

**Region 4 Workforce Board
Finance - Executive Committees
Meeting Minutes
Thursday, December 12, 2019**

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

Committee Member Participants: Alicia Hanawalt, Chair; Arden Cramer, Treasurer; Michael Smith, Vice Chair; and Larry West

Excused: Steve Snyder, Secretary; and Deb Close

WDB Staff: Roger Feldhaus, Executive Director; Deb Waymire, Chief Operations Officer; Tara Bradley, Chief Financial Officer; Blake Sempstrott, Financial Coordinator; and Tina Overlay-Hilt, Executive Assistant.

Finance Committee

Arden Cramer called the Finance Committee meeting to order at 8:00 a.m.

PY 19 Revenue and Expense Report – 10/31/19

Tara Bradley presented the PY19 Revenue and Expense Report for period ending 10/31/19. The report includes income by funding source and expenditures by line item. The top portion show the funds available for expenditure in PY19. We are in the process of closing out the Ready to Work grant which ended on October 31, 2019. Tara is reviewing the effects of the ending of RTW on the administrative and overhead costs at the TAP level. Noteworthy observations include the following:

WIOA Formula-Allocated Funding (IDWD)

- WIOA expenditures for PY19 should be at 33% of the amount budgeted. Administrative is over at 51% and will be evaluated as we go forward. Adult, Dislocated Worker and Youth are on target and will be reevaluated as of the 12/31/19 report. Adult and Dislocated Worker funds can be transferred between the two funding sources.

Non Formula-Allocated Funding (IDWD)

- *Skill UP 3* – There are plans in the works for these funds. Expenditures occur in larger amounts at a time because of the type of training being provided. The expenditures will even out over the year.
- *Jobs for Hoosiers* – Grant funds end December 31, 2019. Expenditures are based on participation levels of those individuals receiving UI, but who do not meet the RESEA guidelines. Tara anticipates not all these funds will be expended.
- *RESEA (Re-employment Services Eligibility Assessment)* – Funds are primarily staff costs to provide services to unemployed individuals who receive case management services to gain re-employment.

Direct Federal Grant Revenue (USDOL)

- *Ready to Work (RTW)* ended on 10/31/19. Unexpended funds will revert back to USDOL.

The bottom half of the report shows line item expenditures compared to the straight-line budget of 33% for the period. Ready to Work expenses were budgeted for four months only. It looks like we are slightly over budget in salaries, travel, etc., but expenses will even out over the remaining part of the program year.

- *Direct Participant Cost –WorkOne JAG and WIOA Incumbent Worker Set Aside* – 0% expended. These are funds that are set aside for direct expenditure costs. Expenditures will be shown as activities happen. We are required by USDOL to show Incumbent Worker Training Set Aside as a separate category.
- *Staffing & Management Costs-WorkOne RTW, APG, Skill Up, WPG* – 45% expended. These categories will even out over the remainder of the year as a result of the RTW grant ending.

Audit RFP

The PY18 audit has been completed, finalized, presented to the Finance and Executive Committee, and submitted to the Federal Audit Clearinghouse. An RFP for PY19 audit services has been prepared by Blake Sempstrott and Jake Dunton. The RFP will be sent out to the following: 1) list of auditors provided by Jake; 2) auditors requesting to be on the bidders list; and 3) any other audit companies who may be interested. Proposals will be requested by mid-February. The Finance Committee agreed to hire Jake Dunton to act as an expert and independent consultant to represent the Finance Committee in reviewing the proposals with the executive staff. The proposal review team will forward its recommendation to the Finance Committee for its approval, followed by ratification of the full Board.

Adjournment

Finance Committee adjourned at 8:25 a.m.

Executive Committee

Alicia Hanawalt called the Executive Committee meeting to order at 8:25 a.m.

