



**AGENDA**

**Workforce Development Board Meeting**

**Wednesday, April 17, 2024**

**8:30 am – 9:30 am**

**Location: Ivy Tech Community College-Lafayette**

**Ivy Hall, Lilly Room 1120**

**Creasy Lane, Lafayette, IN**

<b>Time</b>	<b>Topic/Item</b>	<b>Presenter</b>	<b>Documentation</b>	<b>Action Item or Discussion (Action items in bold)</b>
8:30 AM	<b>Call to Order &amp; Introduction</b> <ul style="list-style-type: none"> <li>• <b>Introduction of New CEO Gregg Notestine</b></li> </ul>	<b>Randy Vernon</b>		
8:35 AM	<b>Consent Agenda</b> <ul style="list-style-type: none"> <li>• <b>WDB Meeting Minutes – 1/24/2024</b></li> <li>• <b>Revenue &amp; Expense Report – 1/31/2024</b></li> <li>• <b>Committee Reports</b> <ul style="list-style-type: none"> <li>○ Executive/Finance – 2/26/2024</li> <li>○ One Stop Operator Oversight – 1/24/2024</li> <li>○ Youth – 1/9/2024</li> </ul> </li> </ul>	<b>Randy Vernon</b>	Electronic Attachments & Board Packet	<b>Approve/Disapprove</b>
8:40 AM	<b>New Business</b> <ul style="list-style-type: none"> <li>• <b>Fiscal</b> <ul style="list-style-type: none"> <li>○ Revenue &amp; Expense Report – 3/31/2024</li> </ul> </li> </ul>	<b>Carla Crowe Blake Sempsrott</b>		Information/Discussion
8:45 AM	<ul style="list-style-type: none"> <li>• <b>Operations</b> <ul style="list-style-type: none"> <li>○ Update on DOL Grants</li> <li>○ Overview of DWD Monitoring Report</li> <li>○ JAG Expansion</li> </ul> </li> </ul>	<b>Deb Waymire</b>		Information/Discussion
9:00AM	<ul style="list-style-type: none"> <li>• <b>Board Administration</b> <ul style="list-style-type: none"> <li>○ Review/Recommendation of Adult Ed Program</li> <li>○ PY 24 Preliminary Budget Analysis</li> <li>○ CEO’s Activities</li> <li>○ WDB Meeting Schedule Changes</li> </ul> </li> </ul>	<b>Gregg Notestine</b>		Information/Discussion
9:30 AM	<b>Adjournment</b>	<b>Randy Vernon</b>		

**Please join the WDB meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/948555797>

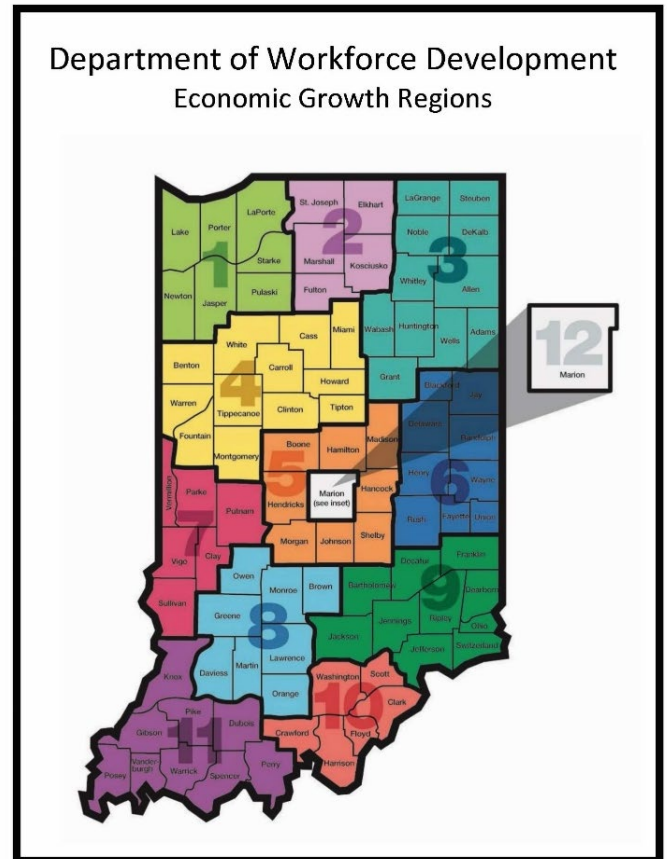
You can also dial in using your phone.

