

COMBINED FINANCE/EXECUTIVE COMMITTEE MEETING AGENDA

JUNE 22, 2022

8:30 AM-10:00 AM

GOTOMEETING 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: Randy Vernon, Karen Mellen, and Deb Close.

Expected Executive Committee Participants: Randy Vernon, Karen Mellen, Steve Snyder, Deb Close

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://meet.goto.com/832323493>

You can also dial in using your phone.

United States: +1 (224) 501-3412

Access Code: 832-323-493

Time	Finance / Executive Committee Topic	Presenter	Action
8:30AM	Call to Order	Randy Vernon	
8:35 AM	Fiscal <ul style="list-style-type: none"> • PY 21 Revenue & Expense Report (ending 5/31/2022) 	Tara Bradley	Information
9:05 AM	Operations <ul style="list-style-type: none"> • Performance Support Grant Application Submission • Grant Applications Awaiting Action: ABA, ETG, WRG • Other Project Updates: WorkLife, Solar Energy Youth Career Connect 	Deb Waymire	Information
9:35 AM	Administration <ul style="list-style-type: none"> • Local Plan Update • Hosting Governor’s Workforce Cabinet Meeting in August • Executive Council (County CEOs) Meeting • WDB Membership Update • Board Member Orientation Training 	Roger Feldhaus	Information
10:00 AM	Adjourn	Randy Vernon	Action

Region 4 WORKFORCE Board

Program Year 21 Revenue and Expense Report July 1, 2021-June 30, 2022

<i>Total Available to Budget</i>							
<i>*After Next Program Year First Quarter Set Aside Removed (20%)</i>	<i>PY 21 Budget</i>	<i>5/31/2022</i>	<i>Actual Percentage</i>	<i>Goal Percentage</i>		<i>PY 20</i>	<i>5/31/2021</i>
Department of Workforce Development Funding							
Workforce Innovation and Opportunity Act							
Administration	327,705	128,638	39%	92%		128,526	
Adult	1,103,746	1,065,838	97%	92%		558,732	
Dislocated Worker	545,595	377,607	69%	92%		328,832	
Youth	1,000,369	510,911	51%	92%		457,422	
Sub-total WIOA	\$ 2,977,415	\$ 2,082,995	64%	92%		\$ 1,473,512	
Other Non-WIOA Funding							
Business Consultant	120,000	115,608	96%	92%		112,434	
JAG State (Jobs for America's Graduates)	646,421	567,518	88%	92%		476,350	
Pre-ETS(VR)/JAG (Jobs for America's Graduates)	115,000	71,594	62%	92%		32,400	
RESEA (Re-employment Services)	466,981	390,490	84%	92%		278,942	
Apprenticeship State Expansion	39,511	43,317	110%	100%		5,934	
Next level Jobs Employer Training Grant	2,020,000	961,523	48%	92%		-	
Special COVID Grant (RR) #2	97,988	97,988	100%	100%		83,994	
Disaster Recovery COVID	43,895	2,981	7%	100%		80,337	
Employment Recovery (COVID)	304,604	23,486	8%	100%		645	
Workforce Ready Grant	50,000	21,849	44%	92%		-	
WIOA Performance Support Grant #4	174,976	12,274	7%	15%		-	
Sub-total Other Non-WIOA Funding	\$ 4,079,376	\$ 2,308,629	57%	88%		\$ 1,071,036	
Total DWD Funding	\$ 7,056,791	\$ 4,391,623	62%	88%		\$ 2,544,548	
Other Federal Grant Revenue							
Rural Healthcare (H1-B) Grant	\$ 616,820	\$ 475,034	77%	92%		\$ 6,934	
America's Promise Grant (H1-B) Grant	\$ 500,000	\$ 126,354	25%	100%		\$ 633,648	
Total DOL Revenue	\$ 1,116,820	\$ 601,388	54%	75%		\$ 640,581	
TAP Revenue							
TAP Unrestricted Funding	-	1,026	0%	0%		3,207	
WHIN Funding	210,757	176,040	84%	100%		196,530	
Other Non-grant Revenue	210,250	27,000	13%	92%		36,000	
Total TAP Revenue	\$ 421,007	\$ 204,066	48%	64%		\$ 235,737	
Total Funding Available to Budget	\$ 8,594,618	\$ 5,197,077	60%	76%		\$ 3,420,866	
Next Program Year First Quarter Set Aside	\$ 583,859						
Expense							
Salaries	566,361	506,371	89%	92%		518,119	
Fringe Benefits	166,968	130,337	78%	92%		144,084	
Travel & Staff Development	8,200	5,409	66%	92%		3,646	
Occupancy, including Liability Insurance	71,905	66,612	93%	92%		66,780	
Communications/Technology	5,000	8,290	166%	92%		3,932	
Supplies, including Equipment Costs	25,600	13,092	51%	92%		18,189	
Professional Services, including IT costs	377,837	169,486	45%	92%		198,250	
WDB Discretionary	20,150	6,707	33%	58%		7,051	
WorkOne Center Overhead Costs, including APG Outreach Costs	394,822	345,630	88%	92%		457,710	
Direct Participant Costs-WIOA Adult and Dislocated Worker, Youth	469,219	293,971	63%	92%		110,334	
Direct Participant Costs-WIOA Incumbent Worker Set Aside	10,000	-	0%	92%		-	
Direct Participant Costs-JAG, CARES Grant, WRG, ETG, ASE	2,545,705	961,779	38%	92%		72,610	
Direct Participant Costs-RHG, APG, WPG, WHIN	738,949	405,528	55%	92%		316,279	
Staffing and Management Costs-WorkOne WIOA	1,542,963	1,137,893	74%	92%		697,105	
Staffing and Management Costs-JAG, Covid Grant, RESEA, ASE, WRG	1,070,331	995,938	93%	92%		707,372	
Staffing and Management Costs-WorkOne RHG, APG, WPG	259,354	156,435	60%	92%		314,624	
Total Expense	\$ 8,273,364	\$ 5,203,477	63%	90%		\$ 3,636,083	
Excess Revenue Over/(Under) Expense	\$ 321,254	\$ (6,400)					
Board Discretionary							
Board Meetings	\$ 1,500	93	6%	92%		5,467	
Board Travel/Conferences	\$ 6,650	-	0%	0%		-	
INWBA/NAWB Dues	\$ 2,000	-	0%	0%		1,500	
Annual Meeting	\$ 5,000	1,613	32%	100%		83	
Workforce Intelligence Information	\$ 5,000	5,000	100%	100%		-	
Total Board Discretionary	\$ 20,150	\$ 6,707	33%	58%		\$ 7,051	

