

**Region 4 Workforce Board
Finance - Executive Committee
Meeting Minutes
Wednesday, June 22, 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, Treasurer
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 8:30 AM.

Finance

PY21 Revenue and Expense Report – 5/31/2022

Tara Bradley presented the Revenue and Expense Report for the period ending 5/31/2022. Noteworthy observations include the following:

WIOA Formula-Allocated Funding (IDWD)

- *WIOA* expenditures for PY 21 for this fiscal period should be trending at around 92%. 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 64%. Unexpended funds will carry over to PY 22.
 - *WIOA Youth* - There are challenges expending funds because of staffing issues. Discussions have been held internally and with our Service Provider about fully utilizing funds going forward as we budget for PY 22.
 - *Administration* – Expenditures are low. Admin costs are tied to the program costs accrued by multiple funding sources. A recent increase in Next Level Jobs program costs shifted admin costs away from *WIOA* and toward NLJ.

Other Non-WIOA Funding (IDWD)

- *Special Covid Grants - Special COVID Grant (RR) #2, Disaster Recovery COVID, and Employment Recovery Grant* have ended. As we plan the budget for PY 22, these funds will no longer be reported.
- *Pre-ETS (Vocational Rehabilitation)/JAG (Jobs for America’s Graduates)* - It is a challenging process to determine the eligibility of JAG participants who qualify for the use this fund. We may not expend at 100%.
- *Apprenticeship State Expansion* grant received an extension. Funds are expended at 110%. We are over-expended due to the added, unexpected expense involved in USDOL’s monitoring of ASE funds. If additional funds are not received, the overage will move to another, non-federal funding source.
- *Next Level Jobs Employer Training Grant* – The funds for Next Level Jobs ETG are being utilized quickly. Employers have a six-month waiting period after the completion of training to ensure that trainees retain their jobs before the costs of training can be reimbursed. We expect to receive \$500,000 by June 30, 2022, and the remaining \$500,000 by December 31, 2022. DWD has requested additional state funds in order to continue its support of NLJ ETG.

Direct Federal Grant Revenue (USDOL)

- *America’s Promise Grant (APG)* ended on 12/31/2021
- *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 on target with expenditures. The grant period is February 2021 to January 2025.

The bottom half of the report shows line-item expenditures compared to the straight-line budget for the period. We are tracking well with budgeted expenditures.

- *Communications/Technology* appears to be overextended at 166% but is due to 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 (JAG, CARES Grant, WRG, ETG, ASE)* are under-expended at 38% and funds for WRG are being return to DWD due to underutilization.

Overall, there is a \$1.6 million increase in expenditures compared to PY 20 chiefly due to increases in Rural Healthcare Grant and Next Level Employer Training Grant activities.

Projected Revenue for PY 22 (July 1, 2022-June 30, 2023)

Region 4 will have about a 10 percent decrease for PY 22. There is a large carry-in of WIOA Youth funds which will help overall. At the onset we are expecting a \$1.5 million decrease in the amount of funding available to be budgeted compared to PY 21. But additional funds usually become available as the year progresses. The preliminary budget will be presented to the Executive/Finance Committee at its August 24, 2022, meeting, and submitted to the Board for approval in September.

Operations

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

Youth Funding

Following the financial report about under-expenditure of WIOA Youth funds, Deb Waymire discussed steps going forward. More of the Youth funds can be used to support the Jobs for America's Graduates (JAG) program because 40% of the JAG Youth are eligible for WIOA funding. We will recommend to our Service Provider to increase the amount of funds marked for JAG, increase Youth staffing level to cover vacancies, and increase the number of Out-of-School Youth (OSY) projects.

Performance Support Grant Application Submission

A proposal was submitted for another Performance Support Grant. We requested \$167,000 of the \$2 million available statewide. The proposal supports a position for an Apprenticeship Coordinator for Region 4 and the expansion of apprenticeships in the region. The individual will become the apprenticeship expert for Region 4, acting as an intermediary, helping employers establish apprenticeships, and leveraging funding for apprenticeships across the region.

