

<b>Region 4 Workforce Board</b> <b>Meeting Minutes of January 25, 2023</b> Location: Virtual GoToMeeting	<b>NEXT MEETING</b> Wednesday, March 22, 2023 Location: Kokomo-TBD
--	--

**Directors Present:**

Randy Vernon, chair  
Karen Mellen, vice-chair  
Deb Close, treasurer  
Steve Snyder, secretary  
Spencer Buchanan  
Ethan Heicher  
Matt Lewellen

Rebecca Jones  
Holly Moore  
Amy Wood

**Excused:**

Dennis Carson  
Alicia Hanawalt  
Elva James

**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 Overlay-Hilt, Executive Assistant*

**Call to Order and Welcome**

The January 25, 2023, the WDB meeting was held virtually via GoToMeeting conference call. The meeting was called to order and attendees were welcomed at 8:30AM by Chair, Randy Vernon. Roll call was taken. A quorum was present.

**Consent Agenda**

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

**Motion: Steve Snyder**

**Second: Matt Lewellen**

**Action:** Unanimous approval

**New Business**

**Fiscal**

**PY 21 Audit Report Presentation- Huth Thompson LLC**

Kimberly Morisette, Huth Thompson LLP, presented the audit summary report for the year ending 6/30/2022. 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 2022 Financial Statements. The audit report is a clean opinion. It was a single audit, also known as a Uniform Guidance audit.

- There is one material finding dealing with Next Level Jobs funding. The employer agreements had to be fully executed by June 30, 2022, which obligates the funding to the employers. Funds were fully accrued and booked as receivable in PY 21 because the agreements were fully executed. Huth Thompson cited that TAP as the grantee had not fulfilled the obligation and completed the work to the point where the funds should be accrued because of the six-month retention required. An adjustment will be made to the financial statements to remove the accrual and receivable booked in PY 21.
- There were no difficulties performing the audit or disagreements with management, one material adjusting entry, and no passed adjustments. Significant audit areas included compliance and revenue recognition.
- There is a new lease standard in place. All leases will be shown as an asset and liability on balance sheets unless the leases are month to month with no term or 12 months or less.

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 6/30/2022.

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

**Motion: Karen Mellen**  
**Second: Spencer Buchanan**  
**Action: Unanimous approval**

**Operations**

**PY 22 WIOA Performance – 1<sup>st</sup> Quarter (7/1/2022-9/30/22)**

The Region 4 WIOA PY 22 Performance Measures for the 1st quarter ending September 30, 2022, were presented by Deb Waymire. Region 4 is on target to meet or exceed all performance metrics. Some of the PY 22 metric goals are higher than PY 21. We served 705 adult and dislocated worker participants, which was 7% of the total adult/dislocated worker participants across the State, using 6% of the funding. 324 youth were served, which was 9% of total youth served, using 5% of the funding. Kudos to the service provider staff for the good job done in serving our customers with the funding available.

**Performance Support Grants**

There were three projects funded by the Performance Support Grant PY 21 that ends March 2023.

- WorkLife Partnership is moving forward and working with two companies and employees of the companies are seeking the services.
- We have expanded our Work-Based Learning project to include all adults that are disengaged from the workforce.
- We are working with Ivy Tech Kokomo to assist dual credit students with gap funding.

Performance Support Grant PY 22 supports an Apprenticeship Coordinator position at WorkOne to help employers establish apprenticeships. Gerry Vasquez, formerly the apprenticeship coordinator at Ivy Tech Kokomo, was hired. The goal is to support 25 new apprenticeships at \$1,000 per apprentice. The grant ends December 2023.

**Rural Healthcare Grant Monitoring**

The US Department of Labor (USDOL) monitored the Rural Healthcare Grant (RHG) November 14-22, 2022. It included monitoring of Region 4 and the subrecipients of the grant. There were no findings. There was one area of concern regarding the lack of signed confirmation being provided to our subrecipients when accepting the corrections/changes made as a result of our monitoring. Our RHG has the highest goal of participants served and the highest percentage of participants enrolled than any other such grant nationwide.

**DWD Monitoring**

DWD will conduct its annual review of WIOA programs the week of February 20-23, 2023. We will provide an update once the monitoring has occurred.

**Board Administration**

**Request for Proposals – Financial Services Provider**

A request for proposals for contract services for a Financial Service Provider was issued on December 12, 2022. Proposals were due January 13, 2023. TAP reached out to six organizations and posted the RFP on the Region 4 Workforce Board website and on DWD’s website. One proposal was received from Crowe LLP. Crowe LLP currently provides financial services for five of Indiana’s 12 workforce boards. Blake Sempstrott will serve as the Controller for Region 4 Workforce Board. If approved, Crowe LLP will provide financial services for Region 4 during the remainder of PY 22 and all of PY 23 and PY 24, with the option of a two-year extension. The cost for financial services for the following periods with the option to extend for two additional years is as follows:

PY 22	Period 2/1/2023-6/30/2023	\$39,000
PY 23	Period 7/1/2023-6/30/2024	\$94,000
PY 24	Period 7/1/2024-6/30/2025	\$98,000

TAP will provide Sole Source procurement justification describing the steps taken to determine that the chosen service provider is the only source available for the services we are proposing.

A motion was made to approve a contract with Crowe LLC for Financial Services.

**Motion: Matt Lewellen**

**Second: Rebecca Jones**

**Action:** Unanimous approval

### **Succession Discussion-Set up a Committee**

At their December 21, 2022, meeting, the Executive/Finance Committee and Board staff agreed to seriously focus on succession planning. The Executive/Finance Committee and staff recommend that the Board establish an ad hoc Succession Planning Committee for this purpose.

A motion was made to form an ad hoc committee for Succession Planning.

**Motion: Karen Mellen**

**Second: Amy Wood**

**Action:** Unanimous approval

The following Board members volunteered to serve on the committee: Randy Vernon, Rebecca Jones, Holly Moore, Matt Lewellen, Ethan Heicher, Alicia Hanawalt, and Amy Wood. A time will be set up for an initial meeting to establish steps going forward.

### **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. The following Board members confirmed attendance: Steve Snyder, Matt Lewellen, Holly Moore, and Rebecca Jones. Board staff will include Roger Feldhaus, Blake Sempstrott, and Tina Overley-Hilt. Tina will move forward with Forum 2023 registration, hotel reservations and flight arrangements.

### **Joint Venture – Ivy Tech, Stellantis, and Samsung**

Ethan Heicher, Chancellor, Ivy Tech Community College gave an update on the joint venture between Ivy Tech Kokomo, Stellantis, and Samsung to produce electric batteries for vehicles. The facility is Stellantis' first battery plant in the U.S and will employ 1,400-1,800 workers. Ivy Tech Kokomo will assist with the onboarding, orientation, and skilling-up process.

### **Adjournment**

The meeting was adjourned at 9:45AM

**Motion: Amy Wood**

**Second: Spencer Buchanan**

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

Respectfully submitted,

Tina Overley-Hilt

Executive Assistant

---

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