

**Region 4 Workforce Board  
Finance - Executive Committees  
Meeting Minutes  
Wednesday, April 28, 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.

**Excused:** Deb Close, Member; and Larry West, Member

**WDB Staff:** Roger Feldhaus, Executive Director; Tara Bradley, Chief Financial Officer; Mellisa Leaming, Director of Operations; and Tina Overley-Hilt, Executive Assistant.

## **Finance Committee**

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

### ***PY20 Revenue and Expense Report – 3/31/2021***

Tara Bradley presented the Revenue and Expense Report for period ending 3/31/2021. The report includes income by funding source and expenditures by line item. The top portion shows the funds available for expenditure in PY20. Noteworthy observations include the following:

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

- *WIOA* expenditures for PY20 should be at 75% by this time in the program year. We are recently seeing an increase in *WIOA* expenditures since JobWorks' utilization of PPP funds has ended. Direct Participant Costs are underexpended by the largest margin. 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.
  - *Next Level Jobs Employer Training Grant* and *Next Level Jobs Workforce Training Grant* were short-term grants, made possible through the Coronavirus Aid, Recovery, and Economic Security (CARES) Act, *Special COVID Grant (UI-related services)*, *Special COVID Grant (Rapid Response services to dislocated workers)*, and *Disaster Recovery COVID* grants, that have ended.
  - *Employment Recovery Grant* – We are beginning to see an increased expenditure of these funds.
  - *WIOA Performance Support Grant #2* was slated to end March 31, 2021, but received an extension until May 15, 2021. Most of these funds will be committed to Direct Participant Costs and will be fully expended.

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

- *Rural Healthcare Grant* expenditures are mainly Region 4 Workforce Board staff as they set up the implementation of the grant. In April and May, we will begin to see an increase in expenditures.
- It is late into *America's Promise Grant (APG)* which received a one-year extension through 12/31/2021. Staff continue to work hard to overcome challenges. Mellisa Leaming will provide more information on the status of the grant.

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.

- *Professional Services and WorkOne Center Overhead Costs* are over-expended because of exigencies not originally budgeted at the beginning or the program year.
- *Direct Participant Costs* are less than expected due to pandemic-related disruptions and uncertainties among education and training providers and training participants themselves.

### **PY 21 Allocations**

U.S. Department of Labor released the official WIOA allocation to the State. Indiana will receive a 22-29% increase for adult, dislocated worker, and youth programs. If Region 4 receives the same allocation percentage as last year, we should anticipate a \$400,000 overall increase in WIOA funding. While the actual allocation percentage could be lower than last year's due to demographic and economic variabilities, Region 4 should not see a decrease in overall funding, as has been the recent trend. This is good news for Indiana and for Region 4.

### ***Adjournment***

Finance Committee adjourned at 8:12 a.m.

### **Executive Committee**

Randy Vernon called the Executive Committee meeting to order at 8:13 a.m.

### **Operations**

#### ***Service Provider RFP Response***

WIOA One-Stop Operator and Service Provision Request for Proposal was issued on March 26, 2021. Proposals are due on Friday, April 30. The proposals will be reviewed and interviews with potential providers will be held during the week of May 10. The plan is to present a recommendation for the Board's approval at its May 26 meeting and to have a contract in place by July 1, 2021. Two vendors submitted Letters of Intent and three questions were submitted for clarification. Board members will be asked to volunteer to help with the evaluation process.

#### ***America's Promise Grant Update***

America's Promise Grant (APG) is an advanced manufacturing grant to assist with new hire or incumbent worker training to achieve the skills needed by employers. APG received a no-cost, one-year extension through 12/31/2021 with \$1 million remaining to expend. There have been several challenges to overcome due to COVID that have either shut down training for a time or disrupted it significantly. With the end of the grant coming up, APG staff are leaving for new career opportunities. We achieved 100% of three of the performance goals and over 90% on two goals prior to the extension. New goals were set for the extended period. It will be a struggle to achieve 100% of the new goals and spend all the grant funds, but our remaining project staff will work hard to meet our goals. Our USDOL technical advisors understand the challenges we and other APG grantees are having due to the pandemic.

