

Combined Finance/Executive Committee Meeting Agenda

Wednesday, February 26, 2025

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, Executive Director; Terri Simons, Chief Operations Officer; 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

Time	Executive / Finance Committee 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 1/31/2025) 	Blake Sempstrott	Information
8:30 AM	Operations <ul style="list-style-type: none"> • JAG CDC Results • DOL Monitoring • Infrastructure Grant Update 	Terri Simons	Information
9:00 AM	Administration <ul style="list-style-type: none"> • R4WB Overview and Roles of Directors-Review • Indiana Workforce Alliance Statehouse Day • One Stop Operator/Service Provider RFP • PY 25 Board Meetings Discussion (July 2025-June 2026) 	Mellisa Leaming	Information Handout
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	1/31/2025	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	134,212	46%	58%	115,737
Adult	880,957	880,957	452,464	51%	58%	894,659
Dislocated Worker	285,425	285,424	78,404	27%	58%	191,852
Youth	788,104	788,104	339,940	43%	58%	597,921
Sub-total WIOA	\$ 2,245,841	\$ 2,247,949	\$ 1,005,021	45%	58%	\$ 1,800,169
Other Non-WIOA Funding						
Business Consultant	120,000	120,000	54,150	45%	58%	120,000
Rapid Response	-	-	-	#DIV/0!		96,904
JAG State (Jobs for America's Graduates)	634,322	645,767	268,013	42%	58%	542,556
JAG TANF	1,068,629	1,069,008	388,685	36%	58%	191,242
Pre-ETS(VR)/JAG (Jobs for America's Graduates)	134,006	125,000	62,500	50%	58%	100,000
RESEA (Re-employment Services)	441,188	251,742	234,165	93%	78%	394,963
QUEST	201,183	139,356	87,778	63%	100%	60,144
Apprenticeship Building America	133,511	65,280	37,327	57%	58%	54,831
Next level Jobs Employer Training Grant	2,108,881	1,576,065	359,115	23%	58%	998,668
Workforce Ready Grant	225,072	225,072	205,358	91%	58%	250,866
WIOA Performance Support Grant #4	-	-	-	#DIV/0!		96,240
Sub-total Other Non-WIOA Funding	\$ 5,066,792	\$ 4,217,289	\$ 1,697,089	40%	65%	\$ 2,906,414
Total DWD Funding	\$ 7,312,633	\$ 6,465,238	\$ 2,702,110	42%	64%	\$ 4,706,583
Other Federal Grant Revenue						
Rural Healthcare (H1-B) Grant	\$ 564,411	\$ 308,938	\$ 348,961	113%	100%	\$ 639,238
Building Pathways to Infrastructure Jobs (H-1B) Grant	\$ 400,222	\$ 400,402	\$ 3,759	1%	58%	\$ 43,122
Total DOL Revenue	\$ 964,633	\$ 709,340	\$ 352,720	50%	79%	\$ 682,360
TAP Revenue						
TAP Unrestricted Funding	-	-	30	0%	0%	55
Other Non-grant Revenue	155,050	155,050	24,500	16%	58%	63,000
Total TAP Revenue	\$ 155,050	\$ 155,050	\$ 24,530	16%	58%	\$ 63,055
Total Funding Available to Budget	\$ 8,432,316	\$ 7,329,629	\$ 3,079,361	42%	65%	\$ 5,451,999
Next Program Year Carry-In	\$ 2,117,637	\$ 2,044,529				
Expense						
Salaries	383,800	383,800	226,754	59%	58%	449,817
Fringe Benefits	123,900	123,900	66,065	53%	58%	153,255
Travel & Staff Development	16,500	10,000	3,277	33%	58%	9,737
Occupancy, including Liability Insurance	80,070	80,070	47,211	59%	58%	70,883
Communications	9,900	9,900	5,531	56%	58%	9,598
Supplies, including Equipment Costs	17,885	17,885	1,370	8%	58%	10,252
Professional Services, including IT costs	295,040	275,040	102,912	37%	58%	198,452
WDB Discretionary	18,863	18,863	16,932	90%	90%	11,910
WorkOne Center Overhead Costs, including Outreach Costs	351,090	351,090	190,652	54%	58%	351,090
Direct Participant Costs (DWD) - WIOA (Adult, Dislocated Worker and Youth)	270,000	270,000	82,766	31%	58%	141,993
Direct Participant Costs (DWD) - Non-WIOA Funding	2,163,184	1,568,612	520,473	33%	58%	1,185,555
Direct Participant Costs (DOL) - Rural Healthcare and Infrastructure	613,000	450,280	181,205	40%	79%	399,624
Service Provision-Staffing and Management Costs	3,747,813	3,453,996	1,634,985	47%	58%	2,464,463
Total Expense	\$ 8,091,045	\$ 7,013,436	\$ 3,080,133	44%	62%	\$ 5,456,627
Excess Revenue Over/(Under) Expense	\$ 341,271	\$ 316,193	\$ (772)			
Board Discretionary						
Board Meetings	1,000	\$ 1,000	785	79%	58%	347
INWBA/NAWB Dues	3,188	\$ 3,188	3,188	100%	100%	1,732
Annual Meeting	6,500	\$ 6,500	4,784	74%	100%	1,655
Workforce Intelligence Information	8,175	\$ 8,175	8,175	100%	100%	8,175
Total Board Discretionary	\$ 18,863	\$ 18,863	\$ 16,932	90%	90%	\$ 11,910

