

**Combined Finance/Executive Committee Meeting Agenda**

Wednesday, December 18, 2024

8:00 AM-9:30 AM

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

**WDB staff and guests:** Mellisa Leaming, Interim Executive Director and COO; Terri Simons, Director of Operations; Blake Sempsrott, Controller; and Tina Overlay-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

Time	Executive / Finance Committee Topic	Presenter	Action
8:00 AM	Call to Order	Matt Lewellen	
8:05 AM	<b>Fiscal</b> <ul style="list-style-type: none"> <li>• PY 24 Revenue &amp; Expense Report (ending 11/30/2024)</li> </ul>	Blake Sempsrott	Information
8:30 AM	<b>Operations</b> <ul style="list-style-type: none"> <li>• DWD Employment Services Innovation</li> <li>• DWD Monitoring Update</li> <li>• Upcoming DOL Monitoring</li> </ul>	Terri Simons	Information
9:00 AM	<b>Administration</b> <ul style="list-style-type: none"> <li>• WIOA Re-authorization Update</li> <li>• Discuss Next Steps for next Executive Director and other positions</li> </ul>	Mellisa Leaming Matt Lewellen	Information
9:30 AM	Adjourn	Matt Lewellen	<b>Action</b>

# 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	11/30/2024	Actual Percentage	Goal Percentage	PY 23 6/30/2024
*After Next Program Year First Quarter Set Aside Removed (20%)						
<b>Department of Workforce Development Funding</b>						
<b>Workforce Innovation and Opportunity Act</b>						
Administration	291,355	293,464	78,405	27%	42%	115,737
Adult	880,957	880,957	210,508	24%	42%	894,659
Dislocated Worker	285,425	285,424	54,297	19%	42%	191,852
Youth	788,104	788,104	277,769	35%	42%	597,921
<b>Sub-total WIOA</b>	<b>\$ 2,245,841</b>	<b>\$ 2,247,949</b>	<b>\$ 620,978</b>	<b>28%</b>	<b>42%</b>	<b>\$ 1,800,169</b>
<b>Other Non-WIOA Funding</b>						
Business Consultant	120,000	120,000	47,778	40%	42%	120,000
Rapid Response	-	-	-	#DIV/0!		96,904
JAG State (Jobs for America's Graduates)	634,322	644,667	249,199	39%	42%	542,556
JAG TANF	1,068,629	1,069,008	260,560	24%	42%	191,242
Pre-ETS(VR)/JAG (Jobs for America's Graduates)	134,006	125,000	-	0%	42%	100,000
RESEA (Re-employment Services)	441,188	251,742	180,021	72%	56%	394,963
QUEST	201,183	139,356	48,783	35%	71%	60,144
Apprenticeship Building America	133,511	65,280	32,102	49%	42%	54,831
Next level Jobs Employer Training Grant	2,108,881	1,857,379	296,678	16%	42%	998,668
Workforce Ready Grant	225,072	225,072	155,433	69%	42%	250,866
WIOA Performance Support Grant #4	-	-	-	#DIV/0!		96,240
<b>Sub-total Other Non-WIOA Funding</b>	<b>\$ 5,066,792</b>	<b>\$ 4,497,503</b>	<b>\$ 1,270,554</b>	<b>28%</b>	<b>47%</b>	<b>\$ 2,906,414</b>
<b>Total DWD Funding</b>	<b>\$ 7,312,633</b>	<b>\$ 6,745,452</b>	<b>\$ 1,891,532</b>	<b>28%</b>	<b>46%</b>	<b>\$ 4,706,583</b>
<b>Other Federal Grant Revenue</b>						
Rural Healthcare (H1-B) Grant	\$ 564,411	\$ 558,934	\$ 286,929	51%	71%	\$ 639,238
