



Western Indiana Workforce Investment Board

Workforce Service Area 7

LOCAL PLAN

Period July 1, 2012 through June 30, 2013

Chief Elected Official: Mr. Paul Mason, Chairperson, Region 7 Local Elected Official Executive Council

WIWIB President: Mr. Lawrence Tempel

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SECTION 1. Executive Summary

The Workforce Service Area Seven Local Plan was developed by the Western Indiana Workforce Investment Board (WIB) and coheres to the requirements contained in Department of Workforce Development Policy 2011-15. The plan is data driven and is consistent with the Indiana Strategic State Plan. The Western Indiana Workforce Investment Board, and the Local Plan it created, are supportive of both the governor's priorities for the state's publicly funded workforce system and the strategic goals established by the State Workforce Innovation Council (SWIC) and the Indiana Department of Workforce Development. These strategic goals are:

- Grow Hoosier job in Indiana
- Increase person income of Hoosiers
- Deliver premier customer service

Workforce Service Area 7 (WSA 7) is composed of Clay, Parke, Putnam, Sullivan, Vermillion, and Vigo counties in Western Indiana. WSA 7 is unique in the fact that its residents have numerous educational opportunities available to them. Among the region's assets are five outstanding universities and colleges; they include: Rose-Hulman Institute of Technology, Indiana State University, DePauw University, St. Mary-of-the-Woods College and Ivy Tech Community College. The region is also home to outstanding school corporations. The WIB has strong partnerships with the leaders of these institutions and works closely with them in the development and implementation of effective education and training initiatives.

Another strength of WSA 7 is its diverse economy. With such diversity, the region is generally shielded from the devastating effects of an economic downturn in a single businesses sector. After careful analysis of regional labor market information and numerous discussions with business leaders from throughout the region, the Western Indiana Workforce Investment Board has made the following four business sectors priorities of the board's efforts and program implementation: 1) healthcare, 2) manufacturing and logistics, 3) construction and extraction, and 4) business, marketing, and information technology.

Along with unique strengths, WSA 7 faces special challenges that the WIB is actively working to address. First, approximately 17% of the region's population does not have a high school degree or GED. WIB members and staff have long had strong partnerships with partners in education and service agencies so the ABE initiative recently begun by DWD has served to strengthen and further formalize these unique bonds. Approximately ten years ago, nearly 20% of the population had no GED or high school diploma, so the area is hopeful that these numbers will continue to decline. Along with regularly scheduled WorkOne / ABE Leadership Team and consortium meetings, the One-Stop partnerships will now also serve as a conduit to address the unique needs related to this challenge.

WSA 7 has for the last decade had an average unemployment rate higher than the state average. The region has also consistently had a wage rate lower than the state average. As the plan reflects, the WIB

looks to aggressively address these challenges both in the delivery of WIA services and as a convener of business leaders. Members of the Western Indiana Workforce Investment Board are strong supporters of integration; therefore the delivery of services occurs in a seamless and holistic manner. WorkOne staff is cross-trained and ready to address customer needs based on their unique employment goals. The region has long embraced the concept of career pathways as a clear and logical process to keep customers focused and motivated as they move towards success; whether they have embarked on the job to job track or the job to training to job track.

The plan briefly describes the business services WorkOne staff provides throughout WSA 7. Due to the efforts of a very dedicated Business Services Team, the use of Work Keys – for profiled positions, incumbent worker assessments, and National Readiness Certification – has increased enormously. The number of on-the-job training opportunities is also on the rise. This success is indicative of the Western Indiana Workforce Investment Board's demand-centered focus and the extensive use of feedback from the business community. In the past, the Western Indiana Workforce Investment Board facilitated the Wabash Valley Advanced Manufacturing Cluster. Using this as a model, expansion of primary industry clusters is a consideration of the board moving forward.

The final challenge to note that the Western Indiana Workforce Investment Board is addressing is child poverty. The latest statistics from the Indiana Youth Institute identify Vigo County as having the highest child poverty rates in Indiana, with Parke County following close behind, ranking fifth. The board, as the plan reflects, has invested heavily in the Jobs for America's Graduates (JAG) program, and will continue to do so if funding permits. The WSA 7 in-school JAG program has a 98% graduation rate; exceeding both state and national JAG goals. There are also currently three out-of-school JAG programs in the region with steadily growing enrollments. In addition to JAG, the WIB provides both in-school and out-of-school WIA Youth programs, with services both provided and directed by WIA staff. In the past, as funding has allowed, WIA youth were provided with the unique opportunity to attend career camps focused on regional priority areas of manufacturing , healthcare , and welding. Of note is the fact that the welding camp was delivered by Plumbers and Steamfitters Local 157, and a number of participants found their career path and moved into the apprenticeship program because of this educational opportunity. Unequivocally, the path out of child poverty is to provide young people with the knowledge and opportunities that prepare them for success as they move forward into adulthood and forge a future for themselves. The WIA Youth program does just that.

The members of the Western Indiana Workforce Investment Board, who volunteer their time to better the communities they serve, look forward to implementing the Local Plan in partnership with the SWIC, officials of the Department of Workforce Development, and Governor Daniels. Together we will continue to grow Hoosier jobs and keep Indiana competitive in today's global economy.

SECTION 2. Labor Market Analysis

Workforce Investment Area (WSA) 7 is composed of Clay, Parke, Putnam, Sullivan, Vermillion, and Vigo counties in Western Indiana. Because of the proximity to Illinois, the board does partner with businesses and economic development groups in Clark, Edgar, and Vermillion counties in Illinois on occasion. In 2010, WSA 7 had a workforce of 107,490. The workers of the region are known for having a very strong work ethic, which has been documented by several employer surveys throughout the years. Not surprisingly, the region is also known for the high rate of productivity of its workforce.

According to Hoosiers by the Numbers, of the 6,530 employers (excluding retail services) in WSA 7, nearly eighty-seven percent or 5,676 employers have nineteen or fewer employees on their payrolls. Only sixteen businesses are listed as having 500 or more employees. The sector with the largest number of establishments listed is "Other Services except Public Administration" with 1,262 employers, but consisting of a mere 2,195 employees in 2011. Aware of the importance of small business and entrepreneurial success to the region, the Workforce Investment Board will, as the Regional board has, work in partnership with these smaller employers to assure their workforce needs are met.

The top ten primary industries of WSA 7 are, in order of highest employment down, are:

Government, employing 17,365;

Manufacturing, employing 12,582;

Healthcare, employing 12,255;

Retail trade, employing 12,211;

Accommodations and food services, employing 8,104;

Administrative and support and Waste management and Remedial services, employing 6,190

Construction, employing 5,254;

Other services (except public administration), employing 4,897;

Educational services, employing 4,239; and,

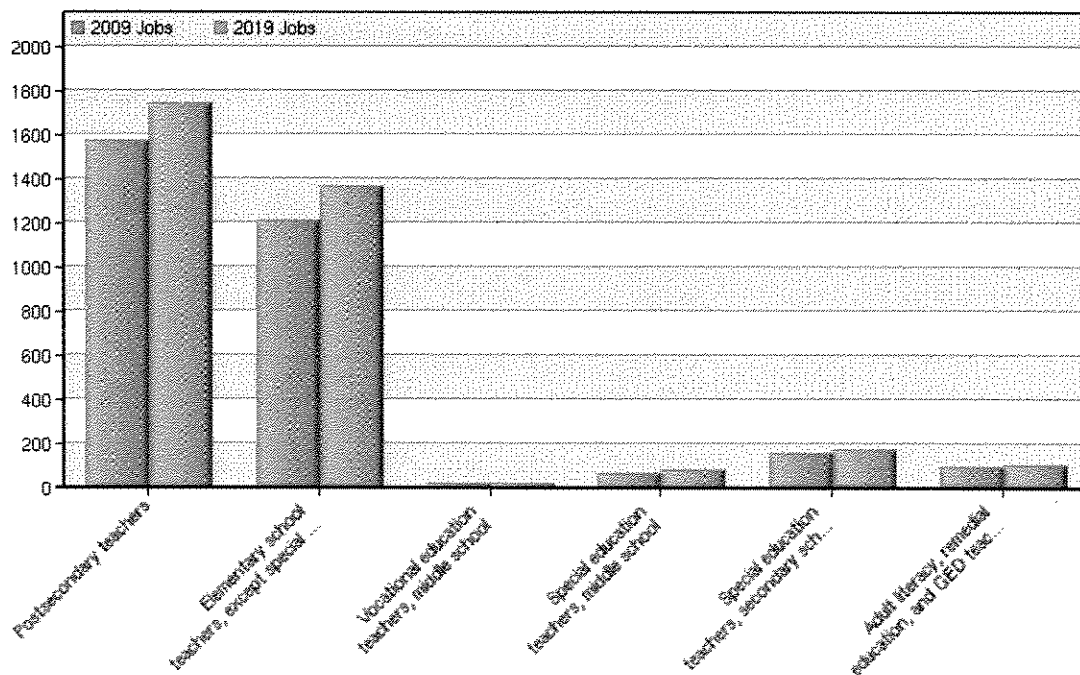
Transportation and Warehousing, employing 4,140.

While there is not an extraordinarily large concentration of state and local governmental entities within the region, WSA 7 is home to numerous prisons, which drives local employment numbers higher in this industry than in most areas. In fact, two federal prisons are located in Vigo County, and there are three state prisons; one in each of Parke, Putnam, and Sullivan counties. The number of workers needed in the prisons is expected to remain stable, however local officials continue to lobby the federal government for a third federal prison in Vigo County, pointing to efficiencies by clustering such services together. If these efforts are successful, obviously employment in this field would increase. Law enforcement and fire fighter employment is expected to increase in the region over the next ten years.

Retail trade and accommodations and food service industry jobs account for nineteen percent of the jobs in WSA 7. While management positions in these fields traditionally earn higher wages, the majority of positions in retail and food services are low wage, low skill jobs. For example, the 2010 overall earnings per worker in the NAICS description code “Family clothing store” was \$12,503.00. The 2010 overall earnings per worker in “All other general merchandise stores” was \$16,079.00, and for workers in “Limited – service restaurants” the overall earnings per worker was \$12,532.00. Growth is expected in all three of these employment areas over the next three years. A total of 462 new openings have been predicted in the region between 2009 and 2014. The retail base is important to the region. While some individuals do find careers in this field, and others gain valuable experience here before moving on to a different career path, this base also provides numerous jobs to students attending one of the five colleges and universities in the region.

Another area of employment in which numbers continue to increase is in the area of temporary help services. In 2009, 1,493 people were employed through temporary employment agencies. By 2014, this number is expected to increase by 36% to 2,029. These numbers verify that given the uncertainty of the national economy and the benefit of observing an employee’s performance before making a job offer, increasingly employers are turning to the temp to hire employment scenario. These positions are not what most would consider high wage jobs. The overall earnings for people in this occupation were \$18,318.00 in 2010, or \$8.81 per hour.

Educational services also places in the top ten industries by employment for the region. Strong job growth is being predicted in this industry in the areas of post-secondary teachers and elementary teachers, as the following diagram illustrates.



While the demand in these occupations are predicted to increase over the next eight years, the reality is that within the region there are now and in the foreseeable future, more than enough students coming out of the local colleges and universities with education degrees to meet the estimated demand.

Unfortunately, this is not the case in the healthcare field. EGR 7 is facing a critical shortage of healthcare professionals. Most jobs in the healthcare field require higher skill levels, and in turn, pay higher than average wage rates. As the charts below demonstrate, job growth is occurring over an array of occupations, but nowhere more than in the fields of registered and licensed practical nurses.

Chart 1 – Healthcare Practitioners and Technical Occupations

SOC Code	Description	2009 Jobs	2019 Jobs	Growth	Growth %	2010 Median Hourly Earnings
29-1110	Registered nurses	1,662	1,938	276	17%	\$24.95
29-2060	Licensed practical and licensed vocational nurses	820	916	96	12%	\$16.45
29-1120	Therapists	421	490	69	16%	\$28.92
29-2050	Health diagnosing and treating practitioner support technicians	400	468	68	17%	\$12.83
29-1060	Physicians and surgeons	392	460	68	17%	\$72.44
29-2010	Clinical laboratory technologists and technicians	294	328	34	12%	\$19.43
29-2030	Diagnostic related technologists and technicians	306	338	32	10%	\$21.54
29-2040	Emergency medical technicians and paramedics	228	257	29	13%	\$11.38
29-2020	Dental hygienists	84	107	23	27%	\$32.00
29-1050	Pharmacists	170	186	16	9%	\$50.27

Source: EMSI Complete Employment - 1st Quarter 2011

Chart 2 - Healthcare Support Occupations

SOC Code	Description	2009 Jobs	2019 Jobs	Change	% Change	2010 Median Hourly Earnings
31-2020	Physical therapist assistants and aides	61	74	13	21%	\$21.10

SOC Code	Description	2009 Jobs	2019 Jobs	Change	% Change	2010 Median Hourly Earnings
31-2010	Occupational therapist assistants and aides	26	31	5	19%	\$19.46
31-9010	Massage therapists	60	68	8	13%	\$12.38
31-9090	Miscellaneous healthcare support occupations	759	901	142	19%	\$12.32
31-1010	Home health aides	1,467	1,722	255	17%	\$9.88

Source: EMSI Complete Employment - 1st Quarter 2011

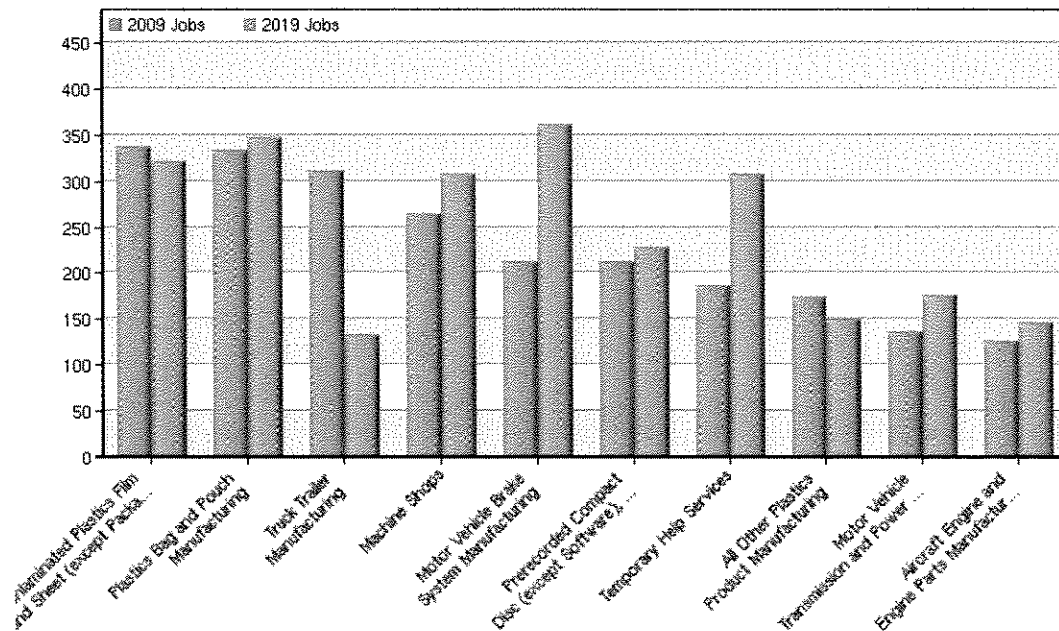
WSA 7 is fortunate in the fact that Ivy Tech Community College, Indiana State University, and the Indiana University School of Medicine all provide training programs within the region which train individuals to move directly into many of the healthcare practitioner and technical occupations identified as in demand. The Workforce Investment Board plans to continue the close relationship that the Regional Board had with our local AHEC organization; to partner to educate people about the career opportunities in healthcare. Local partners are also working hard to establish regional career pathways for WIA customers so that they can move from a position in a support occupation (such as a home health aide) into a practitioner or technical occupation (such as a registered nurse), therefore improving both their skill and wage rates.