United States: +1 (646) 749-3122

Access Code: 948-555-797

## REGION 4 Workforce Development System Acronyms

- (ABE) or (AE) – Adult Basic Education / Adult Education
- (AJC) – American Job Center – WorkOne offices
- (ABA) – Apprenticeship Building America
- (DOL) – US Department of Labor
- (DVOP) – Disabled Veterans Outreach Program
- (DW) – Dislocated Worker
- (DWD) – Indiana Department of Workforce Development
- (EEO) – Equal Employment Opportunity
- (EMSI) – Economic Modeling Specialist International (Lightcast)
- (ETG) – Employment Training Grant
- (ETA) – Employment and Training Administration (US DOL)
- (EV) – Electric Vehicle
- (HSE) – High School Equivalency
- (ICC) – Indiana Career Connect
- (IET) – Integrated Education & Training
- (IFA) – Infrastructure Funding Agreement
- (INWBA) – Indiana Workforce Board Association
- (ISY) – In-School Youth
- (IWT) – Incumbent Worker Training
- (JAG) – Jobs for America's Graduates - An in-school youth program
- (JFH) – Jobs for Hoosiers - reemployment assistance for UI recipients
- (LEDO) – Local Economic Development Officer
- (LMI) – Labor Market Information
- (LVER) – Local Veterans Employment Representative Program
- (MOU) – Memorandum of Understanding
- (NLT) – Next Level Jobs
- (OSY) – Out-of-School Youth
- (OWBLA) – Office of Work-Based Learning and Apprenticeships
- (PSG) – WIOA Performance Support Grant
- (PY) – Program Year
- (REV) – Regional Electric Vehicle Manufacturing Partnership
- (READI) – Regional Economic Acceleration and Development Initiative
- (RFP) – Request for Proposal
- (ROI) – Return on Investment
- (RESEA) – Re-Employment Services and Eligibility Assessment - Unemployment insurance recipients are required to report in-person for services provided at the nearest WorkOne office.
- (REACH) – Regional Employment Assessment Centers for Hiring - A unique feature in Region 4 that offers services to employers.
- (RHG) – Rural Healthcare Grant
- (SNAP) – Supplemental Nutrition Assistance Program (formerly food stamps)
- (STEM) – Science, Technology, Engineering and Math
- (TAA) – Trade Adjustment Assistance - Helps trade-affected workers who have lost their jobs because of increased imports or shifts in production out of the U.S.
- (TANF) – Temporary Assistance for Needy Families
- (TEGL) – Training and Employment Guidance Letter (issued by DOL)
- (TRA) – Trade Re-adjustment Allowance - Income support for TAA participants who are training for a new job & whose unemployment insurance is exhausted.
- (UI) – Unemployment Insurance
- (W/P) – Wagner-Peyser (Employment Service Funding)
- (WIOA) – Workforce Innovation & Opportunity Act
- (WRG) – Workforce Ready Grant



# Region 4 WORKFORCE Board

**Program Year 23 Revenue and Expense Report July 1, 2023-June 30, 2024**

<i>Total Available to Budget</i>	<i>Approved PY 23 Budget</i>	<i>PY 23 Adjusted Budget</i>	<i>3/31/2024</i>	<i>Actual Percentage</i>	<i>Goal Percentage</i>	<i>PY 22 6/30/2023</i>
<b>Department of Workforce Development Funding</b>						
<b>Workforce Innovation and Opportunity Act</b>						
Administration	199,328	201,888	75,606	37%	75%	391,850
Adult	788,724	788,275	699,627	89%	75%	999,847
Dislocated Worker	373,995	373,813	151,837	41%	75%	326,686
Youth	622,001	681,596	514,711	76%	75%	1,068,279
<b>Sub-total WIOA</b>	<b>\$ 1,984,048</b>	<b>\$ 2,045,572</b>	<b>\$ 1,441,781</b>	<b>61%</b>	<b>75%</b>	<b>\$ 2,786,662</b>
<b>Other Non-WIOA Funding</b>						
Business Consultant	120,000	120,000	94,263	79%	75%	120,000
Rapid Response	-	99,600	78,090	78%	75%	-
JAG State (Jobs for America's Graduates)	529,174	579,925	488,801	84%	75%	433,288
JAG TANF	-	100,000	26,542	27%	75%	-
Pre-ETS(VR)/JAG (Jobs for America's Graduates)	115,200	100,000	39,044	39%	75%	115,806
RESEA (Re-employment Services)	282,997	345,884	321,194	93%	75%	532,333
QUEST	-	176,900	5,831	3%	75%	-
Apprenticeship Building America	305,100	305,137	42,746	14%	75%	2,363
Next level Jobs Employer Training Grant	1,380,340	989,339	279,906	28%	75%	671,828
Workforce Ready Grant	200,000	271,500	157,381	58%	75%	134,064
WIOA Performance Support Grant #3	-	-	-	#DIV/0!	0%	338,211
WIOA Performance Support Grant #4	96,046	96,240	96,240	100%	100%	68,760
<b>Sub-total Other Non-WIOA Funding</b>	<b>\$ 3,028,857</b>	<b>\$ 3,184,525</b>	<b>\$ 1,630,037</b>	<b>54%</b>	<b>78%</b>	<b>\$ 2,416,652</b>
<b>Total DWD Funding</b>	<b>\$ 5,012,905</b>	<b>\$ 5,230,097</b>	<b>\$ 3,071,817</b>	<b>61%</b>	<b>78%</b>	<b>\$ 5,203,315</b>
<b>Other Federal Grant Revenue</b>						
Rural Healthcare (H1-B) Grant	\$ 822,317	\$ 826,645	\$ 466,376	56%	75%	\$ 747,212
Building Pathways to Infrastructure Jobs (H-1B) Grant	\$ -	\$ 148,500	\$ 31,016	21%	40%	\$ -
<b>Total DOL Revenue</b>	<b>\$ 822,317</b>	<b>\$ 975,145</b>	<b>\$ 497,392</b>	<b>60%</b>	<b>75%</b>	<b>\$ 747,212</b>
<b>TAP Revenue</b>						
TAP Unrestricted Funding	-	-	39	0%	0%	15,190
WHIN Funding	-	-	-	0%	0%	36,130
Other Non-grant Revenue	155,050	155,050	59,850	39%	75%	25,200
<b>Total TAP Revenue</b>	<b>\$ 155,050</b>	<b>\$ 155,050</b>	<b>\$ 59,889</b>	<b>39%</b>	<b>75%</b>	<b>\$ 76,520</b>
<b>Total Funding Available to Budget</b>	<b>\$ 5,990,272</b>	<b>\$ 6,360,292</b>	<b>\$ 3,629,098</b>	<b>61%</b>	<b>76%</b>	<b>\$ 6,027,047</b>
<b>Next Program Year Carry-In</b>	<b>\$ 945,242</b>	<b>\$ 3,347,866</b>				
<b>Expense</b>						
Salaries	477,858	477,858	332,399	70%	75%	490,443
Fringe Benefits	156,667	156,667	112,551	72%	75%	155,021
Travel & Staff Development	8,850	8,850	6,308	71%	75%	15,917
Occupancy, including Liability Insurance	83,000	83,000	54,748	66%	75%	71,174
Communications	8,500	8,500	7,316	86%	75%	8,705
Supplies, including Equipment Costs	20,100	20,100	5,117	25%	75%	19,603
Professional Services, including IT costs	291,025	291,025	166,675	57%	75%	199,562
WDB Discretionary	27,057	27,057	11,848	44%	90%	24,395
WorkOne Center Overhead Costs, including Outreach Costs	384,430	384,430	267,389	70%	75%	457,996
Direct Participant Costs (DWD)-WIOA (Adult, Dislocated Worker and Youth)	215,000	225,000	127,637	57%	75%	316,945
Direct Participant Costs (DWD)-ABA, JAG, NLJ, PSG, WRG, RR, QUEST	1,645,052	1,445,961	402,582	28%	75%	965,232
Direct Participant Costs (DOL)-RHG, Infrastructure	581,250	661,250	293,954	44%	75%	558,969
Service Provision-Staffing and Management Costs	1,988,027	2,378,808	1,843,071	77%	75%	2,734,322
<b>Total Expense</b>	<b>\$ 5,886,816</b>	<b>\$ 6,168,506</b>	<b>\$ 3,631,594</b>	<b>62%</b>	<b>76%</b>	<b>\$ 6,018,283</b>
<b>Excess Revenue Over/(Under) Expense</b>	<b>\$ 103,456</b>	<b>\$ 191,786</b>	<b>\$ (2,496)</b>			
<b>Board Discretionary</b>						
Board Meetings	\$ 1,500	\$ 1,500	285	19%	75%	294
Board Travel/Conferences	\$ 9,650	\$ 9,650	-	0%	75%	11,509
INWBA/NAWB Dues	\$ 1,732	\$ 1,732	1,732	100%	100%	2,982
Annual Meeting	\$ 5,000	\$ 5,000	1,655	33%	100%	2,110
Workforce Intelligence Information	\$ 8,175	\$ 8,175	8,175	100%	100%	7,500
<b>Total Board Discretionary</b>	<b>\$ 26,057</b>	<b>\$ 26,057</b>	<b>\$ 11,848</b>	<b>45%</b>	<b>90%</b>	<b>\$ 24,395</b>



