

**Region 4 Workforce Board
Finance - Executive Committee
Meeting Minutes
Wednesday, October 26, 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; Deb Waymire, Chief Operations Officer; Blake Sempsrott, Interim Chief Financial Officer, and 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

PY22 Revenue and Expense Report – 9/30/2022

Blake Sempsrott presented the final PY 22 Revenue and Expense Report for the period ending 9/30/2022.

Noteworthy observations include the following:

WIOA Formula-Allocated Funding (IDWD)

- *WIOA* expenditures for PY 22 ended at 21% for the year to date.
 - *WIOA* Adult – Expenditures appear to be over-budgeted but are not over-expended. We have flexibility to move funds between Adult and Dislocated Worker funding streams.
 - *WIOA* Youth – There is a large amount of carry-in and new youth funding for PY 22. Conversations have been held with our Service Provider, JobWorks, to use some In-School Youth funding to support Jobs for America’s Graduates (JAG). We will track the use of funds on JobWorks expenditure report.

Other Non-WIOA Funding (IDWD)

- *JAG State* is over-expended currently because of the budget cuts for JAG in PY 22. JobWorks will utilize In-School Youth funds to help support JAG.
- *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 of this fund. DWD provides updates throughout the program year of the eligible JAG participants to charge to the funding. Using more of the Pre-ETS funding lessens the burden on the JAG funding. The report currently shows the goal and expenditures at 0%. Region 4 received an additional \$100,000. The next Revenue and Expense report will be updated to reflect the additional funding.
- *RESEA (Re-employment Services)* appears over-budgeted but new allocations have been received since the presentation and approval of the PY 22 budget.
- *Next Level Jobs Employer Training Grant* – All funds are obligated but looks as if funds are under-expended. Employers have a six-month waiting period after the completion of training to ensure that trainees retain their jobs before the costs of training are reimbursed. More activity is expected as the grant progresses closer to January and February 2023.
- *WIOA Performance Support Grant #3* is under-expended due to challenges utilizing the funds. We hope to expend the fund before the grant ends in March 2023.

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. Expenditures for PY 22 are on target with an influx of invoices from the regions this past month.

The bottom half of the report shows line-item expenditures compared to the straight-line budget for the period.

- *Supplies, including Equipment Costs* is under-expended. A deposit payment was issued to Abstract for the Phase 1 equipment upgrade in the TAP and WorkOne offices. Future reports will show the budget and expenditures more in alignment.
- *Professional Services, including IT costs*, reflects WorkKeys which is not fully expended.
- *Direct Participant Costs (JAG, NLJ, PSG, WRG)* show under-expended. The Next Level Jobs (NLJ) expenditures will occur in January and February 2023 after the six-month employee retention period required for reimbursement.
- *Staffing and Management Costs* is over-expended. Some expenditures for the Workforce Ready Grant (WRG) were charged to Staffing Cost and should be charged to Direct Participant Cost. Adjustments will be made to better align the charges between Staffing and Direct Participant.

Operations

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

USDOL Monitoring of Rural Healthcare Grant

A USDOL monitoring of the Rural Healthcare grant will occur November 14-22, 2022. It will be a monitoring of Region 4 as the administrator and fiscal agent and two of the other eight regions' progress and performance. No major issues are expected to come from the monitoring. The grant is moving along well. Regions are meeting the goals set forth in the grant based on reports ending September 30, 2022.

Renewable Energy Grant Modification Request

The original grant for Renewable Energy was to focus on and assist with training for installation of solar panels. A modification request to change the focus was submitted to DWD. The new focus would engage individuals with substance abuse in work-based learning and on-the-job training. The modification is in review.

There is more activity with the WorkLife Navigator project and the Youth Career Connect project with Ivy Tech in Kokomo. The increase in activity is welcomed and we hope to expend the fund by the end of the grant in March 2023. A request was also submitted for an extension until May 2023.

Meeting with Ivy Tech, Stellantis and Samsung SDI

Deb Waymire was invited to meet with Ivy Tech Kokomo, Stellantis and Samsung SDI to discuss the electric vehicle battery production plant coming to Kokomo. The focus of the meeting was to consider the type of training necessary for Stellantis employees and other individuals interested in working at the new electric battery facility. Region 4 will assist with funding the cost for training as much as possible and help with hiring and using an assessment process such as WorkKeys. Deb is looking for grant opportunities to fund training in renewable energy area.

One Stop Operator Oversight Committee Membership

We would like to increase the membership on the One-Stop Operator Oversight (OSOO) Committee to five members. The Executive Team is requesting approval of the recommendation to add Mellisa Leaming, Region 4 Equal Employment Officer and TAP Director of Operations, and Terri Simons, Region 4's One-Stop Operator and Regional Operations Manager. OSOO is a standing committee of the Region 4 Workforce Board which calls for non-board members to serve on the committee. Executive Committee recommends the Board approve the appointment of Mellisa and Terri to the OSOO Committee. The recommendation will be added as an agenda item for the November 16, 2022, WDB meeting.

Apprenticeship Building America Grant

IDWD, as grantee, and Region 4, as subgrantee, received an Apprenticeship Building America Grant. We are waiting for the funds to flow down from U.S. DOL.

Administration

Roger Feldhaus, Executive Director, presented an Administration update.

Local Plan Modification PY 2022 and 2023 Submitted to DWD

The Workforce Innovations and Opportunity Act (WIOA) Local Plan is the primary vehicle for communicating the Local Board's vision for the local workforce system's four-year plan to develop, align, and integrate service delivery strategies consistent with the strategies in the State Strategic Workforce Plan. WIOA requires the Local Workforce Development Board (LWDB) to review its local plan and submit plan modifications at the end of the second year of the four-year term. Region 4 modified its plan in accordance with the State Local Plan and has submitted the Region 4 Local Plan Modification and Summary of Changes to IDWD for review and approval.

Chief Financial Officer Vacancy-Part 2

Mindee Pollard resigned her position as Chief Financial Officer for the Region 4 Workforce Board effective Thursday, October 13, 2022. Roger presented three options being considered to fill the vacant CFO position.

- Re-open the job vacancy notice and accept new résumés for the CFO position
- Name Blake Sempsrott as CFO for Region 4 Workforce Board (not interim) and hire a financial coordinator
- Contract for financial services with an accounting firm such as Crowe LLP, an Accounting, Consulting and Technology Firm, who has contractual arrangements with other Indiana workforce boards

Roger indicated that TAP is not interested in re-opening the CFO vacancy because it is not an easy position to fill and that we should build on what the organization already has in place. The Committee provided their input and feedback.

TAP will:

- Explore the assistance of an accounting firm
- Ask Huth Thompson for ideas and suggestions
- Look to Blake to be the future formal CFO and provide a course of action for his success

NAWB Forum – March 2023

The National Association of Workforce Boards (NAWB) Forum 2023 will be held Saturday, March 25, through Tuesday, March 28, 2023, at the Washington Hilton in Washington, D.C. Committee members who have attended past Forums shared how worthwhile that experience was. More information will be emailed to Board members as it becomes available.

INWBA Symposium

Indiana Workforce Board Alliance (INWBA) and Ivy Tech Community College are hosting a one-day symposium where workforce leaders will discuss innovative solutions to address Indiana's workforce development challenges. The symposium will be held in Indianapolis at Ivy Tech on Thursday, November 17, 2022, from 9:00 am-3:00 pm. Roger will email information to Board members about the event. Board members are welcome to attend.

Adjournment

The Finance/Executive Committee meeting adjourned at 8:52 a.m.