

COMBINED FINANCE/EXECUTIVE COMMITTEE MEETING AGENDA

FEBRUARY 19, 2020

8:00 AM-9:30 AM

GOTO MEETING CONFERENCE CALL

Participants: If you have chosen to call in, please do so 5 minutes prior to the start of the meeting.

Expected Finance Committee Participants: Arden Cramer, Alicia Hanawalt, Michael Smith, Deb Close, and Larry West.

Expected Executive Committee Participants: Alicia Hanawalt, Michael Smith, Arden Cramer, Steve Snyder

WDB staff and guests: Roger Feldhaus, Executive Director; Tara Bradley, CFO; Deb Waymire, COO; Blake Sempsrott, Financial Coordinator, and Tina Overley-Hilt, Executive Assistant.

Call In Information:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/237719861>

You can also dial in using your phone.

United States (Toll Free): 1 866 899 4679

United States: +1 (786) 535-3119

Access Code: 237-719-861

Finance Committee			
Time	Topic	Presenter	Information/Action
8:00 AM	Call to Order	Arden Cramer	
8:05 AM	Fiscal		
	<ul style="list-style-type: none"> • PY 19 Revenue & Expense Report (ending 1/31/20) • Audit RFP Update 	Tara Bradley Jake Dunton	Information
8:30 AM	Adjourn	Arden Cramer	
Executive Committee			
Time	Topic	Presenter	Information/Action
8:30 AM	Call to Order	Alicia Hanawalt	
8:35 AM	Operations	Roger Feldhaus	Information
	<ul style="list-style-type: none"> • Performance Metrics • Office Closing Analysis • Wagner-Peyser Staffing Flexibility (Update) • Procurement for Lewis Cass Polytechnic and Greater Lafayette Career Academies 		
9:00 AM	Administration	Roger Feldhaus	Information
	<ul style="list-style-type: none"> • Brooklyn Burton Resignation • INWBA Representation • Draft Indiana Strategic Workforce Plan Review • Adult Ed Grant Competition • Growing Opportunities in America for Latinos (GOAL) • NAWB 2020 Forum • PY 20 Executive/Finance Committee Mtg. Schedule 		
9:30 AM	Adjourn	Tina Overley-Hilt Alicia Hanawalt	Handout

