

**Region 4 Workforce Board  
Finance - Executive Committee  
Meeting Minutes  
Wednesday, January 12, 2022**

**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; Deb Waymire, Chief Operations Officer  
**WDB Staff:** Roger Feldhaus, Executive Director; Tara Bradley, Chief Financial Officer; Mellisa Leaming, Director of Operations; Blake Sempsrott, 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**

##### ***PY 20 Audit***

Tara Bradley provided an update on the PY 20 audit report. Kimberly Morissette, Huth Thompson LLC, will present the audit report for the year ending 6/30/2021 to the full Board during the WDB Meeting on January 26, 2022. It will be a clean report, with no issues. The draft report is available, should any Board member wish to review the report prior to the Board meeting.

##### ***PY21 Revenue and Expense Report – 11/30/2021***

Tara Bradley presented the Revenue and Expense Report for the period ending 11/30/2021. The Revenue and Expense report ending 12/31/2021, is still being finalized. Noteworthy observations include the following:

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

- *WIOA* expenditures for PY 21 for this fiscal period should be trending at around 42%. Expenditures are at 30%, quite a bit lower than budgeted. *WIOA* Youth expenditure is a concern. Service provider, JobWorks, Inc., will discuss with its staff ways to increase the use of the funds. It is difficult to get individuals engaged in training while the pandemic persists. JobWorks has experienced a high turn-over in youth staff in the WorkOne offices. *WIOA* youth funding provides 80-85% of the funding for out-of-school youth activities. *WIOA* youth eligibility requirements make it difficult to serve in-school youth. Jobs for America's Graduates (JAG) is the focus for in-school youth.

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

- *Business Consultant* – Kathy Burns is the only Board staff person funded with Business Consultant funds. Fifty percent of the funds will be contracted to JobWorks to support another Business Consultant/Employer Services staff member. JobWorks will begin charging to this funding stream in January. We expect to spend the funds by June 30, 2022.
- *Pre-ETS (Vocational Rehabilitation)/JAG (Jobs for America's Graduates)* funds are not being utilized yet. It is a challenging process to determine which program participants qualify for in order to use this fund. Expenditures will occur more in the spring and will be reflected on future reports.
- *Apprenticeship State Expansion* grant will end. Funds will be 100% expended.
- *Next Level Jobs Employer Training Grant* – On the next report the Employer Training Grant will show a significant increase of over \$1 million. The funds are already obligated to the designated employers. There is a new process for employer reimbursement and the region, rather than the state, will begin reimbursing the employer directly. Employers have a six-month waiting period (to ensure trainee job retention) before

reimbursement can be made. The original \$400,000 in ETG funding we received will be expended quickly in January and February.

- *Special COVID Grant (RR) #2* is funding for staffing in the WorkOne Centers. Expenditures are trending well. *Disaster Recovery (COVID) and Employment Recovery (COVID)* are significantly underexpended. Mellisa will discuss under Operations.
- *WIOA Performance Support Grant #3* was just approved. Expenditures will begin to show up in future reports.

**Direct Federal Grant Revenue (USDOL)**

- *Rural Healthcare Grant*- Region 4 along with eight other regions is serving participants to train for and fill entry level positions in healthcare occupations in rural areas. Grant activities and expenditures are going well. The grant period is February 2021 to January 2025.
- *America’s Promise Grant (APG)* ended on 12/31/2021 after a one-year extension. The accounting of final grant performance and expenditures is being made. We anticipate underexpending these grant funds by \$1 million and meeting—or coming close to meeting—all performance measures.

**TAP Revenue**

*Other Non-grant Revenue* -WorkKeys Profiling started slowly, but we anticipate profiling activity to increase.

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.

- *Communications/Technology* appears to be overextended but is a reclassification of expenditures previously shown under *Professional Services, including IT costs or Occupancy*. Based on invoices, some telephone costs were able to be charged to the new line item.
- *Direct Participant Costs* are underexpended due to the challenges involved in enrolling participants in training during a time of uncertainty.
- *Staffing and Management Costs* deal with JobWorks, Inc. and the staffing costs. *Staffing and Management Costs*-WorkOne, Rural Healthcare (RHG), APG, WPG appears to be over expended due to APG ending. The expended percentage will even out as the fiscal year continues.

**Operations**

Mellisa Leaming, Director of Operations presented the Operations update in Deb Waymire’s absence.

