

COMBINED FINANCE/EXECUTIVE COMMITTEE MEETING AGENDA

OCTOBER 25, 2023

8:00 AM-9:30 AM

GOTOMEETING CONFERENCE CALL

Participants: If you have chosen to call in, please do so 5 minutes prior to the start of the meeting.

Expected Finance Committee Participants: Randy Vernon, Matt Lewellen, Holly Moore, Steve Snyder.

Expected Executive Committee Participants: Randy Vernon, Matt Lewellen, Holly Moore Steve Snyder

WDB staff and guests: Roger Feldhaus, Executive Director; Deb Waymire, COO; Blake Sempstrott, Controller, and Tina Overley-Hilt, Executive Assistant.

Other Expected Attendees: Carla Crowe, Project Manager, Crowe LLP.

Call In Information:

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/832323493>

United States: +1 (224) 501-3412

- One-touch: <tel:+12245013412,,832323493#>

Access Code: 832-323-493

Time	Finance / Executive Committee Topic	Presenter	Action
8:00 AM	Call to Order	Randy Vernon	
8:05 AM	Fiscal <ul style="list-style-type: none"> • PY 22 Revenue & Expense Report (ending 9/30/2023) Year-end 	Carla Crowe Blake Sempstrott	Information
8:30 AM	Operations <ul style="list-style-type: none"> • Infrastructure Grant • Employer Training Grant (ETG) Request 	Deb Waymire	
9:00 AM	Administration <ul style="list-style-type: none"> • CTE Regional Collaboration Meeting • Sen. Braun's Legislative Correspondent Visit • Update on CEO Recruitment • Annual Event Update 	Roger Feldhaus Tina Overley-Hilt Tina Overley-Hilt	Information
9:30 AM	Adjourn	Randy Vernon	Action

Region 4 WORKFORCE Board

Program Year 23 Revenue and Expense Report July 1, 2023-June 30, 2024

Total Available to Budget	Approved PY 23 Budget	PY 23 Adjusted Budget	9/30/2023	Actual Percentage	Goal Percentage	PY 22 6/30/2023
Department of Workforce Development Funding						
Workforce Innovation and Opportunity Act						
Administration	199,328	201,888	29,787	15%	25%	391,850
Adult	788,724	788,275	261,759	33%	25%	999,847
Dislocated Worker	373,995	373,813	84,369	23%	25%	326,686
Youth	622,001	621,596	207,710	33%	25%	1,068,279
Sub-total WIOA	\$ 1,984,048	\$ 1,985,572	\$ 583,624	26%	25%	\$ 2,786,662
Other Non-WIOA Funding						
Business Consultant	120,000	120,000	29,183	24%	25%	120,000
Rapid Response	-	99,600	-	0%	25%	-
JAG State (Jobs for America's Graduates)	529,174	529,925	158,589	30%	25%	433,288
Pre-ETS(VR)/JAG (Jobs for America's Graduates)	115,200	115,200	-	0%	25%	115,806
RESEA (Re-employment Services)	282,997	283,534	121,081	43%	25%	532,333
Apprenticeship Building America	305,100	305,137	7,957	3%	25%	2,363
Next level Jobs Employer Training Grant	1,380,340	1,019,339	122,165	12%	25%	671,828
Workforce Ready Grant	200,000	200,000	10,799	5%	25%	134,064
WIOA Performance Support Grant #3	-	-	-	#DIV/0!	25%	338,211
WIOA Performance Support Grant #4	96,046	96,240	31,472	33%	50%	68,760
Sub-total Other Non-WIOA Funding	\$ 3,028,857	\$ 2,768,975	\$ 481,245	16%	28%	\$ 2,416,652
Total DWD Funding	\$ 5,012,905	\$ 4,754,547	\$ 1,064,870	21%	28%	\$ 5,203,315
Other Federal Grant Revenue						
Rural Healthcare (H1-B) Grant	\$ 822,317	\$ 826,645	\$ 148,000	18%	25%	\$ 747,212
Total DOL Revenue	\$ 822,317	\$ 826,645	\$ 148,000	18%	25%	\$ 747,212
TAP Revenue						
TAP Unrestricted Funding	-	-	13	0%	25%	15,190
WHIN Funding	-	-	-	0%	25%	36,130
Other Non-grant Revenue	155,050	155,050	25,200	16%	25%	25,200
Total TAP Revenue	\$ 155,050	\$ 155,050	\$ 25,213	16%	25%	\$ 76,520
Total Funding Available to Budget	\$ 5,990,271	\$ 5,736,241	\$ 1,238,082	21%	26%	\$ 6,027,047
Next Program Year Carry-In	\$ 945,242	\$ 946,116				
Expense						
Salaries	477,858	477,858	107,160	22%	25%	490,443
Fringe Benefits	156,667	156,667	35,021	22%	25%	155,021
Travel & Staff Development	8,850	8,850	1,834	21%	25%	15,917
Occupancy, including Liability Insurance	83,000	83,000	22,260	27%	25%	71,174
Communications	8,500	8,500	2,108	25%	25%	8,705
Supplies, including Equipment Costs	20,100	20,100	1,390	7%	25%	19,603
Professional Services, including IT costs	291,025	291,025	58,265	20%	25%	199,562
WDB Discretionary	27,057	27,057	10,535	39%	55%	24,395
WorkOne Center Overhead Costs, including Outreach Costs	384,430	384,430	92,938	24%	25%	457,996
Direct Participant Costs (DWD)-WIOA (Adult, Dislocated Worker and Youth)	215,000	215,000	69,651	32%	25%	316,945
Direct Participant Costs (DWD)-ABA, JAG, NLJ, PSG, WRG	1,645,052	1,326,611	111,556	8%	25%	965,232
Direct Participant Costs (DOL)-RHG	581,250	581,250	94,164	16%	25%	558,969
Service Provision-Staffing and Management Costs	1,988,027	2,046,758	630,936	31%	25%	2,734,322
Total Expense	\$ 5,886,816	\$ 5,627,106	\$ 1,237,819	21%	27%	\$ 6,018,283
Excess Revenue Over/(Under) Expense	\$ 103,455	\$ 109,135	\$ 263			
Board Discretionary						
Board Meetings	\$ 1,500	\$ 1,500	128	9%	25%	294
Board Travel/Conferences	\$ 9,650	\$ 9,650	-	0%	25%	11,509
INWBA/NAWB Dues	\$ 1,732	\$ 1,732	1,732	100%	100%	2,982
Annual Meeting	\$ 5,000	\$ 5,000	500	10%	25%	2,110
Workforce Intelligence Information	\$ 8,175	\$ 8,175	8,175	100%	100%	7,500
Total Board Discretionary	\$ 26,057	\$ 26,057	\$ 10,535	40%	55%	\$ 24,395

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