

Western Indiana Workforce Development Board, Inc.
Executive Committee Meeting
11:30 AM – June 23, 2023 – WDB Office

Present: Chairperson Rick Burger, Claudia Tanoos, Doug Dillion, Lisa Lee, Mike Smith, Nikkie Spurr, and Richard Shagley, Attorney.

President Rick Burger called the meeting to order.

The Budget and Finance Committee did not meet this quarter.

Planning Committee Chairperson Doug Dillion called on Mike Smith to give the Business Services Report.

Mike Smith presented an overview of the Business Service Team activity for the period of February 22, 2023 through June 6, 2023. There were 10 new employers registered in Indiana Career Connect and 1,459 internal job orders created in Indiana Career Connect for Region 7 for this review period. There were 149 WorkKeys tests administered. Mr. Smith congratulated Brad Trusler and Nancy Inman for their hard work engaging employers for the Next Level Jobs Employer Training Grant. From July 1, 2022, through December 31, 2023, Region 7 has submitted training agreements to the State in the amount of \$617,062.00. The Business Services Team has also been very active in community events and job fairs throughout the six county region. Of special note this quarter is the West Central Indiana Workforce Workshop, sponsored by The Western Indiana Workforce Development Board (WDB), WorkOne, Indiana Department of Workforce Development, and the City of Terre Haute. The event was well attended and a number of companies followed up with the WDB and WorkOne staff afterwards.

Nikkie Spurr presented the Youth Activities Report and the quarterly JAG activities. She stated that in the third quarter of PY22 Region 7 had a total of 590 WIOA Youth and State JAG students being served. The annual WIOA goal for work experience is 20% of the total youth expenditure. As of the end of the third program quarter, Region 7 has spent 26% of the annual WIOA youth expenditure on work experiences throughout the region. Ms. Lee discussed a potential JAG expansion across the State that was presented during a DWD meeting on June 7th. If the expansion goes through as outlined by the State, this should allow Region 7 to implement the requests made earlier to DWD to expand JAG programs into both Greencastle High School and South Vermillion High School. Ms. Spurr stated that Region 7, once again, received the JAG 6 of 6 Award for the performance of its JAG programs. Ms. Lee noted how big of an achievement it is to receive this award year after year. Region 7 was one of the first regions in the state to implement JAG the first year it was available. The region has since achieved the performance goals set by the national JAG Board every year. One caveat, no award was available year one, because awards are based on performance one year *after* student graduation. Ms. Spurr then highlighted some additional JAG student accomplishments that happened throughout the quarter.

Ms. Lee discussed the Regional JAG budget for PY23. The budget includes an increase to staff salaries based on the information provided by the State regarding the expected expansions to come.

Doug Dillion motioned to accept the JAG budget. Claudia Tanoos seconded, and the motion carried.

Lisa Lee presented the Performance Report for Quarter ending March 31, 2023. Measurable Skill Gains for Dislocated Workers continued to be a difficult measure to reach along with Employment Rate 4th quarter after exit for youth. This trend is also visible at the State level.

Nikkie Spurr highlighted the State's RESEA Monitoring Report. There were no compliance findings. There were suggestions made in the report aimed at optimum program performance. Word has also been received that during the upcoming program year, funding will be provided to deliver RESEA services to some outside WorkOne offices. In Region 7 it is anticipated that RESEA services will be expanded to the Sullivan, Vermillion, and Putnam County WorkOne Express offices.

Doug Dillion motioned to accept the State's RESEA monitoring report. Claudia Tanoos seconded, and the motion carried.

Ms. Lee gave a brief update on Region 7's Apprenticeship programs.

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 provided a suggested breakdown for of the grant award. Doug Dillion explained a potential model for Pre-apprenticeship with the Plumbers and Steamfitters. Laura Sparks discussed some of Union Hospitals recruitment strategies for the Union RN Apprenticeship. Bill Dory stated he would like to see some additional outreach and advertising to ensure the word is spread about the Union Hospital RN Apprenticeship opportunity to the entire Region.

Claudia Tanoos motioned to accept the suggested breakdown of the ABA Grant award. Doug Dillion seconded, and the motion carried.

