

**One-Stop Operator Oversight (OSOO) Committee**  
**May 27, 2020**  
**Conference Call**  
**Meeting Minutes**

Members Present:	Randy Vernon-chair	Steve Snyder	Alicia
Absent:	Alicia Hanawalt		
Staff Present:	Deb Waymire	Mellisa Leaming	Tina Overley-Hilt

**Welcome**

Chair Randy Vernon called the meeting to order at 10:10 AM and welcomed those in attendance. A quorum was present to approve the OSOO meeting minutes from March 25, 2020.

A motion was made to approve the OSOO meeting minutes March 25, 2020 as presented.

**Motion:** Steve Snyder  
**Second:** Randy Vernon  
**Action:** Unanimous approval

**New Business**

***Re-opening WorkOne Offices***

Beginning June 1, 2020 small teams of staff will return to the Lafayette and Kokomo WorkOne offices assisting customers remotely and by appointment following CDC protocols. Beginning July 6, 2020 staff will return to the comprehensive offices with walk-in traffic using a numbering systems. Affiliate offices may open for appointment only on July 6 and walk in traffic in August. The WorkOne Daily Office Protocol was shared with the committee. We will ask anyone coming in to the WorkOne offices to wear a mask. One will be provided if need. Four to six staff will be in the Lafayette office and four staff in the Kokomo office. We want to respect desire and wishes of staff to work from home but there is an expectation staff will return to work so the offices can be operational. Staff are not able to access unemployment insurance to address client issues.

***WIOA Performance Metrics***

Deb Waymire presented the PY19 WIOA performance data for the period ending March 31, 2020. Region 4 serves a higher percentage of individuals than the percent of allocation we receive. For adult and youth measures, Region 4 is on target to meet all performance measures. For dislocated worker, we are on target to meet all performance measures except employment 2<sup>nd</sup> quarter after completion. The committee reviewed the performance data and the funding received compared to participants served.

***Disaster Recovery Grant***

Disaster Relief Grant is an opportunity through the USDOL that DWD applied for on behalf of all workforce development regions with a possible \$131,500 allocation for Region 4 to deal with the impact of the rise in unemployment insurance benefits, humanitarian services and implementations of health and safety measures. Funds will help employers create temporary employment opportunities. We received over two million dollars in requests to help schools, hospitals, food banks and child care centers. The proposal submitted will assist Food Finders for warehouse help and drivers to mobile food pantries across our 12 county region. Funding will also support new temporary employees at Logansport Memorial Hospital for disinfectant processes due to the rise in Covid-19 cases in Cass County. We should hear if our proposal was accepted by end of May 2020. Our region may receive more money if DWD receives additional funding and if so, we will reach out to the other agencies who submitted requests.

The Crawfordsville WorkOne office is staffed by one full time DWD employee with other staff assisting from time to time. This staff person is retiring June 30, 2020. There is not enough activity level nor WIOA funding to support another staff in the office. We will close the office but plan to offer services on an itinerate basis.

***WorkOne REACH Lafayette Office***

The intent was to close WorkOne REACH because employers were not requesting assessment testing due to low unemployment prior to March 2020 and Covid-19. We have decided to keep REACH open for two reasons:

- 1.) Use as extra office space to provide services if the high unemployment rate continues.
- 2.) Employers may increase assessment testing

**Old Business**

NONE

**Adjournment**

**Motion to adjourn:** Steve Snyder

**Second:** Randy Vernon

**Action:** Unanimous approval

Meeting adjourned at 10:35 AM

Respectfully submitted,  
Tina Overley-Hilt  
Executive Assistant  
Region 4 Workforce Board

DRAFT