

Region 4 Workforce Board Meeting Minutes of September 23, 2020 Location: Conference call	NEXT MEETING Wednesday, November 18, 2020 Location: Kokomo - TBD
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Directors Present:

Alicia Hanawalt, chair
Mike Smith, vice-chair
Arden Cramer, treasurer
Steve Snyder, secretary
Mike Barnes
Richard Bradshaw
Spencer Buchanan
Dennis Carson

Dean McCurdy
Karen Mellen
Shannon Polmateer
Randy Vernon
Larry West

Excused:

Deb Close
Elva James
Amy Wood

Staff and Guests Present: *Roger Feldhaus, CEO; Tara Bradley, CFO; Deb Waymire, COO; and Tina Overley-Hilt, Executive Assistant/Financial Assistant.*

Call to Order and Welcome

The September 23, 2020, WDB meeting was held via conference call as a result of health concerns related to Covid-19 and the Governor’s Executive Order. Attendees were welcomed and the meeting was called to order by Chair, Alicia Hanawalt, at 8:30 a.m. Roll call was taken. A quorum was present.

Consent Agenda

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

Motion: Larry West

Second: Arden Cramer

Action: Unanimous approval

New Business

Fiscal

PY 20 WDB Budget

Tara Bradley presented a general overview of the proposed PY 20 WDB budget that the Finance and Executive Committees had previously reviewed and approved for presentation to the full Board.

Region 4 receives funding from various grant sources. WIOA allocations are received on an annual basis and have a lifetime of two years. Other grants have life spans that vary from a few months to four or more years.

The PY 19 WIOA allocation was significantly decreased. The PY 20 WIOA allocation had less than a 2% decrease. Other significant changes include the ending of the Ready to Work Grant on October 31, 2019, and the planned ending of the America’s Promise Grant (APG) on December 31, 2020. We learned only last week that our request for a one-year, no-cost extension of our APG grant has been approved. The budget will be adjusted to accommodate the extension. There was an increase in the amount of PY 19 WIOA funds carried over to PY 20 because of the decreased activity due to Covid-19 and also due to PPP funds received from our WIOA Service Provider, JobWorks, Inc. Due in part to greater than expected WIOA carry-in and the PPP, Region 4 will be level-funded for PY 20. Most of the funding we receive flows to our Service Provider subgrantee organization. Non-WIOA funding largely comes from sources related to the Covid-19 pandemic. The Next Level Jobs Employer Training Grant and Workforce Training Grant are short term grants ending December 31, 2020.

TAP revenue includes another allocation for the Wabash Heartland Innovation Network (WHIN) grant and a continuation of the WorkKeys Profiling fee-for-service contract with DWD.

Overall, there is a net increase of available funds to budget of \$536,000 in PY 20 compared to PY 19.

The Budgeted Line Item Expenses show how we plan to utilize the projected revenue. The first six line items have to do with expenses at the TAP staff level. The remaining line items have to do with expenses incurred in the provision of employment and training services, such as direct participant training costs, costs for operating the WorkOne Centers, and costs for working with employers and their training programs.

- *Salaries and Fringe Benefits* – a decrease of \$94,000 is due to Brooklyn Burton’s leaving for a position with Ivy Tech. There is no salary or cost of living increase budgeted for PY 20. However, there is a change in the fringe benefit level. Board staff members for many years received a taxable healthcare allowance of \$800 per month. The proposed budget includes an increase of \$130 per month in that benefit to partially compensate for increases in healthcare costs over time.

Board Action to approve the PY 20 Budget

A motion was made to approve PY 20 Budget as presented to the Region 4 Workforce Board.

Motion: Arden Cramer

Second: Karen Mellen

Action: Unanimous approval

New Audit Firm-Huth Thompson

Huth Thompson, LLC in Lafayette was selected as the new audit firm for Tecumseh Area Partnership, Inc. d/b/a/ Region 4 Workforce Board. The firm will begin the on-site audit review at the TAP office on September 28. Documentation is being gathered for their review process to begin. An audit report is planned for presentation to the Board at its January 2121 meeting.

