

**Meeting Minutes**  
**South Central Region 8 Workforce Board, Inc.**  
**Quarterly Meeting**  
**Stonegate Arts and Education Center**  
**February 17, 2016 12:00 Noon to 1:30 PM**

**Board Members Present:** Brenda Reetz, Lynn Coyne, Trent Todd, Rachel Carver, Renee Sears, Nancy Davisson, Steve Johnson, Gene McCracken, David St. John, Darrell White, Frank Guratzsch, Harold Gutzwiller

**Others Present:** John Corcoran, Shannon Laurent, Chris DuKate, Richard Rampley, Tina Judd, Trudie Dillman, Marilyn Pitzulo, Iris Kiesling, Nancy Karazsia, Dana Palazzo, Stacy Shonk, Greg Jones, Deani Purvis, Todd Hurst, Susan Neal, Brian Rawlins, Rob King, Brenda Davis, Jennifer Robinson, Phillip Dart, Brittany Arnold, Alex Ferguson, Jayme Bellman, Derek \_\_\_\_\_, Aedan Anderson, Estelle Strup.

**Board Members Absent:** Terri Gammon, Jason Flinn, Doug Kellams, Scott Baker, David Brinegar, Terry Pittman, Jennie Vaughn

**Call to Order**

Brenda Reetz called the meeting to order at Noon and welcomed guests. Each person present introduced themselves. A quorum of the Board was confirmed as present.

**Todd Hurst, Regional Opportunities Initiative (ROI)** John Corcoran introduced Todd Hurst with ROI. Mr. Hurst had formerly worked for the University of Indianapolis. Mr. Hurst will summarize the recent award by the Lilly Foundation to the Southwest Central Region. The Southwest Central Region includes all of the South Central Economic Growth Region plus, Dubois, Washington and Crawford counties.

Mr. Hurst stated that the Lilly Foundation awarded \$42 million to advance education and the workforce in the 11 county region. Some of the problems the Region is experiencing are: High School and Post-Secondary Completion; migration loss and lagging job growth. Mr. Hurst outlined the assets of the region, Life Sciences, Advanced Manufacturing tourism, IU and Crane.

Grant activities will focus on industry sectors of Life Sciences, Advanced Manufacturing and National Security/Defense. The strategies to be employed include sector partnerships of the employers, yearly occupational needs assessments, priority and goal development and purposeful engagement of Education partners. All of this will be industry led.

Mr. Hurst outlined the recent Skill Up grant application submitted to DWD by ROI. Mr. Hurst stated that the grant duration will be 5-7 years. Gene McCracken stated that Ivy Tech and Oakland City University are using the StoneGate Arts & Education Center for classes and that ROI is also welcome. Brenda Reetz asked about the Career and Graduation Coaches in the schools and whether we have trained folks to fill these positions. Currently, schools are having

difficulty filling counselor positions at the schools. Mr. Hurst stated that it may be possible to fill positions with folks from industry.

### **Approval of Minutes**

***Nancy Davisson moved to accept the minutes of the 11/18/15 meeting of the South Central Region 8 Workforce Board, Inc. Frank Guratzsch seconded the motion. All voted in favor.***

**Regional Operator Report** John Corcoran provided a grants update. Since the last meeting the Board has received these grants:

**Case Management Grant** – The Board received a grant of \$25,000 to assist DWD with the implementation of a new Case Management system. This grant pays for staff time and travel expenses. A contract with VU for \$20,000 has been written and \$5,000 will be retained at the Board level for Regional Operator charging.

**WIOA Transition Funds** – The Board received a grant of \$5,000 to pay for staff transition activities including staff training, plan development and other transition activities as the new Workforce Innovation and Opportunity Act is implemented. We propose to keep these funds at the Board level for staff time charging due to the small size of the grant.

**JAG/TANF Grant** – The Board received a grant for \$73,932 to support the JAG program. We recommend approximately \$73,000 should be provided to Vincennes University with a minimum amount retained for administration.

***Lynn Coyne moved to approve contracts to Vincennes University for \$20,000 in case management funds, to retain the \$5,000 in WIOA Transition funds at the Board level and to approve the award of \$73,000 to Vincennes University for the JAG program. Gene McCracken seconded the motion and all voted in favor.***

**Veterans Program** - John Corcoran outlined the objectives of the Veterans Job Readiness Workshops. The Board conducted a solicitation for a 5 day "Boot Camp" to train veterans on how to find a job. The Executive Committee Review of the Board reviewed two proposals received from Vincennes University and Operation Job Ready Veterans. The review committee consisted of the Executive Committee of the Board and the three Regional Operator staff. The Executive Committee recommends funding VU and the full Board should ratify the award of \$75,000 to Vincennes University.

***Gene McCracken moved to approve the action of the Executive Committee and award \$75,000 to Vincennes University for the Veterans Workshops. Steve Johnson seconded the motion and all voted in favor.***

Rob King, VU Region 8 Director thanked the Board and summarized the planned veterans workshop activities. The program will consist of a 30 hour program for 5 days. Each veteran that successfully completes the program will receive one hour of academic credit from

Vincennes University. Counselors from Vincennes University will evaluate the veteran's military training for possible academic credit. Veterans will receive training in: resumes; mock interviews with employer participation; career planning; addressing barriers to employment and job referrals.

David St. John added that Industry is asked how they have recruited veterans and this will give them another way to recruit.

Rob King stated that July 1 marks the full implementation of the WIOA program and that it is more than just a name change or small adjustments to the program. Mr. King then introduced the staff that are implementing WIOA in the Region. Phillip Dart, Operations Manager, Susan Neal, Data Manager, Brian Rawlins, Fiscal Manager, Jennifer Robinson, JAG Manager, Nancy Karazsia, DWD Local Office Manager and Functional supervisor of DWD and VU staff in Daviess, Martin and Greene Counties. Trudie Dillman, DWD Local Office Manager and Functional Supervisor of DWD and VU staff in Lawrence and Orange Counties. Trudie and Nancy share responsibility for Monroe, Brown and Owen Counties.

