

<b>Region 4 Workforce Board – Annual Event</b> <b>Meeting Minutes of November 16, 2022</b> Location: Delphi Opera House and Virtual GoToMeeting	<b>NEXT MEETING</b> Wednesday, January 25, 2023 Location: TBD
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**Directors Present:**

Randy Vernon, chair	Alicia Hanawalt
Karen Mellen, vice-chair	Randy Holmes
Deb Close, treasurer (virtual)	Elva James
Steve Snyder, secretary	Rebecca Jones
Richard Bradshaw	Holly Moore
Mike Barnes	Amy Wood
Spencer Buchanan (virtual)	
Dennis Carson	

**Excused:**

Matt Lewellen  
Dean McCurdy

**Guests Present:** *Ethan Heicher, Chancellor, Ivy Tech Community College-Kokomo; Kara Webb, Workforce Development Director, Greater Lafayette Commerce and Region 4 Youth Committee member; Treva Nichols, Regional Manager, WorkOne West Central; Jeremy Bolinger, WorkOne West Central Center Manager.*

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

**Call to Order and Welcome**

The November 16, 2022, WDB meeting was held at Delphi Opera House in Delphi, Indiana, and via GoToMeeting conference call. The meeting was called to order and attendees were welcomed at 10:35AM by Chair, Randy Vernon. Board members and guests in attendance introduced themselves. A quorum was present.

**Consent Agenda**

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

**Motion: Richard Bradshaw**

**Second: Alicia Hanawalt**

**Action:** Unanimous approval

**New Business**

**Operations**

**USDOL Monitoring - Rural Healthcare Grant**

The US Department of Labor (USDOL) is currently on-site monitoring the Rural Healthcare Grant (RHG). Region 4 is the grantee and administrator of the RHG and has sub-granted funds to nine entities including our service provider, JobWorks. Grant activities and performance are going well currently. Participant enrollment is at 95% and in alignment with the goals set. Federal Project Officer, Clay Webb, is conducting a very thorough monitoring of programmatic and fiscal records. The RHG program review is going well; we don't expect any monitoring issues to arise.

**New OSOO Committee Members**

The One-Stop Operator Oversight Committee (OSOO) discussed increasing the number of its members during its meeting held prior to this morning's WDB meeting. OSOO is a three-member committee looking to increase it to five members. As a standing committee of the Board, the OSOO Committee must be chaired by a member of the Board and include other members appointed by the Board who are not members of the Board. The recommendation is to add two additional members to the OSOO Committee.

OSOO member Steve Snyder made a motion to add Terri Simons (One-Stop Operator) and Mellisa Leaming (Regional EEO Officer and TAP's Director of Operations) to the OSOO Committee.

**Motion:** Steve Snyder

**Second:** Elva James

**Action:** Unanimous approval

### **Modification of the Performance Support Grant**

The Performance Support Grant from the Department of Workforce Development is a grant with multiple projects funded by the grant. The grant will expire March 31, 2023. One project was to support renewable energy and provide funding for the training of solar panel technicians. There were several issues with supply chains and permits affecting the success of the project. One class did complete training, but there was no employer available to hire them. We submitted a modification to DWD to expand whom we could serve under the grant. We requested to serve individuals who are disengaged from the labor market. We are working with Trinity Life Ministry to connect with individuals who have successfully completed a year-long Substance Use Disorder program with employment. The modification has been approved.

### **Board Administration**

#### **Chief Financial Officer Update**

Mindee Pollard resigned her position as Chief Financial Officer for the Region 4 Workforce Board effective Thursday, October 13, 2022. The Executive and Finance Committee is considering three options to fill the vacant CFO position.

- Name Blake Sempsrott as CFO for Region 4 Workforce Board (not interim) and hire a Financial Coordinator to assist him
- Re-open the job vacancy notices and accept new résumés for the CFO position
- Contract for financial services with an accounting firm who can serve the function of a CFO. To access these resources, a Request for Proposal (RFP) would be issued.

The Executive team will pursue issuing an RFP for financial services. Blake Sempsrott's role would change to a Controller position. Board approval will be needed to finalize the selection.

#### **Special Recognition – Richard Bradshaw**

Richard Bradshaw, long-time member of the Board, was recognized for his service to the Board. Dick was first appointed in 2008 stepped down effective June 30, 2022.

#### **National Association of Workforce Boards - Forum 2023**

The National Association of Workforce Boards (NAWB) Forum 2023 will be held Saturday, March 25, through Tuesday, March 28, 2023, at the Washington Hilton in Washington, D.C. Information was emailed to Board members. Board staff will support anyone who wishes to attend and will assist with logistics of the Forum. Some Board members expressed an interest in attending. Early bird deadline is December 12, 2022.

Region 4 will not able to attend or send representation to the Symposium hosted by Indiana Workforce Board Alliance and Ivy Tech Community College.

Roger Feldhaus and Mike Barnes attended a meeting with Commission David Adams and others. Mike shared some takeaways from the meeting.

- Focus on employer relationships and how to build relationships and support employers.
- Focus on digital literacy skills of the workforce.
- Invest in the human capital economy.
- Invest more in the workforce development arena.

Discussion and comments from Board members ensued.

**Youth Program – Jobs for America’s Graduates (JAG)**

The Department of Education is interested in sponsoring Jobs for America’s Graduates (JAG) currently sponsored by DWD through the local regions. Region 4 considers the JAG program as a workforce development program with the focus of helping at-risk students be successful, graduate from high school, and prepare for post-secondary education, military service, or self-sustaining employment. Board members provided feedback and comments in support of the program remaining with DWD.

**Assessment Programs for Employers**

Board members discussed the use of job profiling and assessments to determine if a candidate has the foundational academic skills needed to be successful in their chosen occupation. Assessment is not a barrier to employment; rather, it is a guide to success along a career pathway.

The Region 4 Workforce Board Annual Report (July 1, 2021-June 30, 2022) and Region 4’s presentation at the Governor’s Workforce Cabinet meeting in August were handed out to the Board members.

**Adjournment**

The meeting was adjourned at 11:45AM

**Motion: Karen Mellen**

**Second: Alicia Hanawalt**

**Action:** Unanimous approval by all members present

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