

Region 4 Workforce Board
Finance - Executive Committees
Meeting Minutes
Wednesday, April 17, 2019

Meeting Time: 8:00 a.m.
Method: Go To Meeting Conference Call.

Committee Member Participants: Alicia Hanawalt, Chair; Michael Smith, Vice Chair, Arden Cramer, Treasurer; and Larry West
WDB Staff: Roger Feldhaus, Executive Director; Deb Waymire, Chief Operations Officer; Tara Bradley, Chief Financial Officer; Tina Overley-Hilt, Executive Assistant; and Blake Sempsrott, Financial Coordinator.

Finance Committee

Arden Cramer called the Finance Committee meeting to order at 8:02 AM.

Revenue and Expense Report – 3/31/19

Tara Bradley presented the PY18 Revenue and Expense Report for the period ending March 31, 2019. The report includes income by funding source and expenditures by line item. Based on the budget, we should be 75% expended for most of the funding sources for the year. Noteworthy observations include the following:

WIOA Funding (IDWD)

- *WIOA* expenditures for PY18 are 62% of the amount budgeted.
 - Adult and dislocated worker funds can be transferred between the funding sources. Funds can be moved from dislocated worker to adult to even out the percentages. Adult expenditures are higher at 80% and dislocated worker are lower at 52%.
 - If the expenditures do not reach 100%, it will provide more carry-in for PY19 in addition to the 20% currently set aside. The additional carry-in will be helpful.
 - In PY17 we had expended \$2.3 million during the same period. We are down to \$1.4 million due to the reduction in this year's allocations and last year's carry-in.

Non-WIOA Funding (IDWD)

- *Skill Up 3* is a two-year grant. As anticipated, the expenditure rate was greater at the beginning of the grant, but has lessened over the last few months.
- *Business Consultant* funds will be fully expended in April. WIOA administration funds will be used to supplement Business Consultant costs again this year.
- *RESEA (Re-employment Services)* is almost 100% expended. An additional \$392,000 will be granted to get us through the remainder of PY18, some of which will be carried into PY19. We are trying to determine with the help of the IDWD how long those funds need to last; will the region receive additional funds this time next year? If not, the funds will need to last 21 months. We expend about \$35,000 per month on RESEA activities.
- *TAA Case Management* are state funds used for local staff to provide TAA case management services in the WorkOne Centers. Funds were granted to the local offices to provide this service. USDOL has told IDWD that local staff can no longer provide TAA case management services and the grant agreement was cancelled as of March 31, 2019. IDWD will utilize the funds for state staff.
- We received a small \$12,000 grant to compensate for loss of TAA funding for the period April 1-June 30, 2019.

Direct Federal Grant Revenue (USDOL)

- *Ready to Work (RTW)* ends on October 31, 2019. We are not spending at a rate that would allow us to fully utilize the remaining funds by the end of the grant.
- *America's Promise Grant (APG)* ends December 31, 2020. Expenditures have slowed, but will increase with the end of RTW and Skill Up 3 grants.

Considering all funding sources, we are 60% expended and on track.

The bottom half of the report shows line item expenditures. Expenditures as of 3/31/19 were at 63%. We are on target with no concerns. Tara reported specifically on the following expenditures:

- *Supplies including equipment costs* is at 35% expended of the \$27,000 budgeted. Supplies budgeted for special grants have not been needed.
- *Staffing and Management Costs-WorkOne JAG, RESEA, JFH, TAA* is at 81% and trending high due to RESEA expenditures and will even out when the new allocation of RESEA funds is received.

PY 19 Projected Revenue-WIOA Allocations

The USDOL has provided the PY19 WIOA allocations for Indiana. Nationally, the allocations are level-funded. Indiana is receiving a 10% decrease in youth funds and a 10% decrease in adult funds. IDWD may have experienced larger decreases, but because of the hold-harmless provision, a state cannot receive less than 90% of the prior year's allocation (assuming the funding base remains the same). Indiana's dislocated worker allocation experienced a 9% decrease. If Region 4 would receive the same allocation as the previous year (9.6% decrease), we would expect to receive a \$212,000 decrease in overall WIOA funding. Indiana's share of the national allocation and Region 4's share of the state's allocation are based on "relative need", as determined by the state and local areas' unemployment rate, poverty rate, etc. In this scenario, the total WIOA allocation for Region 4 would be \$1.9 million.

The Region 4 allocations and projected strategies for PY19 will be presented at the May 15, 2019 meeting.

Finance Committee adjourned at 8:20 AM

Executive Committee

Alicia Hanawalt called the Executive Committee meeting to order at 8:20 AM.

Operations

Deb Waymire presented the Operations report.

