

**Region 4 Workforce Board
Executive-Finance Committee
Meeting Minutes
Wednesday, February 26, 2025**

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, Executive Director; Terri Simons, Chief Operations Officer; 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 8:00 AM.

Finance

PY24 Revenue and Expense Report ending 1/31/2025

Blake Sempstrott, Controller, presented the PY 24 Revenue and Expense Report for the period ending 1/31/2024. Noteworthy observations include the following:

- **WIOA** funding is 45% expenditure. There is no concern being under the goal percentage of 58%. WIOA funds are two-year funds and additional funds can be carried into PY 25.
- **Non-WIOA funding.**
 - **JAG TANF** is 36% expended at \$388, 685. Funds are drawn down based on JAG TANF approved lessons taught in the classrooms. Funds can be drawn but not expended by the end of the grant period.
 - **RESEA** funds are expended at 93% and will end March 2025. We are to receive an extension to operate with an additional \$60,000 RESEA funds. JobWorks does not think the additional \$60,000 will last until the end of the program year. There are conversations with DWD to receive \$35,000 additional funds. If additional funds are not received by March 31, 2025, JobWorks will need to lay off up to two staff. There are no current positions open in the WorkOne offices to offer the two staff. DWD will begin operating RESEA after 6/30/2025.
 - **QUEST** grant ended on January 31, 2025. There were challenges meeting the benchmarks and funds were not completely expended.
 - **Next Level Jobs Training Grant** is over obligated due to employers not able to utilize 100% of requested funds due to requirements such as a six-month employee retention requirement. The expenditure of funds will increase closer to June as the six month period is reached for employee retention. Region 4 received one of the larger allocations because of our prior success with the grant.
 - **Workforce Ready Grant (WRG)** is ahead of goal at 91% expended, an additional \$60,000 will be received from DWD due to the waiting list of participants for WRG.

There is no new information on the reauthorization of WIOA.

- **USDOL Federal Grants**
 - **Rural Healthcare** is 113% expended of the 100% for the program year. We are wrapping up the grant which ended January 31, 2025, and working on the close-out activities. Total grant to date is 90% expended.
 - **Building Pathways to Infrastructure Grant** is still moving slowly but is a multi-year grant.

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 37% expended due to the WorkKeys fees for service. It is budgeted to be fully expended. There are conversations with Chris Waymire and JobWorks for staff who will be trained to conduct profiles.
- **Direct Participant Costs (DWD) WIOA (Adult, Dislocated Worker and Youth)** are 31% expended and below the goal. It should pick up as the program year progresses.
- **Direct Participant Costs (DWD) Non-WIOA** are 33% driven by the Next Level Jobs Employer Training Grant. As invoices are submitted during the final six months, expenditure will increase.
- **Direct Participant Costs (DOL) Infrastructure grant** will continue behind goal at 40% and driven by the slow start of the grant.
- **Total Board Discretionary** is tracking on goal at 90%.

TAP Accounting Policy Change

There was discussion about the check authorization process requiring two signatures. There are currently only two board staff that can sign checks by changing the policy to only one signature required for checks under \$500 would allow us to process checks when one person was out for an extended time. We would like to amend the policy to allow one signature on checks under \$500 such as utility payments. Blake will contact Huth Thompson to verify there is no concern with the policy change and audits going forward.

Operations

Terri Simons, Chief Operations Officer, presented the Operations update.

JAG Career Development Conference (CDC) Results

The JAG CDC was successfully held on Friday, February 14, 2025, after two postponements. North Miami, Peru, and Twin Lakes were unable to attend for various reasons. Benton Central, a first year JAG school, was the winner overall. Lafayette Adult Resource Academy, with only three students, had one student that placed in an event. Individual and team winners will advance to JAG State in March. A list of all the CDC results was provided for Committee members.

DOL Monitoring

The DOL Monitoring of the Building Pathways to Infrastructure Grant scheduled for the week of February 17, 2025, was cancelled. The Federal Project Officer resigned her position and did not feel she would be able to complete the monitoring and file the report in a timely manner prior to her last day. Another project officer will be assigned, and monitoring may be rescheduled. Mellisa is working to get discussions in writing to assist with getting a new project officer up to speed.

Infrastructure Grant Update

Meetings are held virtually every two weeks with StarPlus Energy and Ivy Tech for updates and opportunities to expend funds. One hundred individuals completed applications and were enrolled. Only 48 of the 100 were hired and none received the training described in the grant. The grant is written specifically for the electric vehicle sector and battery plant.

Administration

R4WB Overview and Roles of Directors-Review

A one-page introduction about Region 4 Workforce Board and the role of directors was shared with Committee members. The intro may be shared with individuals interested in serving on the Board. Committee members liked the idea and intro provided.

New CEO Introduction Meeting with Mayor Roswarski

Mellisa Leaming, CEO, met to introduce herself to Mayor Roswarski, Regional Chief Elected Official on February 24, 2025. One topic discussed was scheduling of the required Chief Local Elected Officials meeting. Mayor Roswarski is the host of the meeting. We will look for available dates on the Mayor's calendar. One idea would be to hold the Chief Local Elected Officials meeting in combination with the Annual Luncheon and include economic developers, local elected officials, and businesses. Possible topics and speakers include the new high school diploma pathways.

Indiana Workforce Alliance Statehouse Day

Indiana Workforce Alliance Statehouse Day was held February 12-13, 2025. Matt Lewellen and Mellisa Leaming attended the dinner held on Wednesday evening. Mellisa and Terri Simons attended Workforce Statehouse Day on Thursday. Secretary Adams spoke to the audience regarding the workforce and economic goals of the new administration.

JAG Program

Discussion was held regarding the current state budget session that the JAG program has been moved from Department of Workforce Development and relocated under the Department of Education. This could lead to significant changes in our current JAG programs. We will continue to follow the budget as it moves through the Senate and provide updates as received.

One-Stop Operator/Service Provider RFP

An Request for Proposal (RFP) for WIOA One Stop Operator and Service Provider for Region 4 must be completed for Program Year 2025 (July 1, 2025). The RFP will be issued by February 27th with proposals due April 4, 2025. Holly Moore, Randy Vernon, and Steve Snyder volunteered to review the submitted proposals. A special session of the Board will be needed for the approval of the One Stop Operator and Service Provider. The goal is to be completed, and selection announced by April 30, 2025. The contract start date is July 1, 2025.

PY25 Board Meetings Discussion (July 2025-June 2026)

We have become aware of a direct conflict with the current dates of the Board meetings. We would like to get feedback on dates for the Board meetings during PY 25 beginning July 2025. Possible dates would be Tuesday, Wednesday, or Thursday of the 3rd or 4th week of the meeting month. A poll will be sent to Board members.

Adjournment

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