Grant Applications Awaiting Action

- *Apprenticeship Building America Grant (ABA)* is a USDOL grant for which DWD submitted a proposal for funding that will increase apprenticeship and pre-apprenticeship programs throughout the state in target sectors such as manufacturing, healthcare, IT, and construction. This is a four-year grant. Part of the state's proposal focuses on underserved and underrepresented populations and communities; another part supports the expansion of apprenticeships in general. As a subgrantee, the Board could receive as much as \$500,000 for its apprenticeship expansion efforts in Region 4.
- *Employer Training Grant (ETG)* – Region 4 has requested an additional \$800,000 to support Employer Training Grant activities based on the current activity level and pending requests from employers. This funding is on top of the \$2 million already invested in Region 4 employer-sponsored training activities.
- *Workforce Ready Grant (WRG)* – This grant provides funding for individuals to pay for training conducted by approved training providers such as Ivy Tech that will increase their skills in in-demand occupations.

Region 4 received \$50,000 in WRG funding during PY 21 and is requesting an additional \$125,000 for PY 22.

Region 4's combined funding opportunities through the ABA, ETG, and WRG funding sources could be as great as \$1.4 million if all sources materialize.

Other Project Updates

- *WorkLife* – Liddy Romero and Jim Huh from WorkLife Partnership presented at the WDB meeting on May 25th. This opportunity has been a challenge to kick off. We will recommend using the grant funds to support the employer cost for the WorkLife Navigator program. Other feedback we've received from employers include employers who are having challenges just finding employees to hire; the program's size-of-company requirements; some employers already have similar programs in their benefit packages; and the establishing of new employer relationships.
- *Solar Energy* – solar panel projects in the region have slowed down due to the unavailability of materials. It has been challenging to maintain momentum on the project. Classes scheduled for May, June and July have been cancelled by Ivy Tech. A meeting is scheduled to discuss next steps.
- *Youth Career Connect* – This project is a partnership with Ivy Tech Kokomo that supports dual credit programs. The timeline for the project has slowed. The dual credit classes started, but other funding was used by Ivy Tech instead of our funds. Our funding will be used for the dual credit classes starting in August 2022, however.

TAP will look for opportunities to use the funding elsewhere if need be.

Administration

Local Plan Update

There is a Unified Local Plan which is a State-Federal compliance document and there is also the informal Region 4 Workforce Board Strategic Plan which is a regional priority-setting document of our own design. The goals and objectives of the R4 WDB Strategic Plan need to be updated to reflect any changes that have occurred since the development of the plan. The One Stop Operator and Oversight Committee will review and update.

Hosting Governor's Workforce Cabinet Meeting on August 23, 2022

The Governor's Workforce Cabinet is meeting in local regions. Each host region will present on activities happening in their region. An employer representative will also be asked to attend the meeting and comment on their interaction with workforce development. Region 4 is scheduled to host the upcoming meeting on August 23, 2022. Board members and stakeholders will be invited to attend.

Executive Council (County CEOs) Meeting

The Executive Council consists of a representative from each of Region 4's twelve counties. We, along with Mayor Tony Roswarski, Regional Chief Elected Official, have a responsibility to convene a meeting of the 12 County CEOs soon. We will plan to meet virtually. The purpose of the meeting is to review and update as necessary the Memorandum of Understanding that establishes the governance structure of the Regional Workforce Development Board.

WDB Membership Update

Two new members have been appointed to the Region 4 Workforce Board. Holly Moore, Director of Human Resources for Syndicate Sales in Kokomo, and Matt Lewellen, President of Steinberger Construction in Logansport, will join the Board and be introduced at the September 28, 2022 meeting. Three Board Members will be asked to renew their terms for another two-year period.

Board Member Orientation Training

A new policy being developed by the Department of Workforce Development that will require newly appointed

local WDB members to complete a series of self-paced training modules within 120 days of their appointment. Mellisa Leaming and Tina Overlay-Hilt went through the training modules to provide feedback. They felt that the training will provide a good overview of the roles and responsibilities of a Board member and give a good explanation of the history and objectives of Workforce Development Boards in general. The modules incorporate comments by regional board members from across the state on various topics—including comments made by our own Steve Snyder.

Adjournment

The Finance/Executive Committee meeting adjourned at 9:35 a.m.