

**Region 4 Workforce Board
Executive-Finance Committee
Meeting Minutes
Wednesday, October 25, 2023**

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

Committee Member Participants: Matt Lewellen, Vice Chair; Holly Moore, Treasurer; Steve Snyder, Secretary.

WDB Staff: Roger Feldhaus, Executive Director; Deb Waymire, Chief Operations Officer; Blake Sempstrott, Controller; and Tina Overley-Hilt, Executive Assistant

Other Attendees: Carla Crowe, Crowe LLC

Absent: Randy Vernon, Chair

Executive-Finance Committee

Matt Lewellen, Executive Committee Vice Chair, called the Executive-Finance Committee meeting to order at 8:00 AM in the absence of Randy Vernon, Executive Committee Chair.

Finance

PY23 Revenue and Expense Report – 9/30/2023

Carla Crowe, Crowe LLC, presented the PY 23 Revenue and Expense Report for the first quarter of PY 23 ending 9/30/2023. Noteworthy observations include the following:

The top half of the report shows the Total Available to Budget for PY 23, including new allocations and carry-in funds from PY 22. There was an adjustment to the budget that was approved by the Board on September 27, 2023, to account for some Next Level Jobs funds that were expensed back to June 30, 2023, and thereby decreasing the funds available for PY 23.

Total Funds Available to Budget is \$1,238,082. The overall percentage is 21%, slightly less than the 26% benchmark.

The bottom half of the report shows line-item expenditures compared to the straight-line budget for the period. The total overage expense rate is 21%.

- *Direct Participant Costs (Adult, Dislocated Worker, Youth) and Service Provision-Staffing and Management Costs* are slightly about the benchmark. These are funds that directly go to support participants. We will monitor and review the expense rate and participant costs throughout the PY 23 and adjust as needed.

Total Expenses are \$1,237,819. The overall percentage is 21%, slightly less than the 26% benchmark.

Total Board Discretionary is \$10,535 expended of the \$26,057 budgeted. It is a 40% expenditure rate compared to the 55% benchmark.

The funds for the new Infrastructure grant and additional JAG funds have not been allocated and will be added to the budget when received.

A motion was made to approve the Revenue and Expense Report for the period ending 9/30/2023.

Motion: Matt Lewellen

Second: Holly Moore

Action: Unanimous approval

Operations

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

Infrastructure Grant

The Region 4 proposal for the Infrastructure Grant was approved; \$80,000 has been allocated to the Region pending conditions of the award being satisfactorily addressed. Our response was submitted and was initially approved but we are waiting for final approval. The Infrastructure Grant proposal was for \$2 million over a five-year period. A press release was submitted to *Inside Indiana Business*.

Employer Training Grant (ETG) Request

A request for proposal for additional ETG funding was made available from the Indiana Department of Workforce Development. Region 4 submitted a proposal for an additional \$1 million. The funds shown in the budget report are to be obligated to employers. There are 22 employers interested in the additional funds.

Administration

Roger Feldhaus, Executive Director, presented an Administration update.

CTE – Comprehensive Local Needs Assessment (CLNA) Regional Collaborative Meeting

Region 4 Workforce Board will host the Comprehensive Local Needs Assessment (CLNA) Regional Collaborative Meeting with our Career and Technical Education (CTE) partners later today. Every two years, CTE districts across the state are required by the Carl D. Perkins Vocational and Technical Education Act to complete a Comprehensive Local Needs Assessment. The focus of the meeting today is on ensuring districts are aligning their program offerings to the demands of the local labor market. The meeting will include representatives of secondary and postsecondary education, workforce and economic development, and industry.

Senator Braun's Legislative Correspondent Visit

Lauren Hickey, Legislative Correspondent for Senator Braun, met with Region 4 Workforce Board members on Thursday, October 12, 2023, at the TAP office to hear Region 4's priorities to consider for the upcoming WIOA reauthorization. Attendees of the meeting are interested in the following:

- Fewer bureaucratic requirements under WIOA
- Re-assert the importance of regional workforce boards
- Fewer controls and restrictions

Update on CEO Recruitment

The CEO position opening was shared with Board members, INWBA, NAWB, JobWorks, Mayor Roswarski, Greater Lafayette Commerce and Greater Kokomo Economic Development Alliance. The posting is on Region 4 Board website and on *Indeed*. A budget of \$500 per month is set for *Indeed*. Resumes are being received and reviewed. There are initial introductory phone calls scheduled with three candidates on Wednesday, November 1st.

Annual Event

The Region 4 Workforce Board Annual Event will be held on Wednesday, November 15, 2023, at 10:30AM at the Delphi Opera House. Plans are moving forward. RSVPs are slowly coming in. We would like Board interaction and will let members know soon.

Adjournment

The Finance/Executive Committee meeting adjourned at 8:40 a.m.