Operations

Opioid Recovery Grant

Fostering Opioid Recovery through Workforce Development is a new grant opportunity through USDOL. Total funding available is \$20 million. Eight to ten grants (\$500,000--\$5 million) will be awarded to state workforce development agencies. There are eight local WDBs interested in partnering with IDWD in this grant opportunity. The grant is a four-year grant which will be awarded in April 2020. Proposals are due January 9, 2020. Our concept is \$711,000 proposal that would engage partners in Region 4 who are working on this substance use disorder (SUD) issue. It would include developing a tool kit and substance abuse resource guide for WorkOne staff to use in making referrals, and a resource coordinator to educate staff and facilitate cross-agency SUD teams. Grant funding can assist individuals dealing with opioid use disorder or family members impacted by this disorder. Grant funding can also assist in training individuals for re-employment and for training those who would become Certified Recovery Specialists. The draft concept will be sent to committee members to review. Any application for funding must be submitted by IDWD.

After meeting update: This grant round will not be pursued, as the necessary partnerships and state/regional data have not been sufficiently developed to meet the grant requirements. We will work with regional partners to be ready for future opportunities.

Lewis Cass High School Program Support

The Skill UP 3 grant was modified to make available \$130,000 for ITEP (Integrated Technology Education Program). The ITEP expenditures will not be as high as originally anticipated, leaving some of the funds to support other opportunities in the region. Lewis Cass Polytechnic Academy is requesting support for equipment for its new advanced manufacturing lab. The request is for approximately \$37,000 for a laser cutter and additional equipment. A modification has been submitted for approval to utilize funds for this equipment request.

Greater Lafayette Career Academy Support

The WIOA Performance Grant includes a request to support new classes to be developed at the Greater Lafayette Career Academy.

One-Stop Operator/WIOA Service Provider RFP

We will need to put together a request for proposal for the provision for a One-Stop Operator and WIOA Service Provider. The current contract ends June 30, 2020. Early next year we will begin the RFP process, with proposals due March/April 2020. WDB members have been involved in the review and selection process in the

past. We appreciate, in advance, their involvement in this forthcoming process.

SIA New Technical Training Center

Deb Waymire spoke at the grand opening of the new technical training center at SIA regarding the strong partnership we have had over the past 30 years for connecting talent and skills development. The center is a 20,000 sq. ft., hands-on, classroom training facility that will support work-based learning, not only for SIA employees, but for community at large. The center is a collaborative training effort with SIA, Vincennes University, Purdue Polytechnic, and Ivy Tech. Also speaking at the event were Lieutenant Governor Susan Crouch, and Charles Johnson, President of Vincennes University. Commissioner Fred Payne and several county commissioners attended the opening.

Administration

WorkOne Market Research Project

Commissioner Payne is concerned about results of a survey of employers conducted by the Indiana Chamber of Commerce. Employer responses indicated a lack of engagement with WorkOne. IDWD has contracted with a marketing agency and consulting firm to conduct focus groups that will gather additional information about the perception of WorkOne service offerings. Phase 1 of the strategy will consist of an online focus group of WDB staff members and other state and local WorkOne representatives. Phase 2 will consist of an online focus group of representatives of WorkOne partner organizations, chamber/economic development organizations, chief elected officials, and WDB chairs or active members. IDWD is asking local regions to make recommendations of individuals that meet the criteria for the focus group membership. Roger asked for recommendations and volunteers. Response is due by Monday, December 16, 2019.

Governor's Workforce Cabinet Combined State Plan

Governor's Workforce Cabinet Combined WIOA State Plan is for the period of 2020-2024. The local regions are receiving pieces of the State Plan to review, as they are being completed. A draft version of the State Plan will become available for public comment in February. The final version is due to USDOL on April 1. The State will submit a combined plan that features greater coordination between WIOA and FSSA (TANF and SNAP). Once the State Plan is approved, regions will begin working on their Local Plans.

Annual Dinner after Action Report

Overall, the annual dinner event was a success. The program and guest speakers were well received. 60 guests attended the event. The event budget was \$7,000. The initial cost, including awards, annual report design, printing, and the meeting and dinner, was under-budget at \$6,329. Feedback about the service and food was not very positive. We reached out to Double Tree with our concerns and they issued a \$12 credit per meal and refunded the cost for the trays served during the Board meeting. The final cost for the event came in just under \$5,000.

Adjournment

The Executive Committee meeting adjourned at 9:00 a.m.