

COMBINED FINANCE/EXECUTIVE COMMITTEE MEETING AGENDA

JUNE 28, 2023

8:00 AM-9:30 AM

GOTO MEETING CONFERENCE CALL

Participants: If you have chosen to call in, please do so 5 minutes prior to the start of the meeting.

Expected Finance Committee Participants: Randy Vernon, Deb Close.

Expected Executive Committee Participants: Randy Vernon, Steve Snyder, Deb Close

WDB staff and guests: Roger Feldhaus, Executive Director; Deb Waymire, COO; Blake Sempsrott, 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

- One-touch: <tel:+12245013412,,832323493#>

Access Code: 832-323-493

Time	Finance / Executive Committee Topic	Presenter	Action
8:00 AM	Call to Order	Randy Vernon	
8:05 AM	Fiscal <ul style="list-style-type: none"> • PY 22 Revenue & Expense Report (ending 5/31/2023) • PY 23 Revenue & Expense Preliminary Budget 	Carla Crowe Blake Sempsrott Carla Crowe Blake Sempsrott	Information
8:30 AM	Operations <ul style="list-style-type: none"> • DOL Infrastructure Jobs Grant Application • DWD WorkKeys RFP • WorkOne Satellite Sites 	Deb Waymire	
9:00 AM	Administration <ul style="list-style-type: none"> • Good Jobs, Great Cities Academy • Board Certification <ul style="list-style-type: none"> ○ County Chief Elected Official Agreements ○ Board Membership ○ Officer Selection • Succession Planning 	Roger Feldhaus	
9:30 AM	Adjourn	Randy Vernon	Action

**Region 4 Workforce Board
Finance - Executive Committee
Meeting Minutes
Wednesday, June 28, 2023**

Meeting Time: 8:00 a.m.
Method: Virtual - GoTo Meeting Conference Call.

Committee Member Participants: Randy Vernon, Chair; Steve Snyder, Secretary; and Deb Close; Treasurer.

WDB Staff: Roger Feldhaus, Executive Director; Deb Waymire, Chief Operations Officer; Blake Sempsrott, Controller.

Other Attendees: none

Absent: Tina Overley-Hilt, Executive Assistant

Finance-Executive Committee

Randy Vernon, Executive Committee Chair, called the Finance-Executive Committee meeting to order at 8:00 AM.

Finance

PY22 Revenue and Expense Report – 5/31/2023

Blake presented the PY 22 Revenue and Expense Report for the period ending 5/31/2023

As of March 31st, Region 4 has received just over \$5 million in total revenue. There are some funding sources that show over budget, but those funding sources are not over-expended.

WIOA Formula-Allocated Funding (IDWD)

WIOA funding is trending okay. May have less carry-in for PY23, however.

Other Non-WIOA Formula-Allocated Funding

- o RESEA received an increase in funding

Expenses

The bottom half of the report shows line-item expenditures compared to the straight-line budget for the period. Region 4 has expended just over \$5 million. There are some line-items that are over 100% compared to budget.

TAP no longer qualifies for reasonably priced Cyber Security Coverage through our current insurance carrier. Blake is completing research for a new carrier.

PY23 Revenue and Expense Preliminary Budget

There was discussion on changing the format of the budget worksheet. The current format is good but needs to add something to show changes in Revenue throughout the year. Blake and Carla will work on the format. The preliminary budget will be presented at the August 23, 2023, meeting for approval and presented to the full Board on September 27, 2023.

Operations

Deb Waymire, Chief Operations Officer, presented the Operations update.

USDOL Infrastructure Grant Opportunity

The Executive staff has been working on a proposal for the Development Track of the USDOL Building Opportunity Pathways for Infrastructure Jobs Grant. Region 4 is working closely with StarPlus

Energy Electric Vehicle Battery Company; Ivy Tech-Kokomo; Stellantis; Suncharge EV Solar Powered Charging Stations; and worker associations/organizations. We are working to build partnerships and to foster a worker-centric focus. The five-year grant of \$500,000--\$2 million is for the period October 2023--September 2028. Our proposal will be for \$2 million with the goal of providing training for 700 individuals. The proposal is due July 7, 2023. There is a total of \$80 million available with 15-25 grants to be awarded.

DWD WorkKeys RFP

DWD issued an RFP for WorkKeys services. Region 4 has been providing WorkKeys profiling and assessment in Indiana for many years. The award is for one year plus four additional one-year options. We have three profilers in Indiana who work with us on profiles. Employers are starting to seek a pre-hire assessment system to get more qualified individuals. StarPlus Energy is looking at WorkKeys assessments for up to six occupations.

WorkOne Satellite Sites

There are two WorkOne Centers, one in Lafayette and one in Kokomo. There are satellite sites in Monticello, Logansport, and Peru. As of June 30, 2023, the Monticello WorkOne will be closing because of staff retirement and low traffic. Services there will continue to be available virtually and electronically. We are considering closing the Peru WorkOne site and providing services one day a week at the Ivy Tech-Peru campus. Most of the activity at the Peru WorkOne office has been for unemployment insurance assistance which is available virtually or at another of our offices. Committee members expressed concern about closing too many offices. The Peru WorkOne lease ends November 15, 2023.

Administration

Roger Feldhaus, Executive Director, presented an Administration update.

Good Jobs, Great Cities Academy

The city of Kokomo is one of 16 cities chosen to be part of the Good Jobs, Great Cities Academy. The city will work with a cohort led by the National League of Cities and the U.S. Department of Labor to accelerate and launch a workforce plan to build pathways to good jobs. Kokomo is working with community partners that include Ivy Tech-Kokomo, Greater Kokomo Economic Development Alliance, North Central Indiana Regional Planning Council, IU Kokomo, and the Region 4 Workforce Board to build a structured workforce development system. Roger will be traveling to Washington D.C. with representatives of these community partners, led by Kokomo Mayor Tyler Moore, to attend a convening of the Good Jobs, Great Cities Academy during July 10-July 12, 2023.

Board Certification

Every two years regional workforce boards must be certified that they meet the standards set forth by WIOA.

- *County Chief Elected Officials* – agreements from nine of the 12 County Chief Elected Officials have been received.
- *Board Membership* – There is one business representative vacancy remaining on the Board.
- *Officer Selection* – Board officers were elected during a special session on Tuesday, June 27, 2023

The information will be provided to our Regional Chief Elected Official, Mayor Tony Roswarski, for his approval and signature and then submitted to DWD by July 1, 2023.

Succession Planning

Succession planning is progressing. The committee has met, and work has been done to develop a plan for a temporary, unplanned short-term absence, a temporary, unplanned long-term absence, and a permanent change for both the Chief Executive Officer and Chief Operations Officer positions.

The plan will be complete for full Board review at the September 27, 2023, WDB Meeting.

Randy Vernon shared that John Laws, Ivy Tech-Lafayette Vice Chancellor for Student Affairs, is retiring.

Adjournment

The Finance/Executive Committee meeting adjourned at 9:00 a.m.