

Region 4  
**WORKFORCE**  
Board

**AGENDA**

**Workforce Development Board Meeting**

**Wednesday November 20, 2024**

**8:30 am – 10:00 am**

**Location: Inventrek, 700 E. Firmin Street, Kokomo, IN**

**Room 2A**

<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>	<b>Matt Lewellen</b>		
8:35 AM	<b>Consent Agenda</b> <ul style="list-style-type: none"> <li>• <b>WDB Meeting Minutes – 10/1/2024</b></li> <li>• <b>Revenue &amp; Expense Report – 9/30/2024</b></li> <li>• <b>Committee Reports</b> <ul style="list-style-type: none"> <li>○ Executive/Finance –10/30/2024</li> <li>○ Executive Special Session – 11/4/2024</li> </ul> </li> </ul>	<b>Matt Lewellen</b>	Electronic Attachments & Board Packet	<b>Approve/Disapprove</b>
8:35 AM	<b>New Business</b> <ul style="list-style-type: none"> <li>• <b>Fiscal</b> <ul style="list-style-type: none"> <li>○ PY 23 Audit</li> </ul> </li> </ul>	<b>Blake Sempsrott</b>		
8:45 AM	<ul style="list-style-type: none"> <li>• <b>Operations</b> <ul style="list-style-type: none"> <li>○ JAG Career Development Conference</li> <li>○ JAG Expansion</li> <li>○ DWD Monitoring</li> <li>○ DOL Grant Updates</li> </ul> </li> </ul>	<b>Mellisa Leaming</b>		Information/Discussion
9:15 AM	<ul style="list-style-type: none"> <li>• <b>Board Administration</b> <ul style="list-style-type: none"> <li>○ CEO Resignation</li> <li>○ Staff Update</li> <li>○ General Board Update</li> </ul> </li> </ul>	<b>Gregg Notestine</b>		Information/Discussion
10:00 AM	<b>Adjournment</b>	<b>Matt Lewellen</b>		

**Next WDB Meeting – January 22, 2025 – Virtual – GoTo Meeting**



# Consent Agenda

<b>Region 4 Workforce Board</b> <b>Meeting Minutes – October 1, 2024</b> Location: Courtyard by Marriott, Lafayette, IN	<b>NEXT MEETING</b> Wednesday, November 20, 2024 Location: Inventrek, Kokomo, IN
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**Directors Present:**

Matt Lewellen, Chair  
 Steve Snyder, Vice Chair  
 Holly Moore, Treasurer  
 Randy Vernon, Secretary  
 Sheri Burnett  
 Melissa Harwood  
 Judy Hasselkus  
 Matt Huston

Erin Townsend  
 Shannon Turner  
 Amy Wood

**Excused:**

Dennis Carson  
 Spenser Buchanan  
 Alicia Hanawalt  
 Ethan Heicher  
 Elva James  
 Donte Wilburn

**Others Present:** *Carla Crowe, Crowe, LLC.*

**Staff Present:** *Gregg Notestine, CEO; Deb Waymire, COO; Mellisa Leaming, Director of Operations; Blake Sempsrott, Controller; and Tina Overley-Hilt, Executive Assistant*

**Call to Order and Welcome**

On October 1, 2024, the WDB meeting was held at Courtyard by Marriott. The meeting was called to order and attendees were welcomed at 9:35AM by Chair, Matt Lewellen. The Board members in attendance introduced themselves. A quorum was present.

**Consent Agenda**

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

**Motion: Amy Wood**

**Second: Melissa Harwood**

**Action: Unanimous approval**

**New Business**

**Fiscal**

**PY 24 WDB Budget**

Carla Crowe, Crowe LLP, and Blake Sempsrott, Controller, presented the PY 24 (July 1, 2024-June 30, 2025) WDB Budget compared to PY 23 Budget for discussion and approval.