The construction and manufacturing industries are also forecasting growth in a number of occupations. Non-residential construction occupations are predicted to grow in demand over the next three to five years. Currently, more than 5,200 people work in the construction industry. It is predicted that the number of nonresidential plumbing and HVAC contractors will increase by 36% in the region between 2009 though 2019, going from 382 to 519.

Nonresidential drywall contractors will also grow substantially during this same period. The number of drywall contractors is predicted to increase from 115 to 187, or 63%. The need for construction laborers will increase from 691 to 834, a 21% increase. The single occupation within the construction industry that appears to be losing a substantial number of jobs during this same period is the non-residential electrician. The data reflects a 55% decrease in the number of available jobs; moving from 346 to 155.

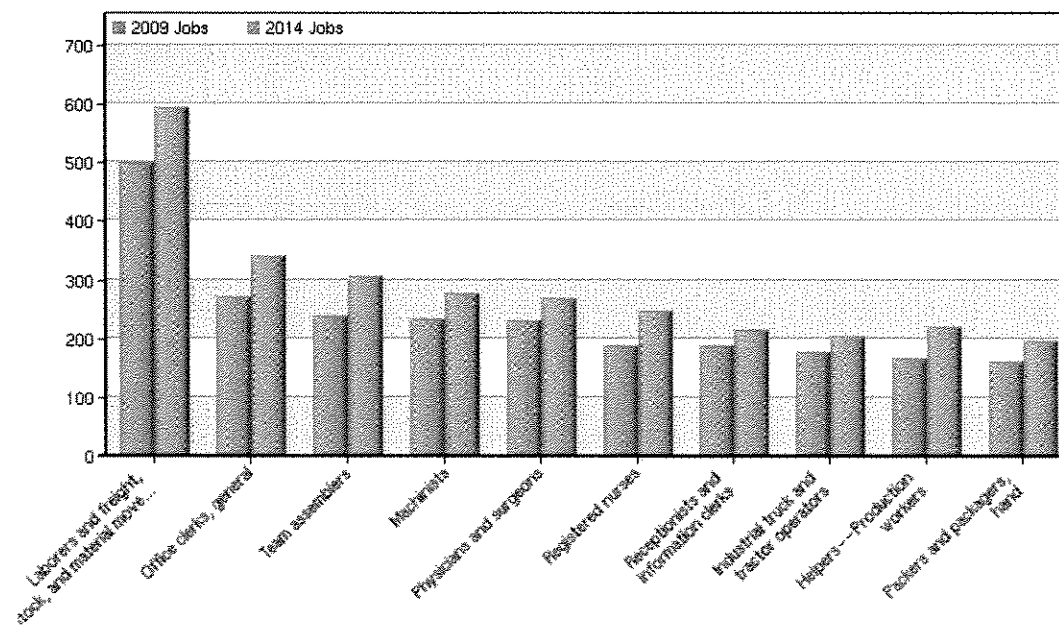
The overall number of manufacturing jobs in the region has decreased substantially over the past five to ten years in the region, but manufacturing still represents twelve percent of regional employment. Wages paid in manufacturing-related occupations are normally higher than most sectors, and with the exception of government, jobs in the manufacturing sector are the most likely to offer healthcare benefits. Certainly, one goal of economic development for the region is to attract more high skill, high wage jobs in manufacturing to the region. The

following chart illustrates clearly where gains and losses in various industries have been made or are being predicted in the region related to the manufacturing sector:



Industries and Occupations within the Region Expected to Grow or Decline over the Next 3 Years and Within 10 Years

Employment Growth



Declining Industries*

Description (NAICS)	2009 Jobs	2019 Jobs	Change	% Change	2010 EPW+
Pharmaceutical Preparation Manufacturing	778	465	-313	-40%	\$117,513
Truck Trailer Manufacturing	642	271	-371	-58%	\$49,983
All other Plastics Production Manufacturing	753	618	-135	-18%	\$47,406
Nonresidential electrical contractors	346	155	-191	-55%	\$77,611
Postal Service	535	465	-70	-13%	\$60,893
Couriers and Express Delivery Services	215	163	-52	-24%	\$34,042
General Freight Trucking, Local	211	157	-54	-26%	\$41,700
New Single-Family Housing Construction (except Operative Builders)	297	180	-117	-39%	\$37,494
Child Day Care Services	809	585	-224	-28%	\$13,275
Newspaper Publishers	262	196	-66	-25%	\$32,867

***Source: Economic Modeling Specialist (EMS)**

+Earnings per Workers

An analyst of the emerging EGA 7 workforce market concludes that a vast number of the high-skill, high-wage jobs now and in the future will require either short-term, moderate, or long-term on-the-job training, a postsecondary vocational award, or an Associate's degree. In fact, there is an ever growing demand within the region for individuals with training in the areas of manufacturing and machining, such as CNC and CAD operations, along with welders. The increased demand can be linked to increased production, expansions and attraction. The WIB, along with its many partners, work hard to ensure workforce demands of business are being met and that the customers coming to WorkOne for career counseling and training assistance are entering fields that will provide long-term employment and security.

Business sectors which the board has identified as priority sectors, based on regional demand, skill levels and wage rates are; healthcare, manufacturing and logistics, construction and extraction, and business, marketing, and information technology.

Demand Occupation List

See Attachment A

Regional Statistics: EGA 7 has a population of approximately 223,958. The gender of the region is broken out almost equally, with 51 % males and 49% females. The latest census data shows that the population of the region does lack diversity. The population is 91.3% White or Caucasian, 4.7 Black or African American and 4% all other races. A number of communities, along with colleges and universities recognize the need to increase diversity and are working on initiatives to address this need. The overall population of the region is projected to grow to 224,753 by 2015, however there is some concern with this growth because while the 55 and older population is projected to grow, the age group where the region is losing population is between 35 and 49 years of age; people who are most often raising their families. It is critical to the long-term success of the region that people in this demographic group are retained and attracted to the region. The education completion rates of the region are similar to the state statistics. 15% of those in the region have no high school degree or GED. It should be noted that ten years ago this percentage was almost twenty percent, so progress is being made in this very important area. 17% of those in the region have a Bachelor's degree or higher. In the middle, 39% of the population does have a high school degree, 21% have some college after high school and 8% have an Associate degree.

WSA 7 has for a number of years had a higher average unemployment rate than the state. Recently, Vermillion County unemployment rates have been among Indiana's highest. In February 2011 the Vermillion County unemployment rate was the highest in the state at 13.7%. Over the last decade, the region has also consistently had an average wage rate lower than both the state and national averages. And, the most recent child poverty statics released by the Indiana Youth Institute (just last month) reveal that Vigo County has the highest child poverty rate in Indiana, with Parke County ranking fifth.

While WSA 7 has its challenges, there are also many unique and positive components and qualities to the region. It has a very diverse economy, and is therefore shielded from the ill effects of one industry failing and devastating the entire economy. The region celebrates the fact that it is home to some of the state and nation's most outstanding colleges and universities: Rose-Hulman Institute of Technology, DePauw University, Indiana State University, St. Mary-of the-Woods College, and Ivy Tech Community College, with campuses in Terre Haute and Greencastle.

Business attraction and retention has begun to increase in WSA 7 over the past year. Of note are expansions at FB Distro (Charming Shops), Menards, Bemis, ThyssenKrupp Presta, ADVICS Manufacturing, Marion Manufacturing, Unison Engine Components (a subsidiary of GE Aviation Services), and the acquisition of ChemGen by Elanco Animal Health. New companies that are opening shop in the region include Phoenix Closures in Greencastle and NantWorks in Terre Haute.

Workforce Service Area 7 is well positioned to attract even more new businesses to the region. Between Clay County and Vigo County the region has the Chinook Mega Site, which is a key attraction property. Also, the former Newport Army Ammunition Depot is being marketed, which has all the amenities needed for new commercial development. There are also many industrial park locations available for occupancy. Whether supporting the workforce needs of our current business customers or

assisting with the recruitment of skilled workers for new employers, the Western Indiana Workforce Investment Board will be involved to assure that workforce needs are met.

SECTION 3. Operational Plans

WorkOne Office Locations and Hours of Operation

Clay County

Clay County Express		
Location	Hours	
17 West National Avenue Brazil, IN 47834	Sunday	Closed
	Monday	8:00 am - 4:30 pm
	Tuesday	8:00 am - 4:30 pm
	Wednesday	8:00 am - 4:30 pm
	Thursday	8:00 am - 4:30 pm
Contact	2nd 10:00am-4:30 pm Thursday each month	
Phone:	(812) 448-2636	Friday 8:00 am - 4:30 pm
Fax:	(812) 448-2638	Saturday Closed

Parke County

Parke County Express		
Location	Hours	
517 North Lincoln Road Rockville, IN 47872	Sunday	Closed
	Monday	8:00 am - 4:30 pm
	Tuesday	8:00 am - 4:30 pm
	Wednesday	8:00 am - 4:30 pm
	Thursday	8:00 am - 4:30 pm
Contact	2nd 10:00am-4:30 pm Thursday each month	
Phone:	(765) 569-2021	Friday 8:00 am - 4:30 pm
Fax:	(765) 569-2023	Saturday Closed

Putnam County

Putnam County Express		
Location	Hours	
1007 Mill Pond Road	Sunday	Closed

Greencastle, IN 46135		Monday	8:00 am - 4:30 pm
		Tuesday	8:00 am - 4:30 pm
		Wednesday	8:00 am - 4:30 pm
Contact	2nd	Thursday	8:00 am - 4:30 pm
	Thursday each month		
Phone:	(765) 653-2421	Friday	8:00 am - 4:30 pm
Fax:	(765) 653-2423	Saturday	Closed

Sullivan County

Sullivan County Express			
Location		Hours	
35 West Jackson Street		Sunday	Closed
Sullivan, IN 47882		Monday	8:00 am - 4:30 pm
		Tuesday	8:00 am - 4:30 pm
		Wednesday	8:00 am - 4:30 pm
Contact	2nd	Thursday	8:00 am - 4:30 pm
	Thursday each month		
Phone:	(812) 268-3358	Friday	8:00 am - 4:30 pm
Fax:	(812) 268-3359	Saturday	Closed

Vermillion County

Vermillion County Express			
Location		Hours	
310 Main Street		Sunday	Closed
Clinton, Indiana		Monday	8:00 am - 4:30 pm
		Tuesday	8:00 am - 4:30 pm
		Wednesday	8:00 am - 4:30 pm
Contact	2nd	Thursday	8:00 am - 4:30 pm
	Thursday each month		
Phone:	(765) 832-3523	Friday	8:00 am - 4:30 pm
Fax:	(765) 832-3525	Saturday	Closed

Vigo County

Vigo County Comprehensive Center			
Location		Hours	
30 North 8th Street		Sunday	Closed
Terre Haute, IN 47807		Monday	8:00 am - 4:30 pm
		Tuesday	8:00 am - 4:30 pm
		Wednesday	8:00 am - 4:30 pm
Contact		Thursday	8:00 am - 4:30 pm
	2nd	10:00am-4:30 pm	
	Thursday		
	each month		
Phone:	(812) 234-6602	Friday	8:00 am - 4:30 pm
Fax:	(812) 234-7644	Saturday	Closed

Performance Measures

The key program performance metrics which the WIB will monitor on a regular basis are the federal Common Measures. The board will review overall performance regularly. Beyond the Common Measures, the committee and board will monitor statistics which impact the Common Measures, such as number of customers served, services provided, completers, customers exited to employment and wages the first quarter after exit. The board is also interested in customer satisfaction.

Additional measures specific to certain program areas include JAG performance: number of graduates / GEDs, post-secondary enrollments, job placements, and certificates earned. ICC usage will be discussed. Items which the committee may view include, but may not be limited to, resumes posted with staff assistance, jobs posted locally, and ICC job referrals by staff.

Program measures will be tracked through ENDMS, ICC reports, and internal review and reporting. It is also anticipated that each WorkOne office will have assigned goals and staff will be responsible for tracking this data. Those offices not meeting performance goals will be provided technical assistance from the local management staff.

Customer Flow

WSA 7 has been fortunate to be able to upgrade many of the WorkOne offices over the past three to four years. These improvements in our work spaces have had a positive effect not only for the customers coming in to the offices, but also on staff's ability to provide customer service. The offices were designed to make staff more easily accessible to the public and to allow staff to "oversee" a larger number of clients. This is particularly important in the WorkOne Express sites where there may be only one staff on duty. The office layouts are also designed to ensure that in our full service WorkOne,

service provider and Wagner Peyser staff are physically located and mixed in a way that promotes the integration of service delivery to customers.

Every effort is made to greet customers within thirty seconds of their arrival at the office. Customer demographic information, education level and length of unemployment is collected and entered into Track One as appropriate at the first visit to the office. Wagner Peyser and WIA staff, proficient in the use of Track One, both provide welcome team services and recommend additional services to the customer based upon this initial information. Information on WorkOne services including scheduled workshops is provided through customer interaction and in written handout form.

Core services include a wide variety of workshops. All customers must receive an orientation workshop prior to accessing additional staff assisted WorkOne services. Workshops that are routinely offered include: Resume Writing, Interviewing, Job Search, Computer Literacy, Healthy Lifestyles, Financial Planning, Unemployment Insurance, Soft Skills, and Job Search Techniques. Also available to our customers as informational services are independent use of public computers, MindLeaders, Indiana Career Explorer, Work Keys and WIN access and Indiana Career Connect.

After the brief appraisal by the Welcome Team, customers that need or want additional assistance are referred to a WorkOne case manager. The Case Manager meets with the customer to further determine what services the customer is interested in and if case management is the next best step. If it is determined that the customer desires and has the ability to benefit from more intensive services, the Case Manager will begin the enrollment process by completing an assessment to help the customer determine and assess skills, abilities, barriers, and short and long term goals.

At this point, the Case Manager will work closely with the customer to determine the best course of action and begin the Academic and Career Plan. The ACP will serve as the road map to success for the customer and is co-created by the customer and Case Manager. The ACP ensures that the customer both understands and accepts responsibility for their part of the plan, including planned check-ins and follow up services. The ACP also allows the customer greater understanding for WorkOne and the Case Manager's role in their success.