Region 4 Workforce Board Meeting Minutes of May 25, 2022 Location: Inventrek and Virtual GoToMeeting	NEXT MEETING Wednesday, September 28, 2022 Location: TBD in Lafayette and Virtual-GoTo Meeting
--	---

Directors Present:

Randy Vernon, chair	Alicia Hanawalt
Karen Mellen, vice-chair	Randy Holmes
Steve Snyder, secretary	Elva James
Mike Barnes	Amy Wood
Richard Bradshaw	
Spencer Buchanan	

Excused:

Dennis Carson
Deb Close
Dean McCurdy
Shannon Polmateer

Guests Present: *Liddy Romero, Founder & CEO, WorkLife Partnership; Jim Huh, EVP, Business Engagement, WorkLife Partnership; Mark Peters, Board Member, WorkLife Partnership, CEO of Butterball Farms, and author of the book, The Source; Kathy Vernon, Community Liaison for Congressman Jim Baird; and Judy Hasselkus, DWD, Regional Support Manager.*

Staff Present: *Roger Feldhaus, CEO; Tara Bradley, CFO; Deb Waymire, COO; Kathy Burns, Lead Business Consultant and Data Analyst, and Tina Overlay-Hilt, Executive Assistant*

Call to Order and Welcome

The May 25, 2022, WDB meeting was held at Inventrek in Kokomo and via GoToMeeting conference call. Attendees were welcomed and the meeting was called to order by Chair, Randy Vernon, at 8:30 a.m. Introductions were made. A quorum was present.

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

Operations

WorkLife Partnership Presentation

A presentation to introduce WorkLife Partnership and the WorkLife model was given by Liddy Romero, Jim Huh, and Mark Peters. WorkLife Partnership is a non-profit organization with a focus on job retention for essential workers. A WorkLife Navigator meets with individual employees to discuss work and life challenges and to find and connect them with community resources that will help them overcome the challenges that are affecting their job retention. WorkLife Partnership goal is to engage two employers and serve 400 individuals through WIOA Performance Support Grant funding in Region 4. There was a question-and-answer period following the presentation. The slide deck and employer scorecard link will be sent to Board Members.

