

**Region 4 Workforce Board  
Finance - Executive Committee  
Meeting Minutes  
Wednesday, April 27, 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; and Deb Close

**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.

### **Finance-Executive Committee**

Randy Vernon, Executive Committee Chair, called the Finance-Executive Committee meeting to order at 8:00 AM.

#### **Finance**

##### ***PY21 Revenue and Expense Report – 3/31/2022***

Tara Bradley presented the Revenue and Expense Report for the period ending 3/31/2022. Noteworthy observations include the following:

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

- *WIOA* expenditures for PY 21 for this fiscal period should be trending at around 75%. The top portion of the report show how we are trending by grant and the bottom is the line-item expenditures of the grants above. Expenditures are at 53%, lower than budgeted but will pick up as the year progresses. Unexpended funds will carry over to PY 22. There is an indication that *WIOA* funding allocation for PY 22 beginning July 1, 2022, will be flat.

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

- *Pre-ETS (Vocational Rehabilitation)/JAG (Jobs for America's Graduates)* It is a challenging process to determine which program participants qualify for to use this fund. Expenditures will increase and be reflected on the April report. Moving the expenditures will decrease the funds allocated in *JAG* State and increase the funds allocated in *Pre-ETS*.
- *Apprenticeship State Expansion* grant is over-expended due to the five percent administrative costs allowed for this grant which is less than the percent of admin costs allowed on other grants. *DWD* hired an outside monitoring firm which was more time consuming for us than expected. We have requested additional funds for the increased monitoring costs. If not approved, we will need to determine where to charge the costs. *DWD* is requesting a six-month grant extension from *DOL*.
- *Next Level Jobs Employer Training Grant* – The budget for *Next Level Jobs* *ETG* was changed because of the increase in funds for the regions to reimburse the employer directly for the training rather than the state. Employers have a six-month waiting period (to ensure trainee job retention) before reimbursement can be made. We expect that all funds will be expended. *DWD* is extending the grant until December 31, 2022, because of the employee retention requirement.
- *Special COVID Grant (RR) #2* is 126% expended. Grant funding was used for staffing in the *WorkOne* Centers to assist unemployment insurance customers. There were discussions with *DWD* for additional funds; and the funds were received for *RESEA* services. Future reports will show the funds moved from *Special COVID* to *RESEA*. *COVID* funding is coming to an end.
- *Employment Recovery Grant* – Region 4 and other regions in the state are struggling to spend these funds. *DWD* has asked if extending the timeline would help utilize these funds. It is a challenge to serve the limited

number of eligible customers who are appropriate for his grant. Region 4 is serving customers using WIOA Dislocated Worker funds for this population and have asked to return our Recovery Grant funds to DWD for reallocation.

### ***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. We are one year into the RHG 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. There will not be any additional expenditures. Region 4 deobligated \$1 million; however, we were 88% expended when the grant closed and had exceeded grant's performance measures.

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 under-expended, but closely correlated with the WIOA expenditures shown in the budget portion of the report.
- *Staffing and Management Costs-WorkOne, Rural Healthcare (RHG), APG, WPG* appear to be over-expended due to APG ending. The expended percentage will even out as the fiscal year continues.

The Finance Committee meeting adjourned at 8:23AM.

### **Operations**

Deb Waymire, Chief Operations Officer, presented the Operations update.

### ***One Stop Partner Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA)***

One Stop Partner Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA) are partner agreements for programs being delivered to adults, dislocated workers, and youth and are renewed every three years. The partnership agreements are between the Region 4 Workforce Board and Regional Chief Elected Official and the following partners: Adult Education, Wagner-Peyser employment programs, 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.

The agreement is for the partners to commit to work together through the WorkOne system to:

- Prepare skilled and credentialed workers for employment by implementing employer demand strategies that result in employment-ready candidates.
- Create and maintain a cooperative working relationship that facilitates joint planning of services.
- Build a workforce system that upgrades Region 4's workplace skills and enhances the region by working together to eliminate barriers to employment that job seekers may have (such as: disabilities, childcare, food, housing, citizenship, education and skill levels, lack of credentials, etc).

