

**COMBINED FINANCE/EXECUTIVE COMMITTEE MEETING AGENDA**

AUGUST 25, 2021

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, Randy Vernon, Karen Mellen, and Deb Close.

**Expected Executive Committee Participants:** Randy Vernon, Karen Mellen, 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/657730653>

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**Access Code:** 657-730-653

<b>Finance Committee</b>			
<b>Time</b>	<b>Topic</b>	<b>Presenter</b>	<b>Action</b>
8:00 AM	Call to Order	Arden Cramer	<b>Action</b>
8:05 AM	Fiscal		
	<ul style="list-style-type: none"> <li>• PY 20 Revenue &amp; Expense Report (ending 6/30/2021)</li> <li>• PY 21 Revenue &amp; Expense Preliminary Budget</li> </ul>	Tara Bradley	Information
8:20 AM	Adjourn	Arden Cramer	<b>Action</b>
<b>Executive Committee</b>			
<b>Time</b>	<b>Topic</b>	<b>Presenter</b>	<b>Action</b>
8:20 AM	Call to Order	Randy Vernon	<b>Action</b>
8:20 AM	Operations		
	<ul style="list-style-type: none"> <li>• Disaster Recovery Grant USDOL monitoring</li> <li>• DWD Performance Support Grant Proposal</li> <li>• Apprenticeship Grant</li> </ul>	Deb Waymire Deb Waymire Deb Waymire	Information Information Information
8:45 AM	Administration		
	<ul style="list-style-type: none"> <li>• Exec. Dir. out of office during most of June</li> <li>• READI grant applications from Region 4 groups</li> <li>• Innovative Workforce Strategies Presentation</li> <li>• Resumption of DWD's WorkOne Innovation Project</li> <li>• TAP's establishment of Rural Healthcare Advisory Board</li> <li>• Commissioner's "Round Table" postponed</li> <li>• TAP's concern re. health insurance benefits for staff</li> <li>• WDB membership renewal/replacement</li> <li>• WDB Meeting Sept 22<sup>nd</sup> – in-person/virtual</li> <li>• Annual Meeting (Dinner/Lunch option)</li> </ul>	Roger Feldhaus          Tina Overley-Hilt Tina Overley-Hilt	Information Information <i>Attachment</i> Information Information Information Information Information Information Discussion Discussion
9:30 AM	Adjourn	Randy Vernon	<b>Action</b>