Operations

PY 19 WIOA Performance

Deb Waymire presented the PY19 WIOA performance data for the period ending June 30, 2020. Region 4 met or exceeded all performance measures. Region 4 received 6% of the total adult and dislocated worker WIOA statewide allocation and served 12% of the total adult and dislocated worker participant population statewide.

PY 20 Performance Metrics

Deb Waymire presented the PY 20 Negotiated WIOA Levels of Performance for Region 4’s Adult, Dislocated Worker, and Youth programs and compared the new goals with Region 4’s PY 19 goals and PY 19 actual performance. We anticipate the Region 4 should still be successful in meeting the goals for PY 20.

Dean McCurdy led a discussion on setting more aggressive goals. Mike Barnes added it is important to have aggressive goal setting on leading indicators. The WIOA metrics are lagging indicators, most of which are captured six to 12 months after exiting our programs. Achieving negotiated levels of performance are a USDOL accountability and compliance requirement that WDBs are expected to meet.

Covid-19 Related Grants

Region 4 has applied and received multiple grants to enhance the services provided to participants.

- The Disaster Recovery Grant is to assist employers that needed to put in place special procedures to deal with Covid-19. We are assisting Logansport Memorial Hospital with staff to sanitize areas of the hospital. We are also helping Food Finders Food Bank deliver food to individuals across Region 4.
- The Employment Recovery Grant for \$305,000 is to assist more participants who have been impacted negatively by Covid-19 with training and reemployment.

- Next Level Jobs Workforce Ready will pay for short-term training and certification in selected occupations in demand.
- Next Level Jobs Employer Training funds will help us help employers provide newly hired and incumbent worker training.
- Skill Up 3 grant is a fully obligated \$1 million grant with which we exceeded the goal of the number of participants served twofold.
- WIOA Support Grant funds are being used to procure equipment for training centers with \$180,000 left to support training under the grant.
- America's Promise Grant has been extended for one year in order to, among other things, make up for any disruption in training delivery due to the pandemic.

WorkOne Office Activity

The WorkOne offices are serving individuals by appointment using new appointment scheduling software. Individuals are encouraged to schedule an appointment; however, if individuals comes to the door, we will serve them, if staff are available. No one is having to wait for service. We are serving about 300 individuals each week. Sixty percent of those individuals need unemployment insurance assistance.

USDOL Rural Healthcare Grant Opportunity

Rural Healthcare grant is a USDOL opportunity for a maximum of \$40 million to fund 15-40 grants of up to \$2 million over four years. The intent is to increase the number of individuals with training in healthcare occupations that directly impact patient care and alleviate healthcare shortages by creating sustainable training programs in health care occupations, including behavioral and mental health occupations. The training must have a paid work-based learning component, but will only reimburse a portion of the participants' wages for employers of 50 employees or less. Proposals are due November 13, 2020.

STEM Challenge Grant

The Executive staff became aware of a STEM Challenge Grant from the U.S. Economic Development Administration for STEM innovative program in science and technology. Information was passed on to Ivy Tech who is working on initiatives around Industry 4.0 and lab training spaces for employer partners.

Board Administration

Elections of Officers and Board Membership Renewal

The officers for the Region 4 Workforce Board are as follows: Alicia Hanawalt, chair; Mike Smith, vice chair; Arden Cramer, treasurer and Steve Snyder, secretary. Alicia, Arden and Steve will continue to serve on the WDB. Mike Smith will be leaving the WDB and stepping down as vice chair in December 2020. The Executive Committee will serve as nominating committee for the election of officers. Roger will be reaching out to members who are interested in serving as a Board officer.

There are also membership renewals that will involve the reappointment of the following members: Alicia Hanawalt, Dick Bradshaw, Elva James, Dennis Carson, and Shannon Polmateer. Alicia, Dick, and Dennis have agreed to continue to serve after reappointment.