Customers determined to be on the Job to Job track will be encouraged to attend intensive level workshops and be provided direct job referrals by the Case Manager. They will be provided local labor market and employer demand information to help them target their job search efforts. The customer may also be eligible for supportive services if a need is determined. Case Managers ensure that the customer is engaged and taking responsibility for their future. The Case Manager's role is to serve as a guide and consultant.

Customers determined to need and desirous of additional training may be required to complete the TABE test and complete all parts of ICE before being referred to the Academic and Career Counselor (ACC). The ACC will be able to provide the customer with detailed interpretation of the assessments they have completed and make the referral to appropriate training services, whether that is Adult Education, formal occupational skills training, short term certificate training or on the job training. The ACC may also recommend additional services that will benefit the customer. The ACC, Case Manager

and customer will serve as a team to create a plan that will lead the customer to the end goal of employment that results in self sufficiency for the customer.

Both the Case Manager and the ACC are well versed in local labor market information and the offerings of local training institutions. They both will work closely with the local Business Services Team to be aware of new and developing employment opportunities in WSA 7 and provide appropriate work ready candidates for these opportunities.

WIB Tracking of Actual Goals

Direct oversight of the regional workforce system is performed by the executive staff of the Western Indiana Workforce Investment Board. Beyond the internal oversight that occurs among WIB staff, a Leadership Team also meets on a regular and ongoing basis to discuss all aspects of the system, including and most importantly, program performance. The Leadership Team includes the WIB Executive Director, WIB Chief Financial Officer, WIB Chief Operations Officer, the WIB Business Services Manager, the System Director (service provider COO), the Functional Supervisor of the Terre Haute WorkOne, and the service provider Regional Director. NOTE: The Region 7 service provider is Vincennes University, which has more than thirty years of experience delivering workforce development services.

Oversight done by the WIB staff is then delivered to the board of directors largely on a quarterly basis. Performance information is first reviewed by the various committees of the WIB, and then delivered to the entire board through their board packets and presentation of business at the meeting of the full board. In a case when immediate attention may be needed by the WIB related to a performance issue, the WIB Executive Committee can take action between quarterly meetings.

Adult and Dislocated Worker Services

WIA Adult and Dislocated Worker Service Matrix

See Attachments B & C

Determination of Limited WIA Funds

Workforce Investment Boards may declare that funds for adult intensive and training services are either limited or unlimited. The Workforce Investment Act under 134(d)(4)(E) states that in the event that funds allocated to a local area for adult employment and training activities are limited, priority for intensive and training services funded with Title IB adult funds must be given to recipients of public assistance and other low-income individuals in the local area. In the federal regulations, the U.S. Department of Labor (DOL) further specifies that funding is generally limited and therefore directs states and local areas to assure that low-income adults receive priority unless the availability of other funds can be demonstrated.

In making the determination that funding is limited, WIWIB will take into consideration availability of other workforce funding that is available to fund employment and training activities to serve eligible adults in the local area. Factors to be considered in determining if funding is limited may include:

- The local unemployment rate.
- The local poverty rate.
- Local business closings and start ups.
- Whether or not the Board has funding from sources other than WIA for the provision of local services.
- History of WIA services and costs.

If the Board determines that funds are limited, they will direct that the Priority of Service Policy for WIA adult and intensive services be implemented.

Priority of Service

Funds for intensive and training services are limited, therefore service priorities shall be established. In order to be enrolled and receive WIA Adult training services the following guidelines shall be in effect:

Income information will be collected and reported for all adults. All adults enrolled for WIA services must show family income levels for the previous 6 months (to be annualized).

Veterans and eligible spouses of veterans meeting these guidelines will receive priority of service.

First Priority as required by WIA are to Low Income Individuals who meet one of the following (As summarized from WIA section 101 (25) (B) :

- Receives or is a member of a family that receives cash public assistance payments;
- Receives an income or is a member of a family receiving an income during the past six months that does not exceed 70% of the lower living standard income level;
- Is a member of a household receiving food stamps (or was eligible to receive within the past six months);
- Is a homeless individual;
- Is a foster child;
- Is an individual with a disability whose own income meets the income guidelines.

The following will be considered as funding permits when family income is at or less than 200% of the current US Department of Health and Human Services Poverty guidelines:

- Low income individuals (defined as those individuals who make at or less than 200% of the current US Department of Health and Human Services Poverty guidelines) not eligible for TANF or Food Stamps.
- The working poor (same definition as low income individuals) who need GED or occupational skill training to increase their wages.
- The unemployed who meet low income guidelines and do not meet WIA dislocated worker program criteria.
- Low income single parents.
- Low income high school dropouts.

All individuals, including those within these service priority groups, must be determined appropriate for and able to benefit from WIA services prior to enrollment. In all instances, training will only be

considered for customers who have little or no work history, or who require occupational skills training to successfully enter/reenter the labor market.

Core Service Policy

The fact that funding is determined to be limited for adult training services in no way impacts the staff delivery of core and intensive services. All individuals regardless of income are eligible to receive WIA core and intensive services.

Youth Services

Complete WIA Youth Service Matrix

See Attachment D&E

The Region 7 Workforce Investment Board firmly believes young people need support and guidance to prosper and has made a commitment to do so. In a region of the state in which more than half of the counties have a higher than state average number of children under age 18 living in poverty, this commitment becomes even more impassioned and important. The best investment we can make in our future is the provision of education and workforce skills to our youth. In support of this belief, the region has invested in JAG programs as a supplement to the WIA youth program services.

Youth Staff

All service provider staff are trained and able to provide youth services. Due to the small number of staff housed in the WorkOne Express offices, staff is not dedicated to one program. Looking system wide there are approximately 9.0 full time equivalent staff implementing the youth program.

Youth Outreach Activities

As with any activity, service, or program the best outreach is through word of mouth and satisfied customers. This has proven to be very effective with our in school JAG programs. We have discovered that this is a program that nearly sells itself. Of course, the credit for this goes to the Specialists in the schools who have built programs that students want to join. The school staff and administration are also very proactive in making referrals for the JAG program. If JAG is not a good fit for a student, the specialist will provide them information on the WIA Youth program and help them make contact with the local WIA service provider.

With funds being very limited, most of our outreach and recruitment efforts are done directly by staff. For our regular WIA youth programs we rely heavily on our school and adult education partners to assist with marketing and recruitment. WorkOne staff regularly visit local ABE and GED classes in an effort to provide program information and market the benefits of the program to youth. Outreach activities include staff participation in community based efforts such as college and information fairs at local high schools, participation in youth programs such as those at the Booker T. Washington Community Center,

Area 30 Career Center, Ryves Hall, and alternative schools, among others. We partner closely with Ivy Tech Community College, Indiana State University, and Vincennes University to provide outreach services to students.

The WorkOne youth staff also works very closely with the Career and Technical Education Departments of the local school systems. We have found that youth who prefer the hands on method of learning associated with CTE are often well suited for work experiences, career camps and student internships. We have had great success when this type of learning is combined with academic and career readiness skills that are part of the WIA youth program. The CTE instructors are very aware of WorkOne programs and are an excellent marketing resource.

Region 7 also wants to develop a youth recruitment campaign that will allow us to brand our program, and reach through a variety of media; radio, TV, social networking and print. If funding allows, a professional marketing firm will be brought in to assist with marketing strategies.

Measuring Success

As important as performance standards are, measuring success goes much beyond that. While of course our first line goal is to not only meet, but exceed WIA performance standards and JAG performance standards we also find it a worthwhile objective to set internal measurements of success for all of our programs.

One of first goals is to provide services to as many youth as possible. Enrollment expectations will be set and these numbers will be subject to board review on a regular basis. Since full time employment is the final goal for all young adults the more we can prepare youth to enter the work world the closer we are to reaching our goal. With that in mind, we expect to expand the number of youth internships and work experiences by ten percent over program 2012, if funding allows.

Serving the hardest to serve youth is also an internal goal. This group certainly includes youth currently in and aging out of foster care. Youth in foster care often are not from the area where their foster families live and when they age out they have a tendency to leave the region. We will be working with the local mental health agency to determine if there is any way to track former foster care youth that are returning to the region. In addition, it is anticipated that staff will be working more closely with the juvenile court and probation system this program year to assist with intervention services. A referral system has been initiated with the Vermillion County Probation Department that will be expanded to other county offices. WIA Youth program success will be monitored by the WIB, using the WIA Youth and JAG program measures.

Other Services

Rapid Response and TAA Services Coordination

In keeping with the spirit of integration, the local Rapid Response team is comprised of personnel representing a broad range of funding streams. The WIB's Business Services Manager heads the local team. He then coordinates Rapid Response activities with the regional Rapid Response team composed

of the WIB Chief Operations Officer, the DWD Area Manager, the local Veterans Representative, and members of the state Rapid Response Team. This team is responsible for responding when a company has filed a WARN Notice. The local Rapid Response teams works with company management, and when applicable, labor representatives as early as possible to create a plan of action. Every effort is made to set this meeting prior to any employees being dismissed from the worksite.

After meeting with management and labor, and depending on the facilities available, efforts are made to meet with the dislocated workers at their work site. This allows the team to contact more workers quickly. Frequently WIA and DWD staff are able to set up temporary offices to assist employees in filing their first unemployment insurance claim and provide them with information on WIA dislocated worker services and service locations. If the company is amenable, an effort is made to continue to have both service provider and state staff on site on a regularly scheduled basis to assist the effected workers with job search activities.

As quickly as possible, workshops and classes are made available to the dislocated workers. These offerings are based on the results of initial surveys and refined to meet the needs as more of the individuals are enrolled for services. Training topics which are frequently requested include; resume workshops, basic computer skill development, money management, interviewing, and basic academic skills refresher courses.

Much the same plan is followed when notification is received that a company has been TAA certified. The State Rapid Response / Dislocated Worker Unit, and the Business Services Manager locally, serve as the main contact for the company/union representatives. The same local Rapid Response team members, along with local TAA staff participate in the initial TAA meetings. If the certification is prior to the lay off or closing, every effort is made to hold the initial TAA meetings at the work location. If this is not possible, local facilities are secured by the local Rapid Response team members.

To better coordinate WIA dislocated worker and TAA services, WIA staff are trained on the rigorous requirements for individual to receive and maintain TAA benefits. The TAA coordinators also receive training on WIA dislocated worker services. This cross training, as part of the local integration plan, eliminates many barriers for the customer and allows them to enter the system through any door. The recent state funding of three additional TAA staff for the region has allowed for more accessibility to TAA program information and services for both customers and WIA staff. This addition to the regional workforce system is appreciated.

Coordination of Services

WSA 7 state and local staff have been co-located at the Terre Haute WorkOne comprehensive center for more than two decades. This co-location provides for strong working relationships that have been formalized and enhanced through the integration process initiated by Governor Daniels.

All staff in WSA 7 participates in integration training. This training ensures familiarity and awareness of all local programs including Unemployment Insurance, Trade Act, Veterans Programs, WPRS, REA and WIA. Every staff regardless of funding source is assigned to either the welcome or skills team and

participates as a member of the employment team. And, while every staff person is not an expert in every program they are able to provide key information and ensure that customers are connected to every program for which they may be eligible.

In addition to the “in-house” services that are available to WSA 7 customers, staff is very aware of other local community service providers. Frequently, customers are referred to food banks, housing assistance, Vocational Rehabilitation services, adult basic education providers, Community Action Agencies, and many others. This community connection is vital and necessary as WorkOne assists customers in their search for skill development and career opportunities.

Unemployment Insurance Services

For many customers, particularly in the past 18 to 24 months, Unemployment Insurance has been the first reason to go to WorkOne. In the full service WorkOne, UI staff is onsite and are able to perform direct customer service. The use of the UpLink online tutorial is encouraged prior to filing for UI benefits. The UI staff in this office is very knowledgeable of all WorkOne services and is able to enroll customers for WIA services and recommend other services they determine may benefit the customer.

WIA staff in the WorkOne express offices is able to provide guidance and information to individuals using the local office to apply for Unemployment Insurance (UI) benefits. All UI filers are encouraged to view the UpLink online tutorial prior to filing their voucher online. Staff in the express sites has a direct line to UI staff in the full service WorkOne and are often able to connect customers directly in order to eliminate the need for the customers to drive 40 or 50 miles for UI assistance. When there is overwhelming demand, DWD staff may have the opportunity to go directly to WorkOne express offices to aid in the delivery of services.

Trade Act Services

Trade Act customers are provided services by both state and local staff. All Trade Act customers are dual enrolled in WIA, TAA and Wagner- Peyser services.

When a Trade Act petition is approved, staff is immediately informed. This allows all staff in all offices to collect appropriate information to ensure Trade Act regulations are strictly followed.

WIA staff, TAA coordinators and Unemployment Insurance staff participate in Trade Act orientation meetings whenever possible. This allows customers to gain familiarity with local staff and services. As much as possible, all Trade Act services are provided initially on-site at the company location and later in a local office setting. Trade Act staff frequently travel between offices to be available to customers.

The loss of the regional Academic and Career Counselor and the time it has taken to fill this position has been a great loss to our programs, including TAA. This position has now been filled through an internal promotion of our TAA coordinator – who is transitioning over, but until that position is fully filled it is very difficult to provide customers with the benefits of this function within our system. Once this position is fully filled, the ACC will once again be a positive and important addition to the work flow.

Title 38 Veterans' Programs

The LVER and the DVOP are both housed in the Terre WorkOne office and provide services to both customers and other staff. While, of course, their primary role is customer service for our veterans, they also serve as a staff information resource. While it is not possible for these two individuals to meet face to face with all veterans, they do ensure that other staff do have the information and are aware of the services available to veterans. The veterans' staff regularly travels to the county express sites to provide services to customers and information to staff.

Once again this program year, veterans' staff and other WorkOne staff coordinated a hugely successful Veterans' Resource and Job Fair. Over 300 veterans and members of their families participated. Between 45 and 50 community service organizations and businesses also participated. This is scheduled to be an annual event. Veterans' staff and WorkOne staff have also worked closely together for the past three program years on implementation of the VWIP. This type of service coordination and cooperation will remain an ongoing part of our service structure as the WSA looks to continue and improve upon these types of programs.

Veterans' staff is fully trained in the use of all the WorkOne data systems, including Indiana Career Connect, Indiana Career Explorer and the state provided case management system. This ensures that all customer services provided are recorded appropriately.

Worker Profiling and Reemployment Services and Eligibility Assessment

WPRS and REA programs are administered by Department of Workforce Development employees. Service Provider staff participates in these programs by presenting WIA service information to the customers attending the mandatory WPRS/REA meetings. Those customers that desire and are in need of the full spectrum of WIA services are given the opportunity to enroll and participate. In addition, the WPRS/REA staff is fully trained to complete the WorkOne enrollment process and enter it appropriately in to the case management system. This same work flow has been implemented with the recent addition of the EUBREA program.

