

**Region 4 Workforce Board
Executive-Finance Committee
Meeting Minutes
Wednesday, December 18, 2024**

Meeting Time: 8:00 AM
Method: Virtual - GoTo Meeting Conference Call

Committee Members: Matt Lewellen, Chair; Steve Snyder, Vice Chair; Randy Vernon, Secretary, Holly Moore, Treasurer.

WDB Staff: Mellisa Leaming, Interim Executive Director and Chief Operations Officer; Terri Simons, Director of Operations; Blake Sempstrott, Controller; and Tina Overley-Hilt, Executive Assistant

Other Attendees: Carla Crowe, Crowe LLC.

Executive-Finance Committee

Matt Lewellen, Executive Committee Chair, called the Executive-Finance Committee meeting to order at 8:05 AM.

Finance

PY24 Revenue and Expense Report –11/30/2024

Blake Sempstrott, Controller, presented the PY 24 Revenue and Expense Report for the period ending 11/30/2024. Noteworthy observations include the following:

- **WIOA** funding is 28% expenditure. There is no concern being under the goal percentage of 42%. WIOA funds are two year funds and additional funds can be carried into PY 25. JobWorks used \$55,000 of Quest funds to support Adult staffing and wages.
- **Non-WIOA funding.**
 - **JAG TANF** is 24% expended. Three additional schools will start in January using funds as the program year moves forward.
 - **JAG Pre-ETS** are additional youth funds outside of WIOA. Funds will be spent as allowable expenditure is received during PY 24.
 - **RESEA** funds are expended at 56% and will end March 2025. Additional funds will be received to support the program until DWD takes over supporting RESEA later in PY 24.
 - **QUEST** funds are expended at 35% and expire January 2025.
 - **Next Level Jobs Training Grant** is 16% expended. We are currently spending the PY 23 carry-in which ends December 2024. There will be unexpended funds because some employers with approved training plans dropped out of the grant. Funding was received for July 1, 2024-June 30, 2025, and needs to be obligated by December 31, 2024, to meet the six-month retention requirement.
 - **Workforce Ready Grant** is slightly high at 69% expended, We may use Quest funds to support training for individuals. Additional funds may be requested from DWD if needed.
- **USDOL Federal Grants**
 - **Rural Healthcare** is wrapping up ending January 31, 2025. Total grant to date is 90% expended.
 - **Building Pathways to Infrastructure Grant** is still moving slowly but is a multi-year grant.
- **TAP Revenue**
 - **Other Non-grant Revenue** has slow activity. We are working with JobWorks to add profilers and utilize funds to train. There are currently three contract profilers in Indiana. There is no word if WorkKeys will continue to be funded after July 2025.

The bottom half of the report shows line-item expenditures compared to the straight-line budget for the period includes salaries, fringe benefits, facility and overhead costs, and direct participant costs.

- **Professional Services, including IT costs**, is 28% expended due to the WorkKeys fees for service. It is budgeted to be fully expended.
- **Direct Participant Costs (DWD) WIOA (Adult, Dislocated Worker and Youth)** are 12% expended. It should tick up as the program year progresses.
- **Direct Participant Costs (DWD) Non-WIOA** are 23% driven by the Next Level Jobs Employer Training Grant
- **Direct Participant Costs (DOL) Rural Healthcare and Infrastructure** are 23% driven by the slow start with the Infrastructure grant.
- **Service Provision-Staffing and Management Costs** are 31%. It would be closer to the 42% goal, but JobWorks used the Quest funds for staffing and management for Adult.

It is early in the program year, and the expenditure percentage will increase as additional individuals are enrolled and receiving training.

Board Discretionary – There is nothing to highlight for Board Discretionary.

Operations

Terri Simons, Director of Operations, presented the Operations update.

