

**Region 4 Workforce Board
Finance - Executive Committees
Meeting Minutes
Wednesday, February 19, 2020**

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

Committee Member Participants: Alicia Hanawalt, Chair; Arden Cramer, Treasurer; and Larry West
Excused: Michael Smith, Vice Chair; Steve Snyder, Secretary; and Deb Close
WDB Staff: Roger Feldhaus, Executive Director; Tara Bradley, Chief Financial Officer; Blake Sempsrott, Financial Coordinator; and Tina Overley-Hilt, Executive Assistant.
Guest: Jake Dunton, Dunton & Co., P.C.

Finance Committee

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

PY 19 Revenue and Expense Report – 1/31/2020

Tara Bradley presented the PY19 Revenue and Expense Report for period ending 1/31/2020. The report includes income by funding source and expenditures by line item. The top portion shows the funds available for expenditure in PY19. Noteworthy observations include the following:

WIOA Formula-Allocated Funding (IDWD)

- *WIOA* expenditures for PY19 should be at 58% of Budget to be on target. On the November 2019 report, Administrative costs were over-budget and Adult, Dislocated Worker and Youth Program costs were under-budget. After some review and analysis, adjustments were made that resulted in some costs that were originally and allowably charged to the Administration (catch-all) cost category being appropriately transferred to the Adult, Dislocated Worker and Youth Program categories. Accrued *WIOA* Formula Allocated Fund expenses are now more in line with Budget categories.

Non Formula-Allocated Funding (IDWD)

- *SkillUP 3* and *WIOA Performance Support Grant* funds have been obligated but not yet accrued, pending equipment procurement and the expenses associated with other activities that will not be realized under later in the program year.
- *RESEA (Re-employment Services & Eligibility Assessment)*. We will receive “bridge funding” that will carry us over through the end of PY19 or until a new grant amount and grant period are established.

Direct Federal Grant Revenue (USDOL)

- *Ready to Work (RTW)* ended on 10/31/19. The expenditure amount will remain the same until the end of PY19. We met or exceeded all the performance metrics for the grant.
- *America’s Promise Grant (APG)* ends on 12/31/2020. At this point, we do not expect to expend all the grant funds and will consider the option to seek a no-cost extension. It would not be responsible to extend the grant period if there aren’t workers available to train. We are on track to meet or exceed all performance metrics for APG.

TAP Revenue is other funding received.

- *Other Non-grant Revenue* refers to the WorkKeys Job Profiling fee-for-service activity. Activity has been low so far in PY19.

The bottom half of the report shows line item expenditures compared to the straight-line budget of 58% for the period.

- *Direct Participant Cost - WIOA Incumbent Worker* is 0% expended. These funds may not be utilized and will be carried over to PY20. There are incumbent worker funds in the APG grant that are funding this training currently.

- *Direct Participant Cost –WorkOne JAG* is 1% expended. These funds are typically expended near the end of the school year and during summer.
- *Staffing & Management Costs-WorkOne RTW, APG, SkillUP, and WPG* are over-expended at 67%. This category will even out over the remainder of the year as a result of the RTW grant ending.

Audit RFP Update

Jake Dunton is acting as a subject matter expert and independent consultant representing the Finance Committee in the Audit RFP process. Jake requested that members of the Finance Committee participate in the review of audit proposals. A list of firms to be sent the RFP will be reviewed with Tara Bradley. An initial draft of the RFP was sent to committee members prior to the meeting to review. Jake offered recommendations of changes to be made to the draft RFP and evaluation form prior to sending. Arden Cramer expressed that it is important to maintain the high quality of service and genial relationship that TAP has experienced with Dunton & Co.

Adjournment

Finance Committee adjourned at 8:35 a.m.

Executive Committee

Alicia Hanawalt called the Executive Committee meeting to order at 8:35 a.m.

Operations

Performance Metrics

We are receiving data on the WIOA Performance for the 1/1/2019 – 12/31/19 four-quarter period. Region 4 is meeting or exceeding all the WIOA performance standards for adult, dislocated worker and youth. Region 4 is also on target to meet the State performance metrics that were negotiated with IDWD.

Customers who come into any of our WorkOne offices have the opportunity to complete a customer service satisfaction survey. Customers' comments regarding the services they received and the staff members who assisted them are very complementary and positive.

