

Western Indiana Workforce Development Board, Inc.
Quarterly Meeting
December 8, 2022 – Holiday Inn – 7:30 AM

Members Present: Board President Rick Burger, Claudia Tanoos, Doug Dillion, Laurence Cross, Bill Dory, Jim Meece, Larry Tempel, Tammy Marion, Tom Wilson, Joe Bolk, Dr. Lea Anne Crooks, Mary Caye Pfister, Bobby Moore, and Beth Meguschar as proxy for DWD representative Noah Shelton.

Others Present: Terre Haute Mayor Duke Bennett, Commissioner Brendan Kearns, David Tucker, Greg Lee, Maggie McCormick, Lisa Lee, Mike Smith, Nikkie Spurr, and Richard Shagley Jr., Attorney.

Mr. Burger called the meeting to order.

Bobby Moore moved to approve the minutes of the September 8, 2022 WIWDB meeting. Larry Tempel seconded, and the motion was approved.

Nikkie Spurr presented the Grants Report:

WRG2107 Amendment #2 - funds provide access to education and training opportunities provided by training providers through the Next Level Jobs (NLJ) Workforce Ready Grant program. The purpose of this grant is to provide access to outstanding education and training for Hoosiers to earn a high-value certification in one of Indiana's in demand, high-growth job fields program. The total grant funding is \$110,000.00 with an expiration date of September 30, 2022. Amendment #1 changed the grant expiration date from September 30, 2022 to September 30, 2023. Amendment #2 increased the previously obligated funds by \$100,000.00 making the total obligation of this grant \$210,000.00.

WIOA2207 – funds provide the local areas with their regional formula allocation made available under the Workforce Innovation and Opportunity ACT (WIOA) for Program Year 2022. The period of the grant is from July 1, 2022 through June 30, 2024 with a total of \$1,494,148.00 in funding.

JAG2207 – funds provide services for students with barriers to receive instruction on employability skills, leadership skills, and support attainment of a high school diploma while also supporting employer marketing, post-secondary enrollment, and one full year of follow up contact and guidance. The period of the grant is from July 1, 2022 through December 31, 2023 with a total of \$506,250.00 in funding.

NLJETG2107 Amendment #2 - funds provide promotion, collaboration, and training reimbursement for employers conducting eligible job training within Region 7. This includes marketing, outreach, and promotion of the NLJ as well as employer engagement through professional and efficient service delivery and connection to the WorkOne system and WIOA (Workforce Innovation and Opportunities Act) partner programs. The period of the grant is from May 1, 2021 through June 30, 2022 with a total of \$420,000 in funding. Amendment #1 changes the Grant Expiration Date to December 31, 2022 and increases the previously obligated funds by \$500,000.00 which made the total obligation for this Grant \$920,000.00. Amendment #2 increases the previously obligated funds by \$423,479.00, and changed the grant expiration date to December 31, 2023. The total obligation for this grant \$1,343,479.00.

RESEA2107 Amendment #2 - funds are to pay for case management and administrative costs incurred in conducting the RESEA program. Amendment #1 decreased the previously obligated funds by \$35,000.00 and made the total obligation for this grant \$233,000.00 with an expiration date of September 30, 2022. Amendment #2 changed the grant expiration date to August 15, 2023.

PSG2207 - The 2022 Performance Support Grant purpose is to encourage the development and use of innovative practices resulting in improved performance outcomes for prospective jobseekers and employers. The period of this grant is from August 1, 2022 through December 31, 2023. The total grant funding is \$176,504.00.

BC2207 - The Regional Business Consultant grant will connect employers to the WorkOne system, conduct business analysis of local talent demand and assist in the development of a Regional Workforce/Economic Development partnership by developing relationships with regional businesses, Local Economic Development Organization (LEDO/s) and Small Business Development Centers. The period of this grant is from July 1, 2022 through June 30, 2023 with a total of \$60,000.00 in funding.

RESEA2207 - funds are to pay for case management and administrative costs incurred in conducting the RESEA program. The period of this grant is from January 1, 2022 through September 30, 2023 with a total of \$124,429.00 in funding.

Bill Dory motioned to approve the Grant Report. Larry Tempel seconded, and the motion was carried.

Lisa Lee presented the expenditure report through October 31, 2022. PY21 WIOA formula funding is on track to be expended by the end of this program year. The Next Level Jobs Employer Training Grant has a requirement that each employer retain their trainees for six months, post-training, before they can invoice the region. The retention rate requirement has begun to be met by employers who were engaged with NLJ's 5th round of funding and related invoices have been received. The PY22 WIOA Performance Support Grant was awarded by the State in part, to fund an Apprenticeship/SEAL Coordinator position with a beginning salary of \$30,000.00 per year. To date, there have been no applications submitted for the position.

During the January 13, 2022 Board meeting, Ms. Lee explained that there may be other applicable expenses that could include, but may not be limited to, some increase to current monthly charges from Crowe LLC for additional time spent assisting with the move from Fundware to Financial Edge NXT. It is now known that the hourly rate for this additional work by Carla Crowe is approximately \$200.00 per hour.

Claudia Tanoos motioned to approve the \$200.00/hour rate for Carla Crowe to assist with the transfer from Fundware to Financial Edge NXT. Doug Dillion seconded, and the motion carried.