- Salaries and Fringe Benefits decreased from PY 23 in comparison to the project budget for PY 24 due to the staffing changes with the retirement of Kathy Burns and Deb Waymire. There is a 3% one-time cost of living increase for staff. The Board staff will review staffing levels and salaries to ensure the organization is competitive.
- Staff Development and Travel increased to support CEO outreach to regional chambers and economic development agencies.
- Occupancy costs decreased due to the closing of office spaces in PY 23. Discussions are occurring about a temporary tenant in the Lafayette WorkOne office space.
- Communications slightly increased.
- Supplies and Equipment decreased in subscriptions, equipment purchases, and miscellaneous.
- Professional services increased by \$3,800 for audit services.
- There is a small change in IT costs.

- WIB Expenses decreased because there are no plans at this time for Board members to attend the NAWB Forum.
- WorkOne Overhead Expenses are reduced by \$28, 788 due to closing of brick-and-mortar offices in PY 23.
- WorkOne Direct Participant Costs increase of \$620,000 because of Next Level Jobs funding and Infrastructure.

The PY24 Proposed Projected Budget is \$10,208,682; an increase of \$3,975,947 compared to PY23. All the proposed expenses are fully funded by the existing funding streams. It is a balanced budget.

A motion was made to approve the PY 24 Budget as presented.

**Motion: Steve Snyder**

**Second: Randy Vernon**

**Action: Unanimous Approval**

## Operations

### **U.S. Department of Labor (USDOL) Grant Updates**

- **Rural Healthcare Grant (RHG)** is a four-year grant that ends January 31, 2025. The grant was designed to build skills and increase employment in the healthcare industry in occupations that provide direct patient care in rural counties. Region 4 partnered with eight other regions across the to implement the grant. We anticipate exceeding all performance metrics which is not only great for increasing healthcare employment in our rural counties but for positioning the Board for other Federal Grants opportunities.
  - The Grantee Quarterly Performance Scorecard as of June 30, 2024, was shared with the Board. The most recent data as of September 17<sup>th</sup> was also shared.
 

Participants Served	1011
Participants Enrolled	899
Participants Completed	695
Participants Completed AND received credential	585
Total # of Unemployed/Underemployed	NA
Total # of Incumbent Worker Participants	NA
- **Pathways to Infrastructure Grant** is a five-year grant ending September 2028 to support the Renewable Energy sector specifically round the electric vehicle (EV) battery and EV industry. The grant employer partners are the newly formed joint ventures:
  - StarPlus Energy (SPE) is an EV Battery company who plans to hire several hundred operators and technicians.
  - SunCharge is a solar charging station company who will need trained solar electricians
  - And, Stellantis, the EV and EDM (electric drive module) production

This is a new sector and industry for Region 4 and across the country. The path has not been a straight upward projection, and our grant implementation has mirrored the challenges each employer partner has faced.

The grant's major partner in terms of hiring projects, StarPlus Energy hiring and training timeline has been pushed back from original projections. The training curriculum development has changed as the company works on the best training solutions to meet their needs. A very valuable and substantial Department of Energy (DOE) loan

opportunity has become available, but it comes with restrictions that may impact the use of our Federal grant. In part, the language of the applications states:

"For purposes of making a determination under DOE loan additional Federal funding includes any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government, or any agency or instrumentality thereof, other than the proceeds of a loan approved under this Part, that is, or is expected to be made available with respect to, the project for which the loan is sought."

A separate meeting with StarPlus Energy was held to further discuss the potential for grant modification to support training more incumbent workers than stated in the grant proposal. Key to this modification or other modifications will be the receipt of a formal decision by DOE that our DOL grant does not impact the DOE loan. Once this is determined, the details can be decided on how best to meet the grant outcomes.

