

Combined Finance/Executive Committee Meeting Agenda

Wednesday, October 30, 2024

8:00 AM-9:30 AM

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

WDB staff and guests: Gregg Notestine, Executive Director; Mellisa Leaming, 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

Access Code: 832-323-493

	Executive / Finance Committee		
Time	Topic	Presenter	Action
8:00 AM	Call to Order	Matt Lewellen	
8:05 AM	Fiscal <ul style="list-style-type: none">• PY 24 Revenue & Expense Report (ending 9/30/2024)• PY 23 Audit	Carla Crowe Blake Sempstrott	Information Information
8:30 AM	Operations <ul style="list-style-type: none">• Apprenticeship Building America DOL Monitoring• Grant Updates	Mellisa Leaming	Information
9:00 AM	Administration <ul style="list-style-type: none">• WDB Annual Event Summary	Gregg Notestine	Information
9:30 AM	Adjourn	Matt Lewellen	Action

Region 4 WORKFORCE Board

Program Year 24 Revenue and Expense Report July 1, 2024-June 30, 2025

Total Available to Budget	Approved PY 24 Budget	PY 24 Adjusted Budget	9/30/2024	Actual Percentage	Goal Percentage	PY 23 6/30/2024
*After Next Program Year First Quarter Set Aside Removed (20%)						
Department of Workforce Development Funding						
Workforce Innovation and Opportunity Act						
Administration	291,355	293,464	54,424	19%	25%	115,737
Adult	880,957	880,957	172,166	20%	25%	894,659
Dislocated Worker	285,425	285,424	34,242	12%	25%	191,852
Youth	788,104	788,104	122,244	16%	25%	597,921
Sub-total WIOA	\$ 2,245,841	\$ 2,247,949	\$ 383,076	17%	25%	\$ 1,800,169
Other Non-WIOA Funding						
Business Consultant	120,000	120,000	36,029	30%	25%	120,000
Rapid Response	-	-	-	#DIV/0!		96,904
JAG State (Jobs for America's Graduates)	634,322	644,667	155,652	24%	25%	542,556
JAG TANF	1,068,629	1,069,008	151,928	14%	25%	191,242
Pre-ETS(VR)/JAG (Jobs for America's Graduates)	134,006	125,000	-	0%	25%	100,000
RESEA (Re-employment Services)	441,188	251,742	123,120	49%	33%	394,963
QUEST	201,183	139,356	37,063	27%	50%	60,144
Apprenticeship Building America	133,511	126,859	12,376	10%	25%	54,831
Next level Jobs Employer Training Grant	2,108,881	2,120,672	98,618	5%	25%	998,668
Workforce Ready Grant	225,072	225,072	72,116	32%	25%	250,866
WIOA Performance Support Grant #4	-	-	-	#DIV/0!		96,240
Sub-total Other Non-WIOA Funding	\$ 5,066,792	\$ 4,822,375	\$ 686,902	14%	29%	\$ 2,906,414
Total DWD Funding	\$ 7,312,633	\$ 7,070,324	\$ 1,069,978	15%	28%	\$ 4,706,583
Other Federal Grant Revenue						
Rural Healthcare (H1-B) Grant	\$ 564,411	\$ 558,934	\$ 166,367	30%	43%	\$ 639,238
Building Pathways to Infrastructure Jobs (H-1B) Grant	\$ 400,222	\$ 400,402	\$ (2,172)	-1%	25%	\$ 43,122
Total DOL Revenue	\$ 964,633	\$ 959,336	\$ 164,195	17%	43%	\$ 682,360
TAP Revenue						
TAP Unrestricted Funding	-	-	14	0%	0%	55
Other Non-grant Revenue	155,050	155,050	21,000	14%	25%	63,000
Total TAP Revenue	\$ 155,050	\$ 155,050	\$ 21,014	14%	25%	\$ 63,055
Total Funding Available to Budget	\$ 8,432,316	\$ 8,184,711	\$ 1,255,188	15%	36%	\$ 5,451,999
Next Program Year Carry-In	\$ 2,117,637	\$ 2,044,529				
Expense						
Salaries	383,800	383,800	101,978	27%	25%	449,817
Fringe Benefits	123,900	123,900	29,803	24%	25%	153,255
Travel & Staff Development	16,500	16,500	1,198	7%	25%	9,737
Occupancy, including Liability Insurance	80,070	80,070	23,581	29%	25%	70,883
Communications	9,900	9,900	2,552	26%	25%	9,598
Supplies, including Equipment Costs	17,885	17,885	(663)	-4%	25%	10,252
Professional Services, including IT costs	295,040	295,040	54,734	19%	25%	198,452
WDB Discretionary	18,863	18,863	11,463	61%	65%	11,910
WorkOne Center Overhead Costs, including Outreach Costs	351,090	351,090	82,022	23%	25%	351,090
Direct Participant Costs (DWD) - WIOA (Adult, Dislocated Worker and Youth)	270,000	270,000	13,999	5%	25%	141,993
Direct Participant Costs (DWD) - Non-WIOA Funding	2,163,184	2,169,698	161,572	7%	25%	1,185,555
Direct Participant Costs (DOL) - Rural Healthcare and Infrastructure	613,000	613,000	71,365	12%	25%	399,624
Service Provision-Staffing and Management Costs	3,747,813	3,541,272	699,557	20%	25%	2,464,463
Total Expense	\$ 8,091,045	\$ 7,891,018	\$ 1,253,162	16%	28%	\$ 5,456,627
Excess Revenue Over/(Under) Expense	\$ 341,271	\$ 293,693	\$ 2,026			
Board Discretionary						
Board Meetings	1,000	\$ 1,000	-	0%	25%	347
Board Travel/Conferences	3,000	\$ 3,000	-	0%	25%	-
INWBA/NAWB Dues	3,188	\$ 3,188	3,188	100%	100%	1,732
Annual Meeting	3,500	\$ 3,500	99	3%	75%	1,655
Workforce Intelligence Information	8,175	\$ 8,175	8,175	100%	100%	8,175
Total Board Discretionary	\$ 18,863	\$ 18,863	\$ 11,463	61%	65%	\$ 11,910