# Region 4 WORKFORCE Board

## Program Year 20 Revenue and Expense Report July 1, 2020-June 30, 2021

<b>Total Available to Budget</b>						
<i>*After Next Program Year First Quarter Set Aside Removed (20%)</i>	PY 20 Budget	6/30/2021	Actual Percentage	Goal Percentage		PY 19 6/30/20
<b>Department of Workforce Development Funding</b>						
<b>Workforce Innovation and Opportunity Act</b>						
Administration	202,874	156,355	77%	100%		132,015
Adult	1,025,409	625,489	61%	100%		588,753
Dislocated Worker	338,267	401,619	119%	100%		424,325
Youth	820,835	514,778	63%	100%		606,849
<b>Sub-total WIOA</b>	<b>\$ 2,387,385</b>	<b>\$ 1,698,241</b>	<b>80%</b>	<b>100%</b>		<b>\$ 1,751,941</b>
<b>Other Non-WIOA Funding</b>						
SkillUP! 3	13,296	13,294	100%	100%		376,724
Business Consultant	120,000	120,000	100%	100%		120,000
Grant Writing Funds	6,500	3,921	60%	100%		-
Jobs For Hoosiers	1,576	1,576	100%	100%		12,478
JAG State (Jobs for America's Graduates)	707,696	511,806	72%	100%		423,681
TANF/JAG (Jobs for America's Graduates)	-	-	0%	0%		16,904
Pre-ETS(VR)/JAG (Jobs for America's Graduates)	115,200	58,063	50%	100%		57,600
RESEA (Re-employment Services)	309,792	270,262	87%	100%		412,034
Apprenticeship State Expansion	100,000	60,489	60%	16%		-
Next level Jobs Employer Training Grant	125,000	15,282	12%	100%		-
Next Level Jobs Workforce Training Grant	286,111	86,248	30%	100%		-
Special COVID Grant (UI)	13,338	3,132	23%	100%		6,662
Special COVID Grant (RR) #1 and #2	191,081	87,806	46%	100%		10,719
Disaster Recovery COVID	124,990	81,094	65%	100%		6,510
Employment Recovery (COVID)	305,314	710	0%	62%		-
WIOA Performance Support Grant #2	114,563	114,563	100%	100%		64,872
WIOA Performance Support Grant #1	-	-	0%	0%		39,770
<b>Sub-total Other Non-WIOA Funding</b>	<b>\$ 2,534,457</b>	<b>\$ 1,428,245</b>	<b>56%</b>	<b>81%</b>		<b>\$ 1,547,952</b>
<b>Total DWD Funding</b>	<b>\$ 4,921,842</b>	<b>\$ 3,126,485</b>	<b>64%</b>	<b>82%</b>		<b>\$ 3,299,894</b>
<b>Other Federal Grant Revenue</b>						
Ready to Work (H1-B) Grant	-	-	0%	0%		258,332
Rural Healthcare (H1-B) Grant	310,417	32,683	11%	80%		-
America's Promise Grant (H1-B) Grant	1,941,800	687,440	35%	100%		925,507
<b>Total DOL Revenue</b>	<b>\$ 2,252,217</b>	<b>\$ 720,123</b>	<b>32%</b>	<b>50%</b>		<b>\$ 1,183,839</b>
<b>TAP Revenue</b>						
TAP Unrestricted Funding	33,150	5,378	16%	100%		70,794
WHIN Funding	363,885	255,017	70%	100%		214,248
Caterpillar Foundation Grants	-	-				50,000
Other Non-grant Revenue	110,000	36,000	33%	100%		(3,620)
<b>Total TAP Revenue</b>	<b>\$ 507,035</b>	<b>\$ 296,395</b>	<b>58%</b>	<b>100%</b>		<b>\$ 331,422</b>
<b>Total Funding Available to Budget</b>	<b>\$ 7,681,094</b>	<b>\$ 4,143,004</b>	<b>54%</b>	<b>77%</b>		<b>\$ 4,815,154</b>
<b>Next Program Year First Quarter Set Aside</b>	<b>\$ 583,859</b>					
<b>Expense</b>						
Salaries	596,415	568,011	95%	100%		655,684
Fringe Benefits	162,838	162,842	100%	100%		169,538
Travel & Staff Development	18,950	4,191	22%	100%		17,984
Occupancy, including Liability Insurance	74,000	71,039	96%	100%		69,701
Communications/Technology	6,000	4,400	73%	100%		5,608
Supplies, including Equipment Costs	26,460	18,701	71%	100%		121,080
Professional Services, including IT costs	184,000	213,306	116%	100%		184,317
WDB Discretionary	20,150	7,050	35%	100%		12,624
WorkOne Center Overhead Costs, including APG Outreach Costs	456,000	497,513	109%	100%		477,597
Direct Participant Costs- WIOA Adult and Dislocated Worker, Youth	352,458	144,151	41%	100%		258,312
Direct Participant Costs- WIOA Incumbent Worker Set Aside	10,000	-	0%	100%		-
Direct Participant Costs-CARES Grant, WRG, ETG, ASE	257,500	115,886	45%	100%		-
Direct Participant Costs-JAG, WorkIN	827,139	10,779	1%	100%		10,832
Direct Participant Costs- RHG, APG, Skill Up, WPG, WHIN	911,831	479,428	53%	100%		787,022
Staffing and Management Costs- WorkOne WIOA	1,325,384	786,196	59%	100%		802,207
Staffing and Management Costs-CARES Grant, WRG, ETG, ERCovid, RRCovid	14,300	12,056	84%	100%		-
Staffing and Management Costs- WorkOne JAG, RESEA, JFH	873,291	701,189	80%	100%		803,197
Staffing and Management Costs- WorkOne RHG, APG, Skill Up, WPG	613,068	354,039	58%	100%		449,362
<b>Total Expense</b>	<b>\$ 6,729,784</b>	<b>\$ 4,150,775</b>	<b>62%</b>	<b>100%</b>		<b>\$ 4,825,067</b>
<b>Excess Revenue Over/(Under) Expense</b>	<b>\$ 951,310</b>	<b>\$ (7,771)</b>				<b>\$ (9,912)</b>
<b>Board Discretionary</b>						
Board Meetings	1,500	466	31%	100%		1,321
Board Travel/Conferences	6,650	-	0%	100%		-
INWBA/NAWB Dues	2,000	1,500	75%	100%		1,547
Annual Meeting	5,000	83	2%	100%		4,756
Workforce Intelligence Information	5,000	5,000	100%	100%		5,000
<b>Total Board Discretionary</b>	<b>\$ 20,150</b>	<b>\$ 7,050</b>	<b>35%</b>	<b>100%</b>		<b>\$ 12,624</b>