Building Pathways to Infrastructure Jobs (H-1B) Grant	\$ 400,222	\$ 400,402	\$ 1,258	0%	42%	\$ 43,122
<b>Total DOL Revenue</b>	<b>\$ 964,633</b>	<b>\$ 959,336</b>	<b>\$ 288,188</b>	<b>30%</b>	<b>57%</b>	<b>\$ 682,360</b>
<b>TAP Revenue</b>						
TAP Unrestricted Funding	-	-	16	0%	0%	55
Other Non-grant Revenue	155,050	155,050	24,500	16%	42%	63,000
<b>Total TAP Revenue</b>	<b>\$ 155,050</b>	<b>\$ 155,050</b>	<b>\$ 24,516</b>	<b>16%</b>	<b>42%</b>	<b>\$ 63,055</b>
<b>Total Funding Available to Budget</b>	<b>\$ 8,432,316</b>	<b>\$ 7,859,839</b>	<b>\$ 2,204,236</b>	<b>28%</b>	<b>51%</b>	<b>\$ 5,451,999</b>
<b>Next Program Year Carry-In</b>	<b>\$ 2,117,637</b>	<b>\$ 2,044,529</b>				
<b>Expense</b>						
Salaries	383,800	383,800	170,744	44%	42%	449,817
Fringe Benefits	123,900	123,900	49,170	40%	42%	153,255
Travel & Staff Development	16,500	16,500	1,897	11%	42%	9,737
Occupancy, including Liability Insurance	80,070	80,070	35,379	44%	42%	70,883
Communications	9,900	9,900	4,063	41%	42%	9,598
Supplies, including Equipment Costs	17,885	17,885	109	1%	42%	10,252
Professional Services, including IT costs	295,040	295,040	83,101	28%	42%	198,452
WDB Discretionary	18,863	18,863	15,924	84%	85%	11,910
WorkOne Center Overhead Costs, including Outreach Costs	351,090	351,090	135,987	39%	42%	351,090
Direct Participant Costs (DWD) - WIOA (Adult, Dislocated Worker and Youth)	270,000	270,000	33,107	12%	42%	141,993
Direct Participant Costs (DWD) - Non-WIOA Funding	2,163,184	1,848,826	420,090	23%	42%	1,185,555
Direct Participant Costs (DOL) - Rural Healthcare and Infrastructure	613,000	613,000	140,813	23%	57%	399,624
Service Provision-Staffing and Management Costs	3,747,813	3,541,272	1,112,196	31%	42%	2,464,463
<b>Total Expense</b>	<b>\$ 8,091,045</b>	<b>\$ 7,570,146</b>	<b>\$ 2,202,579</b>	<b>29%</b>	<b>46%</b>	<b>\$ 5,456,627</b>
<b>Excess Revenue Over/(Under) Expense</b>	<b>\$ 341,271</b>	<b>\$ 289,693</b>	<b>\$ 1,657</b>			
<b>Board Discretionary</b>						
Board Meetings	1,000	\$ 1,000	785	79%	42%	347
INWBA/NAWB Dues	3,188	\$ 3,188	3,188	100%	100%	1,732
Annual Meeting	6,500	\$ 6,500	3,776	58%	100%	1,655
Workforce Intelligence Information	8,175	\$ 8,175	8,175	100%	100%	8,175
<b>Total Board Discretionary</b>	<b>\$ 18,863</b>	<b>\$ 18,863</b>	<b>\$ 15,924</b>	<b>84%</b>	<b>85%</b>	<b>\$ 11,910</b>

**Region 4 Workforce Board**  
**Meeting Minutes – November 20, 2024**  
Location: Inventrek, Kokomo, IN

**NEXT MEETING**  
Wednesday, January 22, 2025  
Location: Virtual – GoTo Meeting

**Directors Present:**

Matt Lewellen, Chair  
Steve Snyder, Vice Chair  
Holly Moore, Treasurer  
Randy Vernon, Secretary  
Spenser Buchanan  
Sheri Burnett  
Dennis Carson  
Alicia Hanawalt  
Judy Hasselkus  
Matt Huston

Elva James  
Alpen Patel  
Erin Townsend  
Shannon Turner  
Donte Wilburn  
Amy Wood

