

**Region 4 Workforce Board  
Finance - Executive Committees  
Meeting Minutes  
Wednesday, February 24, 2021**

**Meeting Time:** 8:00 a.m.  
**Method:** Go To Meeting Conference Call.

**Committee Member Participants:** Randy Vernon, Chair; Karen Mellen, Vice Chair; Steve Snyder, Secretary; Arden Cramer, Treasurer; and Larry West, Member.

**Excused:** Deb Close, Member

**WDB Staff:** Roger Feldhaus, Executive Director; Tara Bradley, Chief Financial Officer; Deb Waymire, Chief Operations Officer; Blake Sempsrott, Financial Coordinator; and Tina Overley-Hilt, Executive Assistant.

## **Finance Committee**

Arden Cramer called the Finance Committee meeting to order at 8:00 a.m.

### ***IRS Form 990 Return for Tax Year 7/1/2019-6/30/2020***

TAP received the Form 990 tax return for the year ending June 30, 2020 from Huth Thompson, LLC. The 990 will be sent out to the WDB members to review and provide feedback. The deadline to submit Form 990 to the IRS is May 17, 2021.

### ***PY20 Revenue and Expense Report – 1/31/2021***

Tara Bradley presented the Revenue and Expense Report for period ending 1/31/2021. The report includes income by funding source and expenditures by line item. The top portion shows the funds available for expenditure in PY20, with the exception of several grants that have been fully expended or have ended as of 12/31/20. We are grateful to JobWorks for using its PPP loan to offset costs that would otherwise have been chargeable to its subgrants with TAP or resulted in staff reductions. Noteworthy observations include the following:

#### ***WIOA Formula-Allocated Funding (IDWD)***

- WIOA expenditures for PY20 should be at 58%, but are actually at 42%. We anticipate expenditures will continue to remain on track. Any remaining funds will be carried over to PY21.

#### ***Other Non-WIOA Funding (IDWD)***

- These are State and Federal funds that are not formula-allocated to Region 4.
  - *Business Consultant (BC) Grant* helps pay for two business consultant staff members. Any business consultant costs not covered by the *BC Grant* are covered with WIOA admin funds. We have been notified of a no-cost *BC Grant* extension through 12/31/21.
  - *Apprenticeship State Expansion (ASE) Grant* is a new grant to expand apprenticeship opportunities in cooperation with Region 4 employers and education and training institutions. *ASE Grant* funds can be used to support our business consultants, thereby relieving some of the costs that would otherwise be borne by the *BC Grant*.
  - *Jobs for America's Graduates (JAG) State Grant* is at 38% expended due in part to the JobWorks PPP loan offset.
  - *Pre-Employment Transition Services Grant* supports Vocational Rehabilitation-eligible students enrolled in the *JAG* program. This grant is the result of a cooperative relationship between IDWD and Indiana Division of Vocational Rehabilitation Services.
  - *Next Level Jobs Employer Training Grant* and *Next Level Jobs Workforce Training Grant* are short-term grants funded provided by the Coronavirus Aid, Recovery, and Economic Security (CARES) Act. These

grants expired on December 31, 2020. Unexpended amounts were returned to IDWD.

- *Special COVID Grant (UI-related services), Special COVID Grant (Rapid Response services to dislocated workers), and Disaster Recovery COVID* provide funding for PPE in WorkOne Centers/Sites, outreach and assistance for dislocated workers, and short-term employment for workers in disaster relief occupations. The *UI-related services* funds ended December 31, 2020. *Rapid Response services* funds end March 31, 2021.
- *Employment Recovery Grant* funds are available until May 31, 2022, and *Disaster Recovery Grant* funds are available until February 2022. These funds are to be used for training of individuals who are unemployed due to COVID.

#### **Direct Federal Grant Revenue (USDOL)**

- *America's Promise Grant (APG)* received a one-year extension through 12/31/2021. Staff continue to work hard to overcome challenges due to COVID and to invest APG funds wisely.

The bottom half of the report shows line item expenditures compared to the straight-line budget for the period. For the most part, we are within the budget guidelines for expenditures.

- *WDB Discretionary* is underexpended because Board meetings and the Annual Meeting have been held virtually.
- *WorkOne Center Overhead Cost* appears to be overexpended due to COVID-related expenses, but these costs were heavily loaded during the first six months of the budget year. The normal, on-going expenses are within budget.
- *Direct Participant Costs –CARES Grant, Workforce Ready Grant, and Employer Training Grant—all have ended.*

Overall, we are underexpended due to lower than expected direct participant costs. The regular overhead and staffing costs are within budget. IDWD received notification of the allocation for PY21 in which Indiana received an increase of \$9 million. Region 4 may not necessarily share in any increase, however. We are neither positively nor negatively affected in the funding we receive based on performance measures. Federal and State entities use poverty and unemployment data in the allocation formulae. If funds were distributed by population or size of the workforce, Region 4 would receive about 7.5% of the allocated funding. In recent years, Region 4 has received about 6% due to our relatively low poverty and unemployment rates.

- TAP was awarded a four-year, \$2.5 million *H-1B Rural Healthcare Grant* which became effective on February 1, 2021. It will appear on the next Revenue and Expense report. Region 4 is working with the U.S. Department of Labor to finalize the grant terms, conditions, and plan of work. We have met with the eight other participating regions and will be conducting a fiscal pre-award determination of each. As the lead grant applicant, TAP has received authorization to draw down RHG funding. It may be May 1st before we start enrolling participants.

#### **Adjournment**

Finance Committee adjourned at 8:25 a.m.

#### **Executive Committee**

Randy Vernon called the Executive Committee meeting to order at 8:25 a.m.

