**Meeting Minutes**

**South Central Region 8 Workforce Board, Inc.**

**Quarterly Meeting**

**Stone Gate Arts and Education Center**

**June 20, 2018 Noon to 1:30 PM**

**Board Members Present:** Brenda Reetz, Gene McCracken, Michael Stieglitz, Steve Johnson, Frank Guratzsch, Jason Flinn, Michelle Ellis, Marilyn Pitzulo, Christy Langley, Angie Taylor, Lynn Coyne

**Others Present:** John Corcoran, Shannon Laurent, Richard Rampley, Tina Judd, Rob King, Randy Wells, Chris Dukate, Fred Payne, Nancy Karazsia, Robin Branch, Susan Neal, Sandy Friedman, Earl Isom, Jerry Pittman, Jeff Brothers, Jennifer Montgomery, Don Brewer, Alicia Hensley, Brian Rawlins, Phillip Dart, Cassie Janes, Alex Crowley, David Tucker, Stewart Rariden

**Board Members Absent:** Scott Baker, Laura Cooper, Christy Langley, Kenneth McKee, David Brinegar, Terry Pittman, Trent Todd, Jennie Vaughn, Teresa Hudson

**Call to Order**

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

**Approval of Minutes**

***Frank Guratzsch moved to accept the minutes of the 3/7/2018 meeting of the South Central Region 8 Workforce Board, Inc. Steve Johnson seconded the motion. All voted in favor and the minutes were approved.***

**Special Guest – Fred Payne, Commissioner of Department of Workforce Development**

Fred Payne addressed the Board and provided general information about the overall direction DWD is taking for employment and training. Mr. Payne discussed three specific areas including: 1) Engagement – employers, schools and community 2) Training – for jobs now and in the future, and 3) Consistent review of programs that are implemented.

Mr. Payne also discussed current unemployment rates and how they affect funding allocations throughout the different regions in the state. We need to connect employers and employees more effectively since we now have more job opportunities available than workers to fill these positions. Federal funding will continue to be reduced while we see such low unemployment rates which means we will have less money to serve those identified as “hard to serve” individuals. We must change our practices to meet these challenges. Mr. Payne stated that Governor Holcomb stresses creating an environment where decisions are made at the local level. In the past, ten percent of dislocated worker funding was held back from allocations, only five percent will be held back for the upcoming program year and the rest has been allocated to the regions.

Mr. Payne stressed the importance of accountability and transparency by DWD leadership. The State holds regions accountable, and the State must be held accountable for their actions as well. The new Workforce Cabinet will include State government heads and they will be held accountable by the cabinet. Mr. Payne shared that DWD wants to work with the regions and anyone is welcome to bring concerns directly to his attention.

Brenda Reetz stated she recently met with Commissioner Payne and his team, and felt it was a very productive session and provided a better understanding of the state’s overall vision. She will work closely with Rob King to expand the vision of the Board and identify effective employment strategies moving forward. Brenda Reetz thanked Commissioner Payne for attending the Board meeting. Lynn Coyne congratulated Commissioner Payne on his work to date.

**Program Year 2018 Allocation**

John Corcoran discussed PY’18 WIOA allocations and provided members with an allocations chart showing the differences between PY’17 WIOA allocations and PY’18 allocations. Region 8 will take a nine percent reduction for PY’18, or $177,818. John mentioned that the region will be looking to apply for other grant opportunities outside of WIOA to increase budgets and offset reductions.

**Elected Officials Meeting**

John Corcoran informed Board there was a Local Elected Officials (LEO) meeting at 10:30am prior to Board meeting. There was a quorum, as five of the nine appointed officials attended the meeting. Items discussed at meeting included regional background, duties and responsibilities of LEO’s, County Local Elected Officials Appointment agreement, and to elect a Chief Elected Official to represent Region 8. Gene McCracken was once again elected to serve as the Chief Elected official for Region 8. John also discussed the Region 8 Local Elected Officials agreement and obtained signatures for required agreement from those present. Rob King will contact appointed officials not present and obtain signatures.

**Signatory Authorization for Rob King**

John Corcoran presented an official letter of authorization for Rob King to act on behalf of the Workforce Board in matters concerning regional grant contract negotiation and preparation, development of memorandum of understanding (MOU) agreements with partner agencies, and other operational activities requiring Board approval and/or notification.