#### ***Apprenticeship State Expansion Grant Update***

Region 4 received a \$100,000 grant to increase the number of apprenticeships between the time the grant funds first became available to the State and May 15, 2022. Our Region 4 goal is to assist 67 new individuals enter apprenticeship programs. The grant funding is not limited to a particular employment sector. We are working with eight employers and/or trades including Electrical Workers, Plumbers and Steamfitters, Stellantis (FCA), Haynes, Caterpillar, Pace Dairy and Chariot Motors.

## **Administration**

### ***USDOL Rural Healthcare Grant Update***

Region 4, in collaboration with eight other Indiana regions, received a USDOL H-1B Rural Healthcare Grant. This is a \$2.5 million, four-year grant opportunity, with each region receiving a \$250,000 sub-award. Region 4 will receive an additional \$250,000 for administration of the overall grant. We have addressed concerns regarding the grant application with USDOL and the three-month orientation process is winding down. Regions will begin enrolling participants on May 1. Region 4 is acting as the granting agency for the eight sub-recipients. Deb Waymire and Mellisa Leaming are setting up the MIS and operations components of the grant. Tara Bradley and Blake Sempsrott are managing the pre-award surveys and initiating the sub-agreements as specified by USDOL. A Rural Healthcare Advisory Group will be established to provide guidance for grant activities going forward.

### ***Board Membership Update***

Deb Close will continue to be involved with the Board; however, she has unavoidably had to step back during the pandemic to fulfill her expanded responsibilities as a healthcare professional. Larry West announced his retirement from the Board and the Finance Committee, effective June 30, 2021. New business representatives will be needed to replace Larry and Arden Cramer (previously announced), preferably from Miami and Cass counties, respectively.

### ***Influx of Lay-offs, Closings, and Furloughs***

There is an optimistic prediction for economic growth in the future, but currently there is instability and rebalancing going on in several industry sectors. We are experiencing more worker dislocations—temporary and permanent—, which have increased the customer traffic in our WorkOne offices. There is a new authentication process now being required of new UI registrants that will help reduce the incidence of fraudulent claims. The process requires that an individual take a “selfie” on their smart phone that matches their government-issued ID photo. The process is not working well; customers are frustrated; and WorkOne staff are overwhelmed with individuals needing assistance. Higher resolution scanners have been set up and other accommodations are being made to assist individuals. We are requesting targeted funding from IDWD to hire temporary staff members to take the load off permanent staff who should be providing services to WIOA participants and other enrolled individuals.

### ***Focus on Apprenticeships, OJTs, and Incumbent Worker Training***

There are many opportunities through various funding sources for individuals wanting to pursue career goals, make career changes, or enhance their employability. Our role as a workforce development board is to help establish work-based learning activities by assisting employers with apprenticeships, on-the-job training, and upskilling current employees through incumbent worker training. There is a need for more business services outreach. We are making it a priority to ramp-up our connection with employers of workers in high-value, in-demand occupations. Reach out to Roger with your ideas for working with such employers in your communities.

### ***NAWB Forum June 24-26***

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. Board staff will continue to investigate and inform the Board of the options for attending.

### ***May and September Board Meeting Locations***

The Board meeting on May 26<sup>th</sup> will be a combination in-person and virtual. It will be held in Lafayette at **Local 157 Plumbers and Pipefitters Training Center** on South 30<sup>th</sup> Street. Thank you, Steve, for offering the Training Center. An updated meeting invitation with address and map will be sent out to the Board. To help with set-up of

the meeting space, Tina will send out a survey to members for them to let her know if they will be attending in person or virtually.

The Board Meeting on September 22<sup>nd</sup> will be held in Kokomo at Ivy Tech Health Professional Center. Details will be sent with the meeting invitation.

***Adjournment***

The Executive Committee meeting adjourned at 8:55 a.m.