DWD Employment Services Innovation (ESI) is the new name for the DWD RESEA (Reemployment Services and Eligibility Assessment) program. RESEA requires individuals who receive unemployment benefits to visit a WorkOne office for an orientation of the WorkOne services and a review of their work search activities. Currently, Region 4 receives RESEA funds and JobWorks staff provide the services. Changes are occurring. DWD will begin to administer the program sometime between March 31, 2025-June 30, 2025, for Region 4. Discussions were held with both DWD staff and JobWorks staff. This change may impact five service provider staff. Staff will have the opportunity to apply for positions available with DWD.

DWD Monitoring Update

DWD Monitoring team were in Region 4 the week of December 2, 2024. The team met with TAP staff, WorkOne staff, visited the WorkOne offices and conducted both fiscal and programmatic monitoring. Overall, we feel the monitoring went well. There are always areas that can improve. As a result of feedback provided during the exit interview, JobWorks has developed a plan for additional staff training with a focus on one-on-one hands-on training, more scenario based training, and more frequent review of caseloads. It will be a few weeks before the final monitoring report is received. A preliminary report on the client files reviewed was received. We will also look at updating the policies and procedures to better assist staff.

Upcoming DOL Monitoring

Region 4 notification of an upcoming DOL Monitoring of the Building Pathways to Infrastructure Grant beginning December 30, 2024. The monitor will be in the offices January 6-9, 2025. Staff are working to gather the documentation and information requested for monitoring. DOL is aware of the challenges with the grant.

Administration

WIOA Re-authorization Update

Word was received for WIOA re-authorization through the Continued Resolution. The new act will be "A Stronger Workforce for America" (ASWA) Act.

Some changes included:

- The Governor can propose redesignating the workforce development regions after 2 years of the act and by the 3rd year and only if the local elected officials agree to the redesignation. The Governor could also incentivize the regions to come together.
- 50% of the funds for training cost. 10% of the 50% may be used for supportive/career guidance.
- Increase the "set aside" for governors for special projects. Governors received 15% for special projects. It will increase an additional 10% for a total of 25% of the allocation going to the Governor.

There is 18 months to enact "A Stronger Workforce for America" (ASWA) Act moving forward with the new act by July 1, 2026.

OSOO Committee Future

It was discussed to disband the standing OSOO committee. Topics on the agenda were discussed during the Board meeting or another committee meeting. We may move forward with an ad hoc committee to help as needed for certification of the WorkOne sites and RFP for service provision. Mellisa Leaming, Chief Operation Officer and Interim CEO discussed with DWD during monitoring. The Monitoring team agreed the Committee was not necessary.

At 8:50AM, others except for the Executive Committee - Matt Lewellen, Chair; Steve Snyder, Vice Chair; Randy Vernon, Secretary, Holly Moore, Treasurer, Mellisa Leaming, Interim Executive Director and Chief Operations Officer and Tina Overley-Hilt, Executive Assistant left the meeting for the next item discussion.

Discuss Next Steps for Next Executive Director and other positions

The Executive Committee spoke with Mellisa Leaming regarding the Executive Director role.

Update: Things are running smoothly. Terri Simons is doing well. JobWorks has backfilled positions.

- Jeremy Bolinger was named One Stop Operator/Regional Coordinator replacing Terri
- Treva Nichols remains as Regional Manager
- Gerry Vasquez moves up to Business Services Manager

Mellisa expressed a strong interest in the CEO position for the following reasons:

- Stability within the organization
- 30 years of experience
- Develop into the "go to" place/connector between Economic Developer, employers, local elected officials and customers/job seekers
- Continue as a player to help solve issues
- Loves building partnerships
- Grow the staff for succession including possible positions of Quality Assurance, Business Services, and PR/Marketing/Media.

A motion was made to recommend to the full Board the approval Mellisa Leaming as the next Chief Executive Officer.

Motion: Randy Vernon

Second: Steve Snyder

Approved: Unanimous

Along with the recommendation of Mellisa as the CEO, Matt Lewellen asked to discuss the budget, explain the roles of staffing recommendations and succession at the January Board Meeting.

Adjournment

The Finance/Executive Committee meeting adjourned at 9:15AM.