2025 Region 4 Career Development Conference Results

Chapter Brochure:

3rd Place: **Lafayette Jefferson High School**

2nd Place: **Kokomo High School**

1st Place: **Benton Central High School**

Chapter Commercial:

3rd Place: **McCutcheon High School**

2nd Place: **Benton Central High School**

1st Place: **Kokomo High School**

Chapter Social Media Campaign:

3rd Place: **Benton Central High School**

2nd Place: **Kokomo High School**

1st Place: **Oakland Academy**

Business Plan:

3rd Place: **Alia Rangel, Yanitza Gaeta, Vivian Gualajara- Lafayette Jefferson High School**

2nd Place: **Mason Brooks, Ethan Moyer, Jordan Roudebush- Lafayette Harrison High School**

1st Place: **Caden Kawlewski, Eli Sheets, Owen Pearson- Benton Central High School**

Project Based Learning:

1st Place: **Paizley Stepp, Marria Miranda-Hernandez, Val Caliz- Benton Central High School**

Creative Decision Making:

3rd Place: **Tyler Spence, Megan Cackley, Clarissa Vera- Benton Central High School**

2nd Place: **Val Escobedo, Evelin Garibay, Chanel Cook- Lafayette Jefferson High School**

1st Place: **Isis Nelson, Mackensie Bultman, Jacey Cody- Kokomo High School**

Cover Design/Digital Invitation:

3rd Place: **Brayden Lawson- Northwestern High School**

2nd Place: **Emily Tripp- LARA**

1st Place: **Dodge Stout-Kokomo HS**

Career Preparation:

3rd Place: **Julie Avila- Lafayette Jefferson High School**
2nd Place: **Zayne Reynolds- Benton Central High School**
1st Place: **Andrew Isaacs- Kokomo High School**

Employability Skills:

3rd Place: **Hailey Lowe- Kokomo High School**
2nd Place: **Sean Linvill- Benton Central High School**
1st Place: **Isabella Brown-Oakland Academy**

Financial Literacy:

3rd Place: **Eli Huttenstine- Oakland Academy**
2nd Place: **Aubreanna Fitts- Kokomo High School**
1st Place: **Landon Vessels- Lafayette Harrison High School**

Prepared Speaking:

3rd Place: **Alyssa Hunter- Northwestern High School**
2nd Place: **Zalaya Grenat-Smith- Oakland Academy**
1st Place: **Jazmine Merrill- Benton Central High School**

Outstanding Senior:

3rd Place: **Skyy Waller- Lafayette Jefferson High School**
2nd Place: **Phoenix Dobbs- Twin Lakes High School**
1st Place: **Wyatt Amor- Benton Central High School**



Wyatt Amor, Benton Central- 2025 Region 4 JAG Outstanding Senior



An Introduction to the Region 4 Workforce Board

The role of the Region 4 Workforce Board (Board) is “to serve as a strategic leader and convener of workforce system stakeholders.” The Board submits a four-year local plan for the area detailing service delivery strategies that supports the local and State vision and objectives for workforce development. This includes describing investments in economic, education, and workforce training programs and how the local area will engage partners to build a skilled workforce.