## **WORKFORCE BY THE NUMBERS**

### *WORKFORCE JOBS BY INDUSTRY*

- Manufacturing is the largest industry by jobs in Region 4.
- At the end of 2020 there were 7% fewer manufacturing jobs compared to the previous year (47,842 vs. 51,443).
- During the same period there were 4% fewer jobs among all industries in Region 4 (196,085 vs. 204,255).
- Average weekly wage growth in manufacturing during 2020 was 2.5% (\$1,397 vs. \$1,362).
- During the same period the average weekly wage growth among all Region 4 industries was 6.9% (\$1,010 vs. \$944.81).

### *WORKFORCE REAL-TIME JOB DEMAND*

- During 2021 Q2, 2,337 ads were placed in Region 4 for manufacturing, transportation and warehousing occupations.
- Also during 2021 Q2, there were 7,421 Region 4 UI claimants who described themselves as production workers. These claimants were the largest of all occupational groups totally 26,572.
- Of these 26,572 claimants, 10,362 were separated by manufacturing employers.

## **WORKFORCE BEYOND THE NUMBERS**

### *NOBODY WANTS TO WORK?*

- Billboards, help-wanted signs galore at intersections, in front of factories, everywhere you look
- What's more: signing bonuses and wage increases
- Employer testimonial: "Can't remember a more difficult time to connect with workers."
- There are still a lot of people seemingly able and available for work who unemployed, underemployed, or have dropped out of the labor market altogether.

### *WHY?*

- State and federal unemployment insurance extensions and supplements?
- Jobseeker's perception of instability of employment resulting from supply chain system disruptions?
- Lingering and continuing effects of Covid-19?
- The "finances of work are not working for their family", especially for lower-wage or second jobs in a household?
  - Childcare
  - Cost of commuting
  - Incident costs, meals, work clothes, etc.
  - End up working for a net income of \$3 or \$4 an hour?

## WHAT NOW?

### *A New Normal for the Long Haul*

- For young adults: Support the work-based learning component of Career and Technical Education programs for high school juniors and seniors who plan to enter the workforce immediately or soon after graduation.  
Desired outcome: Early skill development and engagement with high quality employers.
- For incumbent workers: Establish a pilot program that institutes the practice of WorkLife Resource Navigators who will provide one-on-one support for existing workers to help them overcome life challenges that make staying in their job difficult.  
Desired outcome: Work-life balance, job engagement, satisfaction and retention.
- For employers: Build and strengthen our business services team to work more expansively with our business partners to help businesses attain and retain workers.