**Audit** – John Corcoran stated that an audit for the period ending 6/30/15 of the South Central Region 8 Workforce Board, Inc. has been issued. An audit of CLJ Associates, LLC for the period ending 12/31/15 has also been issued. Neither audit had any questioned costs or recommendations for improvement. In 2014 the Board received \$2.4 million in 2015 we received \$2.9 million.

**Financial Report** - Chris DuKate with Crowe Horwath the Board's contracted Fiscal Agent distributed and explained the financial reports; Chris highlighted the schedules in the reports as well as changes to the budgets. Chris explained that the Benchmark is 58% of expenditures and we are currently at 56% for the overall budget. Chris explained that the same information in the schedules is also presented in a visual pie chart.

Chris DuKate noted that 32% of total eligible expenditures have been expended on direct client costs. There was a brief discussion and Chris noted that this percentage is the highest among the other regions Crowe works with.

***Lynn Coyne motioned to approve the financial reports and budget changes.  
Nancy Davisson seconded the motion. All voted in favor.***

**WorkIndiana Report** – Shannon Laurent outlined the eligibility for the WorkIN program and provided an overview of the program. The program is designed upgrade skills and provide short term training. Shannon summarized the current expenditures for WorkIN and explained that WIA incentive funds were awarded for Work Experience opportunities for WorkIN participants. The Region received \$100,000 in WorkIN funding to help 40-50 Work IN customers this year. In February 45 were enrolled and 75% of the funds had been obligated. WorkIN funding is nearly depleted and future enrollments are not possible without additional funding.

Since the Work Experience funds are to be used for WorkIN customers and WorkIN funds are nearly exhausted, we requested that the Work Experience funds be used for occupational skills

training for WorkIN customers. DWD requested approval from DOL to use the WIA incentive funds for training WorkIN customers. DOL approved this and this has relieved the lack of funding for WorkIN. Shannon thanked Rachel Carver for the numbers of individuals she has referred to WorkIN. Marilyn Pitzulo stated that DWD has set a goal of 5% of adult education students to be enrolled in WorkIN. Most regions of the State are at 2%, a couple of regions are at 5%. Region 8 has 7% of adult education students enrolled in WorkIN. Marilyn stated that Region 8 is a model for the State.

### **JAG Career Development Conference and Introduction of JAG Students that attended the National Student Leadership Academy in Washington DC.**

Three JAG students were introduced to the Board, Brittany Arnold, Alex Ferguson and Aedan Anderson. The students each spoke to the Board about their experiences attending the JAG National Student Leadership Academy in Washington DC.

Jennifer Robinson described the recent Region 8 CDC conference and thanked Brenda Reetz for her involvement in the conference. 75 students competed at Ivy Tech Bloomington on January 22<sup>nd</sup>. The areas of competition included: Career Presentation; Critical Thinking; Employability; Financial Literacy; and Writing. First place winners at this competition will go on to compete in Indianapolis at the Statewide CDC Conference.

**WorkOne Report** - Richard Rampley reviewed the WorkOne report. Mr. Rampley updated the Board on the ModusLink closure and services being provided to transition these workers to new employment. Richard stated that we are providing Microsoft Office skill testing and assessments and that this service is available to employers. Office of Community and Rural Affairs grants have been awarded and these grants will fund free training in CNC, Electrical Technician and Information Technology; Industrial Maintenance and Heavy Equipment Operator. These are short term certification programs. Future projects included Job Fairs and a Federal Employment workshop for applicants at Crane. The first workshop will target employees who are losing their jobs at Crane because contracts are ending and must re-apply. Robin Branch provided the Business Services report and discussed Work Keys, Work Based Learning (65 now active). Robin stated that 7 Job Fairs have been scheduled over the coming months.

**UI Discussion** - Gene McCracken stated that he recently learned that 46% of State WorkOne staff either have either been laid off or vacated positions have not been filled. John Corcoran stated that Unemployment Insurance program is now on-line only. Nancy Davisson stated that UI funding has been reduced due to low unemployment. Gene McCracken expressed concern that service to UI customers has been compromised. Trent Todd stated that it has been difficult helping his workers (sheet metal workers.) The loss of local WorkOne staff to answer questions makes it difficult. The transition to on-line service and telephone service has been a problem.

Iris Kiesling asked what people do if they have no computer. Nancy Davisson stated that they can go to the WorkOne and use the computers and phones there. Shannon Laurent stated that WorkOne has a customer service challenge. It is hard for UI customers because in the past they have been helped with their UI claim by WorkOne staff. Now these same customers come to WorkOne and see staff there but they are not allowed to help them. Richard Rampley stated

that the Indianapolis call center was not prepared to handle the number of calls during the Christmas season. Nancy Davisson stated that upgrades will be made in April and July to enhance the UI Uplink system. The upgrades will make the system much faster. Richard Rampley stated that computer access is limited in southern Indiana. Brenda Reetz asked why DWD would locate a call center in Indianapolis. She stated that Region 8 lost jobs in the WorkOne layoffs. Greene County has workers that could staff a call center and these workers would perform this service cheaper than Indianapolis. Nancy Davisson said she would share this with DWD management. David St. John said it is best to interact with a person locally for such services rather than on-line or over the phone.

John Corcoran stated that the Board will meet next on May 11, 2016.

**Gene McCracken moved to adjourn, Frank Guratzsch seconded the motion.  
All voted in favor.**

The meeting adjourned at 1:45 PM.

Prepared By: John Corcoran