

**Region 4 Workforce Board
Finance - Executive Committees
Meeting Minutes
Wednesday, April 15, 2020**

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

Committee Member Participants: Alicia Hanawalt, Chair; Arden Cramer, Treasurer; Steve Snyder, Secretary, and Larry West

Excused: Michael Smith, Vice Chair; and Deb Close

WDB Staff: Roger Feldhaus, Executive Director; Tara Bradley, Chief Financial Officer; Deb Waymire, Chief Operations 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 – 3/31/2020

Tara Bradley presented the PY19 Revenue and Expense Report for period ending 3/31/2020. 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 75% of Budget to be on target. As of the March 2020 report, *WIOA* funds are 61% expended. If we continue to expend at this rate going forward, we are on target to carryover over 25% of PY19 funds into PY20, rather than the projected 20%.

WIOA Non-Formula-Allocated Funding (IDWD) – These are State and Federal funds that are not regularly allocated to Region 4. The funds are from special grants or state budget. Because of the state’s budgetary situation going into PY20, we should expect that any state funded agreements scheduled to end on 6/30/20 will not be extended. There were extensions received on some of the federally funded grants under Other Non-*WIOA* Funding. And there are two new grants listed on the report.

- *Pre-ETS (VR)/JAG (Jobs for America’s Graduates)* are funds for individuals who are co-enrolled in JAG and Vocational Rehabilitation (VR).
- *WorkIN* are funds to assist individuals in occupational training who are co-enrolled in Adult Education and WorkOne. If the funds are not fully expended by June 30, 2020, they will revert back to the state. We do not expect to fully expend the available funds because of the eligibility requirements and the availability of training.
- *WIOA Performance Support Grant #1* are funds that can be used for individuals who are co-enrolled. We will be able to reclassify some expenditures, freeing up *WIOA* formula-allocated funds for additional carryover into PY20.
- *WIOA Performance Support Grant #2* are funds that are being invested in equipment for the Greater Lafayette Career Academy and Lewis Cass Polytechnic Academy.

Direct Federal Grant Revenue (USDOL)

- *Ready to Work (RTW)* ended on 10/31/19.
- *America’s Promise Grant (APG)* ends on 12/31/2020. We have decided to seek a no-cost extension for six to 12 months to accommodate the changes in the economy related to COVID-19. We are on track to meet or exceed all performance metrics for APG.

TAP Revenue (Foundation and Fee for Service)

- *Caterpillar Foundation Grant* is devoted to the support of the JAG program. It has been fully expended as of March 31, 2020.

- *WHIN Funding* – Region 4 received an additional \$300,000 for the second year of a two-year Wabash Heartland Innovation Grant, in partnership with Greater Lafayette Commerce, Purdue University, and others, aimed at providing manufacturing career awareness for hundreds of K-12 students throughout the 10-county WHIN region.

The bottom half of the report shows line item expenditures compared to the straight-line budget for the period. Most are in line with where we need to be, with the exception of the line items within the Skill UP 3 and the WIOA Performance Support grants.

- *Supplies, including Equipment Costs* is at 133% due to one-time expenses that were not originally budgeted, but for which there are sufficient revenues to support.
- *Direct Participant Cost –WorkOne JAG, WorkIN* is 1% expended. These funds are typically expended near the end of the school year and during summer for work experiences and internships. We are not sure how COVID-19 will effect this program and its expenditures. We hope to carry over any unexpended funds into PY20.

Compared to PY18 during this same time period, we had \$800,000 less in expenditures overall. If we continue to trend in this direction, we will be have approximately \$1.2 million less in expenditures, year over year, chiefly due to the end of the RTW grant.

Audit RFP Update

Jake Dunton, acting as an independent consultant representing the Finance Committee in the Audit RFP process, provided an update. The audit proposals were sent electronically to Committee members prior to the meeting. Sixteen RFP notices were sent out. Four proposals were received; three from Indiana firms and one from Wisconsin. All four are good firms; however, none consistently addressed all the technical qualifications. A revised rating sheet will be sent to those members reviewing the proposals. Overall, there is a good cross-section of firms with acceptable fees. Each reviewer will do their own evaluation and rating followed by a combined evaluation for a list of firms to interview. Contact Tara if you would like to participate in evaluations of the audit proposals.

PY 20 Budget Projections

We will be notified of WIOA allocations for PY20 by end of April. Based on criteria for WIOA allocations among the states, Indiana may receive a decrease in funds from USDOL. And based on similar criteria for WIOA allocations among Indiana’s WDBs, Region 4 may receive a decrease from IDWD. There may be additional funding for Dislocated Worker Rapid Response and Disaster Relief funding that will become available, however.

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

During the week of March 23rd, 198,000 unemployment claims were filed in Indiana. In Region 4, there were 22,000 UI claims filed during the last two weeks in March and first week in April. The UI impact by county will be sent out to the Committee.

Customer Assistance during Office Closure

WorkOne staff are assisting customers via email and telephone during the office closures. Staff are designing virtual workshops for customer to attend. There are virtual services such as Uplink for filing for UI and ICC (Indiana Career Connect) for job-seeker services. Staff are connecting individuals to available jobs.

Plans for Reopening Offices

The target for reopening WorkOne offices is as early as May 11th based on comments from the Governor's office. We are looking at a phased-in reopening of one or two offices at a time based on the health and safety considerations for staff and customers. There has been an extensive cleaning of the offices and equipment, and supplies (plexiglass shields, masks, sanitizer, and ticket system) have been ordered. Services may be scheduled by appointment or conducted virtually. A limited number of customers will be allowed in an office at one time.

Closing WorkOne REACH - Revisited

The Lafayette WorkOne REACH office may be critically important for re-employment services and work space as the economy rebounds from COVID-19.

APG Grant – No-Cost Extension Revisited

America's Promise grant is scheduled to end on December 31, 2020. We believe that in the aftermath of COVID-19 there will be more of a demand for services and re-skilling provided by the APG grant. We anticipate filing for a no-cost extension for one year.

Administration

Ready to Partner for Economic Recovery

The Region 4 workforce development system will assist in every way we can to help workers return to their pre-COVID-19 jobs or to take advantage of a new opportunities that have arisen. We need to hold on to tactically and strategically positioned facilities. We must remain connected to DWD for all access to all available funding streams, such as the dislocated worker funds related to disaster relief and employment recovery. We need to be sensitive to other grant opportunities that provide resources to fill gaps and that positively affect newly emerging needs and challenges.

We are assisting General Motors (GM) in the manufacturing of ventilators. GM's and their Ventec partner's most immediate need is recruitment of 1,800 full-time and part-time workers. We're providing information on the opportunities at GM with all our workforce development partners, including CTE programs that are graduating students who will be immediately entering the workforce. We may be able to support training in safety and manufacturing procedures. We have connected GM with DWD for the hosting of a virtual job fair. GM's employment flyer is posted on Facebook and on the WorkOne West Central website. We are using Engage by Cell to notify customers of the job order via text message. As the project moves forward, we may find other ways to assist GM.

Alicia opened the floor to Committee members to share how the COVID-19 is affecting their organizations and communities. If there are needs in any of Region 4's counties or communities that the workforce development system can help with, please direct those needs to Roger or Deb Waymire.

Adjournment

The Executive Committee meeting adjourned at 9:10 a.m.