Region 4 WORKFORCE Board

Program Year 19 Revenue and Expense Report July 1, 2019-June 30, 2020

<i>Total Available to Budget</i>						
<i>*After Next Program Year First Quarter Set Aside Removed (20%)</i>	<i>PY 19 Budget</i>	<i>1/31/2020</i>	<i>Actual Percentage</i>	<i>Goal Percentage</i>		<i>PY 18 1/31/2019</i>
Department of Workforce Development Funding						
Workforce Innovation and Opportunity Act						
Administration	205,454	87,608	43%	58%		99,784
Adult	727,645	402,363	55%	58%		441,750
Dislocated Worker	554,376	234,795	42%	58%		228,011
Youth	833,894	439,994	53%	58%		304,666
Sub-total WIOA	\$ 2,321,369	\$ 1,164,761	48%	58%		\$ 1,074,211
Other Non-WIOA Funding						
SkillUP! 3	394,643	51,610	13%	58%		436,342
Business Consultant	120,000	62,960	52%	58%		77,629
Jobs For Hoosiers	33,389	2,054	6%	58%		2,920
JAG State (Jobs for America's Graduates)	704,361	320,784	46%	58%		351,443
TANF/JAG (Jobs for America's Graduates)	18,995	16,904	89%	100%		-
RESEA (Re-employment Services)	334,557	254,305	76%	58%		242,114
TAA (Case Management Staffing)	-	-	0%	0%		27,269
WIOA Performance Support Grant #2	-	975	0%	0%		-
JAG Master Specialist Grant	-	-	0%	0%		500
WIOA Performance Support Grant #1	39,771	2,925	7%	58%		80,271
Sub-total Other Non-WIOA Funding	\$ 1,645,716	\$ 712,517	43%	50%		\$ 1,218,489
Total DWD Funding	\$ 3,967,085	\$ 1,877,278	47%	56%		\$ 2,292,700
Other Federal Grant Revenue						
Ready to Work (H1-B) Grant	\$ 413,546	\$ 258,332	62%	100%		\$ 731,338
America's Promise Grant (H1-B) Grant	\$ 1,214,712	\$ 570,930	47%	58%		\$ 552,266
Total DOL Revenue	\$ 1,628,258	\$ 829,262	51%	79%		\$ 1,283,604
TAP Revenue						
TAP Unrestricted Funding	65,000	28,180	43%	58%		53
WHIN Funding	363,885	125,189	34%	58%		-
Caterpillar Foundation Grants	50,000	-	0%	58%		-
Other Non-grant Revenue	152,000	21,750	14%	58%		121,091
Total TAP Revenue	\$ 630,885	\$ 175,119	28%	42%		\$ 121,144
Total Funding Available to Budget	\$ 6,226,228	\$ 2,881,658	46%	59%		\$ 3,697,448
Next Program Year First Quarter Set Aside	\$ 861,154					
Expense						
Salaries	691,344	415,929	60%	58%		469,376
Fringe Benefits	176,263	102,766	58%	58%		122,995
Travel & Staff Development	24,650	16,005	65%	58%		12,687
Occupancy, including Liability Insurance	73,750	45,727	62%	58%		47,255
Communications/Technology	8,000	3,532	44%	58%		4,611
Supplies, including Equipment Costs	24,775	14,311	58%	58%		6,351
Professional Services, including IT costs	203,125	105,917	52%	58%		140,650
WDB Discretionary	21,200	12,104	57%	79%		16,151
WorkOne Center Overhead Costs, including RTW/APG Outreach Costs	446,293	274,645	62%	58%		296,444
Direct Participant Costs- <i>WIOA Adult and Dislocated Worker, Youth</i>	328,173	158,632	48%	58%		131,623
Direct Participant Costs- <i>WIOA Incumbent Worker Set Aside</i>	10,000	-	0%	58%		-
Direct Participant Costs- <i>JAG</i>	641,709	6,025	1%	58%		1,552
Direct Participant Costs- <i>Ready to Work, APG, Skill Up, WPG, WHIN</i>	759,580	351,653	46%	58%		920,327
Staffing and Management Costs- <i>WorkOne WIOA</i>	1,325,306	583,129	44%	58%		589,535
Staffing and Management Costs- <i>WorkOne JAG, RESEA, JFH, TAA, WIOACM</i>	891,529	493,642	55%	58%		520,004
Staffing and Management Costs- <i>WorkOne RTW, APG, Skill Up, WPG</i>	463,546	308,994	67%	58%		448,592
Total Expense	\$ 6,089,243	\$ 2,893,012	48%	59%		\$ 3,728,152
Excess Revenue Over/(Under) Expense	\$ 136,985	\$ (11,354)				\$ (30,704)
Board Discretionary						
Board Meetings	\$ 2,500	800	32%	58%		1,456
Board Travel/Conferences	\$ 500	-	0%	58%		-
INWBA/NAWB Dues	\$ 3,700	1,547	42%	100%		1,926
Strategic Planning	\$ 2,500	-	0%	58%		2,828
Annual Meeting	\$ 7,000	4,756	68%	100%		4,941
Workforce Intelligence Information	\$ 5,000	5,000	100%	100%		5,000
Total Board Discretionary	\$ 21,200	\$ 12,104	57%	79%		\$ 16,151