### **PY 23 WIOA Performance - ending June 30, 2024**

Region 4 is meeting or exceeding all WIOA performance measures for Adult, Dislocated Worker and Youth for the period ending June 30, 2024. A few areas of concern that we are looking at and working to improve are:

- **Adult Measurable Skills Gain** - The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.
- **Youth Credential Attainment Rate** - The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program

### **PY 24 Performance Negotiations**

Indiana Department of Workforce Development (DWD) negotiates with the U.S. Department of Labor (DOL) for statewide performance goals. Based on those goals, DWD negotiates with the regions and sets performance goals to achieve statewide performance. The Region 4 PY 24-25 Adult goals are the same as the goals DWD negotiated with DOL. For Dislocated Worker, the goals are the same as the goals DWD negotiated with DOL, but Region 4 increased the goal for Credential Attainment. The Youth goals are the same as DWD in Credential Attainment and Median Earning in the 2nd quarter. Employment in the 2<sup>nd</sup> quarter and Employment in the 4<sup>th</sup> quarter goals remain the same as the PY23 goals which are below the DWD negotiated goal. In PY25, the goals increase to the DWD negotiated goal with DOL. Deb Waymire explained demographics of the customers coming into the WorkOne and services provided information is collected by staff and entered the Indiana data system, Indiana Career Connect. The WIOA Performance definitions will be sent to the Board members.

**Board Administration**

**General Board and Staff Update**

Gregg Notestine, CEO, provided a brief overview of Region 4 Workforce Board, the Board staff, grants and funding, and WorkOne Centers. The Local Plan was submitted to DWD. The Board Strategic planning is in progress. We are developing a list of tactics and discussing what metrics to use to measure progress before reporting to the Board. Region 4 overarching goals are 1.) improve the skills of underutilized and incumbent workers, 2.) realign/focus the skills and behaviors of the current workforce, 3.) realign/focus the skills and behaviors of the emerging/future workforce, 4.) develop partnerships to leverage resources, 5.) develop new funding sources, 6.) publicize and grow workforce participation, 7.) Plan for Board and Board staff turnover/succession. Some of the tactics are:

- Expand Outreach efforts
- Evaluate using WorkOne personnel to support work-based learning initiative in the new high school curriculum
- Reinstate Youth Summit
- Evaluate the Navigator concept for underserved communities.
- Consolidate WorkOne/TAP offices with another entity
- Improve Engagement with the Board
- Increasing Employer Engagement

**Adjournment**

A motion was made to adjourn the meeting.

**Motion: Shannon Turner**

**Second: Steve Snyder**

**Action: Unanimous** approval

The meeting was adjourned at 10:00 AM.

Respectfully submitted,  
Tina Overley-Hilt  
Executive Assistant

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Randy Vernon, Secretary  
Tecumseh Area Partnership, Inc.  
d/b/a Region 4 Workforce Board