# Consent Agenda

<b>Region 4 Workforce Board</b> <b>Meeting Minutes – January 24, 2024</b> Location: Virtual-GoToMeeting	<b>NEXT MEETING</b> Wednesday, March 27, 2024 Location: Lafayette, IN - TBD
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**Directors Present:**

Randy Vernon, Chair  
 Matt Lewellen, Vice Chair  
 Holly Moore, Treasurer  
 Steve Snyder, Secretary  
 Dennis Carson  
 Alicia Hanawalt  
 Melissa Harwood

Judy Hasselkus  
 Ethan Heicher  
 Matt Huston  
 Elva James  
 Rebecca Jones  
 Donte Wilburn  
 Amy Wood

**Excused:**

Spencer Buchanan  
 Deb Close

**Guests Present:** *Carla Crowe, Crowe, LLC; Jack Dodd, Howard County Commissioner; and Kim Morisette, Huth Thompson LLP.*

**Staff Present:** *Roger Feldhaus, CEO; Deb Waymire, COO; Mellisa Leaming, Director of Operations; Blake Sempsrott, Controller; Kathy Burns, Lead Business Consultant and Data Analyst; and Tina Overley-Hilt, Executive Assistant*

**Call to Order and Welcome**

On January 24, 2024, the WDB meeting was held virtually using GoToMeeting. The meeting was called to order and attendees were welcomed at 8:35AM by Chair, Randy Vernon. Guests and Board members in attendance were welcomed. A quorum was present.

**Consent Agenda**

A motion was made to approve the consent agenda items as presented.

**Motion: Alicia Hanawalt**

**Second: Ethan Heicher**

**Action:** Unanimous approval

**New Business**

**Fiscal**

**PY 22 Audit Report**

Kimberly Morisette, Huth Thompson, LLP, presented the PY 22 Audit Report Summary report for the year ending 6/30/2023. The summary report, management letter, governance letter, and financial statements were provided to the Board prior to the meeting for review.

Huth Thompson issued an Unmodified Auditor's Report for the 2023 Financial Statements. There was a GAAP Standard accounting change this year which deals with leases. Leases now appear as an asset and corresponding liability. Assets have increased to about \$1.5 million because of asset/liability of the leases.

The audit report is a clean opinion. It was a single audit, also known as a Uniform Guidance audit requiring a test of both internal controls over financial reporting and compliance regulations.

