

Western Indiana Workforce Development Board, Inc.
Quarterly Meeting
September 14, 2023 – The Hub Conference Room – 7:30 AM

Members Present: President Rick Burger, Chairperson Laurence Cross, Chairperson Doug Dillion, Chairperson Claudia Tanoos, Greencastle Mayor Bill Dory, Bryant Wolfe, Carmen Upchurch, Dr. Lea Anne Crooks, Dr. Jason Trainor, Bobby Moore, Julie Schlosser, Larry Tempel, Linda Bell, Margie Anshutz, Mary Caye Pfister, Ryan Keller, and Tom Wilson.

Others Present: Vigo County Commissioner Mark Clinkenbeard, Parke County Commissioner Jim Meece, Kim Marlow, Dr. Timothy Rayle, David Tucker, Greg Lee, Tina Kent, Lisa Lee, Mike Smith, Nikkie Spurr, and Richard Shagley Jr., Attorney.

Rick Burger called the meeting to order.

Due to lack of quorum at the June 27, 2023 meeting, Claudia Tanoos made a motion to approve the actions of the June 27, 2023 meeting. Laurence Cross seconded, and the motion was approved.

Linda Bell motioned to approve the minutes of the June 27, 2023 WIWDB meeting. Bryant Wolfe seconded, and the motion was approved.

Claudia Tanoos stated that the Budget and Finance Committee did not meet this quarter.

Mike Smith presented an overview of the Business Service Team activity for the period of June 7, 2023 through August 31, 2023. There were 12 new employers registered and 965 internal job orders created on Indiana Career Connect as well as 83 WorkKeys test administered in Region 7. The Next Level Jobs Employer Training Grant continued to be promoted resulting in \$617,062.00 being obligated, \$86,000.00 of which has been invoiced and paid to the employers who met the 6-month retention rate requirement. Mr. Smith stated that Brad Trusler and Nikkie Spurr attended INWBA's Branding and Marketing Workshop on August 18, 2023. It was the third time Mr. Trusler and Ms. Spurr attended such an event to enhance their knowledge of marketing and outreach techniques. Mr. Smith explained that there was a statewide WARN Notice received July 30, 2023 for Yellow Corporation. Region 7 had 9 individuals affected by the shutdown. A Rapid Response orientation was held on August 29, 2023. Mr. Smith stated that there will be a job fair, in partnership with the Indiana National Guard, at the Greencastle Armory, on September 19, 2023 and 15 employers have confirmed that they will be attending.

Nikkie Spurr presented the JAG newsletter and the Youth Activities Report. She stated that Region 7 was recognized, by the State during the JAG end of year conference, for meeting and exceeding national benchmarks. Ms. Spurr highlighted some JAG student accomplishments that took place during the quarter including Colton Stone, of Parke Heritage JAG, who received State recognition for being the first JAG senior to earn a class A CDL. Ms. Spurr stated that at the end of PY22 Region 7 had a total of 595 youth being served across the region.

Doug Dillion presented Governor Holcomb's plan to double the JAG program by the 2024-2025 school year. DWD partnered with FSSA who committed \$23.1 million in TANF funds to be used across the state to expand JAG from 125 to 250 programs. He stated that Region 7 currently has 9 schools participating and that the state-provided sheet comparing data shows Greencastle High School and South Vermillion High School are excellent candidates. He noted that adding additional programs will create the need for a regional Assistant JAG Manager.

Laurence Cross motioned to add JAG programs at Greencastle High School and South Vermillion High School and allocate funds for the Service Provider to hire an Assistant JAG Manager. Claudia Tanoos seconded, and the motion carried.

Mr. Dillion presented the regional performance for the end of PY22. While Dislocated Workers continue to prefer to move directly into new employment rather than attend training, there was a 10.3% increase in measurable skill gains since last quarter. Youth employment rate Q4 saw an increase of 0.6%. Of note, Mr. Dillion stated that Wagner-Peyser metrics have all been exceeded this quarter.

Mr. Dillion presented an overview of HEA 1002-2023. He stated the act requires The Indiana Commission for Higher Education to create a career coaching and navigation plan then, in partnership with IDOE, award career coaching grants to implement the plan. As it relates to the WDB, the information was presented to the regional executive directors as an opportunity to apply to be the intermediaries of those funds. Ms. Lee noted there has been no other direction on this topic to date.

Ms. Lee provided an update on apprenticeships. She stated the RN apprenticeship with Union Health is going well and Saint Mary of the Woods will have a cohort beginning in January 2024. The Terre Haute Casino will be hiring an Executive Chef and is considering developing an apprenticeship to fill the need. Mr. Dillion stated the pre-apprenticeship with the Plumbers and Fitters was a joint effort across the region and all CTE Directors provided input.

Ms. Lee stated there is \$7,000.00 in the budget for an update to the WorkOne website. A committee will be assembled to oversee the update and it's completion by March 1, 2024.

