

<b>Region 4 Workforce Board</b> <b>Meeting Minutes – January 24, 2024</b> Location: Virtual-GoToMeeting	<b>NEXT MEETING</b> Wednesday, March 27, 2024 Location: Lafayette, IN - TBD
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**Directors Present:**

Randy Vernon, Chair  
 Matt Lewellen, Vice Chair  
 Holly Moore, Treasurer  
 Steve Snyder, Secretary  
 Dennis Carson  
 Alicia Hanawalt  
 Melissa Harwood

Judy Hasselkus  
 Ethan Heicher  
 Matt Huston  
 Elva James  
 Rebecca Jones  
 Donte Wilburn  
 Amy Wood

**Excused:**

Spencer Buchanan  
 Deb Close

**Guests Present:** *Carla Crowe, Crowe, LLC; Jack Dodd, Howard County Commissioner; and Kim Morisette, Huth Thompson LLP.*

**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**

On January 24, 2024, the WDB meeting was held virtually using GoToMeeting. The meeting was called to order and attendees were welcomed at 8:35AM by Chair, Randy Vernon. Guests and Board members in attendance were welcomed. A quorum was present.

**Consent Agenda**

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

**Motion: Alicia Hanawalt**

**Second: Ethan Heicher**

**Action:** Unanimous approval

**New Business**

**Fiscal**

**PY 22 Audit Report**

Kimberly Morisette, Huth Thompson, LLP, presented the PY 22 Audit Report Summary report for the year ending 6/30/2023. 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 2023 Financial Statements. There was a GAAP Standard accounting change this year which deals with leases. Leases now appear as an asset and corresponding liability. Assets have increased to about \$1.5 million because of asset/liability of the leases.

The audit report is a clean opinion. It was a single audit, also known as a Uniform Guidance audit requiring a test of both internal controls over financial reporting and compliance regulations.

- There is a significant deficiency in internal controls dealing with EFT payments. There is no internal approval review when EFT payments are sent. As a response, an EFT approver will be set up allowing for a secondary approval before funds exit the bank.

- The WIOA Adult, Dislocated Worker and Youth cluster was audited. There were no audit compliance findings on the federal award side.
- There were no difficulties performing the audit or disagreements with management.
- There was a business advice comment regarding cash receipts and the internal controls. Cash receipts are logged when received but not reconciled after the deposit is made and recorded in the general ledger.
- Asset total was \$1.7 million and liabilities total were \$1.6 million. Total revenue is \$6.3 million.

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 6/30/2023.

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

**Motion: Steve Snyder**

**Second: Elva James**

**Action:** Unanimous approval

## Operations

### **One Stop Certification**

One Stop Certification is required every three years by the Department of Workforce Development. It is a review of Region 4's local Memorandum of Understanding with our partners, business and local plans, marketing materials, policy and processes of the WorkOne offices. Randy Vernon, Steve Snyder, Mellisa Leaming, and Deb Waymire will be on the review team. The process will begin on February 7, 2024, and is due March 31, 2024. Region 4 has been certified in the past and we don't expect any issues with re-certification.

### **Rural Healthcare Grant Update**

The Rural Healthcare Grant is performing well. There are nine regions including Region 4 involved with the implementation of this grant. There was a lack of interest from participants in some regions; funds were de-obligated from those regions and re-obligated to other regions that requested additional funds. The grant period will end on January 31, 2025. We anticipate reaching all goals set forth in the grant.

### **Infrastructure Grant (REV) Update**

Region 4 was awarded a \$2 million USDOL *Building Pathways to Infrastructure Jobs* Grant (REV). The grant funding is for five years to upskill 700 individuals in electric vehicle battery manufacturing. The contract has not been received yet. Conditions of the award were addressed; we are working with the USDOL to provide more information on the cost allocation plan. We anticipate seeing the contract soon.

A Regional Electric Vehicle (REV) meeting with the primary partners involved with the grant has been scheduled for March 5, 2024. The partners are individuals that provided letters of support as well as companies we anticipate working with on the distribution of funds for training individuals. The DWD Commissioner Richard Paulk will be attending the meeting to learn about this grant and the efforts of Region 4.

### **WIOA Performance**

The Region 4 WIOA first quarter PY 23 Performance Measures for all regions across the state for the rolling four quarters ending September 30, 2023, were presented by Deb Waymire. Region 4 met or exceeded all performance metrics. It is a challenge to meet the Credential Attainment

measure; process adjustments have been made to help us increase those rates. New information for the quarter ending December 31, 2023, should be available soon. The performance measures and definitions will be sent to the members.

**JAG Career Development Conference (CDC)**

JAG Career Development Conference (CDC) will be held on February 8, 2024. The CDC brings together Region 4 JAG students to compete in different competitions. Individuals that do well move on to the State CDC in March. Board members are welcome to attend.

**Board Administration**

**CEO Candidate Discussion and Motion**

After a nine-month process, the Succession Committee put forth CEO candidate Gregg Notestine for the Board's consideration and approval. Randy Vernon, Board Chair, shared the biography of Gregg Notestine. If approved, Gregg's start date would be February 26, 2024. Discussion ensued.

A motion was made to approve Gregg Notestine as CEO of Tecumseh Area Partnership, Inc., d/ b/a Region 4 Workforce Board.

**Motion: Alicia Hanawalt**

**Second: Randy Vernon**

**Action:** Unanimous approval

Matt Lewellen thanked the Succession Committee for their time over the past several months and appreciated their efforts.

**CEO Retirement and Transition**

The transition to Gregg Notestine will begin February 26, 2024, and move forward with about a month period of transition. Further announcements will be made soon.

**Kathy Burns Retirement Announcement**

Kathy Burns, Lead Business Consultant and Data Analyst, announced her retirement effective June 28, 2024. Kathy has worked for Region 4 Workforce Board for 17 years. She works closely with employers to administer Employer Training Grants and provides employers and economic developers with labor market data. Several Board members acknowledged Kathy for her work for Region 4.

**Adjournment**

A motion was made to adjourn the meeting.

**Motion: Rebecca Jones**

**Second: Steve Snyder**

**Action:** Unanimous approval

The meeting was adjourned at 9:15 AM.

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