The Region 4 Workforce Board covers a 12-county region that includes the counties of Benton, Carroll, Cass, Clinton, Fountain, Howard, Miami, Montgomery, Tippecanoe, Tipton, Warren, and White.

DIRECTOR DUTIES

- The WDB meets during the months of January, March, May, September, and November. Meetings are typically scheduled for the fourth Wednesday of the month from 8:30 a.m. to 10:00 a.m. Board meetings are normally held in Lafayette or Kokomo. Special meeting times may be established by the Board for its annual meeting in November or its strategic planning session during the summer.
- Attendance at regular meetings is important to carrying out the duties of the Board. Directors are strongly encouraged to attend all five regularly scheduled business meetings. At least three meetings annually should be attended physically, and two may be attended via electronic participation. Directors that do not attend at least 60% of the scheduled meetings risk being removed as a Director by vote of the Board.
- Participate in the Board’s annual strategic planning which is usually conducted during the summer.
- The Board hosts and convenes regional forums, symposia, and other events that Directors are encouraged to attend as their schedules permit.
- Elected officials of the region play an important role in the Region’s workforce development system. The WDB’s Executive Director provides a customized annual overview of workforce development activities, initiatives and data to each of the 12 County Boards of Commissioners. Directors are encouraged to attend the Board of Commissioners’ meeting in their county of residence when an overview is provided.

OTHER INFORMATION

- Indiana Department of Workforce Development (DWD) developed a training module for newly appointed Workforce Development Board (WDB) members as guidance regarding the roles and responsibilities of local WDBs. The training is self-paced and is to be completed within 120 days from your date of appointment to the Board.
- New appointees will be provided with Board orientation materials, in print or electronically, and may attend a half-day orientation session during late summer. A spreadsheet with the current WDB membership is provided for your information. This is a talented, involved group of professionals.

Rural Healthcare Grant

In support of training new and incumbent workers, the Region 4 Workforce Board received a USDOL grant:

\$2.5M USDOL grant

932 participants served as of 6/30/2024, surpassing the goal of 875

Career Paths: CNA, LPN, BSN, QMA, EMT, Phlebotomy, Radiology Technician, and Peer Recovery.



Employer Training Grant

To assist employers with upskilling workers the Board received:

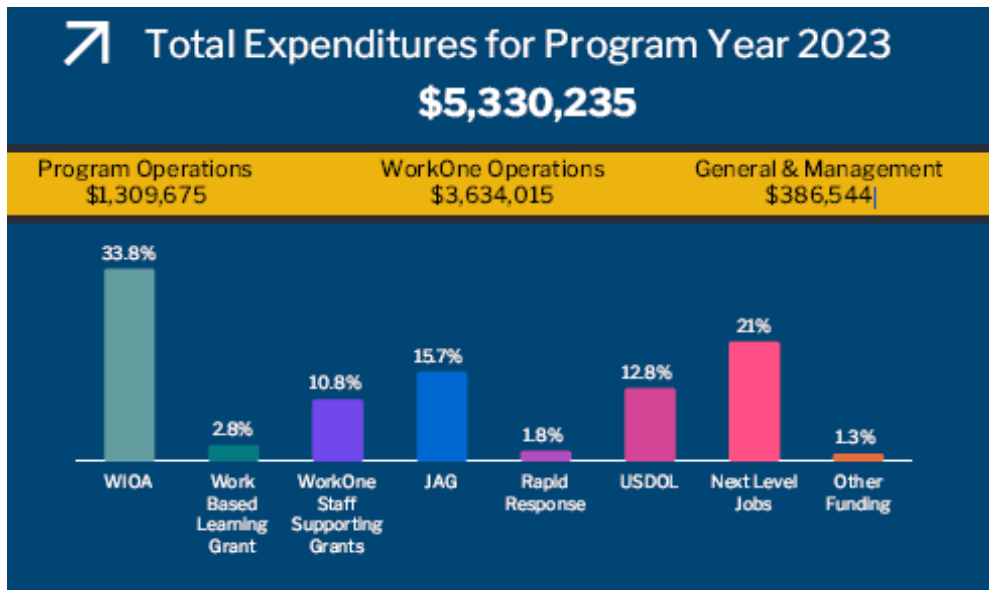
\$1.5M

Supported more than 30 Employers and 300 Incumbent Workers

Apprenticeships Building America

The Region 4 Workforce Board received funding to increase and support apprenticeships in our region.