Ms. Lee stated that the creation of a Board Audit Committee would greatly benefit the WDB. The Audit Committee responsibilities would include, but may not be limited to, engaging the Auditor and overseeing the audit process. Ms. Lee noted that Board Attorney, Rick Shagley, should be engaged to write the proper verbiage that will need to be added to the Board By-Laws.

Larry Tempel motioned to approve the creation of a Board Audit Committee. Bobby Moore seconded, and the motioned carried.

Bill Dory motioned to approve the Budget and Finance report. Larry Tempel seconded, and the motion carried.

Chairperson Doug Dillion presented an overview of the Business Service Team activity for the period of August 18, 2022 through November 21, 2022. There were 1,252 internal job orders created on Indiana Career Connect for Region 7. The Next Level Jobs Employer Training Grant continued to be promoted resulting in \$199,500.00 being obligated. There were several Job Fairs that WorkOne partnered with this quarter which included Sullivan County at the Civic Center, Putnam County at the Greencastle Armory, Ivy Tech at the Terre Haute Campus, and WTWO at the Terre Haute Convention Center. Union Hospital will start their second round of Apprentices in January 2023.

Mr. Dillion presented the JAG newsletter and the Youth Activities Report. He stated that in the first quarter of PY22 Region 7 had 22 In School WIOA Youth participants, 25 Out of School WIOA Youth participants, and 508 State JAG participants, for a total of 555 youth being served. At the end of quarter, a total of 9 youths were participating in work experiences across the region.

Mr. Dillion presented the Performance Report for Quarter ending September 30, 2022. Measurable Skill Gains continued to be the most difficult measure to reach along with Employment Rate 4th quarter after exit for youth. The transient behavior brought on by the shortage of workers may be one cause for the deficit.

Mr. Dillion discussed the DOL Dislocated Worker and Rapid Response Monitoring. Region 7 was selected for monitoring along with Region 11. During the exit conference it was noted by the FPO that both regions did a great job and that it is believed the official report will not list any compliance findings. Mr. Dillion thanked both the Service Provider staff and the WDB staff for their hard work and continued compliance with State and Federal regulations.

Mr. Dillion talked about the WorkOne Partner Conference held on November 29, 2022. The event has not been held since 2019 due to the Pandemic. Mr. Dillion stated that the event was a great success and that his employees also enjoyed the opportunity to view the Terre Haute Convention Center for the first time.

Mr. Dillion highlighted the Apprenticeship Day event that took place on November 18, 2022 at the Vigo County School Corporation building. He thanked Amy Allen of Union Hospital and Rick Burger for speaking at the event and Terre Haute Mayor Duke Bennett, who delivered the mayoral proclamation.

Mr. Dillion provided a Women in the Workforce update and shared the initiative's brochure.

Mr. Dillion discussed Lisa Lee's participation in the Indiana Workforce Board Alliance (INWBA) Workforce Symposium. The purpose of the event was for workforce leaders to discuss innovative and equitable solutions to address Indiana's critical workforce development challenges. Ms. Lee stated the event was a success. Mr. Dillion thanked Ms. Lee for her continuing to represent the WDB.

Mr. Dillion shared that DWD has a new Commissioner, David Adams. Mr. Adams came from the University of Cincinnati where he was the Chief Innovation Officer.

Mr. Dillion stated that the Planning Committee was made aware the Department of Education (DOE) made an attempt to influence the Governor and legislators to move the JAG program to DOE. Ms. Lee stated the concern has since been abated and thanked Mayor Bill Dory for his immediate response to the concern.

Parke County Commissioner Jim Meece motioned to approve the Planning Committee report. Larry Tempel seconded, and the motion carried.

The Personnel Committee did not meet this quarter.

Ms. Lee stated that the Vincennes University contracts for Service Provider and One Stop Operator will conclude on June 30, 2023 and per contract provision the WIWDB has the option to enter into a two year extension, if they would choose to do so. Ms. Lee provided no further comment on this subject at this point.

Mayor Bill Dory motioned to utilize the two year extension term with Vincennes University as both Service Provider and One Stop Operator. Doug Dillion seconded, and the motion carried.

Ms. Lee stated that there has been some discussion about potentially moving the WDB office. The Terre Haute Economic Development Corporation, the Terre Haute Area Metropolitan Planning Organization, the Terre Haute Department of Redevelopment, and the Terre Haute Chamber of Commerce have already informally committed to relocating to the former Clabber Girl building at the corner of 9th Street and Wabash Avenue in Terre Haute. Ms. Lee stated she has been in discussion with Gibson Development, LLC, as directed by the board, and the proposed rate for the initial five year term would be \$16.00/square foot and \$18.50/square foot if the Board would choose to extend the lease for an additional five year term. Utilities such as electric, gas, water, sewer, trash, internet, and parking would be included in the lease amount. Ms. Lee noted that the Board works closely with the organizations who will likely move to the new location, and with the move of the Terre Haute EDC, MPO, and Chamber of Commerce, the future use of Center City former office space is uncertain.


Bobby Moore motioned to continue detailed negotiations with Gibson Development LLC. Larry Tempel seconded, and the motion carried.

Larry Tempel motioned to approve the Executive Committee report. Jim Meece seconded and the motion carried.

The Next Quarterly Board Meeting will be Thursday, March 9, 2023 at 7:30am at the Holiday Inn.

There being no other business, the meeting was adjourned.

Respectfully Submitted,


Claudia Tanoos, Secretary/Treasurer