Mr. Dillion stated that Manufacturing Day is the first Friday in October and it would be beneficial for school counselors and career counselors to attend tours at Steel Dynamics and Saturn Petcare. Mr. Dillion stated this event will provide education regarding job functions, pay scales, and linkages to pathways. Counselors have such influence over students, this is a key target group to educate. In addition, Mr. Dillion stated Apprenticeship week takes place the week of November 13-17 and it would be a great benefit to school and career counselors to attend an event detailing regional apprenticeship opportunities and the benefits of encouraging individuals and students to pursue them.

Claudia Tanoos motioned to approve the Planning Committee report. Laurence Cross seconded, and the motion carried.

Laurence Cross stated that the Personnel Committee did not meet this quarter.

Nikkie Spurr presented the Grants Report:

NLJETG2307 – 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 July 1, 2023 through June 30, 2024 with a total of \$250,000.00 in funding.

WRG2307 - 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 period of the grant is from July 1, 2023 through June 30, 2024 with a total of \$150,000.00 in funding.

WIOA2307 - funds provide the local areas with their regional formula allocation made available under the Workforce Innovation and Opportunity ACT (WIOA) for Program Year 2023. The period of the grant is from July 1, 2023 through June 30, 2025 with a total of \$1,437,216.00.00 in funding.

JAG2307 – 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, 2023 through December 31, 2024 with a total of \$580,000.00 in funding.

BC2307 - funds 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, 2023 through June 30, 2024 with a total of \$60,000.00 in funding.

Claudia Tanoos motioned to accept the Grants Report. Doug Dillion seconded, and the motion was approved.

Lisa Lee presented the Expenditure Report through July 1, 2023.

Ms. Lee stated that Region 7 requested \$285,000.00 in Workforce Ready Grant funding from DWD and was only granted \$150,000.00. Due to unforeseen circumstances, the Youth Camp arranged by Mr. Dillion was unable to take place in June leaving \$51,938.00 of Performance Support Grant funds to be reallocated. To offset the small WRG allocation and the subsequent increase to WIOA program spending, WBD staff recommended the remaining Performance Support Grant funds be reallocated to supplement WIOA program funding.

Doug Dillion motioned to modify the PY22 Performance Support Grant and reallocate the remaining funds to supplement WIOA. Bryant Wolfe seconded, and the motion was approved.

Ms. Lee stated that the WDB is need of outreach funding. In PY22 the Outreach and Sponsorship budget was \$14,500.00. Currently, the Sponsorship budget is \$3,000.00.

Laurence Cross motioned to add \$11,500.00 to the Outreach and Sponsorship budget. Bobby Moore seconded, and the motion carried.

Ms. Lee presented the Audit Acceptance Letter form the Indiana State Board of Accounts that states the July 1, 2021 through June 30, 2022 audit report performed by Comer, Nowling, & Associates was accepted and filed as a matter of public record.

Doug Dillion motioned to accept the State Board of Accounts Approval Letter. Carmen Upchurch seconded, and the motion carried.

As a result of the action of the June 27, 2023 board meeting, the WDB composed a formal letter addressing certain aspects of the State's PY22 monitoring conclusions. Ms. Lee stated that following the receipt of the WDB initial response letter one finding was considered resolved and

three needed some procedural updates that are still under review by DWD. She presented the LWDA 7 Resolution Tracking Document which outlined correspondence.

Laurence Cross motioned to approve the regional responses on the LWDA 7 Resolution Tracking Document for PY22 DWD monitoring. Bobby Moore seconded, and the motion was approved.

Lisa Lee presented an overview of negotiations for the lease of the Terre Haute WorkOne Comprehensive office at 30 N. 8th St. The landlord has agreed to begin improvements upon approval of a new 10-year lease. Improvements will include new carpet, new paint, and raising the wall height in three offices. Ms. Lee stated that the landlord began negotiations at \$17.06/sqft. for the first five years and \$18.60/sq. ft. for the remaining five years. After comparing rent costs in similar locations, the WDB negotiated an amount of \$16.22/sq. ft. for the first five years and \$17.68/sq. ft. for the remaining five years. With approval of the lease, the landlord is to make improvements the first quarter of 2024. The new lease will begin October 1, 2024.

Claudia Tanoos motioned to approve the WDB negotiated amounts and ten year lease, to begin October 1, 2024, for the Terre Haute WorkOne. Bryant Wolfe seconded, and the motion carried.

Ms. Lee discussed a partner meeting between Entek and the Department of Energy at Ivy Tech Community College of Terre Haute. DOE's goal was to determine the partnership levels established between the Workforce Board, CTE, EDC, Ivy Tech, and Entek. The DOE feedback from this meeting stated that Region 7 should be the model for partnerships in support of business and meeting the needs of area workers.

Ms. Lee presented a draft timeline for the hiring of a new Executive Director and there was some discussion.

Linda Bell motioned to approve the Executive Committee report. Bobby Moore seconded, and the motion passed.

The Next Quarterly Board Meeting will be Thursday, December 14, 2023 at 8:00 am.

There being no other business, the meeting was adjourned.

Respectfully Submitted,


 Claudia Tanoos, Secretary/Treasurer