

Western Indiana Workforce Development Board, Inc.
Executive Committee Meeting
11:30 AM –March 7, 2023 – Logan's Restaurant

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

President Rick Burger called the meeting to order.

There was no Grants Report for the quarter.

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. As of December 31, these funds have been 63% expended and the remaining 37% have 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 stated that a lack of expenditures still exists with the COVID-19 Employment Recovery Dislocated Worker Grant.

Ms. Lee presented the COVID-19 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 amount of dislocated workers resulting from the businesses that were closing at that time. Surprisingly, to the regions and the State, when the economy began to re-open, the amount of jobs available increased the demand for employees, making the job market highly competitive and 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 was moved from on-the-job training to allow for case management and outreach and an additional \$1,400.00 were moved from on-the-job training to supportive services.

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

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.

Doug Dillion motioned to approve the Budget and Finance report. Laurence Cross seconded, and the motion carried.

As part of the Planning Committee report, 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 that the NLJ funds carried over, an additional \$500,000.00 is being promoted to regional employers.

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. Lee 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. Ms. Lee thanked Claudia Tanoos for her many years of participation as a judge in the Public Speaking event. Ms. Spurr highlighted some additional JAG student accomplishments that took place 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 4th 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 listed 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 given as the explanation for these omissions and was accepted by the FPO. Ms. Lee noted that the region received "Promising Practice" recognition, as the FPO highlighted Region 7's partnership with DAWG; the Disability Awareness Work Group located in western Indiana.

Laurence Cross motioned to accept the DOL Dislocated Worker and Rapid Response DOL Monitoring Report. Claudia Tanoos seconded, and the motion carried.

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 a lack of communication and clarity 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.

Ms. Lee stated that if funding for the Next Level Jobs Employer Training Grant becomes limited it would be a best practice to have an established service policy. Doug Dillion 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/policy statement for the NLJ-ETG. Laurence Cross seconded, and the motion carried.

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

Claudia Tanoos motioned to approve the Planning Committee report. Laurence Cross 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.

Ms. Lee stated that word was received through email confirmation that the R7 WIOA Local Plan Modification 3 was approved by the Governor's Workforce Cabinet.

Ms. Lee then 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.

Laurence Cross motioned to approve the addition of an Audit Committee to the WDB By-Laws. Doug Dillion seconded, and the motion carried.

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.

Claudia Tanoos motioned to approve the addition of the Proxy and Alternative Designee Form. Laurence Cross seconded, and the motion carried.

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 by members.

Laurence Cross motioned to adopt the Multiple Roles Agreement as the official Conflict/Firewall Policy. Doug Dillion seconded, and the motion carried.

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 to an 8% increase in fees to extend current financial services to the WDB for period of the two year extension. The actual increase would be an increase of the current \$87,000.00 annually to \$94,000.00 annually.

Claudia Tanoos motioned to utilize the two year extension option with Crowe LLC as the Financial Service Provider for the WDB. Laurence Cross seconded, and the motion carried.

Ms. Lee provided an update on the progress of the lease negotiations with Gibson Development. The move will result in a rent increase from \$17,613.00 to \$35,248.00 annually, however rent at the current office has not increased for a number of year, and the new space is larger than the current office, and being part of the new regional business hub will be of benefit to the Board.

Doug Dillion motioned to approve the lease subject to administrative and legal review. Laurence Cross seconded, and the motion carried.

Ms. Lee stated that there is an opportunity to increase Dislocated Worker outreach with the ER-DWG. In coordination with this, staff suggests a three month extension of the contracts with Lara Beck and WTWO. And, additional outreach activities may include, but not be limited to, activities such as digital outreach and radio spots. In order to achieve such activities, an additional \$4,500.00 is being requested to be added to the WDB Outreach budget.

Laurence Cross motioned to approve three month extensions of both Lara Beck and WTWO contracts, (April, May, June 2023) and the addition of \$4,500.00 to the WDB budget for outreach. Doug Dillion seconded, and the motion carried.

Ms. Lee notified committee members of two new Board members. Laura Sparks, Chief Human Resources Officer, Union Health group and Margie Anshutz, Chief Development Officer, Hamilton Center.

Doug Dillion motioned to approve the Executive Committee report. Laurence Cross seconded and the motion carried.

There being no other business, the meeting was adjourned.