

**Region 4 Workforce Board
Executive Committee
Meeting Minutes
Wednesday, October 27, 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
Excused: Deb Close, Member
WDB Staff: Roger Feldhaus, Executive Director; Tara Bradley, Chief Financial Officer; Deb Waymire, Chief Operations Officer; Blake Sempstrott, Financial Coordinator; and Tina Overley-Hilt, Executive Assistant.

Executive Committee

Randy Vernon, Executive Committee Chair, called the Executive Committee meeting to order at 8:00 a.m.

Finance

PY21 Revenue and Expense Report – 9/30/2021

Tara Bradley presented the Revenue and Expense Report for period 7/1—9/30/2021. The budget was approved by the full Board on September 22, 2021. The report includes income by funding source and expenditures by line item. The top portion shows the funds available for expenditure in PY21. The WIOA Performance Support Grant #3 funds will be added once the contract is signed. Noteworthy observations include the following:

WIOA Formula-Allocated Funding (IDWD)

- *WIOA* expenditures for PY21 are at 17% budget. This is due to the lower direct participant costs for the year. We anticipate this will pick up throughout the year. As 9/30/21, the expenditures were at \$516,000 compared to \$274,000 last year. As you will remember, JobWorks, Inc., our contracted service provider and subgrantee, utilized CARES Act PPP funds to reduce operational expenses.

Other Non-WIOA Funding (IDWD)

- *Business Consultant* – Half of the funds will be contracted to JobWorks for the business consultant staff.
- *Pre-ETS (VR)/JAG (Jobs for America's Graduates)* funds will be received in spring to be used for the JAG program.
- *Apprenticeship State Expansion* funds are expected to be fully expended by December 31, 2021. The funds are carried-over from PY20.
- *Next Level Jobs Employer Training Grant* are funds already obligated to the employers and awaiting the state's reimbursement process to kick in. We anticipate receiving an additional \$1 million of ETG funding in the near future. The next quarterly report will show a significant increase in expenditures.
- *Employment Recovery (COVID)* funding is carried-over from PY20. Staff are working to fully expend the funds now that the state has expanded the scope of the grant to allow direct participant training expenditures.

Direct Federal Grant Revenue (USDOL)

- *Rural Healthcare Grant* is ramping up. Several regions are serving participants. As we move forward, we will see an increase in the expenditure of the grant funds.
- *America's Promise Grant (APG)* is winding down after a one year extension and will end 12/31/2021.

As of 9/30/21, we have expended \$1,075,196 during PY21 Q1 compared to \$638,024 in PY20 Q1.

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 tracking well with budgeted expenditures.

- *Professional Services, including IT costs* is under-expended due to the timing of the contracts with consultants, WorkKeys profilers, and IT security upgrade.
- *Direct Participant Costs* are under-expended due to the challenges involved in enrolling participants in training during a time of uncertainty. We anticipate activity will increase during the rest of PY21.

Operations

Employer Training Grant Update

Region 4 was previously awarded \$420,000 in Employer Training Grant funds. We requested an additional \$1.1 million to support the additional requests received from employers. We received notice that we will receive an additional \$1.6 million for a total award of \$2,020,000.

Boards will have discretion with the unobligated funding. Region 4 has sufficient requests from employers interested in the grants to use all the funds received.

Region	Approved Training Plan to Date	FY 21 Grant Award	PY22 Grant Award	Total Award	Total Available Unobligated Balance
4	\$ 1,438,215.00	\$ 420,000.00	\$ 1,600,00.00	\$ 2,020,000.00	\$581, 785.00

Rural Healthcare Grant Update

As part of the Rural Healthcare Grant proposal, we established a Rural Healthcare Advisory Board and held the first meeting on Tuesday, October 25, 2021. Advisory board members are from around the state, representing healthcare companies, agencies, and educational institutions such as Trilogy Health Services, Kingston Healthcare, Miller Health Services, the Indiana Rural Health Association, and Trine University. We asked the Advisory Board to provide advice about the curriculum design (received during the proposal development), recruit participants, provide opportunities for on-the-job experience, provide internships, upskill incumbent workers, and employ completers of the program throughout the four-year grant period and beyond. The Board will also help identify current and future occupational skill gaps for which we can seek additional funding opportunities to bridge.

There are 71 individuals enrolled in the Rural Healthcare Grant as of September 30, 2021. Based on the feedback from the advisory board members, Deb Waymire thinks this is fairly good progress to date. The goal is to enroll 875 over the four-year period. Most regions are just getting started with the grant as they are experiencing staffing issues like most companies.