Executive/Finance Meeting Schedule

July 2020 through June 2021

3rd Wednesday of meeting month

<u>Meeting Date</u>	<u>Meeting Location</u>
Wednesday, August 19, 2020	8:00-8:30 a.m. Finance Committee 8:30- 9:30 a.m. Executive Committee <i>Conference Call information to be provided</i> <i>Various locations-Region 4 Workforce Board</i>
Wednesday October 21, 2020	8:00-8:30 a.m. Finance Committee 8:30- 9:30 a.m. Executive Committee <i>Conference Call information to be provided</i> <i>Various locations-Region 4 Workforce Board</i>
Wednesday December 16, 2020	8:00-8:30 a.m. Finance Committee 8:30- 9:30 a.m. Executive Committee <i>Conference Call information to be provided</i> <i>Various locations-Region 4 Workforce Board</i>
Wednesday February 17, 2021	8:00-8:30 a.m. Finance Committee 8:30- 9:30 a.m. Executive Committee <i>Conference Call information to be provided</i> <i>Various locations-Region 4 Workforce Board</i>
Wednesday April 21, 2021	8:00-8:30 a.m. Finance Committee 8:30- 9:30 a.m. Executive Committee <i>Conference Call information to be provided</i> <i>Various locations-Region 4 Workforce Board</i>
Wednesday June 15, 2021	8:00-8:30 a.m. Finance Committee 8:30- 9:30 a.m. Executive Committee <i>Conference Call information to be provided</i> <i>Various locations-Region 4 Workforce Board</i>

Please RSVP by calling 765-807-0885 or email at toverleyhilt@tap.lafayette.in.us

Region 4 Workforce Board Meeting Minutes of January 22, 2020 Location: Wabash & Erie Canal & Conference Center Delphi, IN	NEXT MEETING Wednesday, Wednesday, March 25, 2020 Location: Inventrek, 700 E. Firmin Street Kokomo, IN
--	--

Directors Present:

Alicia Hanawalt, chair	Elva James
Arden Cramer, treasurer	Dean McCurdy
Steve Snyder, secretary	Karen Mellen
Mike Barnes	Randy Vernon
Richard Bradshaw	Larry West
Spencer Buchanan	Amy Wood

Excused:

Mike Smith, vice-chair
 Dennis Carson
 Deb Close
 Shannon Polmateer

Staff and Guests Present: *Roger Feldhaus, CEO; Tara Bradley, CFO; Deb Waymire, COO; Mellisa Leaming, Director of Operations; Tina Overley-Hilt, Executive Assistant/Financial Assistant; Matt Degolyer, DWD, Regional Director, Office of Work-based Learning & Apprenticeship; Brooklyn Burton (TAP) and Stephanie Butram (DWD), Members, Skillful Governor’s Coaching Corps*

Call to Order and Welcome

Attendees were welcomed and the meeting was called to order by Chair, Alicia Hanawalt, at 8:32 a.m. A quorum was present. Board members and guests introduced themselves. New members were Amy Wood, Executive Director, Lafayette Adult Resource Academy, and Spencer Buchanan, President, USW Local 115.

Consent Agenda

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

Motion: Richard Bradshaw

Second: Karen Mellen

Action: Unanimous approval

New Business

Fiscal

RFP for Audit Services-Update

Jake Dunton, Dunton & Co, who provided audit services for the Region 4 Workforce Board, retired as of December 31, 2019. We will be procuring the services of a new audit firm. The Finance Committee agreed to contract with Jake Dunton to act as an expert and independent consultant to represent the Finance Committee in reviewing the proposals with the executive staff. Blake Sempsrott and Jake Dunton have drafted the Request for Proposal (RFP) and it will be released shortly. Members of the Finance Committee, Jake, and the executive staff will select a new audit firm in May 2020 to begin the audit for PY19, which ends June 30, 2020.

Operations

WDB -Strategic Plan Update Strategies

Deb Waymire presented the draft WDB Strategic Plan Goals and Objectives. The Board requested the executive staff prepare strategies to meet those goals and objectives. The executive staff has come up with the strategies and assigned goals/strategies to the appropriate committees. Each committee will review the strategy to make sure the strategy is sufficient to meet those goals. At future Board meetings, the progress on the goals will be shared in the progress column.