2024 Region 4 Workforce Board Luncheon - EXPENSE SUMMARY

Event Date	10/1/2024	Time	10:30-3:00pm
Location	Courtyard by Marriott		

Budget

Expense

WDB Meeting	Meeting Room	\$300.00
	Banquet Breakfast	\$208.00
	Banquet Beverage	\$66.00
	Audio Visual	\$40.00
	Gratuity Expense	\$141.22
WDB Annual Event Luncheon	Banquet Rooms	\$300.00
	Banquet Luncheon	\$1,536.00
	Banquet Beverage	\$183.00
	Audio Visual	\$360.00
	Gratuity Expense	\$547.17
	Venue Total Expense	\$3,681.39

Printing	<i>Mail Inc</i> - Annual Report	\$ 99.45
WDB Recognition	<i>Awards Unlimited</i> -WDB recognition-Deb Waymire	\$ 92.00
Additional Luncheon dessert	<i>Mammaw's Sweet Shoppe</i> - cupcakes	\$ 54.00

Total Expense **\$ 3,926.84**

Invitations emailed	97
RSVP	57
Attendee	42
No shows	15

Additional Invited Guests for only Retirement Celebration	29
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Region 4 Workforce Board Meeting Minutes – October 1, 2024 Location: Courtyard by Marriott, Lafayette, IN	NEXT MEETING Wednesday, November 20, 2024 Location: Inventrek, Kokomo, IN
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Directors Present:

Matt Lewellen, Chair
 Steve Snyder, Vice Chair
 Holly Moore, Treasurer
 Randy Vernon, Secretary
 Sheri Burnett
 Melissa Harwood
 Judy Hasselkus
 Matt Huston

Erin Townsend
 Shannon Turner
 Amy Wood

Excused:

Dennis Carson
 Spenser Buchanan
 Alicia Hanawalt
 Ethan Heicher
 Elva James
 Donte Wilburn

Others Present: *Carla Crowe, Crowe, LLC.*

Staff Present: *Gregg Notestine, CEO; Deb Waymire, COO; Mellisa Leaming, Director of Operations; Blake Sempsrott, Controller; and Tina Overley-Hilt, Executive Assistant*

Call to Order and Welcome

On October 1, 2024, the WDB meeting was held at Courtyard by Marriott. The meeting was called to order and attendees were welcomed at 9:35AM by Chair, Matt Lewellen. The Board members in attendance introduced themselves. A quorum was present.

Consent Agenda

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

Motion: Amy Wood

Second: Melissa Harwood

Action: Unanimous approval

New Business

Fiscal

PY 24 WDB Budget

Carla Crowe, Crowe LLP, and Blake Sempsrott, Controller, presented the PY 24 (July 1, 2024-June 30, 2025) WDB Budget compared to PY 23 Budget for discussion and approval.

- Salaries and Fringe Benefits decreased from PY 23 in comparison to the project budget for PY 24 due to the staffing changes with the retirement of Kathy Burns and Deb Waymire. There is a 3% one-time cost of living increase for staff. The Board staff will review staffing levels and salaries to ensure the organization is competitive.
- Staff Development and Travel increased to support CEO outreach to regional chambers and economic development agencies.
- Occupancy costs decreased due to the closing of office spaces in PY 23. Discussions are occurring about a temporary tenant in the Lafayette WorkOne office space.
- Communications slightly increased.
- Supplies and Equipment decreased in subscriptions, equipment purchases, and miscellaneous.
- Professional services increased by \$3,800 for audit services.
- There is a small change in IT costs.

- WIB Expenses decreased because there are no plans at this time for Board members to attend the NAWB Forum.
- WorkOne Overhead Expenses are reduced by \$28, 788 due to closing of brick-and-mortar offices in PY 23.
- WorkOne Direct Participant Costs increase of \$620,000 because of Next Level Jobs funding and Infrastructure.

The PY24 Proposed Projected Budget is \$10,208,682; an increase of \$3,975,947 compared to PY23. All the proposed expenses are fully funded by the existing funding streams. It is a balanced budget.

A motion was made to approve the PY 24 Budget as presented.

