement innovative approaches for addressing the economic and workforce-related impacts on local communities affected by the opioid and substance misuse epidemic;
- Engage employers as essential partners to address the impacts of substance and opioid misuse by playing an active role in the grant's program design and delivery, pioneering creative ways to support the skills attainment of existing or new employees, and connecting businesses with resources such as the Employer Resource Network to help workers retain their employment;
- Provide training and employment services and comprehensive screening services, including outpatient treatment recovery care and other supportive services, to individuals impacted by the crisis; and
- Deliver training and employment opportunities to encourage more individuals to enter professions that could address the crisis and/or provide relevant skills training that would help individuals enter career pathways and find and retain employment in in-demand occupations.

- **Indiana Department of Veterans' Affairs Grants for Veterans' Services (GVS) Fiscal Year 2020**

The grant opportunity will fund amounts between \$25,000 and \$100,000. An eligible applicant is an organization that serves veterans and has a 501(c) (3) tax-exempt status, and provides one of the following services for veterans:

- The elimination of homelessness
- The prevention of near-term homelessness

- Providing safe and secure living conditions
- Providing assistance for veterans moving from public housing programs toward home ownership or long-term rental status
- Providing assistance in finding available state and federal resources
- Providing on-the-job training and job search assistance
- Therapeutic services

Applications are due 12/20/19. We have recommended to our service provider, JobWorks, Inc., that it apply directly for the grant to enhance their VetWorks program.

• **Opportunity to Increase Registered Apprenticeships**

Indiana’s Office of Work-based Learning & Apprenticeship has a USDOL grant opportunity to increase registered apprenticeship programs statewide. OWBLA plans to partner with RWBs to assist in this goal. \$100,000 could become available to each RWB over a three-year period to add 100 registered apprenticeships across any industry sector. Alicia, Roger, and Deb met with Darrel Zeck, OWBLA Executive Director, to discuss this opportunity. Matt Degolyer, OWBLA Regional Director, will work with us in facilitating this initiative in Region 4.

Board Administration

Welcome New Members

New members were introduced at the start of the meeting. New members shared more information about themselves. New member, **Mike Barnes**, DWD’s Chief Workforce Officer, allocates funds to the regions and provides oversight, monitoring, and technical assistance. Mike works to make sure there is a balance within the state-local partnership. **Dean McCurdy**, Chancellor, Ivy Tech-Kokomo, shared about an exciting new initiative, the Career Coaching and Employer Connections (CCEC). **Karen Mellen**, HR and Training Development Specialist, Haynes International. **Michelle Simmons**, VP of Operations, Ivy Tech, is stepping down.

The One-Stop Operator Oversight Committee is looking for a replacement for Michelle. Alicia Hanawalt volunteered to serve on the committee. Deb Waymire asked the Board to approve the appointment of Alicia to the OSOO Committee.

A motion was made to approve the appointment of Alicia to the OSOO Committee.

Motion: Michelle Simmons

Second: Steve Snyder

Action: Unanimous approval

WDB Website Update

The Region 4 Workforce Board website has been redesigned and updated. The suggestions and input provided during the September meeting were appreciated. We will work to implement them. The site is designed for mobile devices and works well on phones, tablets and desktops. There is a new theme and layout. Board meeting materials will be uploaded and viewable. The website is at www.region4workforceboard.org.

Old Business

Plan for the Evening – Annual Dinner

Roger reviewed the agenda for the Annual Dinner.

Elva James provided an update on the H38 Housing Project. The apartments will be completed by the end of December. Applications are being accepted.

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 5:30 PM.
Respectfully submitted,
Tina Overley-Hilt
Executive Assistant

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