Adult Basic Education Services

WorkOne in WSA 7 also works very closely with the local Adult Basic Education (ABE) providers. In four of our six counties ABE classes are located in the WorkOne offices. In the other two locations the classes are offered in close proximity. WorkOne staff regularly present WorkOne program information as part of ABE orientation and frequently visits the ABE classrooms to offer an overview of WorkOne services. The region views the attainment of a General Equivalency Diploma (GED) as a key step in the development of workforce skills. Every effort is made to coordinate adult education and workforce services as part of the customer's pursuit of workplace skill development and career search.

The WIB staff, ABE directors and service provider staff all work together as members of the ABE Consortium which is responsible for the local GED+ offerings. The number of classes offered this year

will be increased as will the number of students participating in the training. In addition to the ABE students we make the classes available to or WorkOne customers.

Business Services

WorkOne Western Indiana is dedicated to meeting the employment needs of business throughout Workforce Service Area Seven. WorkOne Western Indiana applies a systematic approach to addressing workforce development needs by working in close partnership with leaders of economic development and education, and the Workforce Investment Board. The Business Team members focus efforts on businesses aligned with the priority industrial sectors identified by the WIB. Business team members also regularly attend and frequently speak at business service organizations such as Rotary, Optimist International, Chambers of Commerce and others. WIB staff has been involved in the creation of Accelerate West Central Indiana Development, Inc., which is promoting the business and commercial climate and conditions in Region 7.

Direct contact with local employers is the central focus of the business consultants, introducing the products and services available for business through WorkOne. Employer contacts are developed through networking as mentioned above and through local staff. Our first goal is to encourage the use of Indiana Career Connect for job postings and candidate screening and matching. Our business consultants have found time and again that employers are amazed at the versatility of this system. Business Team Members can help employers set up automated searches for qualified job applicants, add questions to the on-line job application to find candidates with the right qualifications, and perform initial searches to select finalist for consideration by an employer using the Indiana Career Connect system. Custom questions for job applicants can be added to Indiana Career Connect to help you narrow the selection process to the best qualified candidates. Job fairs customized to invite only pre-screened applicants, meeting the employer's selection criteria, can be arranged at the WorkOne Centers. Programs for customized on-the-job training of certain candidates, lacking specific skills, can be developed in cooperation with a business service team member. Employers can use space at the WorkOne Centers for interviewing potential employees or holding customized recruitment fairs for possible applicants.

Regional economic development partnerships are providing WorkOne Business Team members with the opportunity to participate in recruitment and have conversation with prospective employers who have interest in locating in the Region 7 area. Indian Career Connect, WorkKeys, National Career Readiness Certificates, On-The-Job Training Grants, Labor Market Information, Work Opportunities Tax Credit (WOTC), and Veteran Services are a complete package of programs and incentives to engage employers.

Ensuring Veterans' Priority of Service

The Western Indiana Workforce Investment Board and the staff delivering WIA program services under its supervision will comply with the requirements set forth in the Veteran's Priority of Service legislation. At a minimum, all covered persons who access the workforce system through the local one-stops will take precedence over non-covered persons at the earliest possible point of entry. Procedures will be developed to ensure that covered persons are identified at their point of entry and that they are made

aware of their entitlement to priority of service; employment, training, and placement services available, and the eligibility requirements of these programs and services.

SECTION 4. Key Partnerships

Key Workforce Investment Board Partnership Matrix

Attachment F

One-Stop Partners' Memorandum of Understanding (MOU)

Attachment G

Describe how the WIB partners with economic development entities within the local area and at the state level.

Accelerate West Central Indiana Economic Development is the newly formed regional economic development organization for WSA 7. The organization is made-up of economic development leaders, the regional representative from the IEDC, utility company leaders, and the Executive Director of the WIB. The group has developed marketing pieces, make site selection visits together, and strategize about how best to promote business attraction throughout the six counties of the region.

The WIB Executive Director serves on the Board of Directors of the Terre Haute Economic Development Corporation. WIB staff is also often called on by directors of economic development to provide data and information for site prospect inquiries. WIB staff also meets from time to time with site selection officials when they come to the area for a site visit, and often discuss workforce availability.

Eric Levenhagen of the IECD and the WIB Executive Director are also in regular communication. These individuals share information about businesses and notify each other when a business is identified that could use the services of the other.

SECTION 5. Budget

Attach a Copy of the WIB Proposed Budget

See Attachments H (Excel sheet and narrative sheet)

Describe how the WIB monitors its annual budget and the budget of its service providers.

Region 7 Western Indiana Workforce Investment Board monitors the annual budget on a regular and ongoing basis by recording all budget activity using FundWare accounting software. Then, WIB management staff receives regular monthly budget reports, tracking expenditures by fund. The Budget,

Finance, and Distribution Committee of the WIB then will review financials quarterly and audit and monitoring activities and finally present quarterly reports the full board for review and approval.

Describe how the WIB will ensure that administrative spending is kept to a minimum.

The Region 7 use of WIA administrative funds will include those costs related to accounting, financial, cash management, budget activities, procurement, personnel and payroll, as well as property management. Activity related to monitoring and oversight will also be included if the activity is an administrative function. The WIB executive staff salary budget for PY'12 is the same as PY '11.

SECTION 6. Governance and Structure

Describe how the WIB consulted with members of the public (including LEOs, business, labor, and economic development) prior to submission of the plan.

A public meeting of the transitional WIB took place on April 19. The purpose of this meeting was to review and vote on a draft of the WSA 7 Local Plan. Notice of the meeting was posted on the WorkOne West website and a notice was also posted at the site of the meeting.

The draft Local Plan was emailed to all of the members of both the Region 7 Regional Workforce Board and the Workforce Network Board (current RO); many of whom have already been appointed to the transitional WIB. This group of members included business leaders, local elected official, economic development leaders, labor representatives, educators, and leaders of community-based organizations.

A joint meeting of the Executive Committees of both the Region 7 Regional Workforce Board and Workforce Network Board met prior to the meeting of the EGA 7 Transitional Workforce Investment Board to review plan content and related policies. The joint Executive Committee then voted on recommendations to present at the April 19 meeting.

At the April 19 meeting a group of more than 20 board members met and reviewed the draft Local Plan. The items approved, and in some cases modified and approved, are now presented to the SWIC for review and approval. It might also be noted that elements of the plan were also discussed at the meeting of Chief County Local Elected Officials.

Notice of the Local Plan being available for public review will be placed in the local newspapers with directions to refer to the website of WorkOne West at www.workonewest.com for a complete copy of the plan. All comments will be directed to Lisa Lee, the Executive Director, who will compile and respond to commenters. Suggestions from the public will be noted in an Appendix of the Local Plan with comments as to how they might affect the plan contents.

Describe the role of the local elected officials in the governance and implementation of WIA programs in the local area.

Key elements of the Local Plan were discussed with the Local Elected Officials of WSA 7 at their Annual meeting in March. The final Local Plan will be emailed to each of them directly for comments. The Local Elected Officials of the region have always been mailed board packets of each quarterly board meeting and are encouraged to attend these meetings, and this will continue under the WIB. The Executive Director of the WIB also meets with the LEOs one-on-one, as requested, to review materials and processes of the board and to answer any questions that might arise. The Local Elected Officials will also at least annually to discuss WIB operations and governance as a group.

Who is the Chief Local Elected Official for the area, and how is liability for misuse of WIA funds assumed by the Local Elected Officials?

The Chief Local Elected Official for WSA 7 is Mr. Paul Mason, Vigo County Commissioner.

In Region 7, the financial liability for the misuse of workforce investment funds shall be handled in the following manner: Liability equally shared by the counties of Clay, Parke, Putnam, Sullivan, Vermillion, and Vigo counties. However, the counties will seek reimbursement from the party or parties responsible for the misuse of workforce investment funds. Said liability shall cover program activities occurring on or after July 1, 2011.

Identify who is the fiscal agent or entity responsible for the disbursement of WIA grant funds in the local area.

Fiscal Agent: Lisa Lee, Executive Director
Western Indiana Workforce Investment Board, Inc.
630 Wabash Avenue, Suite 205
Terre Haute, Indiana 47807
Phone (812) 238-5616
E-mail lisalee@workforcenet.org

Describe the nomination and selection process used to appoint members of the workforce investment board.

The Chief Local Elected Official will appoint the members to the Western Indiana Workforce Investment Board, in accordance with the criteria established by the state under the Workforce Investment Act. Some appointment considerations include, but are not limited to, the majority of the members of the WIB being representatives of business with optimum policymaking or hiring authority, with at least fifty percent of all business representatives coming from businesses that employ fifty people or more. At the same time, all business representatives serving on the WIB must employ at least five full-time people.

and federal criteria, with total membership not exceeding forty-seven. The Chief Elected Official also oversees the solicitation of nominations related to these appointments.

Using available workforce data, describe how business representatives that serve on the WIB are appointed to accurately reflect the employment opportunities and geographic diversity of the WSA.

The appointments of business representatives to serve on the WIB will reflect the top ten business sectors of the region, unless special provision is made by the Chief Elected Official, with particular attention given to the four business sectors that the board has chosen to focus most of their efforts around. These sectors include; 1) healthcare, 2) manufacturing and logistics, 3) construction and extraction, and 4) business, marketing and information technology.

Provide a description of the WIBs support and administrative staff.

Executive Director - Reports directly to the WIB. Ensures compliance with all regulations. Oversees program operations. Interacts directly with local elected officials and economic development professionals.

Chief Financial Officer – Records and reports expenses for all programs. Ensures compliance with grant requirements, oversees procurement, and staff payroll and benefits administration.

Chief Operations Officer- Responsible for day to day operations and all services at Work One offices. Writes and implements policies. Direct supervision of staff. Ensures that costs are in line with funding streams and policies.

Business Services Manager – Supervises Business Team members. Responsible for business services marketing and employer contact. Promotes WorkOne and its products to business customers.

Organizational Chart

See Attachment I

Who is the area's One-Stop Operator (OSO), describe roles and responsibilities, OSO designation process.

The WIB Executive Staff will serve as the One Stop Operator of WSA 7. Last year, the transitional WIB voted unanimously to operate the regional system in this matter, after carefully considering the all available options. Responsibilities of the One-Stop Operator include, but may not be limited to, administering the daily operations of the WSA's workforce investment system and all its inherent programs; coordinating with mandatory partners to deliver services; assuring implementation of SWIC and state directives; assuring service providers and training providers meet the high standards to which

they should be held; and assuring highest quality, efficiency and effectiveness in delivery of services as a trustee of public funds.

Identify what WIA services and activities will be awarded through competitive grants within the local area, and briefly describe the competitive process that was or will be used within each competition.

One-Stop Operator – The WIB has designated its Executive Staff to serve as the One Stop Operator of WSA 7. A letter will be sent to the Governor requesting such designation.

WIA Adult, Youth, and Dislocated Worker Service Provider –The WIB followed federal, state and local procurement regulations, policies and procedures regarding the procurement of service providers for WIA adult, dislocated worker and youth services. PY'12 will be the second year of the contract with the current WIA service provider, Vincennes University.

Other - The WIB will follow federal, state, and local procurement regulations, policies and procedures regarding the purchase of equipment, supplies, services, etc.

Describe the process the WIB utilizes to monitor any services/activities it procures, including WIA service provider.

The WIB will monitor any services/activities it procures in accordance with the guidelines established under the terms of the grant or agreement issued, and any federal, state, local policies.

How does the WIB eliminate real or perceived conflict of interests in developing RFPs, scoring proposals, and issuing grant awards?

WIB executive staff and board members receive training regarding conflicts of interest related to their involvement with such activity. The conflict of interest training is part of the orientation process for new board members. Also, prior to any person participating in the scoring of proposals, they must sign a statement acknowledging that they have no conflict in the matter.

Section 7 Program Contact Person and Signature Page

Provide the name and contact information of the WIB's primary contact persons for the following:

- WIA Adult and Dislocated Worker Programs – Lisa Lee/Linda Morley
- WIA Youth Programs – Lisa Lee/Linda Morley
- Fiscal Management – Tim Kelley
- Electronic /Information Systems –Tim Kelley
- Data Collection – Linda Morley
- Performance – Lisa Lee
- WIA Equal Opportunity Officer – Tim Kelley
- WIA Program Complaints – Lisa Lee

- WIA Program Complaints – Lisa Lee

Contact information for all: 630 Wabash Avenue, Suite 205, Terre Haute, IN 47807
Telephone 812-238-5616 / FAX 812-238-2466
lisalee@workforcenet.org
lmorley@workforcenet.org
tkelley@workforcenet.org

Signature Page, with contact information

See Attachment J

Attachment A
EGR 7 DEMAND OCCUPATIONS – May 9, 2012

AGRICULTURE

BIO-TECH CAREERS
ALL OTHER MECHANICS, INSTALLERS, REPAIRERS

ENGINEERING, SCIENCE, & TECHNOLOGIES

COMPUTER AIDED DESIGN
COMPUTER & MATH OCCUPATIONS
COMPUTER PROGRAMMERS
COMPUTER SYSTEMS ANALYSIS, ENGINEER, SCIENTIST
DATA PROCESSING EQUIPMENT REPAIR
DRAFTERS
ELECTRONIC ENGINEERING TECHNICIAN
LIFE SCIENCE OCCUPATIONS
OPERATING ENGINEERS
PROFESSIONAL ENGINEERS
ROBOTICS TECHNICIAN
SYSTEMS ANALYST
ALL OTHER COMPUTER SCIENTIST

MANUFACTURING AND PROCESSING

BOILERMAKERS
CASER OPERATOR
CHEMICAL TECHNICIAN
COAL MINER
EXPEDITING CLERKS
EXTRUDING & DRAWING SETTERS/OPERATORS, METALS & PLASTICS
EXTRUDING & FORM MACHINE OPERATORS/TENDERS
HAND WORKERS, INDUSTRIAL ASSEMBLY & FABRICATION
HELPERS, LABORERS, MOVERS
MACHINERY MAINTENANCE
MAINTAINENANCE AND REPAIR, GENERAL
METAL & PLASTICS, PROCESS MACHINE OPERATORS
PRODUCTION WORKERS
INVENTORY/PROCUREMENT AND PURCHASING /MATERIAL MANAGERS
PLASTIC MOLDING MACHINE OPERATORS/TENDERS
PRECISION TURNED PRODUCT MANUFACTURING
SALES REPRESENTATIVES, WHOLESALE & MANUFACTURING
STEEL PRODUCTION WORKERS
TOOL AND DIE MAKER
WAREHOUSE WORKER
WELDERS & CUTTERS, SOLDERS AND BRAZIERS
ALL OTHER ASSEMBLERS & FABRICATORS
ALL OTHER METAL AND PLASTIC SETTERS
MECHANICAL REPAIR & PRECISION CRAFTS