- There is a significant deficiency in internal controls dealing with EFT payments. There is no internal approval review when EFT payments are sent. As a response, an EFT approver will be set up allowing for a secondary approval before funds exit the bank.

- The WIOA Adult, Dislocated Worker and Youth cluster was audited. There were no audit compliance findings on the federal award side.
- There were no difficulties performing the audit or disagreements with management.
- There was a business advice comment regarding cash receipts and the internal controls. Cash receipts are logged when received but not reconciled after the deposit is made and recorded in the general ledger.
- Asset total was \$1.7 million and liabilities total were \$1.6 million. Total revenue is \$6.3 million.

The audit will be submitted to the Federal Audit Clearinghouse for approval. Huth Thompson is working on the Form 990 tax return that will conclude its services for the period ending 6/30/2023.

A motion was made to accept the audit report as presented.

**Motion: Steve Snyder**

**Second: Elva James**

**Action:** Unanimous approval

### Operations

#### **One Stop Certification**

One Stop Certification is required every three years by the Department of Workforce Development. It is a review of Region 4's local Memorandum of Understanding with our partners, business and local plans, marketing materials, policy and processes of the WorkOne offices. Randy Vernon, Steve Snyder, Mellisa Leaming, and Deb Waymire will be on the review team. The process will begin on February 7, 2024, and is due March 31, 2024. Region 4 has been certified in the past and we don't expect any issues with re-certification.

#### **Rural Healthcare Grant Update**

The Rural Healthcare Grant is performing well. There are nine regions including Region 4 involved with the implementation of this grant. There was a lack of interest from participants in some regions; funds were de-obligated from those regions and re-obligated to other regions that requested additional funds. The grant period will end on January 31, 2025. We anticipate reaching all goals set forth in the grant.

#### **Infrastructure Grant (REV) Update**

Region 4 was awarded a \$2 million USDOL *Building Pathways to Infrastructure Jobs* Grant (REV). The grant funding is for five years to upskill 700 individuals in electric vehicle battery manufacturing. The contract has not been received yet. Conditions of the award were addressed; we are working with the USDOL to provide more information on the cost allocation plan. We anticipate seeing the contract soon.

A Regional Electric Vehicle (REV) meeting with the primary partners involved with the grant has been scheduled for March 5, 2024. The partners are individuals that provided letters of support as well as companies we anticipate working with on the distribution of funds for training individuals. The DWD Commissioner Richard Paulk will be attending the meeting to learn about this grant and the efforts of Region 4.

#### **WIOA Performance**

The Region 4 WIOA first quarter PY 23 Performance Measures for all regions across the state for the rolling four quarters ending September 30, 2023, were presented by Deb Waymire. Region 4 met or exceeded all performance metrics. It is a challenge to meet the Credential Attainment

measure; process adjustments have been made to help us increase those rates. New information for the quarter ending December 31, 2023, should be available soon. The performance measures and definitions will be sent to the members.

**JAG Career Development Conference (CDC)**

JAG Career Development Conference (CDC) will be held on February 8, 2024. The CDC brings together Region 4 JAG students to compete in different competitions. Individuals that do well move on to the State CDC in March. Board members are welcome to attend.

**Board Administration**

**CEO Candidate Discussion and Motion**

After a nine-month process, the Succession Committee put forth CEO candidate Gregg Notestine for the Board's consideration and approval. Randy Vernon, Board Chair, shared the biography of Gregg Notestine. If approved, Gregg's start date would be February 26, 2024. Discussion ensued.

A motion was made to approve Gregg Notestine as CEO of Tecumseh Area Partnership, Inc., d/ b/a Region 4 Workforce Board.

**Motion: Alicia Hanawalt**

**Second: Randy Vernon**

**Action:** Unanimous approval

Matt Lewellen thanked the Succession Committee for their time over the past several months and appreciated their efforts.

**CEO Retirement and Transition**

The transition to Gregg Notestine will begin February 26, 2024, and move forward with about a month period of transition. Further announcements will be made soon.

**Kathy Burns Retirement Announcement**

Kathy Burns, Lead Business Consultant and Data Analyst, announced her retirement effective June 28, 2024. Kathy has worked for Region 4 Workforce Board for 17 years. She works closely with employers to administer Employer Training Grants and provides employers and economic developers with labor market data. Several Board members acknowledged Kathy for her work for Region 4.

**Adjournment**

A motion was made to adjourn the meeting.

**Motion: Rebecca Jones**

**Second: Steve Snyder**

**Action:** Unanimous approval

The meeting was adjourned at 9:15 AM.

Respectfully submitted,  
Tina Overley-Hilt  
Executive Assistant

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Stephen Snyder, Secretary  
Tecumseh Area Partnership, Inc.  
d/b/a Region 4 Workforce Board