Doug Dillion motioned to accept the additions to the R7 Demand Occupations List, to include the following additions:

- **Helpers, Laborers, Movers, & Material Handlers**
- **Battery Technician**
- **Industrial Maintenance and Repair Workers, General**
- **Human Resources**
- **Health & Safety Management**
- **Facilities Maintenance;** and no deletions.

Claudia Tanoos seconded, and the motion carried.

Claudia Tanoos motioned to approve the Planning Committee report. Doug Dillion seconded, and the motion carried.

The Personnel Committee did not meet this quarter.

Rick Burger opened the discussion regarding the business of the Executive Committee.

Nikkie Spurr presented the Grants Report:

BC2207 #1 – 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, 2022 through June 30, 2023*. Amendment #1 added \$60,000.00 making the total obligation of this grant *\$120,000.00*.

RESEA2107 #3 - 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. Amendment #3 decreased the previously obligated funds by \$140,000. The total obligation of the grant is *\$93,000.00*.

JAG2207 #1 & #2 - 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. Amendment #1 increased the previously obligated funds by \$43,750.00. Amendment #2 increased the previously obligated funds by \$2,000.00. The total obligation of the grant is *\$552,000.00*.

ABA2207 -- funds are to implement a variety of strategies to significantly expand Registered Apprenticeship Programs (RAP) opportunities to Indiana's employers and job seekers. The period of the grant is from January 1, 2022 through May 15, 2026. The total obligation of the grant is *\$154,500.00*.

PRETS2207 – 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 additional funding support will assist the Workforce Development Board with maintaining current programs and increasing program capacity using both WIOA and new grant funds. The period of the grant is from January 1, 2023 through June 30, 2023 with a total of *\$75,000* in funding.

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

Lisa Lee presented the Expenditure Report through April 30, 2023. Because this report does not cover most recent activity, It is expected that PY'21 funding will be completely expended by June 30, 2023. For example, as of the end of May, the service provider reported a WIOA Youth program balance of approximately \$40,000.00.

Ms. Lee presented the PY23 WIOA formula allocations. Region 7, as the rest of the state, is seeing a reduction in formula funding for PY'23. This is due in large part to Indiana's low unemployment rate. This decrease also makes operating the first quarter WIAO Adult and Dislocated Worker programs very difficult to implement unless funding provisions are made.

With that in mind, Doug Dillion motioned to continue to set aside 30% of formula funding for PY23. Claudia Tanoos seconded, and the motion was carried.

Ms. Lee then presented a draft copy of the proposed PY'23 Operations Budget. Some items highlighted included rent at the Clinton WorkOne office. This office has not had a rent increase in a number of years. The property has just changed ownership and the new owner has requested an increase of \$50/month which calculates to \$600.00 annually. Of note, this \$50/monthly increase was requested by the landlord to become effective June 1, 2023. Executive Committee members were contacted prior to June 1 regarding this request, and approved it to begin effective June 1, 2023.

Claudia Tanoos motioned to accept the \$50/month increase for the Clinton WorkOne office, with an effective date of June 1, 2023 as previously requested and approved by the Executive Committee.. Doug Dillion seconded, and the motion carried.

A second item discussed was a one-time allocation of \$36,000.00 under personnel costs to train and transition a new Board Executive Director, in light of the fact that current director, Lisa Lee has notified Executive Committee members that she will retire effective June 30, 2024, after 30 years of service in the workforce development sector. Committee members reserve the right to adjust the amount of funds allocated for this purpose based on circumstances as time moves forward.

Regarding board personnel, committee members also discussed a possible raise for staff to the Board. After some discussion, calculation of a 3% raise for staff, with the exception of the Executive Director, would be an increase to the budget of approximately \$5,986.00. Lisa Lee emphasized that with retirement, her current wage rate is acceptable.

Doug Dillion made a motion to increase Board staff wages by 3 percent to Mike Smith, Nikkie Spurr, Jon B. Trusler, and Nancy Inman effective July 1, 2023. The motion was seconded by Claudia Tanoos and carried.

A third line item discussed in the budget was that of "Outreach." Ms. Lee stated that during a recent DWD meeting, Board staff were notified of the availability of up to \$750,000.00 in Rapid Response funding that is available to the regions. It was stated that each region can apply for \$25,000.00 in outreach funding, up to four times, but funds must be expended or obligated before additional requests are made. It was also explained that outreach done with these funds do not have to address Rapid Response issues directly. DWD stated that funds can be aimed at things such as marketing WorkOne services and benefits.