# Region 4 WORKFORCE Board

Program Year 24 Revenue and Expense Report July 1, 2024-June 30, 2025

Total Available to Budget	Approved PY 24 Budget	PY 24 Adjusted Budget	9/30/2024	Actual Percentage	Goal Percentage	PY 23 6/30/2024
*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	291,355	293,464	54,424	19%	25%	115,737
Adult	880,957	880,957	172,166	20%	25%	894,659
Dislocated Worker	285,425	285,424	34,242	12%	25%	191,852
Youth	788,104	788,104	122,244	16%	25%	597,921
<b>Sub-total WIOA</b>	<b>\$ 2,245,841</b>	<b>\$ 2,247,949</b>	<b>\$ 383,076</b>	<b>17%</b>	<b>25%</b>	<b>\$ 1,800,169</b>
<b>Other Non-WIOA Funding</b>						
Business Consultant	120,000	120,000	36,029	30%	25%	120,000
Rapid Response	-	-	-	#DIV/0!		96,904
JAG State (Jobs for America's Graduates)	634,322	644,667	155,652	24%	25%	542,556
JAG TANF	1,068,629	1,069,008	151,928	14%	25%	191,242
Pre-ETS(VR)/JAG (Jobs for America's Graduates)	134,006	125,000	-	0%	25%	100,000
RESEA (Re-employment Services)	441,188	251,742	123,120	49%	33%	394,963
QUEST	201,183	139,356	37,063	27%	50%	60,144
Apprenticeship Building America	133,511	126,859	12,376	10%	25%	54,831
Next level Jobs Employer Training Grant	2,108,881	2,120,672	98,618	5%	25%	998,668
Workforce Ready Grant	225,072	225,072	72,116	32%	25%	250,866
WIOA Performance Support Grant #4	-	-	-	#DIV/0!		96,240
<b>Sub-total Other Non-WIOA Funding</b>	<b>\$ 5,066,792</b>	<b>\$ 4,822,375</b>	<b>\$ 686,902</b>	<b>14%</b>	<b>29%</b>	<b>\$ 2,906,414</b>
<b>Total DWD Funding</b>	<b>\$ 7,312,633</b>	<b>\$ 7,070,324</b>	<b>\$ 1,069,978</b>	<b>15%</b>	<b>28%</b>	<b>\$ 4,706,583</b>
<b>Other Federal Grant Revenue</b>						
Rural Healthcare (H1-B) Grant	\$ 564,411	\$ 558,934	\$ 166,367	30%	43%	\$ 639,238
Building Pathways to Infrastructure Jobs (H-1B) Grant	\$ 400,222	\$ 400,402	\$ (2,172)	-1%	25%	\$ 43,122
<b>Total DOL Revenue</b>	<b>\$ 964,633</b>	<b>\$ 959,336</b>	<b>\$ 164,195</b>	<b>17%</b>	<b>43%</b>	<b>\$ 682,360</b>
<b>TAP Revenue</b>						
TAP Unrestricted Funding	-	-	14	0%	0%	55
Other Non-grant Revenue	155,050	155,050	21,000	14%	25%	63,000
<b>Total TAP Revenue</b>	<b>\$ 155,050</b>	<b>\$ 155,050</b>	<b>\$ 21,014</b>	<b>14%</b>	<b>25%</b>	<b>\$ 63,055</b>
<b>Total Funding Available to Budget</b>	<b>\$ 8,432,316</b>	<b>\$ 8,184,711</b>	<b>\$ 1,255,188</b>	<b>15%</b>	<b>36%</b>	<b>\$ 5,451,999</b>
<b>Next Program Year Carry-In</b>	<b>\$ 2,117,637</b>	<b>\$ 2,044,529</b>				
<b>Expense</b>						
Salaries	383,800	383,800	101,978	27%	25%	449,817
Fringe Benefits	123,900	123,900	29,803	24%	25%	153,255
Travel & Staff Development	16,500	16,500	1,198	7%	25%	9,737
Occupancy, including Liability Insurance	80,070	80,070	23,581	29%	25%	70,883
Communications	9,900	9,900	2,552	26%	25%	9,598
Supplies, including Equipment Costs	17,885	17,885	(663)	-4%	25%	10,252
Professional Services, including IT costs	295,040	295,040	54,734	19%	25%	198,452
WDB Discretionary	18,863	18,863	11,463	61%	65%	11,910
WorkOne Center Overhead Costs, including Outreach Costs	351,090	351,090	82,022	23%	25%	351,090
Direct Participant Costs (DWD) - WIOA (Adult, Dislocated Worker and Youth)	270,000	270,000	13,999	5%	25%	141,993
Direct Participant Costs (DWD) - Non-WIOA Funding	2,163,184	2,169,698	161,572	7%	25%	1,185,555
Direct Participant Costs (DOL) - Rural Healthcare and Infrastructure	613,000	613,000	71,365	12%	25%	399,624
Service Provision-Staffing and Management Costs	3,747,813	3,541,272	699,557	20%	25%	2,464,463
<b>Total Expense</b>	<b>\$ 8,091,045</b>	<b>\$ 7,891,018</b>	<b>\$ 1,253,162</b>	<b>16%</b>	<b>28%</b>	<b>\$ 5,456,627</b>
<b>Excess Revenue Over/(Under) Expense</b>	<b>\$ 341,271</b>	<b>\$ 293,693</b>	<b>\$ 2,026</b>			
<b>Board Discretionary</b>						
Board Meetings	1,000	\$ 1,000	-	0%	25%	347
Board Travel/Conferences	3,000	\$ 3,000	-	0%	25%	-
INWBA/NAWB Dues	3,188	\$ 3,188	3,188	100%	100%	1,732
Annual Meeting	3,500	\$ 3,500	99	3%	75%	1,655
Workforce Intelligence Information	8,175	\$ 8,175	8,175	100%	100%	8,175
<b>Total Board Discretionary</b>	<b>\$ 18,863</b>	<b>\$ 18,863</b>	<b>\$ 11,463</b>	<b>61%</b>	<b>65%</b>	<b>\$ 11,910</b>