Combined Executive Council and WDB November (Annual) Meeting Format Preferences

Region 4 is responsible for facilitating an Executive Council meeting of the county chief elected officials, which consists of mayors or county commissioners, regarding workforce development initiatives. There is a Memorandum of Understanding between the Board and the local elected officials that needs to be updated and renewed every four years. Mayor Roswarski is willing for another local elected officials to take the role as Regional Chief Elected Official. Kokomo is a new required partner and may wish to have a more prominent role on the Council, including the chief elected official role. We want to hold this meeting virtually in

November and will reach out to Mayor Tony Roswarski to coordinate. WDB members will also receive in invitation to the meeting.

The WDB Annual Meeting and dinner held in November will look different this year because of Covid-19. The recommendation of the Executive Committee was to hold the event virtually during morning or afternoon. The Executive staff will consider the best way to gather people together. We would do special recognitions honoring retirees and do our due diligence to report to the community about the accomplishments in workforce development. The annual report can be mailed to the elected officials. Stories and personal success stories are important when telling the workforce development story. The next meeting on Wednesday, November 18, 2020 is slated to be the annual meeting.

Legislators' Breakfast/Format Preferences

It is still on the WDB agenda to connect with the Region 4 legislators and share with them what is happening in Region 4 and with their constituencies. We are open to suggestions on the kind of outreach to inform legislators about what is happening in workforce development in Region 4. Getting together in a central location may not be feasible with the pandemic but another option would to take the meeting to the legislators in Indianapolis to fit their schedule or have something prior to the start of the next session of the General Assembly. We should prioritize our outreach to legislators based on their committee assignments and any knowledge we have of legislators' areas of interest. We should also be aware of the need to help connect employers with the legislators. State revenue is down and budgeting will be tight. State agencies are being asked to reduce expenses by 15%.

Taking Hoosiers to the Next Level

Taking Hoosiers to the Next Level is a partnership with DWD and higher education institutions targeting unemployed Hoosiers who would immediately enroll in no-cost training at Ivy Tech in 16 high demand certificate areas. Individuals who complete the program can expect to qualify for a job that will pay about \$6,000 more than they were making before certification. It is a great opportunity to skill-up. Dean McCurdy thanked Mike Barnes for his role in this creating this opportunity. There is currently an abundance of funds for short term training, courtesy of the CARE Act, that expire December 30, 2020. Congress may take action to extend use of the training funds, but that appears unlikely.

Apprenticeship Sponsor Opportunity

There is an emphasis on developing apprenticeships that are sponsored through intermediary organizations such as workforce boards. Roger Feldhaus and Deb Waymire have been in meetings with the Office of Work-based Learning and Apprenticeship regarding an opportunity to sponsor an apprenticeship program with a local employer. We hope to have something in place before the end of October. As a Board, we can help with the related instructional component of an apprenticeship program and the supportive services that apprentices may need to participate in training. Dean McCurdy added that when employers are engaged directly, we are preparing students for the opportunities that exist. The track record of apprenticeships is very strong in retention, completion, placement and success of those who complete.

WIOA Local Plan Due-January 31, 2021

The Region 4 WIOA Local Plan is a four year plan which was submitted in 2016. The Board staff will be working on Region 4's 2020-2024 WIOA Local Plan and aligning the region's activities to the State WIOA Plan. There are no instructions on the format yet. The WIOA Local Plan is due January 31, 2021.

Conflict of Interest Statements

Conflict of Interest statements are signed each year for audit and monitoring purposes. Conflict of Interest statements were emailed to Board members prior to the meeting to fill out, sign and return to Tina Overley-Hilt.

Old Business/Good of the Order

None

Adjournment

A motion was made to adjourn.

Motion: Richard Bradshaw

Second: Steve Snyder

Action: Unanimous approval

The meeting was adjourned at 10:13 AM.

Respectfully submitted,

Tina Overley-Hilt

Executive Assistant

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