Service Provider and One Stop Operator RFP timeline

The WDB subgrants funds to a service provider organization that employs staff to deliver WIOA and other related services in our WorkOne offices. The current subgrant agreement ends on June 30, 2020. It is time to send out a request for proposal for the provision of WIOA One-Stop Operator and Adult and Youth services.

Organizations may choose to compete for service provision in all or a portion of our 12 counties. The intent of the proposal will be to ensure that the services provided adhere to WIOA guidelines, meet performance standards, and support the Board’s mission. The subgrant will cover the period July 1, 2020 - June 30, 2021, with renewal options. Deb Waymire shared the RFP process timeline. The Board determined that it is not necessary for it to review the RFP prior to publishing. Fort Wayne-based JobWorks, Inc. is our current One-Stop Operator and Service Provider. WDB members have been involved in the review and selection process in the past and will be invited to do so again this year.

US Department of Labor Guidance Regarding Wagner-Peyser (WIOA Title III)

Board member Mike Barnes, IDWD, shared the new guidance for Wagner-Peyser (WP) funding for state staff to provide employment services in the WorkOne offices. In the past, WP services could only be delivered by state merit staff members. USDOL issued a new rule, effective February 5, 2020, that would allow states the flexibility to decide whether to continue hiring state merit staff for WP Employment Services activities, or to delegate hiring and management to a subrecipient or hybrid model. IDWD will be working with regional boards and operators to understand how to exercise its flexibility to best serve our customers. There are three types of employees who work in the field that can be distinguished by who employs them:

- Board (Tecumseh Area Partnership, Inc.) – local merit
- Service Provider (JobWorks, Inc.) – local merit
- State (Indiana Department of Workforce Development) – state merit

Skill Up 3 Grant Modification for Lewis Cass High School Equipment

The Board has a training agreement with Ivy Tech-Kokomo Service Area in the amount of \$130,000 in Skill Up 3 funds to support the Integrated Technology Education Program (ITEP). ITEP expenditures are not now anticipated to exceed \$91,000, leaving funds to support other training opportunities in the region. Lewis Cass Polytechnic Academy in Logansport has requested support for the purchase of equipment for its new advanced manufacturing lab. A Skill Up 3 grant modification request for \$39,000 has been approved by IDWD. We have also requested sole-source procurement authority from IDWD for the purchase of the equipment.

Board Administration

Skillful Presentation by Brooklyn Burton and Stephanie Butram

Brooklyn Burton and Stephanie Butram presented the skills-based practices of the Skillful Coaching Corps. Their PowerPoint presentation will be sent out to the Board members.

WorkIN Grant Application

This is a new \$750,000 state-wide grant opportunity for workforce boards to partner with adult education providers. An application to provide training for specified occupations was submitted in the amount of \$57,000.

Workforce Cabinet Combined State Plan

The State of Indiana is about to release a draft of its Strategic Workforce Plan that will serve as the state’s Combined Plan under the Workforce Innovation and Opportunity Act (WIOA) for the next four years. A draft version of the State Plan will be available on February 5, 2020 for public comment. There is a shift to a human-centered-design program to meet individuals where they are, using the most appropriate tools available to do so. One of the foundational aspects of this strategy is the coenrollment of individuals in multiple programs.

Opioid Recovery Grant Opportunity

The Opioid Recovery Grant opportunity will not be pursued because Region 4 cannot demonstrate that the negative effect of substance use disorders in Region 4 has increased more than the national average over the past 20 years. We will work with regional partners to be ready for future opportunities.