**Steve Johnson moved to approve letter of authorization and Fred Guratzsch seconded the motion. All voted in favor and the motion passed.**

**Workforce Plan Update**

Rob King advised the Board that the workforce plan modification is due to the state by September 30, 2018. WIOA requires Workforce Boards to develop and submit a comprehensive four year local plan to the State for approval. This plan must address current and future strategies to advance workforce system programs and support a customer-centered system. The regional Workforce Board vision and service provision operational goals are included as part of the workforce plan. This plan must align with the State plan and includes information such as labor market trends, regional sector partnership collaborations, employer engagements and community resources identification.

The workforce modified plan must be published for public comment for at least 30 days prior to submission to state. The draft modifications will be posted for public comments no later than August 17th. The plan will be ready for discussion and approval by the Board at our next meeting on September 19th.

**Workforce Board Audit/Regional Monitoring**

John Corcoran reported on the recently completed Board audit conducted by Comer Nowling and there were no issues or findings. John described it as a clean audit.

John also reported Region 8 was monitored by DWD in May. There were two findings identified in the DWD report including a conflict of interest procedural issue and an equal opportunity (EO) statement issue on regional website. We will review current conflict of interest procedure and correct as appropriate. We will add correct EO statements to the website as required. These corrections will be completed and submitted in July.

John advised that the final CLJ Associates audit will be conducted by Comer Nowling Associates after June 30th and the results will be reported at the next Board meeting.

**Discussion, Board Officer Elections**

John Corcoran discussed election of Board officers and reminded the Board that this will be done on September 19, 2018 at the annual meeting, which is the first Board meeting of program year 2018-2019 (PY’18). The Executive Committee will meet to discuss a slate of officers prior to the Board meeting in September.

**Regional Organizational Transition Update**

Rob King provided an update on Vincennes University assuming Staff to the Board and One-Stop Operator duties from CLJ Associates. John Corcoran, Tina Judd and Richard Rampley will be retiring effective June 30, 2018. Rob announced all staff are in place to begin assignments on July 1, 2018 and a smooth transition is anticipated. Rob provided Board members with an updated organizational chart reflecting current staff assignments under CLJ Associates through June 30, 2018, and new staff assignments under Vincennes University effective July 1, 2018.

**Infrastructure Financial Agreement (IFA) Update**

Shannon Laurent discussed the IFA process as related to the upcoming move of the Bloomington WorkOne office to the new State Government Center on the west side of Bloomington, scheduled for the end of August. Since we do not know the actual costs associated with the Bloomington move, we have requested and received a two-month extension to the current IFA agreement. This moves the expiration date of the IFA from June 30th to August 29th. Shannon updated the Board on the proposal Region 8 submitted to DWD requesting a less expensive option than the new State Government Center in Bloomington. Ultimately, it was decided by State Government officials that the WorkOne office would be required to move to the new facility.

Shannon Laurent shared with DWD the concern that due to reductions in funding Region 8 would only be able to allocate $50,000 per year for facility costs at the new Bloomington location. DWD leadership understands that funds are limited and has agreed to allow WIOA service provider staff to be housed at the new facility for a cost of $50,000 per year. DWD leadership is working cooperatively with Region 8 to help make the move to the new State Government Center as cost effective as possible.

Shannon informed the Board that the Daviess County WorkOne office is moving to a more affordable location at “8 NE 21st Street” on June 21st. Shannon cited issues with the previous building and negotiation of a better deal by the Service Provider as being the main reasons for relocating the office. Shannon also updated the Board on the Bedford WorkOne office lease. VU will take the lease over on December 1st and the WorkOne office is expected to move to a less expensive building in the spring of 2019. We are working with Gene McCracken and the Lawrence County Commissioners on this project.

Marilyn Pitzulo asked if Adult Education will still be located within the Daviess County WorkOne office at the new location. Susan Neal said the Adult Education provider will move to the new location and will have a larger space to work than the current location. Marilyn also inquired about the Bloomington office move as related to Adult Education. Susan stated we hope to continue to have an Adult Education presence in the WorkOne Bloomington office after the move and should have more information soon.