- \$307,500
- 100 participants served
- 57 Registered apprenticeships
- 43 Pre-apprenticeships



Region 4 Workforce Board
Meeting Minutes – January 22, 2025
Location: Virtual-GoTo Meeting

NEXT MEETING
Wednesday, March 26, 2025
Location: Ivy Tech-Lafayette
Lilly Room 1106

Directors Present:

Matt Lewellen, Chair
Steve Snyder, Vice Chair
Holly Moore, Treasurer
Randy Vernon, Secretary
Mellisa Hardwood
Judy Hasselkus
Ethan Heicher
Matt Huston
Elva James

Alpen Patel
Alicia Stankand
Shannon Turner
Erin Townsend
Kara Webb

Excused:

Sheri Burnett
Donte Wilburn
Amy Wood

Others Present: *Carla Crowe, Crowe, LLC; Kimberly Morisette, Huth Thompson, LLP*

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

Call to Order and Welcome

On January 22, 2025, the WDB meeting was held virtually using GoTo Meeting. The meeting was called to order and attendees were welcomed at 8:30AM by Chair, Matt Lewellen. New Board member Kara Webb, Director of Workforce Development with Greater Lafayette Commerce was introduced. Kara is replacing Dennis Carson. 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 Report

Kimberly Morisette, Huth Thompson, LLP, presented the PY 23 Audit Report Summary report for the year ending 6/30/2024. The management letter, governance letter, and financial statements were provided to the Board prior to the meeting for review.

The audit is known as a Uniform Guidance audit (single audit) which requires financial statements and controls, and compliance regulations of major programs. The audit is a clean opinion. The major program audited this year was the WIOA Adult, Dislocated Worker, Youth program.

- There is a significant deficiency in internal controls over disbursements through March 2024. A control aspect was established after March 2024.
- The WIOA Adult, Dislocated Worker, 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.
- Asset total was \$2.7 million, and liabilities total were \$1.6 million.

- Net assets/equity are unrestricted.
- Total revenue is \$5.43 million. Significant revenue fluctuations-decrease in revenue of \$818,000 from 2023. WIOA cluster decreased \$1.3 million. Job for America's Graduates (JAG) increased \$300,000 due to the increase in schools participating in the JAG program.
- Total expense is \$5.4 million. Significant expense fluctuations-decrease in expenses of \$805,000 from 2023. Expense decrease is a direct correlation of the grant revenue decrease.
- Net result is an overall net loss of \$4,629 for 2024 as compared to net income of \$8,764 for 2023.

A motion was made to approve the PY 23 Audit as presented.

Motion: Holly Moore

Second: Shannon Turner

Action: Unanimous approval

Operations

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

JAG CDC will be held on February 6, 2025, from 9:00am – 1:30pm 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 invitation was emailed to the Board members,

JAG Update

There are 14 high schools with 18 JAG classes across Region 4. There is also a college success program at Ivy Tech Kokomo. Three new JAG sites started in January-Lewis Cass H.S., Tipton H.S. and the Academy at Logansport Community School. JobWorks is working to fill one JAG Specialist position which may delay the start of the program until the fall semester in one of the schools. When fully staffed there is a JAG Manager, Assistant Jag Manager, two JAG Coordinators, four substitute teachers and 18 specialists. Ethan Groff, JAG Manager, has resigned. The position has been posted and JobWorks is conducting interviews.

Region 4 Demand Occupations

WIOA mandates regions determine the demand occupations. This list is utilized to provide guidance for job seekers, career and technical education organizations, economic development to determine the demand occupations for which funding can be used for training such as occupational skills training and on-the-job training. DWD requires the occupations to meet their three flames out of five flame guidelines. We also looked at the pay rate, growth, and number of openings in the occupation. An explanation of the flames rating was shared. DWD is looking for a new way to score the demand occupations. The Board members reviewed and discussed.