DOL Monitoring

Steven Scott from USDOL was here March 25-29, 2019 to monitor the WIOA Adult program. He conducted a thorough review of operations, talked with WorkOne staff, and reviewed case files and regional policies. No formal report has been received. Some of the observations expressed were:

- A part of the MOU (Memorandum of Understanding) with our WIOA core partners was done at the State level that should have been done on the local level. This is an IDWD issue more than it is a regional issue.
- Partnership with TANF – we should have a more robust process to assist those who wish to apply for TANF. We are currently following the IDWD process.
- The process staff uses to provide information about WorkOne services by directing customers to the bi-monthly WorkOne magazine may not be sufficient. An oral presentation may also be necessary.
- Staff may not be exploring all funding resources available prior to using WIOA funds to provide supportive services. Case notes should indicate that other funds have been sought.
- Further information on resources provided by our partners should be made available to WorkOne customers.

Best practices noted included:

- The Hoosier Heartland referral system that connects us with all our partners for the mutual scheduling of appointments for our customers and tracking show rates and actions taken.
- The recognition by the National Skills Coalition of the success of our sector partnerships and the work-based learning programs that have resulted from them.

The report will be shared with Board members when it is received.

WHIN Collaborative Proposal

The Wabash Heartland Innovation Network (WHIN) *Regional Cultivation Fund* grant offers the opportunity to collaborate with Purdue (IN-Mac), Ivy Tech, Greater Lafayette Commerce, et al., to provide informal STEM activities for youth. The WDB approved TAP's moving forward as the grant fiscal agent. Our proposal is one of nine moving on to the final step. The decision will be announced by May 1st. The amount requested is approximately \$725,000, not counting the \$240,000 match. The proposal includes 10% of a TAP position to help manage the project over two years.

Other

TAP has been invited to participate in a USDOL national webinar to talk about how data is used to strategically plan the utilization of funds. We appreciate the opportunity to report on our process in conversation with America's Promise Grant colleagues from across the country.

Administration

Nick Goodwin resignation

Nick Goodwin submitted his resignation from the WDB effective immediately. Nick accepted a position with the U.S. Department of Interior in Washington, D.C. IDWD will name a replacement.

Washington D.C. "Fly-in"

National Skills Coalition (NSC) and Business Leaders United (BLU) encourage the development of work-based learning and apprenticeship opportunities. They want to advocate for legislation that incentivizes employers to support work-based learning (WBL). Our team, including Roger, Brad Rhorer (SIA and Conexus), and Richard Gardner (RAMP graduate and SIA Group Leader), participated in the fly-in to share our experience with NSC, other WBL sponsoring organizations, and to meet with Congressional staff members.

Work-based Learning/Apprenticeship

Kathy Burns will be meeting with representatives of other regions at an information session hosted by the IDWD Office of Work-based Learning and Apprenticeships. The State has funds available to develop work-based learning and apprenticeship opportunities in local areas. A position will be funded to assist Region 4 in expanding programs that will promote work-based learning and apprenticeships.

Danny Lopez visit

Danny Lopez, PJ McGrew and Rebecca McCuaig of the Governor's Workforce Cabinet have requested a meeting with Alicia and Roger to discuss how negotiations to establish regional WIOA performance standards should be conducted in the future. The tentative date is May 24th or May 31st. This will provide an opportunity to invite Danny to attend an upcoming WDB meeting.

Additional funding for INWBA

Region 4 pays annual dues for INWBA membership. The dues cover Ricki Kozumplik's management services and miscellaneous costs. There is now a need for a digital platform to take the message of local boards to a broader audience. Local boards will provide the bulk of the website's content, e.g., best practices, highlights, and POVs. INWBA has approved this initiative if all regional boards agree to support it. A Request for Proposal for professional services to set up and manage a digital platform has been sent out. The estimated cost will be \$25,000. Region 4's share of the cost, based on the allocation formula used to establish the annual dues amount, would be \$1,600. The Executive Committee agreed to present to the full Board a request to increase the amount of INWBA dues we pay, accordingly.

Date for summer planning session

The Executive staff will look at dates during the last week of July and first week of August for a summer planning session. A poll will be sent out with possible dates and times. July 25th is not a good date.

PY19 Executive/Finance Committee Meeting Schedule

The proposed PY19 Executive/Finance Committee Meeting schedule was shared with the committee. The committee agreed the current dates and time work for them. The meeting invites will be sent to members to add to their calendars.

Other Business

- The draft minutes from the March 20, 2019 Board meeting will be sent to the committee to review and recommend any changes. The draft minutes will be presented in the meeting packet at the WDB meeting on May 15, 2019.
- ***Commissioner visit to Kokomo WorkOne***
Commissioner Fred Payne visited the Kokomo WorkOne on Tuesday, April 9th. He wanted to observe and experience real life in the office and attend the RESEA program workshop.
- ***Expenditure Levels by County and East/West***
Data on expenditure levels by county and by east and west sub-regions is now available. We are working to put it into the matrix and will share with the Board when completed.
- ***Legislative Bills***
Bills under consideration in the Indiana General Assembly session that will impact us are funds for the Governor's Next Level Employer Training grant and Next Level Workforce Ready grant.

Adjournment

The Executive Committee adjourned at 9:00 AM