Tara Bradley explained the Infrastructure Agreement. The IFA is a methodology for partners to pay for their fair-share of costs of the WorkOne Centers. A draft has been sent to the partners for review. No issues are expected. We expect to have the new agreement signed by June 30, 2022, for the three-year period ending June 30, 2025. The budget for non-personnel costs is \$604,000 per year and is distributed among partners.

### ***Apprenticeship Building America Grant***

Indiana Department of Workforce Development submitted a proposal for two categories of the USDOL Apprenticeship Building America Grant funding opportunity. The Category 1 Goal is to Expand Registered

Apprenticeship Programs in target sectors such as manufacturing, healthcare, IT, and construction. DWD is requesting \$4 million to support 1,119 newly registered apprenticeships. Eleven regions across the state have agreed to support the Category 1 grant. Region 4 committed to support the grant with 100 registered apprenticeships, requesting \$300,000 in funding. The Category 3 Goal is also to expand registered apprenticeships, but with an added focus on increasing diversity in underrepresented populations and underserved communities. DWD is requesting \$3 million for the Category 3 Goal to support 483 newly registered apprenticeships. Ten regions across the state have agreed to support the Category 3 grant. Region 4 committed to support the grant with 40 registered apprenticeships, requesting \$200,000 in funding. If DWD 's funding request is fully approved, Region 4 would expect to receive sub-grants totaling \$500,000 over the life of the four-year grants. We are hopeful that DWD's requests will be fully funded. Region 4's share of these grant funds would allow us to become more knowledgeable and supportive of registered apprenticeships. We also hope to add one staff person to become our coordinator of registered apprenticeship programs.

### **Administration**

#### ***Slate of Officers for PY 22 for Board Consideration***

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 Board shall select a chairperson from the Board's business representatives and such chairperson may not serve more than two consecutive years. Currently, Randy Vernon serves as Chair, Karen Mellen serves as Vice Chair, Steve Snyder serves as Secretary, and there is a vacancy for Treasurer. Randy Vernon agreed to serve as Board Chair for PY 22 (7/1/22-6/30/23). Karen Mellen and Steve Snyder, Vice Chair and Secretary respectively, agreed to serve another term in their offices. Deb Close agreed to fill the vacancy of Treasurer for the remainder of PY 21 and continue in that office during PY 22, if elected. The Executive Committee will submit the slate of officers to the Board and elections will be held at the May 25, 2022, WDB meeting.

#### ***Board Staff Attraction and Retention***

To attract and retain Board staff, Roger Feldhaus, Deb Waymire and Tara Bradley reviewed the salary and benefit package provided for the seven TAP employees. The current benefit package includes paid holidays and annual leave, FICA (employer match), UI benefits, Simple IRA (employer match of 3%), and benefit allowance to be used as each employee sees fit. TAP's benefit rate is currently 26% of the salaries. With the size and composition of the organization, we are unable to provide employer sponsored healthcare, but would like to offer a benefit not tied to a particular item, e.g., health insurance, dependent care, or continuing education. The Executive Team recommends increasing the benefit allowance to 30-31% of the salaries. The current amount paid monthly to full-time TAP salaried employees is \$930. This allowance is the same for all full time, salaried employees regardless of their regular salaries. The Executive Team recommends an increase of \$370 per month for each full-time, salaried TAP employee for a total of \$1,300 monthly or \$15,600 annually. The increase would be retroactive to January 1, 2022 and would increase the budget by \$17,000 for the last half of PY 21 and \$34,000 for the full PY 22 budget year. Discussion ensued. The Executive Committee supports the benefit allowance increase and approves the budget amendment of \$17,000 for PY 21. The proposed benefits line item budget increase will be submitted to the Board for approval at the May 25, 2022, meeting.

Due the time, the following agenda items were tabled until a later date.

- **Highlights of the Recent Meeting of DWD and WDB Executives Focus on Communication**
- **INWBA's Ideas DWD-WDB Collaboration**

### ***Adjournment***

A motion was made to adjourn.

Motion: Deb Close

Second: Steve Snyder

The Executive Committee meeting adjourned at 9:17 a.m.