<https://hoosierdata.in.gov/infographics/ranking-methodology.asp>

A motion was made to approve the Region 4 Demand Occupations as presented.

Motion: Steve Snyder

Second: Elva James

Action: Unanimous approval

WIOA Performance (ending 9/30/2024)

Region 4 is meeting or exceeding all WIOA performance measures for Adult, Dislocated Worker and Youth for the period ending September 30, 2024.

DOL Monitoring Rescheduled

Region 4 was scheduled for the on-site portion of the DOL Monitoring of the Building Pathways to Infrastructure Grant January 6-9, 2025. The monitoring was delayed because federal government offices were closed on January 9th due to the executive order, National Day of Mourning for President Jimmy Carter. The monitoring is rescheduled for February 18-21, 2025. A conversation with DOL and Star Plus Energy as part of the monitoring has taken place. There was very positive feedback.

Board Administration

Chief Executive Officer Discussion

During the Executive Committee meeting on December 18, 2024, there was a conversation with Mellisa Leaming about her interest in the role as Executive Director/CEO of the Region 4 Workforce Board. Following the discussion, the Executive Committee approved a motion to recommend Mellisa Leaming as the next Executive Director/CEO to the full Board.

Matt Lewellen, Chair, recommended to the Board that Mellisa Leaming be promoted to the CEO position. Lewellen made this recommendation based upon Leaming's years of experience in workforce development as well as her direct experience with Region 4.

A motion was made to approve Mellisa Leaming as the Region 4 Chief Executive Officer.

Motion: Matt Lewellen

Second: Elva James

Action: Unanimous approval

Mellisa Leaming thanked the Board for their confidence in her as the new CEO. Leaming assured the board that staff will maintain Region 4's status as a high functioning board and will seek continuous improvement.

Next Steps-Possible Additional Board Staff

Mellisa Leaming, as the new CEO, provided information about the next steps as the organization moves forward. To start with, the Board staff would like to add one position to the organization. The recommendation is to seek two positions in hopes of filling one.

- Director of Business Services
- Director of Quality Assurance

Hiring and training of these positions would begin to support the longevity of the organization. The goal is to hire during the first quarter of 2025.

Terri Simons will move from the Director of Operations to Chief Operations Officer with the promotion of Mellisa Leaming to CEO.

The transitions of service provider staff are moving along. Mellisa and Terri meet with Jeremy Bolinger, One Stop Operator/Regional Coordinator; Treva Nichols, Regional Program Manager; and Gerry Vasquez, Business Services Manager/Apprenticeship Coordinator every two weeks to review duties/responsibilities and expectations.

Board Membership

There are two openings on the Board to be compliant with WIOA/DWD requirements.

- Business Representative
- Representative of joint labor management or union affiliated registered apprenticeship program (training director or member of a labor organization)

If you know of anyone that would be good member, please let Mellisa Leaming or Tina Overley-Hilt know and help make the connection.

Legislative Update

There are a few bills before legislation that may affect workforce development. The list will be provided for Board members following the meeting.

State House Day 2025 will be held on February 13, 2025. The event begins at 8:30AM. There is a QR code to register. The flyer will be provided to Board members following the meeting.

The recent Executive Orders have not affected the DWD staff in the WorkOne offices. The order to return to work in the office does not affect WorkOne staff because they didn't work remotely except during Covid. Judy Hasselkus provided an explanation. The field operations staff providing Wagner-Peyser services were not impacted by the remote work policies established by the Executive orders.

In a federal ruling, RESEA program services previously delivered by service provider staff in the regions must now be delivered by State merit staff. There is uncertainty which is causing some nervousness in the offices. There are a few regions piloting the program with all regions transitioning by January 2026.

The WIOA Re-Authorization was removed from the Continued Resolution and did not get reauthorized. There is discussion that it may be on the slate this spring.

Adjournment

The meeting was adjourned at 9:30 AM.

Respectfully submitted,
Tina Overley-Hilt
Executive Assistant

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