HEATING, A/C, REFRIGERATION MECHANICS
INDUSTRIAL MACHINERY MECHANICS
INDUSTRIAL MAINTENANCE
MACHINE SETTERS, SET-UP OPERATORS/TENDERS
MACHINE TOOL CUTTING & FORMING SETTERS/OPERATORS
MACHINERY MAINTENANCE
MAINTENANCE & REPAIR WORKERS, GENERAL
MAINTENANCE MECHANICS
NUMERICAL CONTROL MACHINE OPERATORS
PIPE TRADES/PLUMBERS & FITTERS
VECHICLE & MOBILE EQUIPMENT MECHANICS
SHEET METAL WORKERS
METAL FABRICATORS
BOILER PRESSURE VESSEL INSPECTOR
ALL OTHER MECHANICS, INSTALLERS, REPAIRERS

BUSINESS, MANAGEMENT & FINANCE

ACCOUNTANTS
ADMINISTRATIVE ASSISTANT
ADMINISTRATIVE SUPPORT, SUPERVISORS
AUDITORS
BUSINESS OPERATIONS SPECIALISTS
BOOKKEEPING, ACCOUNTING, AUDIT CLERKS
CLERICAL SUPERVISORS
COMPUTER SUPPORT SPECIALIST
FINANCIAL MANAGERS
FINANCIAL ADVISORS
GENERAL MANAGERS & TOP EXECUTIVES
GENERAL OFFICE CLERKS
LEGAL SECRETARY
OFFICE MANAGER
RECEPTIONIST & INFORMATION CLERKS
EXECUTIVE SECRETARIES
SECURITIES AND FINANCIAL SALES

BUILDING & CONSTRUCTION

BRICKLAYERS
BUILDING TECHNOLOGY
CARPENTERS, ROOFERS & OTHER CONSTRUCTION TRADES
ELECTRICAL WORKERS
SURVEY TECHNICIAN
GLAZIERS
HELPERS, CONSTRUCTION & TRADES

PLASTERERS & CEMENT MASONS
PAINTERS & PAPERHANGERS
IRONWORKERS
PLUMBERS AND PIPEFITTERS

EDUCATIONAL SERVICES

EDUCATION ADMINISTRATORS
SPECIAL EDUCATION TEACHERS
SECONDARY SCHOOL TEACHERS
POST SECONDARY SCHOOL TEACHERS
EDUCATIONAL, VOCATIONAL, SCHOOL COUNSELOR

HEALTH SERVICES

BIO-TECH CAREERS
CERTIFIED NURSING ASSISTANT
COMMUNITY SOCIAL SERVICES OCCUPATIONS
DENTAL ASSISTANTS
DENTAL HYGIENISTS
EMERGENCY MEDICAL TECHNICIANS
HEALTH ASSESSMENT & TREATMENT
HEALTH DIAGNOSING OCCUPATIONS
HEALTH INFORMATION MANAGEMENT
HEALTH PRACTITIONERS, TECHNICIANS, TECHNOLOGISTS
HEALTH SERVICE OCCUPATIONS
LASER AND ELECTRO OPTICS
LICENSED PRACTICAL NURSE
MEDICAL RECORDS & HEALTH INFO TECHNICIANS
MEDICAL SECRETARIES
MEDICAL & HEALTH SERVICE MANAGER
OCCUPATIONAL THERAPIST
PHARMACISTS & PHARMACY TECHNICIANS
PHLEBOTOMISTS
PHYSICAL & CORRECTIVE THERAPY ASSISTANTS
PHYSICAL THERAPISTS
PHYSICAL THERAPY AIDS
PHYSICIANS
RADIOLOGICAL TECHNICIANS
REGISTERED NURSES
RESIDENTIAL COUNSELORS
RESPIRATORY THERAPIST
SPEECH PATHOLOGIST/AUDIOLOGIST
SUBSTANCE ABUSE COUNSELING TREATMENT
SURGICAL TECHNOLOGIST
THERAPIST
ALL OTHER HEALTH PROFESSIONAL, PARAPROFESSIONALS

PERSONAL & COMMERCIAL SERVICES

FOOD SERVICE & LODGING MANAGERS
SOCIAL RECREATIONAL WORKERS

LEGAL, SOCIAL & RECREATION SERVICES

LIBRARIANS, ARCHIVISTS, CURATORS
PARALEGAL & LEGAL ASSISTANTS
POLICE OCCUPATIONS
SOCIAL WORKERS

PROTECTIVE SERVICES

POLICE AND SHERIFF'S PATROL OFFICERS
FIRE FIGHTERS

MARKETING, SALES & PROMOTION

MARKETING, ADVERTISING, PUBLIC RELATIONS MANAGER
MARKETING & SALES SUPERVISORS

TRANSPORTATION AND WAREHOUSING

AUTOMOTIVE SERVICE TECHS & MECHANICS
BUS & TRUCK MECHANICS & DIESEL ENGINE SPECIALISTS
TRUCK DRIVERS, HEAVY/INDUSTRIAL TRUCKS & TRACTOR OPERATORS
OTHER LOGISTICS RELATED OCCUPATIONS

Western Indiana Workforce Investment Board has identified demand and growth occupations within the Western Indiana Labor Market Area. These occupations are the focus of the Board's efforts for training. While this list is not all inclusive of occupations that may be in demand it represents those occupations with the wages that will afford self-sufficiency and the potential to increase income over time. It is not intended to limit client choice and other occupations will be considered for training purposes as appropriate.

**WIA Adult and Dislocated Worker Service Matrix
Program Year 2012**

Attachment B

PY 2012 Planned Participation Snapshot

Total Unique Planned Participants	Adult	DW	Co-Enrolled Adult and DW
1753	911	842	150

PY2012 Planned Partipation and Services Detail

Activity	Description	Annual Participation Target			Annual Service Target	
		Adult	DW	Co-Enrolled Out-of-School Youth	Adult	DW
Core Services	Orientation Workshop •Frequency: 5 x times per week •Delivery Mechanism: face to face-group setting •Objective Provide overview of available services •Anticipated Learning Outcomes: Customer will be aware of WorkOne self and staff assisted services.	911	842	100	911	842
	Resume Workshop •Frequency: 5 x times per week •Delivery Mechanism :Face to face or recorded •Objective: Introduction of resume types •Anticipated Learning Outcomes Customer will gain awareness of appropriate resume for a variety of situations	456	421	50	500	463
	Interviewing Workshop •Frequency: 5 x times per week •Delivery Mechanism Face to face but may be recorded for occasional use •Objective :Information on types of interviews and how to present yourself. •Anticipated Learning Outcomes :Customer will be aware of most common interview types and	456	421	50	500	463
	Career Interest Workshop •Frequency: 1 x times per week •Delivery Mechanism: face to face •Objective: Create an awareness of career options and transferable skills •Anticipated Learning Outcomes: Customer will be aware of possible career paths and how their skills/interests match a variety of careers.	182	168	10	182	168
	Job Search Workshop •Frequency: 5 x times per week •Delivery Mechanism: Face to face in group or individual setting •Objective:Information on how and where to look for jobs. Information on current job openings. •Anticipated Learning Outcomes: Awareness of a variety of job search techniques, networking and information on employer expectations.	546	505	80	600	555
	UI Workshop •Frequency: 5 x times per week •Delivery Mechanism: online UpLink tutorial •Objective :Instruction on the usage of Indiana's UpLink system •Anticipated Learning Outcomes :Customer will be able to use UpLink independently	NA	900	0	NA	900
	Healthy Lifestyles Workshop •Frequency: 1 x times per month •Delivery Mechanism:face to face in group setting •Objective:Information on healthy lifestyle alternatives •Anticipated Learning Outcomes: Customer will gain basic information on nutrition, exercise and stress management.	54	49	15	54	49

**WIA Adult and Dislocated Worker Service Matrix
Program Year 2012**

	Digital Literacy Workshop	<ul style="list-style-type: none"> •Frequency: 2 x times per month •Delivery Mechanism: Face to face •Objective: Introduction to basic computer usage •Anticipated Learning Outcomes: Understanding of basic computer terminology, email accounts and internet searches. 	182	227	30	195	250
	Financial Literacy Workshop	<ul style="list-style-type: none"> •Frequency: 1 x times per month •Delivery Mechanism: Face to face •Objective: Overview of budgeting, saving, financial aid •Anticipated Learning Outcomes: Customer will gain awareness of financial management techniques. 	54	49	60	54	49
	Work Readiness Workshop	<ul style="list-style-type: none"> •Frequency: 1 x times per week •Delivery Mechanism: Face To face •Objective: Awareness of employer soft skill expectations. •Anticipated Learning Outcomes: Understanding the value of time management skills, punctuality, team work, etc in the work place. 	227	152	60	275	200
	Other Workshops	(Add rows for any additional core workshops offered at WorkOnes within local area/region)					
	Other Core Services	Other core services may include UI referrals, community resources information and referrals, LMI, job referrals	400	325	60	1000	900
Intensive Services	Case Mgmt	There 14 FTE case managers who in addition to managing average case loads of approximately 150, also present workshops, participate in community awareness activities and in some cases serve as welcome team members.	911	842	150	911	842
	Counseling	The region has 1 Academic and Career Counselor	60	60	30	70	70
	Prevocational Training	(Describe any prevocational training activities that are funded by the WIB/RWB, and provide the rationale for offering)	0	0	0	0	0
	Intensive-Level Workshops	Intensive level workshops focusing on advanced Interviewing techniques and advanced Job Search techniques and tips will made available one time per month.	100	100	20	200	200
Training	ITAs	Local ITA policy limits tuitions expenditures to \$3,000 per person per period of participation. Student is required to complete FAFSA and WIA dollars are considered funding of last resort. Generally assistance is not provided for anything over a two year degree.	35	40	15	36	41
	GED Plus	Certification available include: CNA, CDL, CNC, Welding and Basic Computer Certification. Classes are open to the public and WIA participants.	15	0	5	0	0

**WIA Adult and Dislocated Worker Service Matrix
Program Year 2012**

	OJT	OJT is available for in demand occupations and generally limited to \$3,000 per employee. Employers must demonstrate commitment to retain participants in full time employment.	5	25	5	0	6
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**WIA Adult and Dislocated Worker Service Matrix
Program Year 2012**

Other Activities or Programs	Supportive Services	Supportive services are available on an individual basis. Participants must participate in financial planning workshop and have a budget that shows need. Generally services are limited to \$1,200 but more may be approved on an individual basis.	125	45	15	274	120
	Business Services	There are 3 FTE dedicated to business services. They promote WorkOne services such as Work Keys, ICC, OJTs.					
	Staff Development	2 hours per month are dedicated to staff development activities. In addition staff are afforded the opportunity to participate in state sponsored training opportunities.					
	Other	(Briefly describe any other activities or programs offered within the local area/region, and provide the rationale for offering - add additional rows if necessary)					
		(Insert additional rows if needed)					
Admin Costs	Administrative Activities	WIA administrative funds are used as defined and in compliance with OMB circulars to cover costs associated with audits, legal services, financial services and personnel.					
Totals		Total Core	3,468	4,059	515	4,271	4,839
		Total Intensive	1,071	1,002	200	1,181	1,112
		Total Training	55	65	25	56	67
		Total Other	125	45	15	274	120
		Grand Totals	4,719	5,171	755	5,782	6,138

WIA Adult and Dislocated Worker Service Matrix PY2011 Results

Attachment C

PY2011 Adult and Dislocated Worker Participation Overview

Total Unique Participants	Adult	DW	Co-Enrolled Adult and DW
698	632	261	194

PY2011 Annual Participation and Service Detail (Through March 30, 2012)

	Activity	Adult		DW		Co-Enrolled Out-of-School Youth		Notes
		Planned (PY2012)	Actual (Through Mar 30, 2012)	Planned (PY2012)	Actual (Through Mar 30, 2012)	Planned (PY2012)	Actual (Through Mar 30, 2012)	
Core Services	Orientation Workshop	1215-911	1658	585-439		45-34		Second "Planned" number is goal number as of March 31, 2012.
	Resume Workshop	425- 319	464	205-154		19- 14		
	Interviewing Workshop	802- 601	156	384- 288		34- 25		
	Career Interest Workshop	225- 169	120	109- 82		30- 23		
	Job Search Workshop	713- 534	699	343- 257		26- 19		
	UI Workshop	345- 259	911	310- 232		15- 11		
	Healthy Lifestyles Workshop	60- 45	18	37- 28		Seven		
	Digital Literacy Workshop	188- 141	43	270- 202		0		
	Financial Literacy Workshop	45- 34	20	72- 54		28- 21		
	Work Readiness Workshop	225- 169	42	109- 82		30- 22		
	Other Workshops (Add additional rows as necessary)	757- 568	95	366- 275		41- 31		ICC Workshop
	Other Core Services (Add additional rows as necessary)	50- 37	5055	35- 26		Twelve		

**WIA Adult and Dislocated Worker Service Matrix
PY2011 Results**

Intensive Services	Case Mgmt	693- 520	597	525- 393	252	56- 42		
	Counseling	168- 126	34	139- 104	21	Seven		
	Prevocational Training	0	0	0	0	0		
	Intensive-Level Workshops	168- 126	0	139- 104		Seven		
Training	ITAs	20- 15	34	16-12	14			
	OJT	Five	0	24- 18	5			
Other Activities	Supportive Services		136		33		7	
	Other							
Totals	Core	5050/3787	5753	2825/2119	3248	287/219	280	
	Intensive	1029/772	631	803/601	273			
	Training	25/18	34	40/30	19			
	Other	0	136	0	33	0	7	
Grand Total		6104/4577	6554	4471/2750	3573	287/219	287	

Youth Services Matrix
Program Year 2012

PY2012 Planned Participation Snapshot

Total Unique Planned Participants		In-School	Out-of-School
350	168	182	

PY2012 Planned Participation and Funding Detail

Program/Activity	Description	Youth Classification	Program Elements									% WIA Youth Funds to be Utilized		Other Funds/Resources to be Utilized (Type of Funds and Amount)		Annual Participation Target		Number of active sites offering program
			Turning Study Skills, Becoming School Completion	Alternative Secondary School Services	Summer Employment Opportunities	Field or Internship Work Experience	Occupational Skills Training	Leadership Development Opportunities	Supportive Services/Incentives	Adult Mentoring	Follow-up Services	Guidance and Counseling	In-School	Out-of-School	Source and grant period	Amount	In-School	
Jobs for America's Graduates (JAG)	Intschool JAG programs are operated in 3 counties in the region. The specialists work closely with WorkOne, Business Consultant Team and local businesses and service organizations.		x	x	x	x	x	x	x	x	x					130	0	3
Employment Experience	Employment experience opportunities include discovering opportunities and setting a path to that employment goal. Youth are encouraged to use tools such as ICE and ICC as a guide to their future employment. Local youth participate in the Young Hoosier Conservation Corp, job shadowing and internships as available. All employment and career readiness workshops are available to youth.	JAG Participants		x	x	x	x	x	x	x			35%			150	0	
Employment Experience		Non JAG Participants		x	x	x	x	x	x	x			8%					
Adult Education Programs	The region has ABE/GED classes in the WorkOne offices in 4 of our 6 offices. TABE testing, WIN Remediation and Mind Leaders are available to all customers. WorkOne staff frequently participate in the ABE enrollment process to introduce WorkOne services	Excluding JAG Participants	x				x		x	x		x	6%	12%		64	200	
GED+	Current GED+ offerings include CNA, CNC, Welding, CDL and ICC. The consortium is still working to develop additional offerings. Youth that are not in GED classes are encouraged to participate in these classes paid with WIA funds.	JAG Participants												7%			47	
GED+		Non JAG Participants	x				x	x	x			x					0	
													4%	4.00%				15