Growing Opportunities in America for Latinos (GOAL)

The executive staff will be meeting next week with representatives of the Labor Institute for Training (LIFT) and Lafayette Adult Resource Academy (LARA) to learn about the successful education/training model being implemented in Columbus, Scottsburg, and Goshen. In the GOAL model, workforce development, adult education, and technical training institutions work together to provide Latinos with technical concepts in their native language while also building their proficiency in English. GOAL graduates will have completed the Manufacturing Skills Standards Competency requirement for Certified Production Technician credentialing.

WorkOne Market Research Project

The results of a survey of employers conducted by the Indiana Chamber of Commerce indicated that the WorkOne brand and the system it represents are not well understood, appreciated, or utilized. IDWD is working with a consulting firm to conduct focus groups in order to gather information about the perception of WorkOne services and to promote the vision and value of local workforce boards and the state's workforce development system as a whole. IDWD will share the results of the research and recommendations that arise from it. Board members are asked to participate in focus groups as the opportunity presents itself.

Other Topics of Discussion

- IDWD will announce support to the Boards for grant writing and seeking outside resources. IDWD has procured a clearinghouse website and will provide micro-grants to support the short turnaround timeline of grant application deadlines.
- JAG Career Development Conference, Friday, January 25, at Ivy Tech in Lafayette. Board members received an invitation to attend.
- Apprenticeship Programs. Region 4, as a third party sponsor, has an opportunity to become a Registered Apprenticeship Program (RAP) to help smaller companies, primarily manufacturers, establish programs that they would have difficulty managing, monitoring and reporting by themselves.
- Legislators' Event. Best bet is for us to host a breakfast meeting to discuss workforce development with area legislators. This will require that we plan ahead and send a "save the date" invitation for a date in late summer/early fall. We should survey the legislators for the best possible type of event and time. We should present a clear message of what we want to accomplish and emphasize the value of workforce boards and our alignment with the legislature's agenda.
- The advantages of holding a social event in lieu of an annual dinner event were discussed.
- NAWB Forum 2020, March 21-24. This was not a budgeted expense. The Executive and Finance Committees will determine availability of funding and Board member interest and availability to attend will be solicited. A link to the NAWB 2020 Forum will be sent Board members to review.
- Apprenticeship Training Programs. Funds are available to assist with apprenticeship training programs.
- Executive Council. A meeting of the WDB Executive Council needs to be scheduled. The Council is composed of our 12 County Chief Elected Officials. The Chief Elected Official agreement needs to be reviewed and updated.
- Fiat Chrysler Automobiles. Announced a \$400 million expansion that will preserve 800 and create an additional 200 jobs. This will become an item for discussion in our March meeting. What resources might we deploy in support of this expansion?
- Amy Wood shared information about Lafayette Transitional Housing Center (LTHC) and its new Engagement Center that serves as a single point of entry and brings all relevant services to the Center. Roger Feldhaus suggested that LTHC Executive Director, Jennifer Layton, be asked to present to the Board.
- The workforce system needs to do what it can to expand the size of the labor pool. There are too many individuals not fully engaged in the workforce. One-third of the individuals in the range to be in the workforce are not due to various barriers. There are individuals that could fuel the needs of local employers; we just need to know how to engage with them and connect them to opportunities available

from various agencies that would help them reenter the workforce. As a Board, we need to connect with partners and programs and then look for opportunities for funding

Old Business

Annual Dinner after Action Report

Overall, the annual dinner event was a success. The program and guest speakers were well received. Sixty guests attended the event. The event budget was \$7,000. The initial cost, including awards, annual report design, printing, and the meeting and dinner, was under-budget at \$6,329. Feedback about the service and food was not very positive. We reached out to Double Tree with our concerns and they issued a \$12 credit per meal and refunded the cost for the trays served during the Board meeting. The final cost for the event came in just under \$5,000.

Adjournment

A motion was made to adjourn.

Motion: Richard Bradshaw

Second: Steve Snyder

Action: Unanimous approval

The meeting was adjourned at 10:40AM.

Respectfully submitted,
Tina Overley-Hilt
Executive Assistant

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