Greater Lafayette Commerce Quarterly Development Series 3: Innovative Workforce Strategies

Wednesday, August 11, 11:30 AM – 1:00 PM

North End Community Center, 2000 Elmwood Ave., Lafayette

Roger Feldhaus, Executive Director

Tecumseh Area Partnership, Inc.

Indiana Region 4 Workforce Board

<p><b>Region 4 Workforce Board</b>  <b>Meeting Minutes of May 26, 2021</b>  Location: Local 157 Plumber &amp; Pipefitters Training Center and Virtually-GoToMeeting Conference call</p>	<p><b>NEXT MEETING</b>  Wednesday, September 22, 2021  Location: Ivy Tech Kokomo-Health Professional Center, 1815 Morgan Street, Kokomo, IN</p>
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**Directors Present:**

Randy Vernon, chair	Dean McCurdy
Karen Mellen, vice-chair	Larry West
Arden Cramer, treasurer	Amy Wood
Steve Snyder, secretary	
Mike Barnes	
Spencer Buchanan	
Alicia Hanawalt	
Randall Holmes	

**Excused:**

Richard Bradshaw  
Dennis Carson  
Deb Close  
Elva James  
Shannon Polmateer

**Staff and Guests Present:** *Roger Feldhaus, CEO; Tara Bradley, CFO; Deb Waymire, COO; Tina Overlay-Hilt, Executive Assistant/Financial Assistant; and Jonathan Schuck, Director at Kokomo Area Career Center.*

**Call to Order and Welcome**

The May 26, 2021, WDB meeting was held in person at Local 157 Plumber & Pipefitters Training Center in Lafayette and via conference call with GoToMeeting. Attendees were welcomed and the meeting was called to order by Chair, Randy Vernon, at 8:35 a.m. Introductions were made.

**Consent Agenda**

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

**Motion:** Larry West

**Second:** Steve Snyder

**Action:** Unanimous approval

**New Business**

**Fiscal**

**Projected PY 21 WIOA Funding**

Region 4 will receive a 23% increase in its allocation of WIOA formula allocated funding compared to PY 20. In PY 20, our WIOA allocation was \$1.8 million. Our PY 21 allocation will be \$2.3 million. Tara Bradley and Board staff members will begin working on the PY 21 budget to present to the Executive and Finance Committees in June. Mike Barnes, IDWD Chief Workforce Officer, added that there will be additional funding forthcoming: WIOA Governor’s Discretionary Funds, Workforce Accelerator Funds for smaller projects and promising practices, Business Consultant Funds, and funding for additional WorkOne staff to assist with unemployment insurance claimants.

**Operations**

**PY 20 WIOA Performance Measures - 3rd Quarter, January-March 2021**

We are 75% of the way through Program Year 2020. Region 4 is meeting all performance measures at or above the 90% goal level. Our higher goal is to attain 100% or above of each performance metric. Region 4 is serving 8% of the adult WIOA participants across the state using 6% of the state’s WIOA adult allocations. In the past, Region 4 has served an even higher percentage of WIOA enrolled participants in comparison to the percentage of funds received due to our co-enrolling individuals in the Ready to Work and America’s Promise Grants. Mikes Barnes added that Indiana is doing well based on USDOL performance measures, but is unclear what the performance will reflect in the next three quarters.

### **USDOL Apprenticeship Sponsor**

Tecumseh Area Partnership, Inc. d.b.a. Region 4 Workforce Board is an approved apprenticeship sponsor with the USDOL. We have met the standards to work with employers to increase the number of registered apprenticeship programs. We are working with the Caterpillar Large Engine Center in sponsoring its CNC Machinist Operator program and Spirit-EMS in sponsoring its Emergency Medical Technician program.

Region 4 received \$100,000 from DWD's USDOL Apprenticeship Expansion Grant to support the increase of registered apprenticeship programs. The goal is to register 67 new individuals in apprenticeship programs in Region 4. We are confident we will be able to meet the goal. We have reached out to the Plumbers & Steamfitters Training Center to assist in their apprenticeship programs.

