

Western Indiana Workforce Development Board, Inc.  
Quarterly Meeting  
March 9, 2023 – Holiday Inn – 7:30 AM

Members Present: Chairperson Claudia Tanoos, Chairperson Doug Dillion, Chairperson Laurence Cross, Greencastle Mayor Bill Dory, Commissioner Jim Meece, Larry Tempel, Dr. Lea Anne Crooks, Dr. Jason Trainer, Linda Bell, Mary Caye Pfister, Majdi El-Alami, Laura Sparks, and Shane Alumbaugh.

Others Present: Terre Haute Mayor Duke Bennett, Vigo County Commissioner Mark Clinkenbeard, Clay County Commissioner Marty Heffner, Kim Marlow, Cyndi Todd, David Tucker, Carmen Upchurch, Greg Lee, Maggie McCormick, Lisa Lee, Mike Smith, Nikkie Spurr, and Richard Shagley Jr., Attorney.

Claudia Tanoos called the meeting to order.

Doug Dillion moved to approve the minutes of the December 8, 2022 WIWDB meeting. Jim Meece seconded, and the motion was approved.

Claudia Tanoos welcomed new Board members Laura Sparks, Chief Human Resources Officer at Union Health group and Margie Anshutz, Chief Development Officer at Hamilton Center.

Lisa Lee presented the expenditure report through December 31, 2022. PY21 WIOA formula funding is on track to be expended by the end of the program year. WRG2107 funds pay for individuals to attend short term training that leads to a post-secondary credential. Those funds have been 63% expended and the remaining 37% has been obligated. Ms. Lee stated that the Rural Healthcare Grant is active through January 31, 2025 and the region is on target to expend 100% of those funds.

Ms. Lee presented the Employment Recovery Dislocated Worker Grant budget modification. She stated that the proposal for the grant was written early in the COVID-19 Pandemic to combat the number of dislocated workers resulting from the businesses that were closing at that time. Unbenounced to the regions and the State, when the economy began to re-open, the number of jobs available increased the demand for employees, making the job market highly accessible, with increasing wage rates. This drastically reduced the interest in training among dislocated workers. Ms. Lee stated that in order to try to expend these funds, prior to grant expiration on May 15, 2023, \$36,000.00 were moved from on-the-job training to career services to allow for case management and outreach and an additional \$1,400.00 were moved from on-the-job training to supportive services.

Doug Dillion motioned to approve the ER-DWG budget modification. Laurence Cross seconded, and the motioned was approved.

Ms. Lee discussed the installation of the Financial Edge NXT software. She stated the process went smoothly and the system has proved reliable. Ms. Spurr noted that there is an added piece of mind knowing that, should an issue arise, FE NXT is supported and help is available.

Ms. Lee presented the draft audit report from Comer and Nowling. She stated there were no findings and the WDB remains a low-risk auditee.

Larry Tempel motioned to approve the Budget and Finance report. Jim Meece seconded, and the motion was approved.

Mike Smith presented an overview of the Business Service Team activity for the period of November 22, 2022 through February 22, 2023. There were 13 new employers registered and 1,350 internal job orders created on Indiana Career Connect for Region 7. There were 550 WorkKeys tests administered. Mr. Smith states that the Next Level Jobs Employer Training Grant continued to be promoted resulting in \$139,992.00 being obligated. Upon receiving clarification from the State regarding NLJ carry over funds an additional \$500,000.00 is being promoted to regional employers. Mr. Smith stated he will share information with Committee members to review and share with others.

Nikkie Spurr presented the JAG newsletter and the Youth Activities Report. She stated that in the second quarter of PY22 Region 7 had 15 In School WIOA Youth participants, 29 Out of School WIOA Youth participants, and 328 State JAG participants, for a total of 372 youth being served. Region 7's annual WIOA goal for work experience was at 29% at the end of quarter 2 with a total of 2 youths participating in work experiences across the Region. Mr. Smith highlighted a plan to increase youth engagement in Vermillion County. Ms. Spurr expressed thanks to Ivy Tech Community College, Duke Energy, and the Judges who participated at the Regional JAG Career Development Conference. The event was held at Ivy Tech on January 20, 2023. Doug Dillion expressed his gratitude for all involved in making the event a success for the regions JAG students. Ms. Spurr highlighted some additional JAG student accomplishments throughout the quarter.

Lisa Lee presented the Performance Report for Quarter ending December 31, 2022. Measurable Skill Gains continued to be the most difficult measure to reach along with Employment Rate 4<sup>th</sup> quarter after exit for youth. This trend is also visible at the State level.