***America’s Promise Grant Performance and Ending***

The America’s Promise grant (APG) ended on December 31, 2021. APG was a USDOL H-1B, \$6 million, four-year grant with a one-year extension with a focus on advanced manufacturing that began January 1, 2017. We are in the process of closing out the grant and gathering final data. APG served several employers and 1,391 participants throughout Region 4. The goals and performance as of November 2021 for the grant were:

<b>Incumbent &amp; Traditional</b>	<b>Goal</b>	<b>Performance</b>	<b>% of Goal</b>
Total # Participants served	1124	1391	124%
Enrolled in Education	1124	1093	97%
Completing Education & Training	915	898	98%
Completing Education & Training and Earned a Certification	815	835	102%
Complete Training Activities & Obtained Employment	616	966	157%

We were unable to spend all the funds because 1.) the economy greatly improved early in the grant and more individuals were hired directly without receiving training due to employers needing employees immediately and 2.) hands-on, in-person training opportunities were no longer a possibility due to the pandemic. Funds will be returned to DOL. The final programmatic and fiscal reports are due to USDOL by February 15, 2022 (45 days after

the end of the grant).

Many features of both *America's Promise* and *Ready to Work* grants have contributed to the building of a sustainable training model that is still in use, expanded, adapted, and scaled up as needed by employers and manufacturing employer service organizations, such as Conexus Indiana. You'll hear it referred to today as *RAMP* or *CATAPULT*. Both grants provided an opportunity for Region 4 to engage and build relationships with employers.

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

Region 4 will be presenting during a Department of Labor webinar to other DOL grant recipients on effective outreach strategies on February 1<sup>st</sup>. We were selected because our performance numbers are exceeding our goals. In the first six months, we are meeting the goals set for the number of individuals enrolled and in training. Region 4 is the lead on the Rural Healthcare Grant, working with eight other regions in Indiana. The other regions have provided input and feedback that will be shared during the webinar.

#### ***Employer Training Grant Update***

Region 4 was awarded \$2,020,000 in Employer Training Grant funds. Through November 2021, \$1,651,215 has been obligated. There is \$203,000 left in unobligated funds with the potential to serve another four or five employers. An employer can apply for a maximum of \$50,000. We anticipate the funds will be fully expended. Eighty employers have applied for funds which have been obligated to them. Some will meet the requirements for reimbursement of actual training costs; others will not.

#### ***Return of Disaster Recovery Grant Funds and Employment Recovery Funds***

Disaster Recover and Employment Recovery grant funds were received to assist during the pandemic and with unemployment caused by the pandemic. The Disaster Recovery provided for employers to hire individuals to assist temporarily during the pandemic. Region 4 assisted Logansport Memorial Hospital and Food Finders in Lafayette during 2020-2021. Currently, there isn't a need for temporary assistance. Logansport Memorial Hospital is hiring full-time personnel.

The Employment Recovery grant was to assist dislocated workers during the pandemic. Not many dislocated workers are coming through the workforce system. Region 4 is not seeing a need for the Disaster Recovery or Employment Recovery funds at this time and has made DWD aware that we will be returning the remaining grant funds for other regions to use.

#### **Administration**

##### ***PY 2021 DWD Monitoring of Region 4 – Week of January 10, 2022***

The Department of Workforce Development is currently conducting a comprehensive governance, programmatic and fiscal monitoring of Region 4. All Board staff were involved with gathering and submitting information to the monitoring team for review prior to the virtual monitoring this week. The monitoring will conclude on Friday, January 14<sup>th</sup> with an exit interview. The monitoring seems to be going well.

##### ***COVID Surge Protocols for Region 4 WorkOne Staff and Customers***

With the surge in COVID at the WorkOne offices, new protocols were set up to keep staff and customers safe and healthy. The new protocols took effect January 10th and will run through February 25th. Staff in Lafayette and Kokomo WorkOne offices are returning to a two-team structure, working one week in the office and one week remotely. Lafayette and Kokomo are open by appointment to assist Re-employment Services and Eligibility Assessment (RESEA) customers and customers seeking to use dedicated computers for unemployment insurance problem resolution directly with DWD. All other appointments are virtual. WorkOne offices in Logansport, Monticello, and Peru are closed and staff will work remotely and assist customers virtually.

***Consideration of Funding Opportunity: Rural Public Health Workforce Training Network Program***

Roger Feldhaus shared a funding opportunity under consideration by the Board staff that would build on helping rural communities with the need for healthcare workers. The U.S. Department of Health and Human Services has an opportunity to support rural healthcare development. It is a \$1.5 million, three-year grant. The proposal is due mid-March 2022. Its purpose is to expand public health capacity by supporting healthcare job development, training, and placement in rural communities. We will explore the opportunity more and let the Board know if it is prudent to move forward.

***WDB Meeting on January 26, 2022***

After discussion, the Executive Committee, determined that the upcoming WDB Meeting on January 26, 2022, be held virtually via GoToMeeting rather than in-person due to the rise in COVID cases. Board members will be notified of the change and the meeting invite will be updated to reflect the change.

***Adjournment***

A motion was made to adjourn.

Motion: Karen Mellen

Second: Steve Snyder

The Executive Committee meeting adjourned at 9:15am.