### **Business Services**

We are looking at how to grow and strengthen our business services team to increase our collaboration and coordination with our partners, businesses, education and economic development to help employers attain and retain workers. We want to leverage the network of resources in Region 4 and have our resources leveraged by our partners to address employer needs. When the unemployment rate is low, we see fewer job seekers and we need to focus on assisting employers. With the increase of funds for apprenticeships there is a need for a more robust business services team to meet with employers to use apprenticeships and other work-based learning opportunities to skill-up their workforces. The increase in WIOA funds and the added Regional Economic Accelerator Initiative (READI) funds may give us the opportunity to build the businesses services team beyond the current staff.

Roger and Deb participated in a meeting with Conexus employers and HR staff regarding the State of the Workforce report. It was an opportunity to engage with people we don't work with on a regular basis. There are concerns about not finding employees for manufacturing and logistics.

### **DWD Monitoring Report**

The DWD Regulatory Oversight and Compliance team conducted a comprehensive operational and fiscal review of processes and procedures of Region 4. We have received the report and there were no findings. There was one area of concern with staff inconsistency in the entering information in our data tracking system regarding the type of customer contact, e.g., whether by phone, email or in-person. The concern has been addressed with staff and changes are in place. It was an exceptional report considering all the programs and dollars reviewed. A noteworthy compliment was paid to Mellisa Leaming, TAP's Operations Director and Equal Opportunity Officer, about the work she has done with staff getting EO processes and procedures in place. The DWD monitoring was well led and professionally done. Our interaction with the monitoring team was very positive and we felt like we were getting a very fair, favorable monitoring review.

### **Special Rapid Response Funding**

There is a rise in activity in the WorkOne offices related to unemployment insurance claims and the protocols in place to detour fraudulent activity which resulted in more contact with individuals needing assistance filing UI claims. We do not have enough UI funded staff to handle the increase so we requested additional funds for more staff to relieve the case management staff. We, like all employers, are having a difficult time finding individuals to hire. The additional funding is appreciated.

Mike Barnes added that DWD took a look back to 2011. There were 740 Wagner-Peyser (WP) staff at that time. Currently, there are 208 WP staff. The two recessions are not comparable, but DWD is evaluating its staffing level in light of the current demand. Indiana's WP funding has been falling by about 2% each year.

## **WorkOne Offices Customer Satisfaction Reports**

Our customer satisfaction survey reports are released on a quarterly basis. With all the health concerns, strains on the system, and employment insecurities, WorkOne offices in Region 4 receive great customer feedback. Kudos go out to staff members for the assistance they are providing during this time!

## **Board Administration**

### **Recognition of Retiring Region 4 Workforce Board Members**

We would like to recognize two members of the Board who are retiring and stepping down from the Region 4 Workforce Board.

- Arden Cramer, our Board's Treasurer, is retiring from Logansport Saving Bank at the end of August 2021 and will be relocating to Louisville, Kentucky, to be closer to family. Arden has served on the Board as Treasurer for 11 years.
- Larry West, long-time Board member and former Chair of the Board is stepping down from the Board effective June 30, 2021. Larry was first appointed to the Board in 2006.

### **READI (Regional Economic Acceleration and Development Initiative) Funding Opportunity**

Indiana Economic Development Corporation was provided \$500 million for Regional Economic Acceleration and Development Initiative (READI) and is encouraging groups to team up to improve economic development efforts. A meeting invitation was sent to Board members to attend a webinar on June 1 to learn more. Groups will have the opportunity to seek READI funding for their respective areas. A notice of intent to seek funds is due July 1, giving only two months to create their plans. Awards will be announced in the fall. Board staff will be attending the webinar. Board members are encouraged to attend.