Office Closing Analysis

The Executive staff is discussing the affordability of keeping WorkOne sites open when they are not serving many customers. There are six offices in Region 4. Four offices are located in smaller communities: Crawfordsville, Monticello, Logansport and Peru. We are concerned with the level of activity in the Crawfordsville and Monticello WorkOne affiliate sites and are also evaluating the need for the Lafayette REACH office with the ending of RTW, the imminent ending of APG, and the slowdown in WorkKeys assessment activity.

Wagner Peyser Staffing Flexibility (update)

USDOL issued a new rule that became effective this month that gives states the flexibility to provide Wagner-Peyser (WP) Employment Service activities with non-merit (non-state) staff. IDWD is not making any immediate modifications or changes and will consider its options over the next year or so. INWBA drafted a position paper encouraging the state to exercise its flexibility and to allow Regional Workforce Boards to provide Employment Services with non-merit (local merit) staff members.

Procurement for Lewis Cass High Polytechnic and Greater Lafayette Career Academy

We are moving forward with the purchase of the equipment for the new advanced manufacturing lab at Lewis Cass Polytech Academy. Approval was received for the purchase of a laser cutter (\$8,400); we are pursuing approval for the procurement of plasma CNC equipment (\$28,000). We are funding a line simulator (\$29,500) and several fundamental skills simulators (\$31,500) that are being built by Vincennes University students and installed by Conexus at the new Greater Lafayette Career Academy.

Administration

Brooklyn Burton Resignation

Brooklyn Burton resigned her position as Special Grant Manager, accepting a position as Workforce Liaison at Ivy Tech Lafayette. Deb Waymire and Mellisa Leaming will absorb Brooklyn's duties for the remainder of the APG grant period. Brooklyn will be greatly missed.

INWBA Representation

A Region 4 WDB member is needed to be the Board's representative to INWBA (Indiana Workforce Board Alliance). Deb Close has indicated that she would like to be relieved of that role after having served admirably for several years. In INWBA's new structure the primary responsibility for mission attainment rests with the WDB executives, although WDB members are indispensable anchors of the Alliance and must weigh in on any INWBA action that requires a vote. Physical presence at INWBA bimonthly meeting is not required, although meeting attendance via teleconferencing is recommended. The predominant means of communication and information sharing will be by email. Roger will speak with Alicia about WDB member eligibility and likely candidates to consider.

Draft Indiana Strategic Workforce Plan Review

The Governor's Workforce Cabinet's Draft Indiana Workforce Strategic Plan is available on the IDWD website for review and comment during the period 2/6—3/8/20. It is a new, combined plan that includes all state agencies receiving federal funds that support workforce development. A link to the Draft Plan will be sent to the Executive Committee and all other Board members.

Adult Education Grant Competition

An RFA has been issued by IDWD's Adult Ed Division for organizations seeking to provide Adult Education Services. We currently have six AE service providers in Region 4. Lafayette Adult Resource Academy currently receives Region 4's AE grant funds and makes sub-awards to the other providers in the region. Any of these six providers, other eligible entities, or a combination of current and/or new entities may respond to the RFA. An applicant can propose to serve one or multiple counties. About \$1.8 million is available for Region 4 during the period 7/1/20—6/30/21.

Growing Opportunities in America for Latinos (GOAL)

The executive staff met with the representatives of the Labor Institute for Training (LIFT). GOAL is designed to provide training opportunities for entry-level manufacturing occupations to Hispanic workers, in combination with English language education. We currently serve members of large Hispanic populations in several of our Region 4 counties and communities. GOAL may provide another way of including others who are not able to benefit from English-only training opportunities. Representatives of LARA and Ivy Tech Logansport also participated in the meeting. We are unsure what the next step will be, but will continue our conversation with LIFT.

NAWB 2020 Forum

There was not a critical mass of WDB members who could attend this year's Forum. We will plan to have a contingent of board and staff members attend next year's Forum.

PY 20 Executive/Finance Committee Meeting Schedule

The proposed PY20 Executive/Finance Committee Meeting schedule was shared with the committee. There may be a conflict in the current schedule with meeting on every other 3rd Wednesday of the month. A survey of members will be conducted to determine the need to change the meeting to the 4th Wednesday of alternate months for the period 7/1/20—6/30/21. The decision will be made at the April 15th meeting.

Adjournment

The Executive Committee meeting adjourned at 9:25 a.m.