

**Region 4 Workforce Board  
Finance - Executive Committee  
Meeting Minutes  
Wednesday, December 21, 2022**

**Meeting Time:** 8:00 a.m.  
**Method:** GoTo 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, Controller; 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 Audit Update***

Blake Sempsrott provided an update on the PY 21 audit report. Kimberly Morisette, Huth Thompson LLC, will present the audit report for the year ending 6/30/2022 to the full Board during the WDB Meeting on January 25, 2023. There is one material finding dealing with Next Level Jobs funding. The employer agreements had to be fully executed by June 30, 2022, which obligates the funding to the employers. Funds were fully accrued and booked as receivable in PY 21 because the agreements were fully executed. Huth Thompson cited that TAP as the grantee had not fulfilled the obligation and completed the work to the point where the funds should be accrued because of the six-month retention required. An adjustment will be made to the financial statements to remove the accrual and receivable booked in PY 21. TAP will write a corrective action plan. DWD is not concerned with the use of the funds. Roger will notify Region 4 Chief Elected Official, Mayor Tony Roswarski.

##### ***PY22 Revenue and Expense Report – 11/30/2022***

Blake Sempsrott presented the final PY 22 Revenue and Expense Report for the period ending 11/30/2022. Noteworthy observations include the following:

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

- *WIOA* expenditures for PY 22 are on target at 43% overall
  - *WIOA* Adult and Dislocated Worker– Expenditures are over-expended at 68% for Adult and under-expended for Dislocated Worker at 24%. We have flexibility to move funds between Adult and Dislocated Worker funding streams.

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

- *JAG State* is currently 12% over-expended. JobWorks was asked to utilize In-School Youth funds to help support JAG. Since the discussion, a more significant amount has been charged to In-School Youth. As we move into the program year, the expenditures should be more in line.
- *RESEA (Re-employment Services)* is 20% over-expended. There was a significant budget cut in the admin fundings for PY 22. We have asked DWD if there will be additional RESEA funding available.
- *Next Level Jobs Employer Training Grant* is trending low. The goal percentage is also low at 8%. Individuals that started training in July reached their six-month employment retention period so we should see activity as early as January 2023.
- *Workforce Ready Grant* – is 30% over budget. A large amount was charged in November to the grant. The funds may be expended prior to the grant ending September 30, 2023.

- *WIOA Performance Support Grant #3* is under-expended due to challenges utilizing the funds. Adjustments have been made to change the focus to a Work-Based Learning Project. Activity is increasing. The personal services agreement with WorkLife Partnership is also experiencing increased activity.
- *WIOA Performance Support Grant #4 – JobWorks* is in the process of hiring an apprenticeship coordinator which will generate more grant activity.

#### ***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 budget.

#### ***TAP Revenue***

- The WHIN Grant was not shown on previous reports because the grant ended April 22, 2022. WHIN asked Region 4 to help spend the remainder of the grant funds in partnership with Greater Lafayette Commerce (GLC). We accepted the no-cost extension and will continue to be the fiscal agent for WHIN funds.

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 at 16%. A deposit payment was issued to Abstract for TAP's Phase 1 equipment upgrade. TAP's equipment upgrade came in less than budgeted. Future reports will continue to trend low.
- *Professional Services, including IT costs*, reflects WorkKeys and is trending low. WorkKeys contract has always been budgeted to be fully expended; however, WorkKeys activity is low and expected to continue to trend low.
- *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 has been reached.
- *Direct Participant Costs (RHG)* is over by 25% but is not a concern because of the slow start of the grant activities.
- *Staffing and Management Costs – WorkOne RHG* is trending lower. Direct Participant costs are being spent well and not utilizing as much staffing. We will continue to monitor the utilization of the RHG funding.

#### **Operations**

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

#### ***USDOL Rural Healthcare Grant (RHG) Monitoring***

The RHG is trending well. The enrollment goal of 800 participants is the highest goal of any of the other grants funded. The enrollment percentage is also the highest. The RHG is at 95% of the enrollment goal and other areas are trending at 40%. A USDOL monitoring of the Rural Healthcare grant occurred November 14-22, 2022. It included the monitoring of Region 4 as the administrator and fiscal agent and two of the other nine sub-recipients of the grant. There are no areas of concern or findings. We had a positive exit conference.

#### ***Registered Apprenticeship Coordinator***

A registered apprenticeship coordinator has been hired and will start January 17, 2023. The individual has prior apprenticeships experience working with Ivy Tech. The goal of the grant is to support 25 apprenticeships. We hope to rollout by late January.

#### ***Apprentices Building America (ABA) Grant***

DWD, as grantee, and Region 4, as subgrantee, received an Apprenticeship Building America Grant. We are waiting for the funds to flow down from USDOL. DWD had to submit some modifications to the grant proposal for the funding to be released. The ABA grant will bring \$300,000 to Region 4 to support apprenticeships.

### ***WorkLife Partnership Activity***

There was a concern about the slow start and the challenge to connect with employers. WorkLife Partnership is working with two companies and trying to get a third company onboard. There has been activity and employees reaching out for the services. Feedback has been positive.

### **Administration**

Roger Feldhaus, Executive Director, presented an Administration update.

### ***Issuance of Financial Services Provider RFP***

A request for proposals was issued on December 12, 2022, for a Financial Services Provider. The closing date for the receipt of responses to the RFP is January 13, 2023. TAP reached out to six organizations and posted the RFP on the Region 4 Workforce Board website and on DWD's website. None of the organizations submitted any requests for clarification or additional information. The selection process will begin mid-January.

### ***NAWB Forum – March 25-28, 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. There is an expression of interest from some Board members in attending. A tentative budget was drafted for three Board members and two staff members to attend. It would cost approximately \$3,000 per person for all expenses the Board has paid in the past, including airfare, lodging, registration, and per diem. The following Board members have expressed an interest in attending; Steve Snyder, Matt Lewellen, Holly Moore, Rebecca Jones, and Elva James. Committee members expressed what a great learning experience the Forum provided them and highly encouraged sending all members interested. We will reach out to all Board Members and confirm their interest, availability, and move forward with plans and make reservations.

### ***Succession Planning Discussion***

Roger Feldhaus and Deb Waymire are of retirement age. The Executive Committee discussed the beginning steps of succession planning. It is best for an individual to grow and develop into the position. More serious discussions need to happen and make the succession planning a priority.

- Candidates serve as an apprenticeship
- Referral/recommendation from Board members
- Contact NAWB
- Contact INWBA Executive Directors
- Discuss with JobWorks

An agenda item will be added to the WDB Meeting for January 25<sup>th</sup> to establish a Succession Planning Committee for regular updates on succession.

### ***January WDB Meeting-Location***

The WDB meeting scheduled for January 25, 2023, will be held on the Lafayette Ivy Tech Community College Campus in Lilly Room 1120 in Ivy Hall.

### ***Adjournment***

The Finance/Executive Committee meeting adjourned at 9:20 a.m.