

**Welcome Continental Breakfast for CEO Gregg Notestine
 Combined Finance/Executive Committee Meeting Agenda**

February 26, 2024

9:00 AM-10:30 AM

In-Person @ Region 4 Workforce Board office
 976 Mezzanine Drive, Suite C, Lafayette, IN

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

WDB staff and guests: Roger Feldhaus, Executive Director; Deb Waymire, COO; Mellisa Leaming, Director of Operations; Kathy Burns, Business Consultant; Blake Sempsrott, Controller; Tina Overley-Hilt, Executive Assistant, and Gregg Notestine, Executive Director.

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

Executive / Finance Committee			
Time	Topic	Presenter	Action
9:00 AM	Call to Order	Randy Vernon	
9:05 AM	Fiscal <ul style="list-style-type: none"> • PY 23 Revenue & Expense Report (ending 1/31/2024) 	Carla Crowe Blake Sempsrott	Information
9:30 AM	Operations <ul style="list-style-type: none"> • Infrastructure Grant Progress • Quest Grant Opportunity • RHG Progress • James Rodriguez, USDOL Asst. Secretary for Veteran's Employment and Training Service Visit 	Deb Waymire	
10:00 AM	Administration <ul style="list-style-type: none"> • INWBA Legislative Day • PY 24 WIOA Planning Estimates • Discuss Meeting Schedule Changes 	Roger Feldhaus Tina Overley-Hilt	Information
10:30 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	1/31/2024	Actual Percentage	Goal Percentage	PY 22 6/30/2023
<i>*After Next Program Year First Quarter Set Aside Removed (20%)</i>						
Department of Workforce Development Funding						
Workforce Innovation and Opportunity Act						
Administration	199,328	201,888	65,310	32%	58%	391,850
Adult	788,724	788,275	554,352	70%	58%	999,847
Dislocated Worker	373,995	373,813	140,687	38%	58%	326,686
Youth	622,001	681,596	425,051	62%	58%	1,068,279
Sub-total WIOA	\$ 1,984,048	\$ 2,045,572	\$ 1,185,400	51%	58%	\$ 2,786,662
Other Non-WIOA Funding						
Business Consultant	120,000	120,000	65,947	55%	58%	120,000
Rapid Response	-	99,600	41,025	41%	83%	-
JAG State (Jobs for America's Graduates)	529,174	579,925	386,146	67%	58%	433,288
JAG TANF	-	100,000	-	0%	58%	-
Pre-ETS(VR)/JAG (Jobs for America's Graduates)	115,200	100,000	26,925	27%	58%	115,806
RESEA (Re-employment Services)	282,997	345,884	279,575	81%	58%	532,333
Apprenticeship Building America	305,100	305,137	32,046	11%	58%	2,363
Next level Jobs Employer Training Grant	1,380,340	619,339	192,949	31%	58%	671,828
Workforce Ready Grant	200,000	200,000	130,848	65%	58%	134,064
WIOA Performance Support Grant #3	-	-	-	#DIV/0!	0%	338,211
WIOA Performance Support Grant #4	96,046	96,240	96,240	100%	100%	68,760
Sub-total Other Non-WIOA Funding	\$ 3,028,857	\$ 2,566,125	\$ 1,251,701	41%	64%	\$ 2,416,652
Total DWD Funding	\$ 5,012,905	\$ 4,611,697	\$ 2,437,101	49%	63%	\$ 5,203,315
Other Federal Grant Revenue						
Rural Healthcare (H1-B) Grant	\$ 822,317	\$ 826,645	\$ 295,770	36%	58%	\$ 747,212
Building Pathways to Infrastructure Jobs (H-1B) Grant	-	-	3,188	#DIV/0!	0%	-
Total DOL Revenue	\$ 822,317	\$ 826,645	\$ 298,958	36%	58%	\$ 747,212
TAP Revenue						
TAP Unrestricted Funding	-	-	26	0%	0%	15,190
WHIN Funding	-	-	-	0%	0%	36,130
Other Non-grant Revenue	155,050	155,050	50,400	33%	58%	25,200
Total TAP Revenue	\$ 155,050	\$ 155,050	\$ 50,426	33%	58%	\$ 76,520
Total Funding Available to Budget	\$ 5,990,271	\$ 5,593,391	\$ 2,786,485	47%	61%	\$ 6,027,047
Next Program Year Carry-In	\$ 945,242	\$ 773,766				
Expense						
Salaries	477,858	477,858	252,237	53%	58%	490,443
Fringe Benefits	156,667	156,667	85,695	55%	58%	155,021
Travel & Staff Development	8,850	8,850	5,094	58%	58%	15,917
Occupancy, including Liability Insurance	83,000	83,000	45,832	55%	58%	71,174
Communications	8,500	8,500	6,091	72%	58%	8,705
Supplies, including Equipment Costs	20,100	20,100	3,313	16%	58%	19,603
Professional Services, including IT costs	291,025	291,025	140,089	48%	58%	199,562
WDB Discretionary	27,057	27,057	11,754	43%	83%	24,395
WorkOne Center Overhead Costs, including Outreach Costs	384,430	384,430	203,205	53%	58%	457,996
Direct Participant Costs (DWD)-WIOA (Adult, Dislocated Worker and Youth)	215,000	225,000	117,788	52%	58%	316,945
Direct Participant Costs (DWD)-ABA, JAG, NLJ, PSG, WRG	1,645,052	966,611	313,437	32%	58%	965,232
Direct Participant Costs (DOL)-RHG	581,250	581,250	179,458	31%	58%	558,969
Service Provision-Staffing and Management Costs	1,988,027	2,301,608	1,424,578	62%	58%	2,734,322
Total Expense	\$ 5,886,816	\$ 5,531,956	\$ 2,788,570	47%	60%	\$ 6,018,283
Excess Revenue Over/(Under) Expense	\$ 103,455	\$ 61,435	\$ (2,085)			
Board Discretionary						
Board Meetings	\$ 1,500	\$ 1,500	191	13%	58%	294
Board Travel/Conferences	\$ 9,650	\$ 9,650	-	0%	58%	11,509
INWBA/NAWB Dues	\$ 1,732	\$ 1,732	1,732	100%	100%	2,982
Annual Meeting	\$ 5,000	\$ 5,000	1,655	33%	100%	2,110
Workforce Intelligence Information	\$ 8,175	\$ 8,175	8,175	100%	100%	7,500
Total Board Discretionary	\$ 26,057	\$ 26,057	\$ 11,754	45%	83%	\$ 24,395

Region 4 Workforce Board Meeting Minutes – January 24, 2024 Location: Virtual-GoToMeeting	NEXT MEETING Wednesday, March 27, 2024 Location: Lafayette, IN - TBD
---	---

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 Overley-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

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