# Region 4 WORKFORCE Board

Program Year 23 Revenue and Expense Report July 1, 2023-June 30, 2024

Total Available to Budget	Approved PY 23 Budget	PY 23 Adjusted Budget	1/31/2024	Actual Percentage	Goal Percentage	PY 22 6/30/2023
*After Next Program Year First Quarter Set Aside Removed (20%)						
<b>Department of Workforce Development Funding</b>						
<b>Workforce Innovation and Opportunity Act</b>						
Administration	199,328	201,888	65,310	32%	58%	391,850
Adult	788,724	788,275	554,352	70%	58%	999,847
Dislocated Worker	373,995	373,813	140,687	38%	58%	326,686
Youth	622,001	681,596	425,051	62%	58%	1,068,279
<b>Sub-total WIOA</b>	<b>\$ 1,984,048</b>	<b>\$ 2,045,572</b>	<b>\$ 1,185,400</b>	<b>51%</b>	<b>58%</b>	<b>\$ 2,786,662</b>
<b>Other Non-WIOA Funding</b>						
Business Consultant	120,000	120,000	65,947	55%	58%	120,000
Rapid Response	-	99,600	41,025	41%	83%	-
JAG State (Jobs for America's Graduates)	529,174	579,925	386,146	67%	58%	433,288
JAG TANF	-	100,000	-	0%	58%	-
Pre-ETS(VR)/JAG (Jobs for America's Graduates)	115,200	100,000	26,925	27%	58%	115,806
RESEA (Re-employment Services)	282,997	345,884	279,575	81%	58%	532,333
Apprenticeship Building America	305,100	305,137	32,046	11%	58%	2,363
Next level Jobs Employer Training Grant	1,380,340	619,339	192,949	31%	58%	671,828
Workforce Ready Grant	200,000	200,000	130,848	65%	58%	134,064
WIOA Performance Support Grant #3	-	-	-	#DIV/0!	0%	338,211
WIOA Performance Support Grant #4	96,046	96,240	96,240	100%	100%	68,760
<b>Sub-total Other Non-WIOA Funding</b>	<b>\$ 3,028,857</b>	<b>\$ 2,566,125</b>	<b>\$ 1,251,701</b>	<b>41%</b>	<b>64%</b>	<b>\$ 2,416,652</b>
<b>Total DWD Funding</b>	<b>\$ 5,012,905</b>	<b>\$ 4,611,697</b>	<b>\$ 2,437,101</b>	<b>49%</b>	<b>63%</b>	<b>\$ 5,203,315</b>
<b>Other Federal Grant Revenue</b>						
Rural Healthcare (H1-B) Grant	\$ 822,317	\$ 826,645	\$ 295,770	36%	58%	\$ 747,212
Building Pathways to Infrastructure Jobs (H-1B) Grant	-	-	\$ 3,188	#DIV/0!	0%	-
<b>Total DOL Revenue</b>	<b>\$ 822,317</b>	<b>\$ 826,645</b>	<b>\$ 298,958</b>	<b>36%</b>	<b>58%</b>	<b>\$ 747,212</b>
<b>TAP Revenue</b>						
TAP Unrestricted Funding	-	-	26	0%	0%	15,190
WHIN Funding	-	-	-	0%	0%	36,130
Other Non-grant Revenue	155,050	155,050	50,400	33%	58%	25,200
<b>Total TAP Revenue</b>	<b>\$ 155,050</b>	<b>\$ 155,050</b>	<b>\$ 50,426</b>	<b>33%</b>	<b>58%</b>	<b>\$ 76,520</b>
<b>Total Funding Available to Budget</b>	<b>\$ 5,990,271</b>	<b>\$ 5,593,391</b>	<b>\$ 2,786,485</b>	<b>47%</b>	<b>61%</b>	<b>\$ 6,027,047</b>
<b>Next Program Year Carry-In</b>	<b>\$ 945,242</b>	<b>\$ 773,766</b>				
<b>Expense</b>						
Salaries	477,858	477,858	252,237	53%	58%	490,443
Fringe Benefits	156,667	156,667	85,695	55%	58%	155,021
Travel & Staff Development	8,850	8,850	5,094	58%	58%	15,917
Occupancy, including Liability Insurance	83,000	83,000	45,832	55%	58%	71,174
Communications	8,500	8,500	6,091	72%	58%	8,705
Supplies, including Equipment Costs	20,100	20,100	3,313	16%	58%	19,603
Professional Services, including IT costs	291,025	291,025	140,089	48%	58%	199,562
WDB Discretionary	27,057	27,057	11,754	43%	83%	24,395
WorkOne Center Overhead Costs, including Outreach Costs	384,430	384,430	203,205	53%	58%	457,996
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Direct Participant Costs (DWD)-ABA, JAG, NLJ, PSG, WRG	1,645,052	966,611	313,437	32%	58%	965,232
Direct Participant Costs (DOL)-RHG	581,250	581,250	179,458	31%	58%	558,969
Service Provision-Staffing and Management Costs	1,988,027	2,301,608	1,424,578	62%	58%	2,734,322
<b>Total Expense</b>	<b>\$ 5,886,816</b>	<b>\$ 5,531,956</b>	<b>\$ 2,788,570</b>	<b>47%</b>	<b>60%</b>	<b>\$ 6,018,283</b>
<b>Excess Revenue Over/(Under) Expense</b>	<b>\$ 103,455</b>	<b>\$ 61,435</b>	<b>\$ (2,085)</b>			
<b>Board Discretionary</b>						
Board Meetings	\$ 1,500	\$ 1,500	191	13%	58%	294
Board Travel/Conferences	\$ 9,650	\$ 9,650	-	0%	58%	11,509
INWBA/NAWB Dues	\$ 1,732	\$ 1,732	1,732	100%	100%	2,982
Annual Meeting	\$ 5,000	\$ 5,000	1,655	33%	100%	2,110
Workforce Intelligence Information	\$ 8,175	\$ 8,175	8,175	100%	100%	7,500
<b>Total Board Discretionary</b>	<b>\$ 26,057</b>	<b>\$ 26,057</b>	<b>\$ 11,754</b>	<b>45%</b>	<b>83%</b>	<b>\$ 24,395</b>

**Region 4 Workforce Board  
Executive-Finance Committee  
Meeting Minutes  
Monday, February 26, 2024**

**Meeting Time:** 9:00 AM  
**Method:** In-Person, Region 4 Workforce Board Office

**Committee Member Participants:** Randy Vernon, Chair; Matt Lewellen, Vice Chair; Holly Moore, Treasurer; Steve Snyder, Secretary.