USDOL Disaster Recovery Grant Monitoring Report

USDOL monitored the IDWD Disaster Recovery Grant. Regions 4 and 5 were the two local areas selected for review, as well as IDWD as a whole. Region 4 assisted Food Finders Food Bank and Logansport Memorial Hospital with funds received. There were no findings in the report, but two Areas of Concern were noted. One was the low expenditure rate; the other involved the need to add language to the Worksite Agreement that acknowledges the participant’s acceptance. While a response is not required, IDWD may choose to respond to the Areas of Concern notations.

DWD/USDOL Apprenticeship Grant Monitoring

There is an upcoming monitoring review of the Apprenticeship State Expansion Grant (ASE). All regions will be monitored by DWD on the ASE grant. Some regions will also be selected for the USDOL review. Region 4 does not expect to be part of local area review. However, Region 4 has enrolled more participants in this grant than any other region, so we may be selected because of our success.

PY20 Performance Report

PY20 was a difficult year for performance. There are 195 metrics to look at for performance. In PY19, only 9 of the 195 metrics were not met at the 100% of goal level. In PY20, 53 metrics were not met at the 100% level. However, Region 4 and all other Indiana regions met the USDOL level of performance. According to USDOL, the overall performance measure is 90% of the performance goal and is considered “meeting performance”. The performance measure on any individual indicator for any program (Adult, Dislocated Worker, and Youth) is 50% of the adjusted performance goal level. Of the 15 performance metrics, 10 were exceeded and five were met. The most challenging metrics statewide were employment in the 2nd and 4th quarters after exit. The number of participants served statewide was down 11% compare to PY19.

Administration

Huth Thompson LLP. Audit Progress

Huth Thompson has begun the financial audit process. Auditors were onsite in early September and again the first week of October. The audit is going smoothly. It is estimated the audit will be completed by December 31, 2021, and the report will be presented to the full Board at its January 26, 2022, meeting.

CTE Comprehensive Local Needs Assessment-October4, 2021-Region 4 Regional Collaboration Meeting

Region 4 hosted the Career and Technical Education Comprehensive Local Needs Assessment on October 4, 2021. The Governor’s Workforce Cabinet oversees the career and technical education program at the secondary and post-secondary levels. CTE goes through a comprehensive needs analysis of their programs every two years. This is an effort to align programs being offered in secondary and postsecondary education with the region’s labor market demands. Steve Snyder and Karen Mellen represented the Region 4 Workforce Board during the meeting. Dean McCurdy, also a Board member, represented Ivy Tech Kokomo and Lafayette. Roger thanked Steve and Karen for participating in the conversation.

Conversation with Mike Barnes

The following two questions came up as a result of the quarterly one-on-one meeting with Mike Barnes, IDWD’s Chief Workforce Officer. Mike challenged us to provide information that can be useful to support the regions.

- ***How Can State Support Youth-Employer Engagement?***
 - By making clearer exceptions/exemptions that make it less risky for employers to work with students to gain experience in the workforce, such as work and learn opportunities.
 - By providing financial incentives.
 - Learning from examples of successful programs in Indiana or other states.
 - We need to make the state more aware of opportunities such as the Building Trades Summer Camps, Manufacturing Week activities, etc., so DWD can help support and expand these opportunities.

- ***How Can Region 4 Help Other Regions Compete for USDOL Competitive Grant Opportunities?***
 - TBD

WDB Annual Meeting Event-Luncheon

The Annual Meeting and Luncheon will be held on November 17, 2021, in Delphi, Indiana at the Delphi Opera House. A brief business meeting will be held from 10:30 to 11:30 a.m. with the election of officers and planning for the upcoming year. Roger will reach to out to each officer to see if you are interested in continuing to serve for next year. A luncheon for Board Members and Board staff will follow the meeting at 11:30 a.m. A special invitation will be sent to Regional Chief Elected Officer, Mayor Roswarski. The lunch will be catered by Fika Coffee Wine Nibbles, an elite cafe that focuses on high-quality coffee, teas, and locally-made pastries, snacks and nibbles. Lunch will include salad, sandwiches, fruit, veggies and dessert served charcuterie style. There will be a short presentation of

the annual report during the lunch.

Adjournment

The Executive Committee meeting adjourned at 8:50am.