Youth Services Matrix
Program Year 2012

Program/Activity	Description	Youth Classification	Program Elements								% WIA Youth Funds to be Utilized		Other Funds/Resources to be Utilized (Type of Funds and Amount)		Annual Participation Target		Number of active sites offering program	
			Turning, Study Skills	Secondary School Completion	Alternative Secondary School Services	Summer Employment Opportunities	Paid or Unpaid Work Experience	Occupational Skills Training	Leadership Development Opportunities	Supportive Services Incentives	Adult Mentoring	Follow-up Services	Guidance and Counseling	In-School	Out-of-School	Source and grant period		Amount
Occupational Skills Training & Career Pathways	Plans are for Career Pathway camps to be offered by Plumbers and Fitters, Electrical Union, AHEC and a coalition for advanced manufacturing. In addition all JAG students participate in college fairs and career exploration opportunities. The out of school program offers career exploration and career information and assistance with college applications and financial aid applications. Remediation services can be provided if required. Youth may be eligible for supportive services and tuition assistance. Incentives are available for meeting goals. Short	JAG Participants	x					x	x	x	x						145	
		Non JAG Participants	x						x	x	x	x		7.50%	13%		8	204
Post-Secondary Assistance	WIA supports students involved in Project Search in conjunction with Hamilton Center and Union Hospital offering career training to youth with disabilities.	Excluding JAG Participants	x								x							
Other Programs		JAG Participants												1.50%	1%		45	26
		Non JAG Participants	x														10	
Totals													62%	37%		552	492	1

Youth Services Matrix PY2011 Results

PY2011 WIA Youth Participation Overview (Through March 30, 2012)

Total Unique Participants	In-School Youth	Out-of-School Youth
249	164	51

PY2011 Annual Participation and Service Detail (Through March 30, 2012)

Program/ Activity	% WIA Youth Funds to be Utilized						Annual Participation (PY2011)				Notes
	In-School			Out-of-School			In-School		Out-of-School		
	Planned (PY2011)	Actual (Through Mar 30, 2012)		Planned (PY2011)	Actual (Through Mar 30, 2012)		Planned (PY2011)	Actual (Through Mar 30, 2012)	Planned (PY2011)	Actual (Through Mar 30, 2012)	
Jobs for America's Graduates (JAG)	26.5	36%		14	0		135	157	75	0	Out of school JAG program replaced with locally developed jobs-focused program.
Employment Programs	29%	24%		11	22%		85	164	90	51	
Adult Education Programs	2%	0%		2	2%		143	0	51	38	Error from last year--in school students would not be in an Adult Education Program.
Scholarships	11%	6%		2	1%		57	0	60	0	"Scholarships"are reported under incentives.
Workshops	1%	1%		1	1%		173	157	109	12	
Other Programs/youth incentives							0	86	0	5	
Youth Supportive Services								24		4	
Youth in post secondary								4		5	
Youth in short term training								4		5	

Key Workforce Investment

ATTACHMENT F

Board Name:	Western Indiana Workforce Investment Board	
Name of Partner	Description of Partnership	Shared Customers/Interests
Accelerate West Central Indiana Economic Development	Regional partnership dedicated to the growth and prosperity of Region 7. Support existing employers and participate in new workforce intelligence and development.	Accelerate is supplied with labor market data, WorkOne programs and services to assist with current and new employers. Accelerate shares and involves Region 7 to assist customer needs.
Wabash Valley Advanced Manufacturing Cluster	Outreach of WorkOne services to manufacturing partners. Focus is on workplace readiness skills.	A continual exchange of information between partners in an ever changing economic climate. The WIB serves as a convener of business leaders and education, training, and employment professionals to address issues such as the regional workforce pipeline in relationship to the aging workforce, certifications, and work readiness skills.
CTE Advisory Boards	Bring WorkOne experience, communicate business needs, Labor Market Information, and advise partners of new programs and opportunities.	Grow relationship and knowledge of all partners. Being at the table with educators as secondary programs and curriculum are selected and developed gives the WIB a keen understanding of youth skills development and business priorities that educators are addressing.
Local Elected Officials	These relationships enable WorkOne programs and service to be known throughout Region 7 and promoted by leaders of the community.	The WIB is seen as a key resource that LEOs call in when major economic change is occurring. This change may be meeting with new companies to help ensure their workforce needs will be met, or those situations when a company is closing and an LEO sits at the table with the WIB to discuss dislocated worker services.
AHEC - Area Health Education Center	Working to meet Region's health and health workforce needs by providing educational programs in partnership with business and education.	AHEC is a great partner to the WIB. AHEC provides vital information regarding healthcare career opportunities and programs related to both the urban and rural areas of the region. AHEC presents workshops to both job seekers and staff regarding career requirements and unique workplaces, and has taught youth career camps.
Chamber of Commerce's	Inform all members of opportunities with the WorkOne system.	Continue to bring workforce programs and services to meet the needs of Chamber members. The WIB has served as a source to numerous Chambers for important local labor market information. The WIB also, on a regular basis, does presentations to Chamber members so they are up-to-date on WIB activities and resources.
DAWG - Disability Awareness Work Group	Meet to discuss the problems and solutions of individuals with disabilities.	As a partner at the table with the DAWG group, the WIB is continually updated on the resources available to assist our customers with disabilities. Conversely, the WIB continually updates the DAWG members on resources the WorkOne system offers to assist those facing unique challenges.
IEDC, Terre Haute Economic Development Corp., Greencastle/Putnam Co. Dev., Parke Co. Ec. Dev., Vermillion Co. Reuse Authority	All groups receive data and work together to achieve economic development goals.	Often the WIB staff is called upon to provide workforce intelligence requested by a site selection organization. The WIB also sometimes meets with prospective employers to discuss the skill levels of the local workforce.
ABE Partners - Vigo Co. School Corp., Area 30, Parke Vermillion Interlocal, Vincennes University.	Partnership to develop and strengthen adult basic education needs in region.	Have common goal of educational and employment attainment. This partnership provides shared customers with the opportunity to meet their educational goals, while concurrently planning and moving forward to meet key employment goals.

**WORKFORCE INVESTMENT AREA 7
MEMORANDUM OF UNDERSTANDING**

I. Identifying Information

The following organizations are entering into this Memorandum of Understanding (MOU) with the Workforce Investment Board serving Region 7.

- Indiana Department of Workforce Development; Wagner-Peyser Act Programs, Trade Act Programs, Title 38 Veterans' Programs, Unemployment Compensation Programs
- Title I of the Rehabilitation Act; Vocational Rehabilitation Act Programs
- WIA Adult, Dislocated Worker, and Youth Grant Recipient
- Title V of the Older Americans Act; Senior Community Service Employment Programs
- Indiana Department of Workforce Development; Adult Education and Family Literacy Programs
- Ivy Tech Community College (Carl Perkins Post-secondary Vocational Education Programs)
- Indian and Native American Program Representative

II. Provision of Services

The attached chart identifies the services provided by each partner through the one-stop delivery system.

The partners entering this MOU agree to continue to work with the WIB to develop new access or improve the existing access to their services through the one-stop system. Each partner will work with the WIB to analyze available services and identify areas where access to services through the one-stop system could be improved. The partners agree to work with the WIB on continuous improvement of the one-stop system.

III. Operating Expenses for the Local One-Stop System

The one-stop system will be funded primarily through the local Workforce Investment Act funds and funds allocated to the local Department of Workforce Development programs. As other partners elect to negotiate with the WIB to locate staff in the WorkOne offices, financial agreements with those individual partners may be negotiated.

All one-stop partners assure that they will work with the WIB and the State to work out funding of operational costs pursuant to federal and state guidelines.

IV. Referral of Clients

All one-stop partners agree to establish a mechanism that facilitates the referral of individuals between WorkOne offices and the one-stop partners. Referral may include electronic access to and transmittal of information, personal visits, telephone contact, referral cards, or coordinated orientation sessions where all partner services are explained and representatives are present.

V. Duration

This MOU will be in effect for two years for the period July 1, 2011 – June 30, 2013.

VI. Procedures for Amending

A partner may submit a written request to the WIB for an amendment to the Memorandum of Understanding at any time. Such amendments will require the signatures of all partners and the WIB indicating agreement with the proposed changes on an amended MOU document.

VII. Goals

The partners will assist the Board in being successful by doing the following:

- The partners will provide direct access to services through the One-stop system and will cooperate with the WIB in efforts to continually improve the referral and service delivery system.
- Appropriate applicants for services through the One-stop will be referred to the One-stop system.
- The partners will coordinate with other partners to develop a holistic, seamless regional workforce development service delivery system.

The WIB will assist the partners in being successful by doing the following:

- Board members will promote the services of the One-stop system to employers and job seekers. The WIB will assist the partners in developing outreach strategies for reaching potential One-stop customers.
- The WIB will continually strive to improve customer access through the monitoring of services and their availability.
- The WIB will promote the orientation and continuing education of staff to all partner resources and services.
- By signing this MOU, the partners are entitled to representation on the WIB, which will permit the full exchange of information to enhance the ability of the WIB to help partners be successful.

VIII. Equal Opportunity Assurances

The partners assure that they will fully comply with the nondiscrimination and equal opportunity provisions of Section 188 of WIA and its implementing regulations at 29CFR Part 37. These regulations prohibit discrimination because of race, color, religion, sex, national orientation, age, disability, or political affiliation or beliefs in both participation and employment. In the case of participation only, it prohibits discrimination based on citizenship, or his or her participation in any Title I financially assisted program activity.

Discrimination Complaint Procedure

The partners assure that complaints alleging discrimination on any of the above bases will be processed in accordance with 29CFR Part 37.76 and related sections and all Department of Workforce Development policies related to such.

Accessibility and Reasonable Accommodation

The partners will assure, pursuant to 29CFR Part 37.7 through 37.10 that the following is provided in the One-stop delivery system:

- a. Facilities and programs that are architecturally and programmatically accessible;
- b. Reasonable accommodations for individuals with disabilities;
- c. The method by which costs will be allocated for making reasonable accommodations (i.e. shared or paid by one entity).

Obligation to Provide Notice

The partners assure that they will provide ongoing and continuing notification that they do not discriminate on any of the prohibited basis in accordance with 29CFR Part 37.29 through 37.34 of the implementation regulations for Section 188 of the Workforce Investment Act.

IX. Signature

Ms. Ruth Hooker - Title V Older Worker Representative

**WORKFORCE INVESTMENT AREA 7
MEMORANDUM OF UNDERSTANDING**

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- WIA Adult, Dislocated Worker, and Youth Grant Recipient
- Title V of the Older Americans Act; Senior Community Service Employment Programs
- Indiana Department of Workforce Development; Adult Education and Family Literacy Programs
- Ivy Tech Community College (Carl Perkins Post-secondary Vocational Education Programs)
- Indian and Native American Program Representative
- Local Area Community Action Program; Community Service Block Grant Programs
- Housing and Urban Development Employment Program

II. Provision of Services

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All one-stop partners assure that they will work with the WIB and the State to work out funding of operational costs pursuant to federal and state guidelines.

IV. Referral of Clients

All one-stop partners agree to establish a mechanism that facilitates the referral of individuals

between WorkOne offices and the one-stop partners. Referral may include electronic access to and transmittal of information, personal visits, telephone contact, referral cards, or coordinated orientation sessions where all partner services are explained and representatives are present.

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Discrimination Complaint Procedure

The partners assure that complaints alleging discrimination on any of the above bases will be processed in accordance with 29CFR Part 37.76 and related sections and all Department of Workforce Development policies related to such.

Accessibility and Reasonable Accommodation


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- b. Reasonable accommodations for individuals with disabilities;
- c. The method by which costs will be allocated for making reasonable accommodations (i.e. shared or paid by one entity).

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IX. Signature



Dr. Ann Valentine, Chancellor, Ivy Tech Community College, Wabash Valley Region

**WORKFORCE INVESTMENT AREA 7
MEMORANDUM OF UNDERSTANDING**

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The partners will assure, pursuant to 29CFR Part 37.7 through 37.10 that the following is provided in the One-stop delivery system:

- a. Facilities and programs that are architecturally and programmatically accessible;
- b. Reasonable accommodations for individuals with disabilities;
- c. The method by which costs will be allocated for making reasonable accommodations (i.e. shared or paid by one entity).

Obligation to Provide Notice

The partners assure that they will provide ongoing and continuing notification that they do not discriminate on any of the prohibited basis in accordance with 29CFR Part 37.29 through 37.34 of the implementation regulations for Section 188 of the Workforce Investment Act.

IX. Signature

 9/22/11

Mr. Doug Dillion - ABE Representative

**WORKFORCE INVESTMENT AREA 7
MEMORANDUM OF UNDERSTANDING**

I. Identifying Information

The following organizations are entering into this Memorandum of Understanding (MOU) with the Workforce Investment Board serving Region 7.

- Indiana Department of Workforce Development; Wagner-Peyser Act Programs, Trade Act Programs, Title 38 Veterans' Programs, Unemployment Compensation Programs
- Title I of the Rehabilitation Act; Vocational Rehabilitation Act Programs
- WIA Adult, Dislocated Worker, and Youth Grant Recipient
- Title V of the Older Americans Act; Senior Community Service Employment Programs
- Indiana Department of Workforce Development; Adult Education and Family Literacy Programs
- Ivy Tech Community College (Carl Perkins Post-secondary Vocational Education Programs)
- Indian and Native American Program Representative

II. Provision of Services

The attached chart identifies the services provided by each partner through the one-stop delivery system.

The partners entering this MOU agree to continue to work with the WIB to develop new access or improve the existing access to their services through the one-stop system. Each partner will work with the WIB to analyze available services and identify areas where access to services through the one-stop system could be improved. The partners agree to work with the WIB on continuous improvement of the one-stop system.

III. Operating Expenses for the Local One-Stop System

The one-stop system will be funded primarily through the local Workforce Investment Act funds and funds allocated to the local Department of Workforce Development programs. As other partners elect to negotiate with the WIB to locate staff in the WorkOne offices, financial agreements with those individual partners may be negotiated.

All one-stop partners assure that they will work with the WIB and the State to work out funding of operational costs pursuant to federal and state guidelines.

IV. Referral of Clients

All one-stop partners agree to establish a mechanism that facilitates the referral of individuals between WorkOne offices and the one-stop partners. Referral may include electronic access to and transmittal of information, personal visits, telephone contact, referral cards, or coordinated orientation sessions where all partner services are explained and representatives are present.

V. Duration

This MOU will be in effect for two years for the period July 1, 2011 – June 30, 2013.

VI. Procedures for Amending

A partner may submit a written request to the WIB for an amendment to the Memorandum of Understanding at any time. Such amendments will require the signatures of all partners and the WIB indicating agreement with the proposed changes on an amended MOU document.

