

Workforce Development Board

Region 5

Thursday, October 15, 2020

10:00 am – 12:00 noon

Meeting Via ZOOM

Workforce Development Board members present were: Steve Austin, Mike Barnes, Donna Batten, John Batts, Corey Baute, Tonda Capps, Craig Carter, Brenda Johnson (proxy for Kathy Clayton), Michelle Davis, Jeff Bryant (proxy for Chuck Goodrich), Melissa Graf, Thomas Hayes, Mike Heffner, Rob Henderson, Ruth Hooker, Jim Mehring, Rick Moore, Jean Renk, William Savage, Ariane Stallard and Lee Wenninger. A quorum was present. Others in attendance were: Lance Ratliff, Judy Horner, Tony Collier, Mary Beth Goldsmith, Patricia Griffin, Shelly Howard, Sally Eisbrenner, Bob Gentry and Kyle Marshall.

Chair Jim Mehring called the meeting to order at 10:00 am, and he welcomed everyone, noting the plan for the near future would be to continue to have virtual Board meetings. Jim reported the meeting was being recorded. He then announced two proxies for Board members, Jeff Bryant for Chuck Goodrich and Brenda Johnson for Kathy Clayton.

The approval of the consent agenda items was first on the agenda, and Jim asked if anyone wanted to further discuss any of the three items and if so, this would be removed from the consent agenda and discussed. There was no request for this, and Jim asked for a motion to approve the consent agenda items.

A motion was made by Bill Savage to approve the consent agenda items, which included the August 20, 2020 Board meeting minutes, the September 9, 2020 Youth Committee report, and the October 7, 2020 Program Committee report. Craig Carter seconded and the motion passed unanimously.

The next item on the agenda was the Finance Committee report, and Jim asked John Batts for a report. John noted the Committee met on October 13 and reviewed the financial reports for July, August and September 2020. He mentioned the audit service proposal and the audit coming up. Lance reported he and David Spears had recently been interviewed for any awareness of fraud, which is an interview that is a part of the standard practice in the audit. John asked David to present the changes to the budget, as well as the September financial statements, and David proceeded. He reported there were some changes in the Program Year 2020 budget that required a motion to approve, which added funding for the Employment Recovery program, State JAG program, RESEA program and Workforce Ready grant program including the Employer Training Grant program. He noted the October Finance Committee minutes were in the packet for review with more detail, and he was referencing pages 50 & 51 in the packet materials with the specific amounts of funds received. This additional funding brings the new total for the region for the program year to \$ 6,438,897.00. **David asked for a motion to approve the revised budget for Program Year 2020, for the period July 1, 2020 through June 30, 2021. John Batts made the motion, seconded by Bill Savage and all approved the motion.**

The allocation history for Region 5 was discussed, and David noted Lance had prepared a chart showing the changes in WIOA funding allocations over the last five years. David noted there was an overall decrease of 36 % in funds available for the core programs of Adult, Dislocated Worker and Youth in this current program year from the funding level five years ago. This was primarily due to the economic conditions in central Indiana and federal funds being redirected based on a formula to other regions within the State as well as to other States with higher levels of unemployment and other factors of need. Federal legislation is not able to keep up with the current times of the pandemic, as it is always using historical numbers for funding. It is yet to be determined how the COVID unemployment levels will affect federal legislation for funding levels, if the State will receive more or less funding, and how our region will compare to other regions for the next annual funding budget for July 1, 2021. The comparison of this 5-year period of time was compiled to illustrate the importance of the region seeking and receiving additional sources of funding to supplement operations in order to maintain a continuity of offices, staffing and services within the region.

John Batts asked David Spears to continue with the September financial reports, since they are the most recent. David reviewed the Balance Sheet for September 30, 2020. He reported the Grant Breakdown and Current Standing of Remaining Funds report reflect 16.52 % of the total amount of available funds expended at 25 % of the program year. He noted there were no areas of concern he needed to raise. David reviewed the Revenue and Expense to Total Budget Report and Funding Source of Grant Expenditures Report for September. David referred to the graph in the materials that depicts information on the Grant Breakdown and Current Standing of Remaining funds report. He noted the detailed reports and draft minutes from the October 13, 2020 Finance Committee meeting were available in their materials if they wanted to further review or had any questions. **John Batts made a motion to accept the financial reports for July, August and September 2020, seconded by Craig Carter and all were in favor.**

Jim asked about the trend on unemployment claims. David and Lance made some comments that number of people filing was substantially less as the months and weeks go by from early on in the pandemic. Lance reported he believed it to be a slow recovery, and people are getting back to work. There was some discussion about the stimulus checks and the effect that had on people returning to work and/or seeking out employment.

David provided an update on the audit procurement process. He reported along with Lance, they reviewed the proposals received following a Request for Proposals sent out at the end of May. They recommended selecting the current firm of MCM CPAs and Advisors, which the Finance Committee approved by email prior to their October 13 meeting. David reported most of the audit will be completed virtually, with some on-site work by the auditors taking place in the Greenfield office the week of November 16, 2020. Jim thanked John Batts, David and Lance for their dedicated efforts and the financial reports.

The next item on the agenda was the discussion by Lance regarding the Intellectual Property Disclosure. A Department of Workforce Development memorandum was distributed to all regions on August 27, 2020. At that time, Lance distributed this to all Board members for their review. He thanked Board members for reviewing and for their responses. Lance noted the content of the memo was that all products developed and produced in whole or in part with DOL funds must include verbatim the USDOL-ETA Funding Acknowledgement and Product Disclaimer as written in the memo.

Jim asked Lance to introduce the speaker, Kyle Marshall with Conexus Indiana. Lance provided some background information about the work Kyle is doing and his background. Kyle then shared his slides with everyone and discussed Conexus, starting with their mission and vision statements. The focus was on their role in advanced manufacturing and logistics industries. Kyle described the work being done in high schools and with internship programs. Lance agreed to send out the slides presented by Kyle to Board members following the meeting. Jim thanked Kyle for his presentation.

Under Chair topics, Jim noted he had participated in a few virtual hiring fair events, held in conjunction with the Department of Workforce Development, with our regional business services staff taking the lead in recruiting the employers that have participated. Jim has jumped on to each presentation, making opening and closing remarks, noting he has enjoyed doing that and is impressed with the number of job openings available for job seekers regionwide. Jim noted that the review of the new combined 4-year WIOA plan was going to be the major agenda item for December and asked Lance to make a few remarks about the process for developing a local 4- year regional Plan, which needs to be submitted early in 2021 to the Department of Workforce Development (DWD) for their approval. Lance noted we are already into the first year of the 4- year plan, and recently the guidelines for developing the plan were distributed to regions. He reported staff are drafting this, gathering input and will be working with the Program Committee for review in order to make a recommendation for approval at the Workforce Board (WDB) meeting to be held on December 17, 2020. There is a required minimum period of 30 days for public comment and the Plan will be submitted to DWD according to their timeline by the end of January, 2021.

Jim thanked the WDB members for their hard work and participation and wished everyone in advance a happy and safe Thanksgiving. He noted the December 17th meeting will once again be held on the Zoom platform. **He asked for the meeting to adjourn, seconded by Ariane Stallard, and the meeting adjourned at 11:25 am.**