**Region 4 Workforce Board  
Executive-Finance Committee  
Meeting Minutes  
Wednesday, October 30, 2024**

**Meeting Time:** 8:00 AM  
**Method:** Virtual - GoTo Meeting Conference Call

**Committee Members:** Matt Lewellen, Chair; Steve Snyder, Vice Chair; Randy Vernon, Secretary.  
**WDB Staff:** Gregg Notestine, Executive Director; Mellisa Leaming, Chief Operations Officer; Blake Sempstrott, Controller; and Tina Overley-Hilt, Executive Assistant  
**Other Attendees:** Carla Crowe, Crowe LLC.

**Absent:** Holly Moore, Treasurer.

### **Executive-Finance Committee**

Matt Lewellen, Executive Committee Chair, called the Executive-Finance Committee meeting to order at 8:10 AM.

### **Finance**

#### ***PY23 Revenue and Expense Report –6/30/2024***

Carla Crowe, Crowe LLC, presented the PY 23 Revenue and Expense Report for the period ending 9/30/2024. Noteworthy observations include the following:

- **WIOA** funding is 17% expenditure at \$383,076.
- **Non-WIOA** funding is 14% expenditure at \$686,902.
  - **Business Consultant** is 30% expended. Additional funds will be received later in PY 24. We will continue to monitor so not to over expend.
  - **JAG State, JAG TANF and JAG Pre-ETS** are additional youth funds outside of the WIOA. The contract for JAG State has been received. JAG TANF and JAG Pre-ETS PY 24 contracts have not been received.
    - JAG TANF is a fee for service grant rather than cost reimbursement grant. Funds shown expended are PY 23 funds carried into PY 24.
  - **RESEA** funds are expended at 49% but will end March 2025. Funds were received to support that program through that date when the funding will return to DWD to support.
  - **QUEST** funds are expended at 27%.
  - **Apprenticeship Building America Grant** is challenging but doesn't expire until 2026.
  - **Next Level Jobs Training Grant** received over \$1M for PY 24 allocation. We are currently spending the PY 23 carry-in which ends December 2024. The expenditure rate will increase as December approaches.
  - **Workforce Ready Grant** is slightly higher at 32% expended, Additional funds may be requested from DWD if needed.
- **Total DWD Funding is 15% expended at \$1,069,978.**
- **USDOL Federal Grants**
  - Rural Healthcare is wrapping up ending January 31, 2025.
  - Building Pathways to Infrastructure Grant is starting slowly but is a multi-year grant.

**Total Revenue is \$1,255,188.**

The bottom half of the report shows line-item expenditures compared to the straight-line budget for the period includes salaries, fringe benefits, facility and overhead costs, and direct participant costs.

- There is no concern with actual percentage compared to goal percentage.

- Direct Participant Costs overall are below the goal percentage of 25%. It is early in the program year, and the expenditure percentage will increase as additional individuals are enrolled and receiving training.

**Total Expense is \$1,253,162.**

**Total Board Discretionary is \$11,463.**

### **PY 23 Audit**

The PY 23 Audit is in process. Huth Thompson was on site during the week of October 21, 2024. There are no new compliance issues or new internal control issues. There are discussions regarding adjustments with the new lease standards. Executive staff is glad there were no new issues since the organization is small.

### **Operations**

Mellisa Leaming, Chief Operations Officer, presented the Operations update.