VII. Goals

The partners will assist the Board in being successful by doing the following:

- The partners will provide direct access to services through the One-stop system and will cooperate with the WIB in efforts to continually improve the referral and service delivery system.
- Appropriate applicants for services through the One-stop will be referred to the One-stop system.
- The partners will coordinate with other partners to develop a holistic, seamless regional workforce development service delivery system.

The WIB will assist the partners in being successful by doing the following:

- Board members will promote the services of the One-stop system to employers and job seekers. The WIB will assist the partners in developing outreach strategies for reaching potential One-stop customers.
- The WIB will continually strive to improve customer access through the monitoring of services and their availability.
- The WIB will promote the orientation and continuing education of staff to all partner resources and services.
- By signing this MOU, the partners are entitled to representation on the WIB, which will permit the full exchange of information to enhance the ability of the WIB to help partners be successful.

VIII. Equal Opportunity Assurances

The partners assure that they will fully comply with the nondiscrimination and equal opportunity provisions of Section 188 of WIA and its implementing regulations at 29CFR Part 37. These regulations prohibit discrimination because of race, color, religion, sex, national orientation, age, disability, or political affiliation or beliefs in both participation and employment. In the case of participation only, it prohibits discrimination based on citizenship, or his or her participation in any Title I financially assisted program activity.

Discrimination Complaint Procedure

The partners assure that complaints alleging discrimination on any of the above bases will be processed in accordance with 29CFR Part 37.76 and related sections and all Department of Workforce Development policies related to such.

Accessibility and Reasonable Accommodation

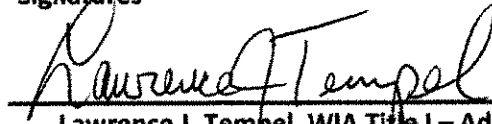
The partners will assure, pursuant to 29CFR Part 37.7 through 37.10 that the following is provided in the One-stop delivery system:

- a. Facilities and programs that are architecturally and programmatically accessible;
- b. Reasonable accommodations for individuals with disabilities;
- c. The method by which costs will be allocated for making reasonable accommodations (i.e. shared or paid by one entity).

Obligation to Provide Notice

The partners assure that they will provide ongoing and continuing notification that they do not discriminate on any of the prohibited basis in accordance with 29CFR Part 37.29 through 37.34 of the implementation regulations for Section 188 of the Workforce Investment Act.

IX. **Signatures**

A handwritten signature in black ink, appearing to read "Lawrence J. Tempel", is written over a horizontal line.

Lawrence J. Tempel, WIA Title I – Adult, Youth, and Dislocated Worker

WORKFORCE INVESTMENT AREA 7
MEMORANDUM OF UNDERSTANDING

I. Identifying Information

The following organizations are entering into this Memorandum of Understanding (MOU) with the Workforce Investment Board serving Region 7.

- Indiana Department of Workforce Development; Wagner-Peyser Act Programs, Trade Act Programs, Title 38 Veterans' Programs, Unemployment Compensation Programs
- Title I of the Rehabilitation Act; Vocational Rehabilitation Act Programs
- WIA Adult, Dislocated Worker, and Youth Grant Recipient
- Title V of the Older Americans Act; Senior Community Service Employment Programs
- Indiana Department of Workforce Development; Adult Education and Family Literacy Programs
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- Indian and Native American Program Representative

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III. Operating Expenses for the Local One-Stop System

The one-stop system will be funded primarily through the local Workforce Investment Act funds and funds allocated to the local Department of Workforce Development programs. As other partners elect to negotiate with the WIB to locate staff in the WorkOne offices, financial agreements with those individual partners may be negotiated.

All one-stop partners assure that they will work with the WIB and the State to work out funding of operational costs pursuant to federal and state guidelines.

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All one-stop partners agree to establish a mechanism that facilitates the referral of individuals between WorkOne offices and the one-stop partners. Referral may include electronic access to and transmittal of information, personal visits, telephone contact, referral cards, or coordinated orientation sessions where all partner services are explained and representatives are present.

V. Duration

This MOU will be in effect for two years for the period July 1, 2011 – June 30, 2013.

VI. Procedures for Amending

A partner may submit a written request to the WIB for an amendment to the Memorandum of Understanding at any time. Such amendments will require the signatures of all partners and the WIB indicating agreement with the proposed changes on an amended MOU document.

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The partners will assist the Board in being successful by doing the following:

- The partners will provide direct access to services through the One-stop system and will cooperate with the WIB in efforts to continually improve the referral and service delivery system.
- Appropriate applicants for services through the One-stop will be referred to the One-stop system.
- The partners will coordinate with other partners to develop a holistic, seamless regional workforce development service delivery system.

The WIB will assist the partners in being successful by doing the following:

- Board members will promote the services of the One-stop system to employers and job seekers. The WIB will assist the partners in developing outreach strategies for reaching potential One-stop customers.
- The WIB will continually strive to improve customer access through the monitoring of services and their availability.
- The WIB will promote the orientation and continuing education of staff to all partner resources and services.
- By signing this MOU, the partners are entitled to representation on the WIB, which will permit the full exchange of information to enhance the ability of the WIB to help partners be successful.

VIII. Equal Opportunity Assurances

The partners assure that they will fully comply with the nondiscrimination and equal opportunity provisions of Section 188 of WIA and its implementing regulations at 29CFR Part 37. These regulations prohibit discrimination because of race, color, religion, sex, national orientation, age, disability, or political affiliation or beliefs in both participation and employment. In the case of participation only, it prohibits discrimination based on citizenship, or his or her participation in any Title I financially assisted program activity.

Discrimination Complaint Procedure

The partners assure that complaints alleging discrimination on any of the above bases will be processed in accordance with 29CFR Part 37.76 and related sections and all Department of Workforce Development policies related to such.

Accessibility and Reasonable Accommodation

The partners will assure, pursuant to 29CFR Part 37.7 through 37.10 that the following is provided in the One-stop delivery system:

- a. Facilities and programs that are architecturally and programmatically accessible;
- b. Reasonable accommodations for individuals with disabilities;
- c. The method by which costs will be allocated for making reasonable accommodations (i.e. shared or paid by one entity).

Obligation to Provide Notice

The partners assure that they will provide ongoing and continuing notification that they do not discriminate on any of the prohibited basis in accordance with 29CFR Part 37.29 through 37.34 of the implementation regulations for Section 188 of the Workforce Investment Act.

IX. Signature

A handwritten signature in black ink, appearing to read "Doug Poe", is written over a horizontal line.

Mr. Doug Poe, WIA Title I Indian and Native American Program Representative

PROFESSIONAL SERVICES CONTRACT
INDIANA FAMILY AND SOCIAL SERVICES ADMINISTRATION
DIVISION OF DISABILITY AND REHABILITATIVE SERVICES
CONTRACT WITH:

WESTERN INDIANA WORKFORCE INVESTMENT BOARD, INC.
EDS NUMBER: VR1-2-84-12-VA-1813

This Contract ("this Contract"), entered into by and between Indiana Family and Social Services Administration, Division of Disability and Rehabilitative Services, Vocational Rehabilitation Services (the "State") and Western Indiana Workforce Investment Board, Inc (The "Contractor" or "Workforce Investment Board", "WIB"), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

1. Purpose and Responsibilities of Parties.

A. The purpose of this agreement is to meet the requirements of the Rehabilitation Act of 1973 (29 U.S.C. 721 et seq.), as amended, which requires the designated state agency (DSA) or designated state unit (DSU) of the vocational rehabilitation program to enter into a cooperative agreement with other entities that are components of the statewide workforce investment system of the state, consistent with section 101(a)(11)(A) of the Act and comparable provisions of the Workforce Investment Act (WIA).

B. All expenditures by Division of Disability and Rehabilitative Services (DDRS) for One-Stop services and ongoing operating costs will be made in accordance with OMB Circular A-87, Attachment A, Sec. C; OMB Circular A-122, Attachment A, the Education Department General Administrative Regulations (EDGAR) of Title 34 parts 74, 76, 77, 79, 80, 81, 82, 85, and 86; 20 CFR part 622; 29 CFR, part 37; and section 121(b) of the Workforce Investment Act of 1998, as applicable. Also in compliance with applicable law, VR will provide representation for each local Workforce Investment Boards (WIB) under section 117 of the Workforce Investment Act of 1998.

C. The Workforce Investment Board (WIB) and Vocational Rehabilitation Services (VRS) will collaborate to identify barriers and opportunities within the WIB region to increase employment opportunities for jointly eligible consumers while increasing efficiencies within the WIB and VRS. This collaboration will produce a report developed in concert by the two parties by March 31st of each contract year and jointly implemented throughout the contract period.

D. The partners to this agreement assure that they will work cooperatively to establish and maintain a cross-referral mechanism that facilitates the referral of individuals for needed services between the Workforce Investment Boards and Vocational Rehabilitation Services for appropriate service provision.

E. Consistent with the requirements of 20 CFR 662.240, DDRS will be the primary funding source for individualized vocational rehabilitation (VR) services for individuals with disabilities who have applied or have been determined to be eligible for VR services in accordance with federal regulations at 34 CFR 361, et seq. and applicable VR program policy. Core services are, but are not limited to, intake, eligibility determination,

Summary Roll-up Region

NOTE:
be populated based on data entered on the Budget-Expenses access to modify this tab.

This section will be used to populate the Administrative/Program Management activities and costs that are not involved in servicing clients. These activities are categories: Wages, Facilities and All Other.

Wages: Include the wages and benefits paid to employees for the management training and support to participants.

Facilities: Rent/Lease costs of facilities of the WIB/RO staff, utilities and janitorial.

All Other: Include all travel, supplies and equipment costs that are not related to financial audits, travel of fiscal agent or WIB/RO staff unrelated to directly service.

Management (formerly Admin/Program)

	Adult	Dislocated Worker	In-School	Out-of-School	Youth
Wages	\$ 112,550.00	\$ 111,455.00	\$ 32,588.00	\$ 38,730.00	
Facilities	\$ 21,563.00	\$ 20,897.00	\$ 17,459.00	\$ 7,545.00	
All Other	\$ 53,828.00	\$ 52,095.00	\$ 43,612.00	\$ 18,874.00	
	\$ 187,941.00	\$ 184,447.00	\$ 153,659.00	\$ 65,149.00	

NOTE: The Projected Revenue section is not needed for the expenditure reporting that will be requested quarterly.

NOTE: If any of the cells that are highlighted in purple do not say "Balanced" the corresponding row and cells above do not equal. EXAMPLE: If the formula is: ((SUM(C40:G40)*SUM(H31:H39)))

FY: 2013	WIA Admin (Adult/Dislocated Worker/Youth)	Other From DWD	TOTAL
Section I: Administration Budget/Expenditures			
Wages & Benefits	\$ 21,606.00	\$ -	\$ 21,606.00
Fiscal Agent Contract	\$ 125,000.00	\$ -	\$ 125,000.00
Overhead (Rent, Utilities, etc.)	\$ 5,817.00	\$ -	\$ 5,817.00
Other (Contracts, Travel, Supplies, Equip.)	\$ 15,773.00	\$ -	\$ 15,773.00
A. TOTAL Allocated ADMINISTRATION	\$ 168,196.00	\$ -	\$ 168,196.00
Section II: Program Budget/Expenditures			
Internal Costs			
Wages & Benefits	\$ 378,075.00	\$ 323,273.00	\$ 1,573,371.00
Overhead (Rent, Utilities, etc.)	\$ 92,066.00	\$ 124,851.00	\$ 413,629.00
Other (Contracts, Travel, Supplies, Equip.)	\$ 26,808.00	\$ 80,460.00	\$ 166,372.00
B. TOTAL Internal - Program	\$ 496,949.00	\$ 528,584.00	\$ 2,153,372.00
Contractual - Program Funds	\$ -	\$ -	\$ -
Direct Client Services	\$ 89,465.00	\$ 124,662.00	\$ 510,127.00
	\$ 586,414.00	\$ 653,246.00	\$ 2,663,499.00
C. TOTAL PROGRAM Budget/Expenditures	\$ 640,237.00	\$ 653,246.00	\$ 2,831,695.00
D. TOTAL BUDGET/EXPENDITURES	\$ 640,237.00	\$ 653,246.00	\$ 2,831,695.00
Section III: Administration (Program Cost Break-out)			
Management (formerly Admin & Prog Mgmt)	\$ 187,941.00	\$ 47,080.00	\$ 638,278.00
Program (formerly Core & Intensive)	\$ 362,831.00	\$ 481,505.00	\$ 1,683,293.00
Direct Client Services	\$ 89,465.00	\$ 124,662.00	\$ 510,126.00
	\$ 640,237.00	\$ 653,247.00	\$ 2,831,696.00

Do not submit

	Adult	Dislocated Worker	In-School	Out-of-School	Other From DWD	TOTAL
Section IV: Projected Revenue						
2012 Allocation	\$ 566,871.00	\$ 547,620.00	\$ 457,613.00	\$ 196,120.00	\$ 653,246.00	\$ 2,421,470.00
Planned Carry-In	\$ 245,014.00	\$ 442,371.00	\$ 197,680.00	\$ 84,720.00	\$ -	\$ 969,785.00
Other - Specify	\$ (179,340.00)	\$ (173,320.00)	\$ (144,830.00)	\$ (62,070.00)	\$ -	\$ (559,560.00)
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
F. TOTAL PROGRAM	\$ 632,545.00	\$ 816,671.00	\$ 510,463.00	\$ 218,770.00	\$ 653,246.00	\$ -

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Mgmt)	Other	TOTAL
	From DWD	
\$	45,836.00	\$ 401,159.00
\$	442.00	\$ 67,906.00
\$	802.00	\$ 169,211.00
\$	47,080.00	\$ 638,276.00

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tes "Do no submit" then

WIB Region # 7 Attachment H

FY: 2013

	WIA Admin (Adult/Dislocated Worker/Youth)					Other From DWD	TOTAL
	Adult	Dislocated Worker	In-School	Out-of School	Youth		
Section I: Administration Budget/Expenditures							
Wages & Benefits	\$			21,606.00	\$	-	\$ 21,606.00
Fiscal Agent Contract	\$			125,000.00	\$	-	\$ 125,000.00
Overhead (Rent, Utilities, etc.)	\$			5,817.00	\$	-	\$ 5,817.00
Other (Contracts, Travel, Supplies, Equip.)	\$			15,773.00	\$	-	\$ 15,773.00
A. TOTAL Allocated ADMINISTRATION	\$ 53,823.00	\$ 52,140.00	\$ 43,563.00	\$ 18,670.00	\$	-	\$ 168,196.00
Section II: Program Budget/Expenditures							
Internal Costs							
Wages & Benefits	\$ 115,784.00	\$ 112,166.00	\$ 93,713.00	\$ 40,162.00	\$	31,576.00	\$ 393,401.00
Overhead (Rent, Utilities, etc.)	\$ 88,220.00	\$ 85,463.00	\$ 71,404.00	\$ 30,601.00	\$	121,697.00	\$ 397,385.00
Other (Contracts, Travel, Supplies, Equip.)	\$ 19,175.00	\$ 18,575.00	\$ 15,519.00	\$ 6,652.00	\$	74,734.00	\$ 134,655.00
B. TOTAL Internal - Program	\$ 223,179.00	\$ 216,204.00	\$ 180,636.00	\$ 77,415.00	\$	228,007.00	\$ 925,441.00
Contractual - Program Funds							
Direct Client Services	\$ 223,179.00	\$ 216,204.00	\$ 180,636.00	\$ 77,415.00	\$	228,007.00	\$ 925,441.00
C. TOTAL PROGRAM Budget/Expenditures	\$ 223,179.00	\$ 216,204.00	\$ 180,636.00	\$ 77,415.00	\$	228,007.00	\$ 925,441.00
D. TOTAL BUDGET/EXPENDITURES	\$ 277,002.00	\$ 268,344.00	\$ 224,199.00	\$ 96,085.00	\$	228,007.00	\$ 1,093,637.00
Section III: Administration / Program Cost Break-out							
Management (formerly Admin & Prog Mgmt)	\$ 147,297.00	\$ 142,895.00	\$ 119,218.00	\$ 51,093.00	\$	5,000.00	\$ 466,303.00
Program (formerly Core & Intensive)	\$ 129,705.00	\$ 125,650.00	\$ 104,980.00	\$ 44,992.00	\$	223,007.00	\$ 628,334.00
Direct Client Services	\$	\$	\$	\$	\$	\$	\$
E. TOTAL	\$ 277,002.00	\$ 268,345.00	\$ 224,198.00	\$ 96,085.00	\$	228,007.00	\$ 1,093,637.00

NOTE: The information entered in this page will populate the Summary Rollup that tab. Also, in each of the section of this tab (Budget-Expense) you will only see section.