One Stop Partner Memorandum of Understanding (MOU) and IFA Renewals

The Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA) is an agreement with the One Stop Partners’ understanding of how programs and services will be delivered in the WorkOne Centers and throughout the Region 4 WorkOne system. The current agreement expires June 30, 2022. The IFA is a methodology for partners to pay for their fair share of costs of the WorkOne Centers, whether in-kind costs, staffing, or expenditures. We expect to have the new agreement signed by June 30, 2022, for the three-year period ending June 30, 2025. The partnership agreements are between the Region 4 Workforce Board and

Regional Chief Elected Official and with the following partners: Adult Education; Wagner-Peyser Employment Services; Vocational Rehabilitation; Perkins Post-secondary Career & Technical Education; Unemployment Insurance; Job Counseling, Training and Placement for Veterans; Trade Adjustment Assistance; Migrant & Seasonal Farmworkers; and TANF.

Apprenticeship Building America Grant Opportunity

Indiana Department of Workforce Development applied for an Apprenticeship Building America grant with USDOL. There are four categories of proposals being considered by USDOL; two categories fit Indiana's state-wide priorities. The Category 1 Goal is to Expand Registered Apprenticeship Programs in target sectors such as manufacturing, healthcare, IT, and construction. The Category 2 Goal is to expand pre-apprenticeships and develop equity-centered partnerships that would lead to more registered apprenticeship enrollments. Region 4 will participate in the grant if approved. DWD requested \$7 million to be shared across Indiana to support apprenticeships. Region 4 could receive \$500,000 to support apprenticeships.

Annual One Stop Partner Fair

The semi-annual One Stop Partner Fair was recently held in-person. The fair is an opportunity for staff of our partners to come together and learn about the resources each organization has available, make connections, build relationships, and support each other as an organization. Terri Simons, JobWorks, Inc., and our One Stop Operator Coordinator, coordinated the event.

Board Administration

Board Staff Attraction and Retention

At its April 27, 2022, meeting the Executive Committee supported a benefit allowance increase to help attract and retain Board staff. The Committee approved a budget amendment of \$17,000 for PY 21 to support this increase, if approved by the Board. The Committee requested a motion be made for the Board to approve a budget amendment adding \$17,000 to the board staff benefit allowance for PY 21.

A motion was made to approve the budget amendment of \$17,000 for PY 21.

Motion: Alicia Hanawalt

Second: Karen Mellen

Action: Unanimous approval

Election of Board Officers and Board Membership

The Region 4 Workforce Board by-laws state that the positions of Board Chair, Vice Chair, Treasurer and Secretary be elected annually in May. The Executive Committee presented the following slate of officers to the Board for approval.

Randy Vernon, Chair

Karen Mellen, Vice Chair

Steve Snyder, Secretary

Deb Close, Treasurer

A motion was made to approve the slate of officers as presented.

Motion: Alicia Hanawalt

Second: Richard Bradshaw

Action: Unanimous approval

Indiana Chamber of Commerce Work-based Learning Landscape Study

The Indiana Chamber of Commerce, Institute for Workforce Excellence held in-person focus group sessions to study the supply and demand of work-based learning on Wednesday, May 18, 2022, at Ivy Tech in Lafayette.

Employers, educators, and workforce intermediaries in Region 4 participated in the sessions. Following the sessions, attendees were asked to participate in a Work-based learning study survey. Thanks to Karen Mellen for her participation at this meeting representing Haynes International and the Region 4 Workforce Board.

Various Sources of Funding for PY 22

Region 4’s WIOA allocation for PY 22 is two million dollars, a decrease of ten percent from PY 21. The State allocation overall decreased by nine percent. Other funding sources include the Employer Training Grant, Workforce Ready Grant, Rural Healthcare Grant, and the Apprenticeship Building America Grant opportunity currently under consideration.

Adjournment

The meeting was adjourned at 10:10 AM.

Motion: Steve Snyder

Second: Alicia Hanawalt

Action: Unanimous approval by all members present

Respectfully submitted,
Tina Overley-Hilt
Executive Assistant

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