**WDB Staff:** Gregg Notestine, Executive Director; Roger Feldhaus, former Executive Director; Deb Waymire, Chief Operations Officer; Mellisa Leaming, Director of Operations; Blake Sempsrott, Controller; Kathy Burns, Lead Business Consultant and Data Analyst; and Tina Overley-Hilt, Executive Assistant

**Other Attendees:** Mayor Tony Roswarski, Regional Chief Elected Official, and Carla Crowe, Crowe LLC.

Executive-Finance Committee members met the newly appointed Executive Director during continental breakfast prior to the meeting.

**Executive-Finance Committee**

Randy Vernon, Executive Committee Chair, called the Executive-Finance Committee meeting to order at 9:00 AM.

**Finance**

***PY23 Revenue and Expense Report –1/31/2024***

Carla Crowe, Crowe LLC, presented the PY 23 Revenue and Expense Report for the period ending 1/31/2024. Noteworthy observations include the following:

The top half of the report shows the Total Available to Budget for PY 23. Most funding is in line with the goal percentage for this period except for RESEA at 81% expended. No additional RESEA funds are anticipated. All regions need additional funding, not just Region 4. Discussion will continue about how to sustain the RESEA program until the end of PY 23 on June 30, 2024

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

- *Communications*–expenditure is over the goal percentage. This item will be reviewed to make sure funds are available to the end of PY 23.

**Total Expense is 47%.**

**Total Board Discretionary relating directly to Board activity is 45%.**

**PY 24 WIOA Planning Estimates**

U.S. Department of Labor (USDOL) released the WIOA allocations for adult, dislocated worker, and youth programs to the State. WIOA Youth funds to the State are \$338,201 higher than PY 23. The State will receive \$355,231 less for adults and \$151,393 less for dislocated workers. These are planning estimates. Indiana receives approximately 2% of the total WIOA budget, and Region 4 receives approximately 7.5% of Indiana's allocation. The final allocations from DOL will be issued in April and Region 4 will know our allocation in May.

## **Operations**

Deb Waymire, Chief Operations Officer, presented the Operations update.

### **Quest Grant Opportunity**

In 2022 Indiana Department of Workforce Development (DWD) received a USDOL grant to assist unemployed, dislocated workers. There is funding remaining from the grant that is available to regions. Region 4 requested \$269,500 to provide similar services provided under RESEA funding that will be exhausted in March 2024. This is a 'fee for service' type of grant where we will be reimbursed for specific services provided to customers. The earned funds can be used to pay service provider staff salaries, participant training costs, or other needs Region 4 may have. Funding ends September 2024.

### **Rural Healthcare Grant Progress (RHG)**

Region 4 is the administrator and fiscal agent with nine sub-recipients across the state. We are on target to meet all outcomes set forth in the grant and working closely with all sub-recipients to finish strong. Funds were de-obligated from some regions because they were struggling to find participants and training providers. Those funds were obligated to other regions including Region 4 who are doing well. There will be discussions by the end of March to determine if a No-Cost Extension is needed. The RHG ends January 31, 2025.

### **New Grant Opportunity**

USDOL announced a \$95 million for Apprenticeships Building America 2 (ABA) grants to continue to expand, diversify and strengthen the Registered Apprenticeship system through public and private partnerships. These partnerships are designed to serve a range of industries and individuals and promote Registered Apprenticeship Programs (RAPs). ABA 2 provides funds in three tracks:

1. Ensuring Equitable RAP Pathways and Partnerships through Pre-apprenticeship Leading to RAP enrollment.
2. Creation of Education System-aligned Pre-apprenticeships and RAPs
3. Register Apprenticeship Hubs

Region 4 may pursue Track 1 or Track 2 opportunities for \$1-\$4million for 48 months beginning July 1, 2024.

### **Pathways to Infrastructure Grant Progress (Grant period 9/30/2023-9/30/2028)**

Region 4 was awarded a \$2 million, five-year USDOL *Building Pathways to Infrastructure Jobs Grant-Regional Electrical Vehicle Manufacturing Partnership (REV)*- to upskill 700 individuals in jobs in the electric vehicle sector. We received the fully executed contract this week. The grant focuses primarily on StarPlus Energy as they have the largest hiring and training need. Discussions have begun for 150-200 registered apprenticeships with StarPlus Energy. We will also meet and discuss the projected needs of two other companies-SunCharge EV and Stellantis. On March 5, 2024, we will host the first Regional Electric Vehicle (REV) Partnership meeting with employer partners, training partner Ivy Tech, and worker voice representatives. This will provide an opportunity for partners to understand the grant, the opportunities that can be supported and share their training needs.