**Excused:**

Melissa Harwood  
Ethan Heicher

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

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

**Call to Order and Welcome**

On November 20, 2024, the WDB meeting was held at Inventrek in Kokomo, Indiana. The meeting was called to order and attendees were welcomed at 9:33AM 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: Holly Moore**

**Second: Steve Snyder**

**Action: Unanimous approval**

**New Business**

**Fiscal**

**PY 23 Audit**

Blake Sempsrott provided an update on the PY 23 Audit. Huth Thompson was on site during the week of October 21, 2024. The on-site portion of the audit process is complete. There are no new compliance issues or new internal control issues. Discussion was had regarding the new lease standard. Huth Thompson will present the final audit report to the Board when it is completed.

**Operations**

**Jobs for America's Graduates (JAG) Career Development Conference (CDC)**

JAG CDC will be held on February 6, 2025, on the Ivy Tech campus in Lafayette, Indiana. JAG students from Region 4 come together to compete in various competitions. There will be 300-400 JAG students participating or attending. The event includes competitions, a career fair, campus tour, guest speaker on leadership, lunch and award ceremony. Board members are welcome to serve as judges or enjoy lunch with the students. Contact Tina

Overley-Hilt if you are interested in volunteering. Board members asked for information to be sent to them regarding the event.

### **JAG Expansion**

With the JAG expansion, Region 4 has 20 JAG sites including Ivy Tech-Kokomo site which will help transition students attend Ivy Tech. New JAG sites starting in January 2025 are Tipton H.S., Logansport Academy, and Lewis Cass H.S. Twin Lakes H.S. is adding a 9-10 class. Region 4 expanded from seven original schools to 20. Amy Wood with Lafayette Adult Resource Academy shared how the JAG program is working at LARA.

### **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 have exceeded all performance goals set for the grant except one for incumbent workers which will be met by December.
- **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. StarPlus Energy is waiting on approval of a Department of Energy (DOE) loan before accepting any DOL training funds that may impact the DOE funds. A discussion is needed for potential grant modifications to support the training of more incumbent workers than stated in the grant proposal. Mellisa will meet with the Dept of Labor (DOL) and our Technical Assistance team later today and may have more information on next steps.

### **DWD Monitoring (December 2-6, 2024)**

- Region 4 was selected by DWD for the DOL monitoring of the Apprenticeship Building America grant. That monitoring has been completed. No final report has been provided yet.
- DWD review team will conduct its annual review of WIOA, and all the grant programs and services delivered by the WorkOne offices the week of December 2-6, 2024. Staff have been gathering documentation for DWD to review for the monitoring.

### **Staff Update**

Mellisa Leaming introduced Terri Simons, new Director of Operations for Region 4 Workforce Board. Terri gave a brief history of her workforce experience.

### **Board Administration**

#### **General Board Update**

Gregg Notestine gave a brief update on activity in Region 4 and workforce development.

- SK hynix facility will continue despite comments in the press. SK hynix has been granted \$450 million. Region 4 will be involved with the workforce development training activity.
- Indiana Workforce Alliance (formerly Indiana Workforce Board Alliance-INWBA) is an intermediary between the State of Indiana and the workforce development regions.
- New Administration following the recent election and the possible changes. WIOA has not been re-authorized and unsure how the administration will move forward.

### **CEO Resignation and Interim CEO**

Gregg Notestine will resign as Chief Executive Officer effective November 30, 2024. He submitted his resignation to the Executive Committee and communicated with the Board prior to the Board meeting. The Executive Committee recommends the Board accept Gregg's resignation and appoint Mellisa Leaming as the Interim CEO. The Executive Committee will talk with Mellisa and discuss her interest in the position and other next steps possible during the December Executive/Finance meeting.

A motion was made to accept the resignation of Gregg Notestine, Chief Executive Officer.

**Motion: Steve Snyder**

**Second: Shannon Turner**

**Approved: Unanimous**

A motion was made to approve Mellisa Leaming as the Interim CEO

**Motion: Amy Wood**

**Second: Judy Hasselkus**

**Action: Unanimous approval**

### **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

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