

**Region 4 Workforce Board
Finance - Executive Committees
Meeting Minutes
Wednesday, October 28, 2020**

Meeting Time: 8:00 a.m.
Method: Go To Meeting Conference Call.

Committee Member Participants: Alicia Hanawalt, Chair; Michael Smith, Vice Chair; Arden Cramer, Treasurer; Steve Snyder, Secretary, and Larry West

Excused: Deb Close

WDB Staff: Roger Feldhaus, Executive Director; Tara Bradley, Chief Financial Officer; Deb Waymire, Chief Operations Officer; Blake Sempsrott, Financial Coordinator; and Tina Overley-Hilt, Executive Assistant.

Finance Committee

Arden Cramer called the Finance Committee meeting to order at 8:06 a.m.

PY20 Revenue and Expense Report – 9/30/2020

Tara Bradley presented the PY20 Revenue and Expense Report for period ending 9/30/2020. The report includes income by funding source and expenditures by line item. The top portion shows the funds available for expenditure in PY20. As a reminder, we are 10-11% expended because JobWorks, Inc. received a Payroll Protection Program (PPP) loan which reduced operational expenditures. There is also a decrease in direct participant expenses. The number of individuals we would normally sponsor in training has in some cases slowed due to the pandemic and in other cases due to opportunities to enter short-term training directly through a special CARES Act expansion of the Governor's NextLevel Jobs Workforce Ready Grant program administered directly by IDWD.

Noteworthy observations include the following:

WIOA Formula-Allocated Funding (IDWD)

- *WIOA* expenditure for PY20 is 14%. Adult and Dislocated Worker expenditures are low due to the JobWorks PPP loan. Tara will try to show on future reports the amount of PPP funds JobWorks is utilizing in Region 4. JobWorks staffing and funding needs for PY20 are similar to PY19. If PPP funds were not available, there may have been a need to lay off staff or close offices.

Other Non-WIOA Funding (IDWD)

- These are State and Federal funds that are not regularly allocated to Region 4.
 - *Skill Up 3* ended in August 2020.
 - *Next Level Jobs Employer Training Grant* and *Next Level Jobs Workforce Training Grant* are grant funds received due to the pandemic. The funds we receive are for facilitation and administration of these two grants, not for the direct training expenses. As noted above, individuals may directly apply and qualify for training funded by these grants without enrolling with us.
 - *Special COVID Grant (UI-related services)*, *Special COVID Grant (Rapid Response-services to dislocated workers)* are funds to utilize specifically in the WorkOne offices for COVID supplies.

Direct Federal Grant Revenue (USDOL)

- *America's Promise Grant (APG)* received the one year extension through 12/31/2021. We are anticipating an increase in expenditures going forward.

The bottom half of the report shows line item expenditures compared to the straight-line budget for the period.

- *Salaries through Professional Services Supplies* are line items that the board staff are responsible for and the expenditures are on target.
- *Direct Participant Costs and Staffing and Management Costs* are underexpended due to low activity at WorkOne offices and JobWorks utilization of PPP funds.

We don't know the degree to which there is displacement in the use of one type of public funding in lieu of another, i. e., the overlap or duplication among possible funding sources that vie to support education and training activities. Normally individuals seeking training would come to the WorkOne office to investigate short term training opportunities. With the influx of funds available through the NextLevel Jobs program, individuals are now connecting online through the NextLevel Jobs website directly to a training provider. The WorkOne system must find the most appropriate way to support those individuals who, having entered training, will be able to continue to pursue their training objective once the outpouring of pandemic emergency funding subsides.

General Update – Audit Process

Huth Thompson, the new audit firm, began the audit process onsite last September. The auditors will be back onsite during the week of November 9. A draft report may be presented to the Finance and Executive Committees as early as December. The target date to have the final report is December 31, 2020. Tara feels good about the audit firm's professionalism and quality of work to date.

Adjournment

Finance Committee adjourned at 8:23 a.m.

Executive Committee

Alicia Hanawalt called the Executive Committee meeting to order at 8:23 a.m.

The agenda was modified to accommodate committee members' schedules. Board Administration was presented first followed by Operations.

Administration

Plans for November (Annual) Meeting

The Annual Meeting is scheduled on November 18, 2020 and will be held virtually. The meeting can be held at a convenient time for WDB members and special guests. A survey will be sent to members for input. We will meet as a Board for an abbreviated meeting then transition into the Annual Meeting. The Annual Meeting program will include the election of WDB officers, the presentation of an abbreviated annual report highlighting accomplishments of PY19, recognition of former WorkOne staff, and a look ahead to how Region 4 will position itself in the workforce recovery in 2021.

Nominations of WDB Officers

Executive Committee, acting as Nominating Committee, considered WDB members for election to Chair and Vice Chair. Alicia Hanawalt, Chair, has served the limit of two consecutive one-year terms and Mike Smith, Vice Chair, will be retiring on December 31, 2020. Arden Cramer, Treasurer, and Steve Snyder, Secretary, have agreed to serve another term in their roles. Nominations for officers were Randy Vernon as Chair and Karen Mellen as Vice Chair. Roger Feldhaus will contact the nominees regarding their willingness and availability to serve. Election of Officers will be held at the Annual Meeting on November 18.

Executive Council Meeting Plans

Roger is scheduled to meet with Mayor Roswarski on October 29 regarding the need to call an Executive Council meeting, among other items of business. It is time for a meeting of our region's 12 County Chief Elected Officials in which they renew the agreement that establishes their roles with respect to WIOA and designate a Regional Chief Elected Official.

Operations

Project and Activities in the Works

- **Local Plan** – The Local Plan is a compliance document that aligns with the Governor’s Workforce Cabinet’s Plan. Instructions were received to complete the four-year Local Plan. It is due to DWD by January 29, 2021. We are required to post the Local Plan for comment for 30 days prior to the due date. The goal is to have a draft for the Board to review and comment at the November 18, 2020 meeting. At the end of a two-year period, modifications will be submitted.
- **Healthcare Grant** - Region 4 is collaborating with eight other regions on a USDOL (H-1B) Rural Healthcare Grant with a focus on the need for CNAs (certified nursing assistants) and QMAs (qualified medication aides) in the rural areas. This is \$2.5 million, four-year, grant opportunity. Region 4 will be the lead applicant and fiscal agent.
- **Registered Apprenticeship Sponsor** – Region 4 is now a registered apprenticeship sponsor for CNC machinist milling and turning occupations located at the Caterpillar Large Engine Center. We have registered four of their current apprentices; four additional employees will become apprentices in January 2021. We are working closely with U.S. DOL Office of Apprenticeship in this endeavor. We will be responsible for reviewing and approving the curriculum, training instruction and hours, and competencies. There may be additional occupations added providing more opportunities for funding for Region 4. Steve Snyder offered assistance, as needed.
- **America’s Promise Grant** received the one-year extension ending December 31, 2021. Covid-19 may increase the desire of individuals to receive training. Region 4 has funding to help support employers and individuals.
- **WorkOne Traffic** has increased and consists not only of individuals needing assistance with UI. There are a couple of positive signs of more activity, including increased WorkKeys profiling and assessment activities, and virtual job fairs.

Adjournment

The Executive Committee meeting adjourned at 8:56 a.m.