Committee members discussed, and instructed staff to include a request to continue the 30 second television spots on one local television station, and to perhaps update the messages with community impact and success stories, and other specific achievements. In conjunction with outreach, it was suggested, that while Lara Beck and Associates has been an outstanding public relations provider, it would be best to end such services at the end of the current program year. Lara was great to work with. She provided many services and taught staff an immense amount about dealing with the press and leveraging coverage.

Doug Dillion motioned for the region to apply for the Rapid Response Outreach funding as mentioned above, and to thank Lara Beck for her services, but to end contacted services effective June 30, 2023. Claudia Tanoos seconded, and the motion carried.

Dave Tucker and Greg Lee then joined the meeting virtually. Dave Tucker stated that non-grant funded VU staff will be receiving 4% salary increases beginning July 1, 2023. This, coupled with the fact that DWD staff received substantial salary increases from the State during the current program year, has made it increasingly harder to attract and retain staff. Given the highly regulated services provided by WorkOne, it is imperative that quality staff are attracted to and remain as part of the local WorkOne system. Mr. Tucker then requested a 4 percent wage increase for all non-JAG Specialist service provider staff, effective July 1, 2023. This would include a staff of 16, with a cost approximately \$23,663.00. Also, in relationship to a service provider wage increase, DWD is very confident that there will be an opportunity to increase the wage rates of JAG Specialist with the planned program expansion. With that in mind, an approximate 4 percent wage increase was included in the Region 7 JAG Budget, which DWD encouraged. While JAG expansion funding seems very likely, if for some reason this would not take place, then the request made by VU for staff to receive a 4 percent wage increase, effective July 1, 2023, would include JAG Specialist, with an increase by approximately \$9,820.00.

Doug Dillion motioned to accept the 4% salary increase for all Region 7 grant funded VU staff. Claudia Tanoos seconded, and the motion carried.

Doug Dillion Motioned to accept the PY23 Operating Budget. Claudia Tanoos seconded, and the motion carried.

The next item of business was the State Monitoring report for program year 2022-2023. While the report was just received July 19, 2023, there has not been a lot of time to dig deeply into issues of concern. However, the management team was shocked to see four Findings in the report. The Exit Conference for this monitoring was held March 17, 2023. The purpose of an Exit Conference is to review how monitoring went – with good things noted along with any areas of concern, especially highlighting an issue or issues which have any chance of elevating to a finding. By doing this, local staff can respond with any information that might have been missed and are allowed to ask questions back and forth to ensure a clear understanding of anything related to monitoring. On March 17 there was never any mention of any issue that the state team viewed as a finding or possible finding. In fact, the tone of the discussion was quite positive. Of course, everything was qualified by monitors saying that final desk reviews will be completed upon staff return to their offices. It has always been the case in the past that local staff may or may not know if an issue will be cited in a final report as a finding, but the local staff has always known in the past if there was a possibility of a finding or findings; this was not the case in this instance.

Ms. Lee stated that the Board will request re-certification, effective July 1, 2023, and would like to thank new members to be appointed effective July 1, 2023,; Julie Schlosser from First Financial Bank, Carmen Upchurch from DWD, and Bryant Wolfe from Saturn Pet Care.

The annual Executive Director review was discussed and it was concluded that the Executive Director is doing an outstanding job and continues to meet or exceed board expectations.

Claudia Tanoos motioned to accept the annual Executive Director review. Doug Dillion seconded, and the motion carried.

The Executive Committee reviewed and nominated the following slate of officers for PY23:

President

Rick Burger

Vice President Daryl Andrews
Secretary/Treasurer Claudia Tanoos

Claudia Tanoos motioned to accept the PY23 officer nominations. Doug Dillion seconded, and the motion carried.

President Rick Burger stated that committee assignments will remain relatively unchanged for the upcoming program year, with the exception of new members being added to the roster. A list of committee members will be released soon. If any member would like to change committees, please see Mr. Burger.

Doug Dillion motioned to approve the Executive Committee report. Claudia Tanoos seconded, and the motion passed.

There being no other business, the meeting was adjourned.