

Western Indiana Workforce Development Board, Inc.
Executive Committee Meeting
11:30 AM – December 12, 2023 – Logan's Restaurant

Present: President Rick Burger, Doug Dillion, Laurence Cross, Claudia Tanoos, Richard Shagley, Lisa Lee, and Mike Smith

Rick Burger called the meeting to order.

Budget and Finance Committee

Lisa Lee presented the Grants Report:

RESEA2307 – funds are to pay for case management and administrative costs incurred in conducting the RESEA program. The total grant funding is \$110,284.00. The period of this grant is from January 1, 2023 through September 30, 2024.

PSG2207 Amendment #1 – funds are 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. Amendment #1 reallocates \$51,938.00 from the Business Consultant/Apprenticeship Coordinator staff position to WIOA Supplemental funding.

IFA2307 - Infrastructure and Additional Costs establishes funding between DWD on behalf of the partners DWD has responsibility for as well as Vocational Rehabilitation and the WDB as set forth in WIOA. The terms of this agreement are based upon regionally developed One-Stop Operating Budgets that apply a reasonable cost-allocation methodology that demonstrates the relative benefit received by each partner. Total grant funding is \$90,359.68 for the period of July 1, 2023 through August 31, 2024.

Laurence Cross motioned to approve the Grant Report. Doug Dillion seconded, and the motion was carried.

Lisa Lee presented the expenditure report through October 31, 2023. PY22 WIOA formula funding is on track to be expended by the end of this program year. She noted the increased spending in the Adult category; likely due to the RN apprentices being co-enrolled into the WIOA program. Co-enrollment into WIOA was a great benefit to the RN students and helped support the purchase of their textbooks, scrubs, and stethoscopes. In addition, Ms. Lee stated that Parke-Vermillion ABE has developed a short-term CCMA program and both ABE staff and WorkOne staff can begin to enroll eligible participants utilizing the Rural Healthcare Grant funds.

Lisa Lee updated members of the DWD Employer Training Grant Contract Modification.

- Extend current PY22/PY23 grant agreements through September 30, 2024.
- All grant funds must be obligated no later than March 31, 2024, with all invoicing required by September 30, 2024.

- Award PY24 (7.0) funding to regions as PY22/PY23 (5.0/6.0) funds are fully obligated. Remaining PY24 Round 2 funding will be awarded to regions not receiving a December award as they demonstrate full obligation of PY22/PY23 grant funding. Regions may request additional funding when they reach a threshold of less than \$100K in remaining obligations, and DWD will calculate an appropriate Round 2 funding level as requested by each region based on available funding and time remaining in PY24 to ensure the timely expenditure of all funds.
- Region 7 remaining funds for 5.0 and 6.0 are \$461,487.08.

Lisa informed committee members the annual outside audit is currently underway.

Doug Dillion motioned to approve the Budget and Finance Committee Report. Claudia Tanoos seconded, and the motion was carried.

Planning Committee

Mike Smith presented an overview of the Business Service Team activity for the period of September 1, 2023 through November 30, 2023. There were 10 new employers registered and 747 internal job orders created on Indiana Career Connect. The Next Level Jobs Employer Training Grant 6.0 expenditures totaled \$319,062.00. Lisa Lee made note that DWD announced an extension of 6.0 funds through September 30, 2024. Once 6.0 funds are fully obligated the regions can request additional 7.0 funds. Mr. Smith highlighted job fairs held in Clinton, Rockville, Brazil, and Greencastle during the quarter. The events were well received and feedback, from job seekers and employers, was positive. As a result of the partnership with the Parke County Chamber of Commerce, they announced WorkOne as their Chamber Member of the month for November. Ms. Lee noted that she and Mr. Smith received handwritten thank you notes from the Entek team to express gratitude for the support and guidance as they transition their business into the community. WorkOne was a corporate sponsor of the NAACP Freedom Fund Banquet held on November 9, 2023 at the Terre Haute Convention Center.

Ms. Lee presented the JAG newsletter and the Youth Activities Report through November 15, 2023. The JAG programs held their Initiation and Instillation ceremonies, attended college tours, and hosted guest speakers. Two students from Cloverdale JAG received \$42,000.00 in scholarships from Franklin College. Cloverdale JAG graduate, Deelaynee, was chosen to represent Ivy Tech's ASAP program marketing to highlight her achievement of an Associate's Degree in less than one year. Terre Haute North JAG students raised money for the Dog It Dig It Rescue program in Farmersburg. As of November 15, 2023, Region 7 had a total of 553 youth being served in Region 7.

Ms. Lee presented the Rolling 4th Quarter Regional Performance Report. Region 7 met or exceeded all WIOA metrics except Measurable Skill Gains for Dislocated Workers and Employment Rate Q4 for Youth. Ms. Lee noted that in comparison Region 7 is performing first in the State for Adult Employment Rate Q2, Adult Median Earnings, and Dislocated Worker Credential rates.

Doug Dillion discussed the Apprenticeship Week event held on November 15, 2023 at the Clay Community Schools Administration Building. Clay County Commissioner, Marty Heffner, delivered a proclamation, Lisa Lee provided an introduction, and representatives from the

Carpenters, Laborers, Plumbers and Pipefitters, and Union Hospital shared information relevant to each program. Mr. Dillion stated the event was well attended by regional school counselors, administrators, and media outlets.

Lisa reminded members that this Friday – December 15 - starting at 8:00 am the Region 7 Comprehensive Local Needs Assessment meeting will take place at the Hub – large conference room on the second floor.

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

Personnel Committee

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

Executive Committee

Ms. Lee informed members that the Board has received a two year DWD state certification, through June 30, 2025.

DWD has proposed 25% of each region's RESEA funding go towards supplementing state Wagner Peyser staff time beginning January 2024. Because this is a significant percentage of all region's allocation, the impact could reduce or end offering RESEA sessions in outlying counties. Brainstorming is underway throughout the state as to how best lessen the impact of this shift in funding. DWD is also examining the possibility of presenting RESEA orientation virtually.

On May 30, 2023, Lisa Lee sent a request to the Executive Committee for approval of a \$50.00/month increase in rent at the Clinton WorkOne office, effective June 1, 2023. There had not been an increase in rent at this location for several years. The roof was recently replaced on the building, and additional improvements have taken place. The annual rent before the \$50.00/mo. increase was \$10,560.00. With an annual increase of \$600.00, the annual rent for the Clinton WorkOne office is \$11,160.00; which means it remains the second lowest rent the Board pays for any office. The Executive Committee approved this request for the \$50.00 per month rent increase effective June 1, 2023, as it can take action for the Board between meetings. It is now requested that the full Board approve the \$600.00 annual increase, effective June 1, 2023 for the rent for the Clinton WorkOne office.

In other business, the committee members reviewed the "draft" job description for the Executive Director position. The members felt that the only change that needed to be made to the job description was the addition of a salary range, based on the specific qualifications of a candidate. After some discussion, Doug Dillion made a motion to approve the job description as written, with the addition of a salary range of between \$75,000.00 - \$100,000.00 annually, based on the qualifications of a successful candidate. Laurence Cross seconded the motion and it was approved.

Lisa Lee reminded the group of some upcoming Board events:

- 1) Unified State Plan Mid-January, Local Plans due September 30, 2024
Possible Board Strategic Planning session(s) between
- 2) WorkOne offices- Certifications due March 31, 2024

A motion was made by Claudia Tanoos to approve the Executive Committee report. Laurence Cross seconded and the motion was approved.

The meeting was then adjourned.