

<b>Region 4 Workforce Board</b> <b>Meeting Minutes of September 27, 2023</b> Location: Wabash & Erie Canal Conference Center and Virtual-GoToMeeting	<b>NEXT MEETING</b> Wednesday, November 15, 2023 Location: Delphi, IN
---	---

**Directors Present:**

Randy Vernon, Chair  
 Matt Lewellen, Vice Chair  
 Holly Moore, Treasurer  
 Deb Close  
 Alicia Hanawalt  
 Judy Hasselkus  
 Ethan Heicher  
 Matt Huston  
 Rebecca Jones  
 Donte Wilburn

**Excused:**

Spencer Buchanan  
 Dennis Carson  
 Melissa Harwood  
 Elva James  
 Steve Snyder, Secretary  
 Amy Wood

**Other Attendees:** *Carla Crowe, Project Manager, Crowe LLP*

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

**Call to Order and Welcome**

On September 27, 2023, the WDB meeting was held in-person at Inventrek Technology Park in Kokomo, Indiana, and virtually via GoToMeeting conference call. The meeting was called to order and attendees were welcomed at 8:30AM by Chair, Randy Vernon. Introductions were made.

**Consent Agenda**

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

**Motion:** Alicia Hanawalt

**Second:** Rebecca Jones

**Action:** Unanimous approval

**New Business**

**Fiscal**

**PY 23 WDB Budget**

Carla Crowe, Crowe LLP, and Blake Sempstrott, Controller, presented the PY 23 (July 1, 2023-June 30, 2024) WDB Budget compared to PY 22 Budget for discussion and approval.

The WDB Staff budget includes salaries, travel and staff development, office space, communication, and other budget line items for an overall proposed budget of \$1,073,057. The PY 23 budget decreased by \$191,891 compared to the amount budgeted for PY 22..

The WorkOne proposed budget for overall facilities and related costs is \$372,048 — a decrease of \$60,452 compared to PY 22. The total WorkOne proposed budget, including direct participant costs, is \$2,441,302. The Service Provision budget for JobWorks, our contracted

WIOA Service Provider and One-Stop Operator, is \$1,988,027 for staffing costs. The total WorkOne budget is \$4,813,759. The Projected Carry-In funding is budgeted at \$945,242.

The overall budget for PY 23 (July 1, 2023-June 30, 2024) is \$6,832,058—a decrease of \$2,058,534 from PY 22. The decrease is due to a decrease in WIOA funding and other grant funding not being available in PY 23. We anticipate receiving additional funding throughout the program year from other federal, state, or local sources, or from competitive grant awards. The Finance Committee and Board will be updated as funds are received.

A motion was made to approve the PY 23 Budget as presented.

**Motion:** Alicia Hanawalt

**Second:** Matt Lewellen

**Action:** Unanimous approval

## **Operations**

### **PY 22 WIOA Performance**

The Region 4 WIOA PY 22 Performance Measures for all regions across the state for the rolling four quarters ending June 30, 2021, were presented by Deb Waymire. During PY 22, all regions including Region 4 met or exceeded all performance metrics except for Region 6 Youth Measurable Skill Gain. The first quarter of PY 23 Performance Measures will be presented during the November 15, 2023, meeting.

### **Non-WIOA Grant Update**

Deb Waymire presented an update on the non-WIOA grants. A handout of the grant updates will be sent to Board members following the meeting.

- **US DOL Rural Healthcare Grant** – Region 4 is the administrator for this grant and its nine sub-recipients. The grant is \$2.5 million and ends January 1, 2025. Grant performance is very good.
- **Apprentices Building America Grant** – This is a grant awarded to DWD to allocate to regions to increase the number of apprenticeships and pre-apprenticeships across the state. Region 4 is a sub-recipient receiving \$307,000 to support 100 apprenticeships and 43 pre-apprenticeships. The grant ends May 15, 2026.
- **Performance Support Grant** ends December 31, 2023, and supports hiring an apprenticeship coordinator and the addition of 30 apprenticeships.
- **Rapid Response Grant** – Region 4 was awarded \$99,600 to support the reemployment activities for the individuals laid off by the closing of Borg-Warner and Trialon in Kokomo, as well as other layoffs around the region. The funding is available until February 22, 2024
- **Building Pathways to Infrastructure Jobs Grant** - USDOL recently made a Funding Opportunity Announcement for *Building Pathways to Infrastructure Jobs Grant Program*. Region 4 was awarded \$2 million to upskill 700 individuals in the emerging sector of electric vehicle battery manufacturing. The grant funding is for five years effective from September 30, 2023 to September 30, 2028. There are some "conditions of award" to be addressed before the grant award is finalized.