Motion: Steve Snyder

Second: Randy Vernon

Action: Unanimous Approval

Operations

U.S. Department of Labor (USDOL) Grant Updates

- **Rural Healthcare Grant (RHG)** is a four-year grant that ends January 31, 2025. The grant was designed to build skills and increase employment in the healthcare industry in occupations that provide direct patient care in rural counties. Region 4 partnered with eight other regions across the to implement the grant. We anticipate exceeding all performance metrics which is not only great for increasing healthcare employment in our rural counties but for positioning the Board for other Federal Grants opportunities.
 - The Grantee Quarterly Performance Scorecard as of June 30, 2024, was shared with the Board. The most recent data as of September 17th was also shared.

Participants Served	1011
Participants Enrolled	899
Participants Completed	695
Participants Completed AND received credential	585
Total # of Unemployed/Underemployed	NA
Total # of Incumbent Worker Participants	NA
- **Pathways to Infrastructure Grant** is a five-year grant ending September 2028 to support the Renewable Energy sector specifically round the electric vehicle (EV) battery and EV industry. The grant employer partners are the newly formed joint ventures:
 - StarPlus Energy (SPE) is an EV Battery company who plans to hire several hundred operators and technicians.
 - SunCharge is a solar charging station company who will need trained solar electricians
 - And, Stellantis, the EV and EDM (electric drive module) production

This is a new sector and industry for Region 4 and across the country. The path has not been a straight upward projection, and our grant implementation has mirrored the challenges each employer partner has faced.

The grant's major partner in terms of hiring projects, StarPlus Energy hiring and training timeline has been pushed back from original projections. The training curriculum development has changed as the company works on the best training solutions to meet their needs. A very valuable and substantial Department of Energy (DOE) loan

opportunity has become available, but it comes with restrictions that may impact the use of our Federal grant. In part, the language of the applications states:

"For purposes of making a determination under DOE loan additional Federal funding includes any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government, or any agency or instrumentality thereof, other than the proceeds of a loan approved under this Part, that is, or is expected to be made available with respect to, the project for which the loan is sought."

A separate meeting with StarPlus Energy was held to further discuss the potential for grant modification to support training more incumbent workers than stated in the grant proposal. Key to this modification or other modifications will be the receipt of a formal decision by DOE that our DOL grant does not impact the DOE loan. Once this is determined, the details can be decided on how best to meet the grant outcomes.

PY 23 WIOA Performance - ending June 30, 2024

Region 4 is meeting or exceeding all WIOA performance measures for Adult, Dislocated Worker and Youth for the period ending June 30, 2024. A few areas of concern that we are looking at and working to improve are:

- **Adult Measurable Skills Gain** - The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.
- **Youth Credential Attainment Rate** - The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program

PY 24 Performance Negotiations

Indiana Department of Workforce Development (DWD) negotiates with the U.S. Department of Labor (DOL) for statewide performance goals. Based on those goals, DWD negotiates with the regions and sets performance goals to achieve statewide performance. The Region 4 PY 24-25 Adult goals are the same as the goals DWD negotiated with DOL. For Dislocated Worker, the goals are the same as the goals DWD negotiated with DOL, but Region 4 increased the goal for Credential Attainment. The Youth goals are the same as DWD in Credential Attainment and Median Earning in the 2nd quarter. Employment in the 2nd quarter and Employment in the 4th quarter goals remain the same as the PY23 goals which are below the DWD negotiated goal. In PY25, the goals increase to the DWD negotiated goal with DOL. Deb Waymire explained demographics of the customers coming into the WorkOne and services provided information is collected by staff and entered the Indiana data system, Indiana Career Connect. The WIOA Performance definitions will be sent to the Board members.

Board Administration

General Board and Staff Update

Gregg Notestine, CEO, provided a brief overview of Region 4 Workforce Board, the Board staff, grants and funding, and WorkOne Centers. The Local Plan was submitted to DWD. The Board Strategic planning is in progress. We are developing a list of tactics and discussing what metrics to use to measure progress before reporting to the Board. Region 4 overarching goals are 1.) improve the skills of underutilized and incumbent workers, 2.) realign/focus the skills and behaviors of the current workforce, 3.) realign/focus the skills and behaviors of the emerging/future workforce, 4.) develop partnerships to leverage resources, 5.) develop new funding sources, 6.) publicize and grow workforce participation, 7.) Plan for Board and Board staff turnover/succession. Some of the tactics are:

- Expand Outreach efforts
- Evaluate using WorkOne personnel to support work-based learning initiative in the new high school curriculum
- Reinstate Youth Summit
- Evaluate the Navigator concept for underserved communities.
- Consolidate WorkOne/TAP offices with another entity
- Improve Engagement with the Board
- Increasing Employer Engagement

Adjournment

A motion was made to adjourn the meeting.

Motion: Shannon Turner

Second: Steve Snyder

Action: Unanimous approval

The meeting was adjourned at 10:00 AM.

Respectfully submitted,
Tina Overley-Hilt
Executive Assistant

Randy Vernon, Secretary
Tecumseh Area Partnership, Inc.
d/b/a Region 4 Workforce Board