### **National Economic Council Presentative – February 26, 2024**

The Renewable Energy-Electric Vehicle sector and the Region 4 proposal caught the attention of the White House National Economic Council. Two grantees of the Pathways to Infrastructure grant will make a presentation to the Council. Region 4 will present the Development Track and the Ohio Department of Jobs and Family services will present a Statewide Scaling Track. The presentation will be later today.

### ***James Rodriguez, USDOL Asst. Secretary for Veteran's Employment and Training Services Visit***

The Honorable James Rodriguez, USDOL Asst. Secretary for Veteran's Employment and Training Services will be a speaker at the Council on Military Transition to Education at Purdue University on March 5, 2024. He is planning to attend Regional Electric Vehicle (REV) Partnership meeting later that day along with the following special guests:

- Karla Langham, Chief of Staff, USDOL Veterans' Employment and Training Services
- DWD Commissioner Richard Paulk
- Josh Richardson, Chief of Staff, DWD
- Katie Rounds, Chief Workforce Officer, DWD

The AVETS will also visit WorkOne for a Vet Job Fair, Lafayette VA Clinic, GE, and then return to Purdue.

### ***Jobs for America's Graduates (JAG)***

Jobs for America's Graduates (JAG) is an In-School Youth program to help those students with challenges and barriers that may keep them from graduating high school. Indiana received additional TANF funds to expand the JAG program across Indiana. The goal is 125 expansion sites throughout Indiana. Region 4 goal is 10 programs with seven currently. The following are sites for the JAG expansion in Region 4.

- Harrison High School for a program for grade 9-10 and a program for grade 11-12
- Oakland Academy adding 9-10 program.
- Benton Central High School for a program for grade 9 through 12.
- Attica High School for a middle school program.
- Northwestern H.S. for a program for grade 9 through 12.
- Rossville H.S. for a program for grade 9 through 12.
- Clinton Prairie for a program for grade 9 through 12.
- Ivy Tech-Kokomo for a college success program.

There are conversations with five more schools.

### **Administration**

#### ***INWBA Legislative Day***

INWBA Legislative Day will be held on Thursday, February 29, 2024. No plans were made to attend the event because of scheduling conflicts.

#### ***Discuss Meeting Schedule Changes***

Executive/Finance Committee meetings and WDB Board meeting schedule changes were discussed. The March WDB Board meeting will be rescheduled for April 17, 2024. It will be followed by a farewell reception for Roger. The next Executive/Finance Committee meeting will be on May 22, 2024, rather than in April. The May WDB Meeting will be held in June 2024. Board and Committee meeting will be back on schedule in August and September. Plans are to hold the WDB Annual Event in September 2024.

#### ***Adjournment***

The Finance/Executive Committee meeting adjourned at 10:15AM.

**One-Stop Operator Oversight (OSOO) Committee**  
**January 24, 2024**  
**Meeting Minutes**

Members Present: Randy Vernon-Chair      Alicia Hanawalt      Terri Simons  
Steve Snyder  
Staff Present: Deb Waymire      Tina Overley-Hilt

**Welcome**

The OSOO meeting was held in person at Inventrek in Kokomo, Indiana. Chair Randy Vernon called the meeting to order at 9:15 AM and welcomed those in attendance.

**New Business**

***ABA Grants Progress***

Gerry Vasquez, Region 4 Apprenticeship Coordinator, has been working hard and made progress with apprenticeships. Apprenticeships have been set up with Haynes and Chariot Motors. Eight apprenticeships started in January. There was a delay with the approval process for the Eligible Training Provider list. Gerry is also working with Chariot Motors on pre-apprenticeships in their automotive technology occupations. The goal is 25 pre-apprenticeships. Discussions are happening with IBEW, Raybestos and Trilogy.

***One Stop Certification***

One Stop Certification is scheduled for February 7, 2024. Randy Vernon and Steve Snyder along with Mellisa Leaming and Deb Waymire are serving on the certification team. The team will meet at 9:00am at TAP and go through background paperwork before connecting with staff.

***RESEA Changes***

Individuals who are unemployed are notified to visit the WorkOne office and participate in services and set up a plan to become re-employed as soon as possible. RESEA grant funding was allocated to the regions and service provider staff and Wagner-Peyer staff provided the services. Because of Wagner-Peyer funding issues, DWD is requiring all State Wagner-Peyer staff to dedicate 25% of their time to providing RESEA services. We received our original allocation but there is no additional RESEA funding available. Projected funding available will end March 2024. Wagner-Peyser staff can provide a lot of services but not at the intensive level of the service provider case manager staff. A call is scheduled with DWD to discuss.

***Employer Training Grant 7.0***

Employer Training Grant is funding DWD make available to all regions for companies to upskill their employees. The funding has fewer eligibility requirements, so it is desired by employers. The employer cannot be reimbursed until the individual has completed the training and remained employed with the company for six months. The current funding goes until September 30, 2024, but it must be allocated by March for the six-month period to be completed before the end of the grant. All current funding is obligated. Region 4 will receive an additional one million dollars. There is a waiting list of companies for these additional funds.

***Wagner-Peyser Rulemaking***

In the WorkOne offices there are State staff and Service Provider (JobWorks) staff working together to provide employment services. The Department of Labor is changing the rule about who can provide these services. All states, except Colorado, Massachusetts, and Michigan,

must use State merit state to provide all employment services. States are allowed up to 24 months to come into compliance with this the rule. The new rule strengthens the provision of services to migrant and seasonal farmworkers. Services may become more siloed, but we will work on a way to manage appropriately.