### **DWD Monitoring**

DWD will conduct its annual review of WIOA programs the week of October 30, 2023–November 3, 2023. The monitoring team will conduct a very thorough review of WIOA and all

grants under DWD funding such as the Eligible Training Provider grant, Workforce Ready grant, Apprenticeship Building America grant, Performance Support grant and RESEA. We will provide an update once the monitoring has occurred.

**Peru WorkOne Office**

There is low traffic at the Peru WorkOne office. We are considering closing the Peru WorkOne site and providing services one day a week at the Ivy Tech-Peru campus. Staff will relocate and support the Kokomo WorkOne staff. The lease ends November 15, 2023. Board members provided comments and feedback on the closing of the office.

A motion was made to approve the closing of the Peru WorkOne office.

**Motion:** Matt Lewellen

**Second:** Holly Moore

**Action:** Unanimous approval

**JAG Update**

There is an opportunity to expand the JAG program. Family and Social Services Administration (FSSA) along with DWD will invest \$23 million over the next two years to expand the JAG program across Indiana. The priority consideration for the expansion is:

- Schools requesting the JAG Program
- Existing schools with the JAG program expanding within the school
- Schools with low graduation rate and high free and reduced lunch programs
- Expand to grade 9 and 10, along with grade 11 and 12.
- Pilot middle school sites
- College expansion with post-secondary schools

Region 4's goal is to keep the current seven high school JAG programs and add programs at Benton Central H.S. and Maconaquah H.S for 2024. There are eight schools Region 4 is considering adding to the JAG program. Statewide, the goal is to add 40 schools in January 2024; 40 schools in fall 2024; and 40 schools in January 2025. It takes about \$100,000 per year to support a JAG program including the cost of a JAG Specialist, supportive services, and work experiences.

**Board Administration**

**Succession Planning Ad Hoc Committee Update**

Matt Lewellen, chair of the Succession Planning Ad Hoc Committee, provided an update. Members of the committee are Matt, Holly Moore, Alicia Hanawalt and Randy Vernon. Matt thanks the members of the committee. A timeline is in place. The committee developed a short-term succession plan and a long-term succession plan for any leave of absence or emergency that may come up. The Succession and Transition Plan for CEO and COO were presented. The Committee requested approval to move forward with the proposed plans.

A motion was made to approve the Succession Plans presented to the Board.

**Motion:** Deb Close

**Second:** Rebecca Jones

**Action:** Unanimous approval

**WorkKeys Profiling Contract**

TAP is the current provider of WorkKeys Profiling for Indiana. Employers can request a job task analysis to determine the foundational academic skill-levels necessary to succeed in a particular occupation. They can then assess the knowledge levels of applicants in order to make wise hiring decisions or provide targeted remedial education. TAP submitted a proposal for the contract. After submitting our "best and final offer", TAP was awarded the contract again. The new contract is for \$190,000. The current contract expires July 31, 2024.

**Good Jobs, Great Cities Update**

Kokomo is one of 16 cities chosen to be part of the Good Jobs, Great Cities Academy. The city is working with a cohort led by the National League of Cities and the U.S. Department of Labor to accelerate and launch a workforce plan to build pathways to good jobs. The community partners include Ivy Tech-Kokomo, Greater Kokomo Economic Development Alliance, North Central Indiana Regional Planning Council, IU Kokomo, and the Region 4 Workforce Board. Ethan Heicher shared the role of Ivy Tech and introduced the upcoming pathways convening. There will be a half-day talent development convening in November to discuss ways to shorten the timeline in which students coming out of high school are prepared to step into careers. Dr. Katie Jenner, Indiana Secretary of Education, will be in attendance to talk about the support around the development of the youth talent pipeline.

**WDB Annual Event got 2023**

The Region 4 Workforce Board Annual Event will be held on November 15, 2023, in Delphi, Indiana at the Delphi Opera House. A business meeting will be held from 10:30 to 11:30 a.m. with a luncheon for Board Members, Board staff and other attendees following the meeting. An invitation will be sent to the Regional Chief Elected Official, Mayor Roswarski, and other local Chief Elected Officials and Economic Developers from our 12 counties. There will be a presentation of the annual report. The theme will be around success stories and the value we bring to the communities. We would like to have Board members present. It was suggested to have an individual speak about their experience.

**Adjournment**

The meeting was adjourned at 10:20 AM

**Motion:** Rebecca Jones

**Second:** Matt Lewellen

**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