#### **Operations**

##### ***WorkOne Center Certification Team***

Every three years we conduct a review of our One-Stop Centers and Sites in accordance with IDWD policy and WIOA rules and regulations. A thank-you goes out to Randy Vernon and Steve Snyder for serving on the certification team. The review was conducted virtually on February 18, 2021 for the two WorkOne Centers in

Lafayette and Kokomo and three Affiliate Sites in Logansport, Monticello and Peru. Staff were interviewed on their knowledge of processes and procedures. The certification report was submitted to DWD for review. Steve was impressed with the professionalism of the staff during the certification process.

### ***WIOA Performance (7/1/2020-12/31/2020)***

Deb presented WIOA Performance for the period 7/1/2020-12/31/2020. Attaining 90% of the performance goal is considered “meeting performance.” We have attained 90% or higher in all performance goal areas. Our higher goal, however, is always to attain 100% of each performance metric. The time periods being considered are beginning to reflect the time period affected by COVID. We will continue to track the effect of COVID on our metrics.

### ***Office Staffing Update***

The Lafayette and Kokomo WorkOne offices have been open by appointment-only to serve unemployment insurance (UI) customers. Staff have been serving all other customers virtually. Staff have been working in a rotation of four teams. As the positivity rate trends downward, staff will work in a rotation of two teams serving all customers by appointment and virtually beginning March 1, 2021. We will review this process on a month-to-month basis and hope to return to normal operations soon.

### ***DWD Monitoring***

During the week of March 8-12, a DWD monitoring team will be conducting a virtual operational and fiscal review of TAP/Region 4 WDB activities as part of DWD’s annual monitoring of each workforce service area.

### ***Administration***

#### ***WDB Membership Update***

The process to fill the business representative seat vacated by Mike Smith’s retirement is in motion. Randy Holmes, Training Manager at SIA, has been nominated by the local economic organization and has agreed to serve on the Board following approval by the Region 4 Chief Elected Official for Workforce Development, Mayor Roswarski.

### ***USDOL Rural Healthcare Grant (Update)***

Region 4, in collaboration with eight other Indiana regions, was one of 17 applicants nationwide to receive a USDOL H-1B Rural Healthcare Grant. Our grant focuses on the need for CNAs (certified nursing assistants) and QMAs (qualified medication aides) in our rural communities. As part of the orientation to the grant, we have met with our assigned USDOL Federal Project Officer. We have also met with representatives of all other Indiana regions involved in the grant. Additional meetings will be held during a 90-day ramp-up process that began on February 1. This is \$2.5 million, four-year grant opportunity, with each region receiving a \$250,000 subgrant. Region 4 will receive an additional \$250,000 for administration of the overall grant. Over 900 individuals will be served, with a large percentage being certified in the first step along a clinical career pathway.

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

Indiana Secretary of Career Connections and Talent, Blair Milo, leads the initiative for self-identified regions to plan around talent development. There are three aspects to consider in establishing a talent network: 1) Attract talent 2) Develop talent and 3) Connect talent. Region 4 has no 21<sup>st</sup> Century Talent Region designated yet. There are about 10 such regions that have been designated statewide—some multi-county, some only one county or one part of a large metro area. More information is available at <https://www.in.gov/cct/21CTR.htm>. There are two groups in Region 4 that are working on becoming 21<sup>st</sup> Century Talent Regions.

- North Central Indiana Economic Development Partnership (NCIEDP), including economic development organizations, local elected officials, and others in the eastern part of Region 4, plus a couple of counties outside Region 4, has submitted an application for designation. Region 4 WDB staff member, Kathy Burns, has had a significant role in helping develop NCIEDP’s application.

- Greater Lafayette Commerce and the Indiana Technology Corridor (ITC) partnership in the western part of Region 4 are also in the midst of preparing an application. Kathy Burns and Roger Feldhaus are working with the group along with two former TAP staff members, Kara Webb (GLC) and Brooklyn Burton (Ivy Tech Lafayette).

We want to establish an eco-system map and create a dashboard to measure key implementation steps that enhance the level of talent in Region 4.

#### ***Purdue/Ford Motor Company (FMC) Project WorkKeys Presentation***

Region 4 Workforce Board has made presentations to graduate classes at Purdue University regarding workforce education and training opportunities. Ford Motor Company has a professional services agreement with Purdue to bring innovative approaches to FMC's efforts to prepare its workforce for the jobs of the future. Ford is looking at various assessment tools. Our College of Education partner, Dr. Jim Greenan, is suggesting that Ford consider the WorkKeys system. TAP expects to be invited to participate in a work group to review the portfolio of ACT assessment tools for FMC's consideration. Region 4 is a strong believer in the WorkKeys job profiling and foundational academic skills assessment system because it focuses on demonstrable skills that relate directly to the job for which the applicant is being considered, and not credentials or education alone.

#### ***WHIN Grant Extension***

Region 4 received a grant from the WHIN Foundation to administer funds supporting activities for youth-oriented programs and career exploration activities. All the funds allocated this past year were not spent due to COVID. A request was submitted and approved for an extension for another year.

#### ***PY21 Executive/Finance Committee Meeting Schedule (7/1/2021-6/30/2022)***

The proposed PY21 Executive/Finance Committee Meeting schedule was shared with the committees. The committee members agreed that the current dates and time work for them. The meeting invitations will be sent to members to add to their calendars.

#### ***In-Person Board Meetings***

Board Chair Randy Vernon opened the floor for discussion regarding the return to in-person meetings. At some point, we need to establish criteria or benchmarks for returning to in-person meetings.

#### ***Adjournment***

The Executive Committee meeting adjourned at 9:00 a.m.