### **Grant Progress Updates**

- **Rural Healthcare Grant (RHG)**

RHG Grant is a four-year grant ending January 30, 2025. The grant is heading into the final quarter. We are exceeding all performance measures of the grant except for Incumbent Workers Advancing to a New Position. Five individuals are needed to meet that goal and should be accomplished by December. The grant is close to 90% expended. We would be interested in pursuing another healthcare grant opportunity.

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

This grant is to support the Renewable Energy sector specifically round the electric vehicle (EV) battery and EV industry. It has been challenging to move forward with StarPlus Energy because of a possible conflict with the Dept. of Energy (DOE) loan. The third party attorneys want communication directly from DOE stating the grant does not interfere with the loan. DOL is aware of the situation and has offered to speak to DOE, but Stellantis has asked us not to intercede currently. StarPlus Energy is leasing employees from Stellantis, which changes the scope of the grant from under/unemployed to incumbent workers.

### **Apprenticeship Building America DOL Monitoring**

DOL is currently monitoring the DWD and the Apprenticeship Building America grant. Region 4 and Region 9 were selected by DWD for DOL to visit and have our processes and policies the ABA grant reviewed. We are receiving positive feedback from DOL. The exit conference is tomorrow (October 31, 2024). We won't know the outcome for a few weeks.

### **Administration**

#### **Annual Event Summary**

Annual Event was held on October 1, 2024, at the Courtyard by Marriott in Lafayette. The day's events included the WDB Meeting and Strategic Planning Annual Event Luncheon, and Retirement Reception for Deb Waymire. The cost summary of the event was shared with Committee members.

#### **Administrative Matters**

Gregg shared to the Committee that he will resign as Chief Executive Officer effective November 30, 2024. Gregg proposed the following:

- Propose naming Mellisa Leaming as Interim CEO in addition to her title as COO.
- Propose hiring Terri Simmons to be Operations and Business Services Director reporting to Mellisa.
- Conduct a search for a new Executive Director.

A quorum was no longer present at the meeting. A Special Session of the Executive Committee will be scheduled to review the resignation, discuss the transition plans, and make a recommendation to the full Board of Directors regarding the acceptance of the resignation and transition plans at the November 20, 2024, meeting.

**Adjournment**

The Finance/Executive Committee meeting adjourned at 9:10AM.

DRAFT

**Region 4 Workforce Board  
Special Session Executive Committee  
Meeting Minutes  
Monday, November 4, 2024**

**Meeting Time:** 3:00pm AM  
**Method:** Virtual - GoTo Meeting Conference Call

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

**WDB Staff:** Gregg Notestine, Executive Director; Blake Sempstrott, Controller; and Tina Overley-Hilt, Executive Assistant

**Executive Committee**

Matt Lewellen, Executive Committee Chair, called the Special Session of the Executive Committee meeting to order at 3:00pm.

**Special Session**

A special session of the Executive Committee of the Region 4 Workforce Board was held on Monday, November 4, 2024. The purpose of this session was for the following:

- Resignation of Gregg Notestine, CEO of Region 4 Workforce Board
- Appointment of Interim CEO
- Review Succession Planning Committee members and strategy. (Tabled until the next Executive/Finance Committee meeting in December.)

Strategies discussed:

- Appoint Mellisa Leaming as CEO in addition to the Chief Operations Officer role.
- Appoint Mellisa Leaming as Interim CEO and immediately start a search for a replacement for Gregg Notestine
- Appoint Mellisa Leaming as Interim CEO and begin a search for a permanent CEO in the Spring when conditions for finding a replacement will be more conducive to hiring than during the holidays

**A motion was made to make a recommendation to the full Board to accept the resignation of Gregg Notestine, Chief Executive Officer, and approval of Mellisa Leaming as the interim Chief Executive Officer.**

**Motion: Matt Lewellen  
Second: Randy Vernon  
Approved: Unanimous**

**Adjournment**

The Special Session of the Executive Committee meeting adjourned at 3:30pm.