For example, you will not rollup data from the RO section into the WIB/RWB sections into either the RO or WIB/RWB sections(s).

This section will be used to populate the Administrative/Program Management activities and costs that are not involved in servicing clients. These activities are categories: Wages, Facilities and All Other.

Wages: Include the wages and benefits paid to employees for the management and provide the training and support to participants.

Facilities: Rent/Lease costs of facilities of the WIB/RO staff, utilities and janitorial costs.

All Other: Include all travel, supplies and equipment costs that are not related to be financial audits, travel of fiscal agent or WIB/RO staff unrelated to directly servicing clients.

	Management (formerly Admin/Program)			
	Adult	Dislocated Worker	In-School	Out-of School
Wages	\$ 73,610.00	\$ 71,310.00	\$ 59,578.00	\$ 25,533.00
Facilities	\$ 20,982.00	\$ 20,336.00	\$ 16,990.00	\$ 7,282.00
All Other	\$ 52,695.00	\$ 51,049.00	\$ 42,850.00	\$ 18,278.00
Total	\$ 147,297.00	\$ 142,695.00	\$ 119,218.00	\$ 51,093.00

Do not submit

NOTE: The Projected Revenue section is not needed for the expenditure reporting that will be requested quarterly.

	WIA Admin (Adult/Dislocated Worker/Youth)					Other From DWD	TOTAL
	Adult	Dislocated Worker	In-School	Out-of School	Youth		
Section IV: Projected Revenue							
2012 Allocation	\$ 566,871.00	\$ 547,620.00	\$ 457,613.00	\$ 196,120.00	\$	653,246.00	\$ 2,421,470.00
Planned Carry-In	\$ 245,014.00	\$ 442,371.00	\$ 197,680.00	\$ 84,720.00	\$	-	\$ 969,785.00
Other - Specify	\$ (179,340.00)	\$ (173,320.00)	\$ (144,830.00)	\$ (62,070.00)	\$	-	\$ (559,560.00)
F. TOTAL PROGRAM	\$ 632,545.00	\$ 816,671.00	\$ 510,463.00	\$ 218,770.00	\$	653,246.00	\$ 2,831,695.00

NOTE: If any of the cells that are highlighted in purple do not say "Balanced" then row and cells above do not equal

EXAMPLE: If states "Do no submit" (SUM(C40:G40)*SUM(H31:H39))

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ction or from the Service Provider

Cells to the left. All management
f costs are broken down into three

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costs associated with the facility.

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icing clients.

am Mgmt)		TOTAL
Other	From DWD	
\$ 5,000.00	\$ 235,031.00	\$ 65,600.00
		\$ 164,672.00
\$ 5,000.00		\$ 465,303.00

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summation of the corresponding
" then

Service Provider		WIA Admin (Adult/Dislocated Worker/Youth)				Other From DWD	TOTAL
FY: 2013		Adult	Dislocated Worker	In-School	Out-of School	From DWD	
Section I: Administration Budget/Expenditures							
Wages & Benefits	\$					\$	\$
Fiscal Agent Contract	\$					\$	\$
Overhead (Rent, Utilities, etc.)	\$					\$	\$
Other (Contracts, Travel, Supplies, Equip.)	\$					\$	\$
A. TOTAL Allocated ADMINISTRATION	\$					\$	\$
Section II: Program Budget/Expenditures							
Internal Costs							
Wages & Benefits	\$	262,291.00	\$ 355,360.00	\$ 195,062.00	\$ 75,560.00	\$ 291,697.00	\$ 1,179,970.00
Overhead (Rent, Utilities, etc.)	\$	3,846.00	\$ 4,966.00	\$ 2,771.00	\$ 1,507.00	\$ 3,154.00	\$ 16,244.00
Other (Contracts, Travel, Supplies, Equip.)	\$	7,633.00	\$ 9,260.00	\$ 5,687.00	\$ 3,411.00	\$ 5,726.00	\$ 31,717.00
B. TOTAL Internal - Program	\$	273,770.00	\$ 369,586.00	\$ 203,520.00	\$ 80,478.00	\$ 300,577.00	\$ 1,227,931.00
Contractual - Program Funds							
Direct Client Services	\$	89,465.00	\$ 163,354.00	\$ 88,131.00	\$ 44,515.00	\$ 124,662.00	\$ 510,126.00
C. TOTAL PROGRAM Budget/Expenditures	\$	363,235.00	\$ 532,940.00	\$ 291,651.00	\$ 124,993.00	\$ 425,239.00	\$ 1,738,058.00
D. TOTAL BUDGET/EXPENDITURES	\$	363,235.00	\$ 532,940.00	\$ 291,651.00	\$ 124,993.00	\$ 425,239.00	\$ 1,738,058.00
Section III: Administration / Program Cost Break-out							
Management (formerly Admin & Prog Mgmt)	\$	40,644.00	\$ 41,752.00	\$ 34,441.00	\$ 14,056.00	\$ 42,080.00	\$ 172,973.00
Program (formerly Core & Intensive)	\$	233,126.00	\$ 327,834.00	\$ 169,079.00	\$ 66,422.00	\$ 258,498.00	\$ 1,054,959.00
1133 Direct Client Services	\$	89,465.00	\$ 163,354.00	\$ 88,130.00	\$ 44,515.00	\$ 124,662.00	\$ 510,126.00
E. TOTAL	\$	363,235.00	\$ 532,940.00	\$ 291,650.00	\$ 124,993.00	\$ 425,240.00	\$ 1,738,058.00

		Management (formerly Admin/Prog)			
		Adult	Dislocated Worker	In-School	Out-of School
Wages	\$	38,940.00	\$ 40,145.00	\$ 33,010.00	\$ 13,197.00
Facilities	\$	571.00	\$ 581.00	\$ 469.00	\$ 263.00
All Other	\$	1,133.00	\$ 1,046.00	\$ 982.00	\$ 596.00
Balanced	\$	40,644.00	\$ 41,752.00	\$ 34,441.00	\$ 14,056.00

Service Provider		WIA Admin (Adult/Dislocated Worker/Youth)				Other From DWD	TOTAL
FY: 2013		Adult	Dislocated Worker	In-School	Out-of School	From DWD	
Section I: Administration Budget/Expenditures							
Wages & Benefits	\$					\$	\$
Fiscal Agent Contract	\$					\$	\$
Overhead (Rent, Utilities, etc.)	\$					\$	\$
Other (Contracts, Travel, Supplies, Equip.)	\$					\$	\$
A. TOTAL Allocated ADMINISTRATION	\$					\$	\$
Section II: Program Budget/Expenditures							
Internal Costs							
Wages & Benefits	\$					\$	\$
Overhead (Rent, Utilities, etc.)	\$					\$	\$
Other (Contracts, Travel, Supplies, Equip.)	\$					\$	\$
B. TOTAL Internal - Program	\$					\$	\$
Contractual - Program Funds							
Direct Client Services	\$					\$	\$
C. TOTAL PROGRAM Budget/Expenditures	\$					\$	\$
D. TOTAL BUDGET/EXPENDITURES	\$					\$	\$
Section III: Administration / Program Cost Break-out							
Management (formerly Admin & Prog Mgmt)	\$					\$	\$
Program (formerly Core & Intensive)	\$					\$	\$
Direct Client Services	\$					\$	\$
E. TOTAL	\$					\$	\$

		Management (formerly Admin/Prog)			
		Adult	Dislocated Worker	In-School	Out-of School
Wages	\$		\$		\$
Facilities	\$		\$		\$
All Other	\$		\$		\$
Balanced	\$		\$		\$

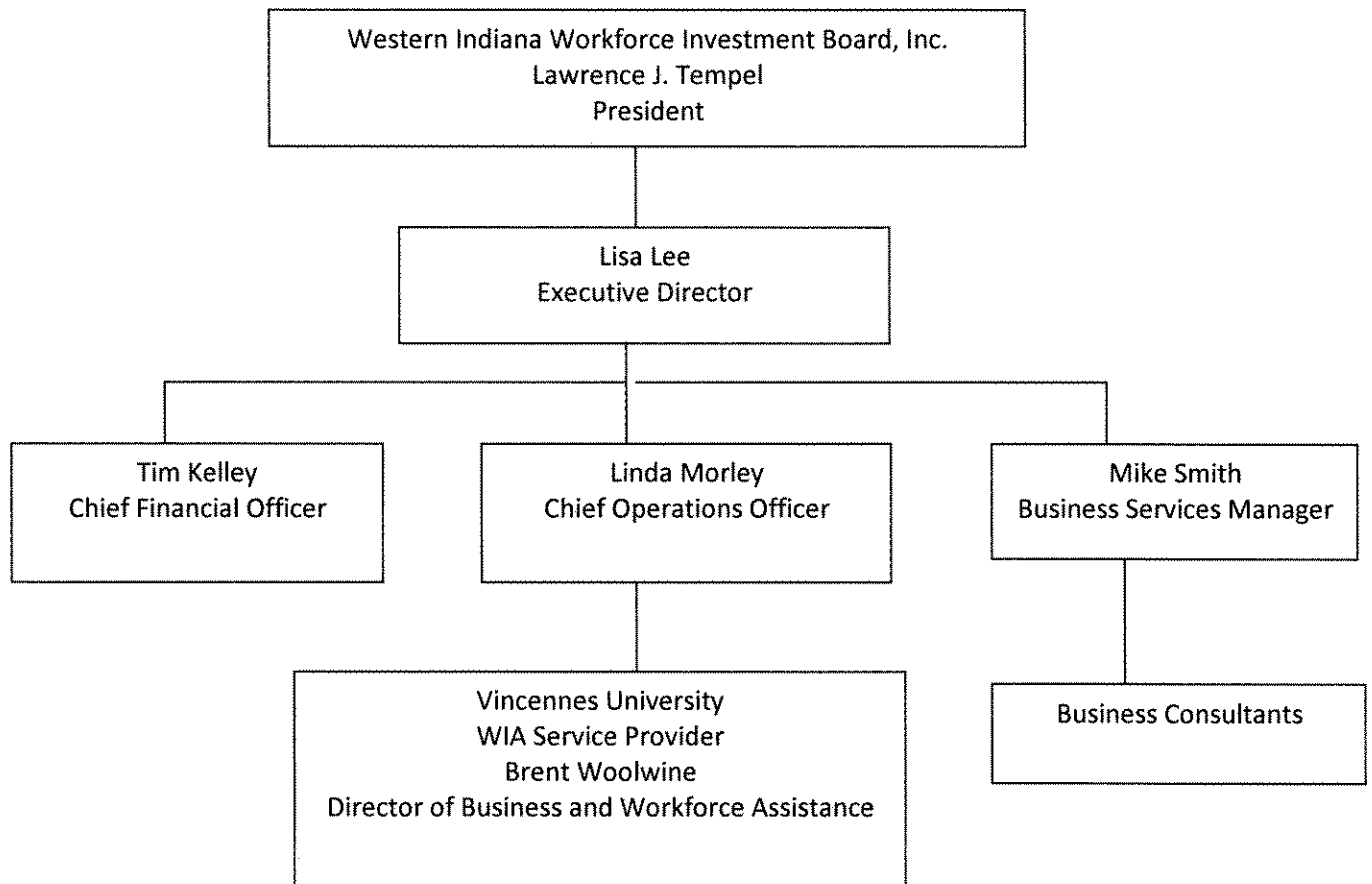
am Mgmt)	Other From DWD	TOTAL
\$	40,836.00	\$166,128.00
\$	442.00	\$ 2,306.00
\$	802.00	\$ 4,539.00
\$	42,080.00	\$172,973.00

am Mgmt)	Other From DWD	TOTAL
\$	-	\$ -
\$	-	\$ -
\$	-	\$ -
\$	-	\$ -

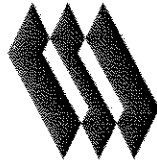
Attachment I

Western Indiana Workforce Investment Board, Inc.

Organizational Chart



Attachment J



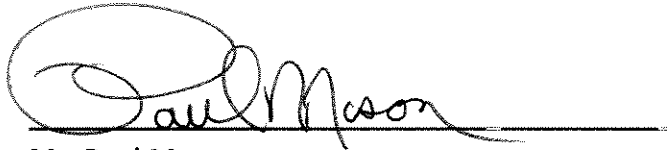
**WORKFORCE
INVESTMENT BOARD**
BUSINESS LED, QUALITY DRIVEN

Western Indiana Workforce Investment Board, Inc.

Workforce Investment Area 7

LOCAL PLAN PY'12

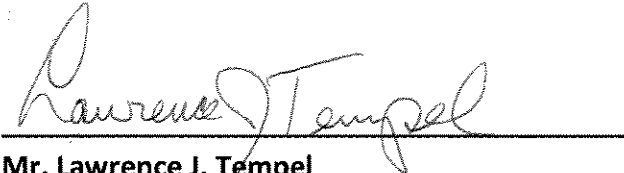
SIGNATURE PAGE



Mr. Paul Mason
Chief Local Elected Official WSA 7
Vigo County Commissioner
650 S. 1st Street
Terre Haute, Indiana 47807

May 11, 2012

Date



Mr. Lawrence J. Tempel
President
Western Indiana Workforce Investment Board, Inc.
630 Wabash Avenue, Suite 205
Terre Haute, IN 47807

May 11, 2012

Date