**Work Indiana Update**

Shannon Laurent stated that Region 8 applied for $320,000 for the upcoming program year and was approved for $250,000. Shannon stated Region 8 received a lesser amount due to a cap of $250,000 being put on the funding amounts by DWD, but we received the maximum amount allowed.

**WorkOne Report**

The WorkOne report was distributed to the Board for review. Richard Rampley and Susan Neal highlighted the report. Richard provided an update on the GE Bloomington and Paoli LLC-Orleans Rapid Response Grants and stated the extensions are due to expire on June 30, 2018. Richard also stated that Jasper Group purchased Paoli LLC and rehired many of their employees. Richard informed Board members that he provided the final reports to DWD for both GE Bloomington and Paoli LLC Rapid Response events.

Susan Neal stated that workshops on Job Search, Resume, Career Interest and Interviewing continue to be of heavy interest to job seekers. The Employment Seminar has been expanded to include all interested workers as well as Veterans. Business Services distinct employer contacts is trending above the yearly target (1,680), and achieved 123% (2,069) of the annual goal at the end of May. Customer satisfaction was 96.17%. The Jobs for America’s Graduates team achieved “5 of 5” targets for Class of 2017 follow-up students. JAG teams meeting this standard will be recognized at the JAG National Training Seminar, which will be held in New Orleans in July of 2018.

Richard Rampley discussed Next Level Jobs program. 29 Regional employers have signed up for this program with $567,950 having been approved in training funds. Richard reviewed customer dashboards, WorkKeys performance, hiring events, job fairs, and Work based Learning opportunities.

**Financial Report**

Chris Dukate with Crowe Horwath LLP, the Board’s fiscal agent, distributed and presented the financial report for the period ending May 31, 2018. Chris reviewed adjustments to the Budget and Expenditures. RESEA funds in the amount of $88,465 were added to budget. Chris noted that 72% of the budget has been expended.

John Corcoran and Chris Dukate discussed transferring $18,000 of available Administrative funds to WIOA Adult funding source for Vincennes University.

***Jason Flinn moved to approve the fund transfer. Angie Taylor seconded the motion. All voted in favor of the motion and the motion passed.***

Chris Dukate discussed Crowe Horwath LLP beginning RFP process to secure Audit and Tax Services for the next two program years, with a possible third year extension based on performance.

**Steve Johnson moved to approve the RFP. Frank Guratzsch seconded the motion. All voted in favor of the motion and the motion passed**.

John Corcoran discussed PY’18 funds and requested authorization to contract with Vincennes University beginning July 1, 2018. John reminded Board members that VU will assume all duties including Staff to the Board, One-Stop Operator and Service Provider.

**Gene McCracken moved to approve authorization of PY’18 funds to Vincennes University. Jason Flinn seconded the motion. All voted in favor of the motion and the motion passed.**

**Other Business – Public Comments**

Rob King informed the Board that Region 8 is applying for a Community Support Grant with the Greene County Community Foundation. The purpose of the grant is to provide funds for community projects designed to have a positive impact on the local community. The total amount applied for is approximately $25,000 and will be mainly utilized to purchase new computers for providing clients with basic computer skills training to conduct effective job searches. Gene McCracken asked if there were any direct costs to us if we received this grant. Shannon Laurent stated that no additional costs would be incurred and that the grant funds would be sufficient to cover the entire project and assist with updating computer equipment. Rob King is the lead for this project and stated that the grant application is due on Friday, June 22, 2018.

**Gene McCracken moved to approve submission of Community Support Grant. Frank Guratzsch seconded the motion. All voted in favor of the motion and the motion passed.**

Shannon Laurent acknowledged official retirement of John Corcoran, Tina Judd and Richard Rampley, effective June 30, 2018. Shannon and Board members thanked John, Tina and Richard for their dedicated service and said farewell and good luck to all.

Rob King provided Board members with upcoming Workforce Board meeting dates as follows:

* September 19, 2018
* December 12, 2018
* March 13, 2019
* June 19, 2019
* September 18, 2019

**With no further business, Gene McCracken made a motion to adjourn, Frank Guratzsch seconded the motion. All voted in favor of the motion and the meeting was adjourned.**

The meeting adjourned at 1:30 PM.

Prepared By: Rob King