### **21<sup>st</sup> Century Talent Initiative**

There are two groups in Region 4 that are self-identifying as 21<sup>st</sup> Century Talent Regions. The North Central Indiana Regional Planning Council (NCIRPC) consists of Cass, Clinton, Fulton, Howard, Miami, and Tipton. The Greater Lafayette Talent Region consists of Benton, Carroll, Cass, Clinton, Fountain, Montgomery, Tippecanoe, Warren, and White. You will notice that Cass and Clinton are represented in both Talent Regions and Fulton, a Region 2 county, is represented in the NCIRPC Talent Region.

### **Updates from Partners**

- Lafayette Adult Resource Academy: Amy Wood – LARA is involved in State Earn and Learn Initiative (SEAL) along with other partners to help individuals overcome barriers and help earn certifications as well as Ivy Tech academic credits. An individual can work part-time at Cook Biotech while attending classes part-time at LARA to earn their HSE (high school equivalency). Once the individual earns an HSE, they move to a full time position with a pay increase. LARA is looking to take this to additional employers such as Pace Dairy and Frito-Lay. LARA hopes to skill-up and support individuals in better sustaining jobs.
- Ivy Tech-Kokomo: Dean McCurdy – Ivy Tech will host an informational session around case manager training and workforce needs. There is reason to think through the need for trained case managers in the community. Defining training and certification pathways for individuals with high school diplomas or associate degrees may be critical to building workforce opportunities in the area while addressing this need.  
Students at the Kokomo Area Career Center in the automotive tech class are taking advantage of the SEAL program through Ivy Tech. Students work all day and attend class at Ivy Tech in the evenings with the employer's support.
- Haynes International: Karen Mellen – Haynes is overcoming the challenges resulting from COVID-related restrictions. Glad to see the economy picking up, especially with airplane travel.
- SIA: Randy Holmes – SIA hopes to continue to gain momentum after the summer break.
- Arconic: Spencer Buchanan – Closing a facility in Arizona and moving a press to the Lafayette plant.

- Kokomo Area Career Center: Jonathan Schuck – CTE in Howard County area is winding down for the school year. Certification testing is occurring and several students are involved in work-based learning opportunities. Students have obtained over 2600 dual credits this year in partnership with KACC’s post-secondary partners.

**NAWB Forum Update**

The National Association of Workforce Boards is providing information regarding the upcoming NAWB Forum which will be held in Washington, D.C., June 24-26. It will be a hybrid virtual and in-person event. Only introductory information is available at this time. The cost for a non-member to attend virtually is \$500. We have not received positive feedback on the value of attending the Forum in this format. If any Board member is interested in attending virtually, let Roger know.

**Selection of WIOA Service Provider and One-Stop Operator**

*Anyone attending today’s meeting with a conflict of interest was asked to excuse themselves for the discussion on One-Stop Operator and WIOA Service Provider procurement.*

In March 2021 an RFP for One-Stop Operator and WIOA Adult, Dislocated Worker and Youth service provision was developed and issued. Two potential proposers submitted Letters of Intent. Proposals were due April 30, 2021. One proposal was submitted from the current provider, JobWorks. A review team consisting of Steve Snyder, Alicia Hanawalt, Deb Waymire and Tara Bradley met and reviewed the proposal received for service provision. Each review team member reviewed and rated the proposal. Items were added in this RFP that were not in past RFPs, including delivering business services and innovative practices. Follow-up questions were sent to JobWorks for clarification; they responded well to the inquiries.

The review team recommends JobWorks be selected as the One-Stop Operator and WIOA Service Provider for Region 4 for the period July 1, 2021—June 30, 2023.

A motion was made to approve the recommendation of the review team and to select JobWorks, Inc. as the One-Stop Operator and Service Provider for WIOA Adult, Dislocated Worker, and Youth program services for Region 4.

**Motion:** Steve Snyder

**Second:** Alicia Hanawalt

**Action:** Unanimous approval by all members present

**Adjournment**

The meeting was adjourned at 10:00 AM

**Motion:** Steve Snyder

**Second:** Larry West

**Action:** Unanimous approval by all members present

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