**WorkOne Success Story - Rachel**

Rachel says the program changed her life after her life fell apart in August 2021 when she got a divorce. She was a stay-at-home mom with no clue how to pay bills, put gas in the car and food on the table. A friend asked if she wanted to take a CCMA class. She jumped at the opportunity and came to WorkOne for help. She graduated from the program and started a job at Deaconess Hospital. Now, bills are paid, food is on the table, gas is in the car and is living comfortably. Rachel says to set goals high and keep reaching for the stars. Rachel was onboarded in pediatrics with a starting wage of \$15 per hour. She has accepted a position with Princeton Pediatric at \$18.97 per hour.

**Adjournment**

A motion was made to adjournment.

**Motion to adjourn:** Alicia Hanawalt

**Second:** Terri Simons

**Action:** Unanimous approval

The meeting adjourned at 9:40 AM.

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

**Region 4 Workforce Board-Youth Committee  
Meeting Minutes  
January 9, 2024**

Members	PY 23					
	7/11/2023	9/12/2023	11/14/2023	1/9/2024	3/12/2024	5/7/2027
Steve Snyder, Chair	X	X	Cancelled	X		
Miranda Hutcheson	X	X				
Lisa Minier	X					
Terri Simons	X	X		X		
Randy Vernon	X	X				
Kara Webb	X	X		X		

Also in attendance: Deb Waymire, Chief Operations Officer; Mellisa Leaming, Director of Operations, and Tina Overley-Hilt, Executive Assistant.

The Youth Committee meeting was held at Region 4 Workforce Board office and virtually via GoToMeeting conference call.

**Call to Order:**

Attendees were welcomed and the meeting called to order by Chair, Steve Snyder at 9:00AM. A quorum of the membership was present to conduct business of the committee.

**New Business:**

**Jobs for America's Graduates (JAG) Expansion**

Region 4 has secured agreements with the following schools for JAG expansion.

- Benton Central High School for a program for grade 9 through 12. Bente Central is seeking a specialist with Spanish speaking ability.
- Harrison High School for a program for grade 9-10 and a program for grade 11-12. The JAG Specialist Sub is being considered as the Specialist at Harrison.
- We are in discussion with Maconaquah H.S. and Northwestern H.S. for a program for grade 11-12 and Covington H.S. for grades 9-12.
- Ethan Groff, JAG Manager, is in discussion with our current JAG schools-Lafayette Jefferson H.S., Logansport H.S., McCutcheon H.S. and Kokomo H.S. about expanding the program for grade 9-10.

**WIOA Youth Performance**

The WIOA Youth Performance for the rolling four quarter period ending September 30, 2023, was presented to the Committee. Region 4 met or exceeded all performance measures. It is a challenge to meet the Credential Attainment measure. JAG students are hired by employers during their junior year and are not returning to school for their senior year. The WIOA credential attainment measure is affected because JAG students are co-enrolled in JAG and WIOA. Discussion was had on ways to incentivize students to return to school and earn their high school diploma. Kara Webb would like to have a discussion on how Career + may be able to help.

**Action item:** Send the Committee members the latest negotiated WIOA Performance measures.

**JAG Career Development Conference (CDC)-February 8, 2024**

The JAG CDC will be held on Thursday, February 8, 2024, from 9:30am-1:00pm at Ivy Tech in Lafayette. The rescheduled date is February 15<sup>th</sup>. A request for volunteers was made to serve as

event judges. Kara Webb and Steve Snyder volunteered. Employers will to be set up during the CDC event.

Greater Lafayette Commerce will be holding a hiring event on February 28, 2024, at the Tippecanoe County Fairgrounds.

### **Updates from Committee Members**

- Deb Waymire, Chief Operations Officer
  - New TAP CEO, waiting for Board approval on January 24, 2024, before announcing.
  - Apprenticeship Coordinator is making several connections for pre-apprenticeships with employers in Region 4. Gerry Vasquez is also working to establish apprenticeship programs. We would like to work with CTE Directors to establish more pre-apprenticeships rather than work-based learning opportunities.
  - Connecting with Out of School Youth (OSY) and the Department of Corrections with work experience programs. Deb shared a success story.
- Terri Simons, JobWorks, Regional System Coordinator
  - Kudos to Walgreens for their relationships with JAG and OSY and the work experiences. It is a great partnership.
  - Business Services staff is working with and advocating for a former JAG student in follow up who was dislocated from Triolan in Kokomo to connect him with employers.
  - One Stop Operator is holding an introductory Youth Partnering Meeting. The purpose is to make introductions and build relationships with youth serving partners.
- Kara Webb shared an approval vote with Indiana State Board of Education will happen on Wednesday that will allow a locally created Career Pathway to be accepted at all Career + high schools
- Steve Snyder announced he stepped down as President of Tippecanoe Building Trades and Construction Council effective December 31, 2023. Shannon Turner was elected. Steve remains a Labor Rep and will serve as the Business Agent for Local 157 Plumbers and Pipefitters.
  - The Summer Apprenticeship Expo will be held in April at Tippecanoe County Fairgrounds.

### **Adjournment**

A motion was made to adjournment.

**Motion to adjourn:**

**Second:**

**Action:** Unanimous approval

The meeting adjourned at 9:42AM.

Respectfully submitted,  
Tina Overley-Hilt

### **Next Meeting:**

Tuesday, March 12, 2024

Location – Lafayette – Region 4 Workforce Board office