Ms. Lee highlighted the DOL Dislocated Worker and Rapid Response Monitoring Report. There were no compliance findings and only one area of concern. The area of concern was regarding lack of follow-up service documentation. The amount of staff turnover during the pandemic and need for clarification to new staff was provided as the explanation and was accepted by the FPO. Ms. Lee noted that the region received a promising practice where the FPO highlighted Region 7's partnership with Disability Awareness Working Group or DAWG.

Bill Dory motioned to accept the DOL Dislocated Worker and Rapid Response Monitoring Report. Larry Tempel seconded, and the motion was approved.

Ms. Lee presented information about the Apprenticeship Building America (ABA) Grant. The Region 7 allocation is \$154,500.00 and is intended to support national investment strategy to strengthen and modernize the RAP system, center growth with a focus on strengthening equity and accessibility, and promote Registered Apprenticeship as a workforce development solution. Ms. Lee stated that after the lack of communication and direction with the ASE grant, the State's OWBLA team have gone above and beyond to clarify the intent of this grant and provide training to promote successful implementation. The region has attended two training sessions regarding this ABA grant.

Jim Meece motioned to make "Qualifying businesses are served on a first come, first served basis, with priority given to minority and female owned businesses" the Western Indiana Workforce Development Board's priority statement for the NLJ-ETG. Shane Alumbaugh seconded, and the motion was approved.

Ms. Lee shared a document from the Indiana Workforce Board Alliance (INWBA) containing talking points.

Linda Bell motioned to approve the Planning Committee report. Lea Ann Crooks seconded, and the motion carried.

The Personnel Committee did not meet this quarter.

Ms. Lee stated that she and Mr. Burger received email confirmation that the R7 WIOA Local Plan Modification 3 was approved by the Governor's Workforce Cabinet.

Ms. Lee presented a modification to the WDB By-Laws. She explained that the modification includes the addition of an Audit Committee. The Audit Committee responsibilities range from participation in the selection of the independent financial auditor to discussing the final audit and management letter with the Board.

Lea Ann Crooks motioned to approve the addition of an Audit Committee to the WDB By-Laws. Larry Tempel seconded, and the motion was approved.

Ms. Lee presented a Proxy and Alternative Designee form. She explained that in Section 5 of the WDB By-Laws a Board Member may request the appointment of a Proxy and Alternative Designee when that member is unable to attend a meeting.

Ms. Lee presented a Conflict/Firewall Policy drafted by Attorney Rick Shagley. Mr. Shagley stated that when one entity is performing multiple roles for the WDB there must be an agreement outlining roles and responsibilities. The Multiple Roles Agreement was reviewed in detail by members.

Laurence Cross motioned to adopt the Multiple Roles Agreement as the official Conflict/Firewall Policy. Larry Tempel seconded, and the motion was approved.

Ms. Lee stated that during discussions with Crowe regarding the two-year extension option she was made aware of an 11% increase in Crowe's expenses. Through negotiations Crowe agreed that only 8% would be imposed upon the WDB for the two-year extension; this would bring the annual cost for Crowe services from \$87,000.00 annually to \$94,000.00 annually.

Larry Tempel motioned to utilize the two-year extension option with Crowe LLC as the Financial Service Provider for the WDB at the increased rate of \$94,000.00 annually. Laurence Cross seconded, and the motion was approved.

Ms. Lee provided an update on the progress of the lease negotiations with Gibson Development. There will be a rent increase from \$17,613.00 to \$40,096.00 annually. The Gibson lease does include all utilities.

Jim Meece motioned to approve the lease subject to administrative and legal review. Larry Tempel seconded, and the motion was approved.

Ms. Lee stated that there is an opportunity to increase Dislocated Worker outreach with the ER-DWG. Along with that staff suggest to extend the contract with Lara Beck and WTWO for outreach. This extension will result in an addition of \$4,500.00 to the WDB Outreach budget.

Laurence Cross motioned to approve the addition of \$4,500.00 to the WDB budget for outreach. Linda Bell seconded, and the motion was approved.

Laurence Cross motioned to approve the Executive Committee report. Larry Tempel seconded and the motion was approved.

The Next Quarterly Board Meeting will be Thursday, June 8, 2023 at 7:30am.

There being no other business, the meeting was adjourned.

Respectfully Submitted,

  
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Claudia Tanoos, Secretary/Treasurer