

**Meeting Minutes**  
**South Central Region 8 Workforce Board, Inc.**  
**Quarterly Meeting**  
**Stone Gate Arts and Education Center**  
**April 5, 2017 12:00 Noon to 1:30 PM**

**Board Members Present:** Brenda Reetz, Gene McCracken, Trent Todd, Michael Stieglitz, Steve Johnson, Scott Baker, Terry Pittman, Teresa Hudson, Christy Langley, Lynn Coyne

**Others Present:** John Corcoran, Shannon Laurent, Richard Rampley, Tina Judd, Chris DuKate, Dave Tucker, Trudie Dillman, Rob King, Nancy Karazsia, Robin Branch, Susan Neal, Brian Rawlins, Phillip Dart, Jennifer Robinson, Brenda Duncan-Davis, Cassie Janes, Ed Michael, Joncia Johnson.

**Board Members Absent:** David St. John, Darrell White, Jason Flinn, Ken McKee, Nathan Walker, Dennis Wimer, David Brinegar, Jennie Vaughan, Rachel Carver, Frank Guratzsch

**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**

***Lynn Coyne moved to accept the minutes of the 1/25/17 meeting of the South Central Region 8 Workforce Board, Inc. Gene McCracken seconded the motion. All voted in favor.***

**Regional Operator Report**

John Corcoran stated that anyone interested in bidding on WIOA should leave the room for the coming discussion. All representatives of Vincennes University and Shannon Laurent left the room. Joncia Johnson with National Able also left the room prior to the discussion.

John stated that he, Tina Judd and Richard Rampley would be retiring on June 30, 2018. This is the end date of the current contracts with CLJ Associates and Rampley Consulting. John stated that Shannon Laurent will continue to work but that CLJ Associates will not be bidding on future work in the Region. John recommends that Crowe Horwath, LLP conduct a procurement starting this summer for a single entity. John also recommended that Richard Rampley assist Crowe Horwath with the RFP as a subject matter expert.

Richard Rampley presented a timeline for the procurement beginning with the release of an RFP on June 20 and ending with a due date for proposals of August 28, 2017. After a contract is negotiated, there will be several months for a smooth transition to a new entity.

John distributed an organizational chart showing the current organization of the fiscal agent, regional operator, WorkOne Coordinator and service provider to the Board. A second Streamlined Organizational Chart was distributed which shows the functions of Staff to the Board, One-Stop Operator, WorkOne Coordinator and Service Provider combined into a single entity. The Fiscal Agent function would remain as a separate entity and would provide the Board with accounting services and oversight functions as it has. John recommended this structure but advised the Board that other structures are possible. John said he believed this structure to be the most efficient and effective.

There was a discussion of the pros and cons of selecting a single entity to perform all these functions. There is a danger of selecting the wrong entity. Brenda Reetz stated that Crowe has done a good job of guiding the Board in the past. The Board would need to spend time reviewing proposals and vetting the bidders. Chris Dukate stated that taking out two of the entities will require more oversight by the Board and that Crowe Horwath can help with that.

Scott Baker asked what the options are. John Corcoran replied that we can use the current structure, a single entity or another design with more entities involved. John stated that the more entities that are contracted the more overhead is involved. John stated that the Executive Committee recommends a single entity.

***Scott Baker motioned to proceed with a Request for Proposal for a single entity to serve as Staff to the Board, One-Stop Operator and Service Provider. Trent Todd seconded the motion and all voted in favor.***

Vincennes University staff, National Able staff and Shannon Laurent returned to the room.

John Corcoran provided a brief grants update. The Board received an additional \$30,000 for the WorkIN program. These funds are TANF funds and are designed to reimburse the Board for TANF recipients served under the WorkIN program this year. We also received \$44,500 additional RESEA funding to see us through until another allotment later in April. The RESEA program funds VU staff that help UI recipients become re-employed. There has been a JAG extension without additional funding that extends funding to December 31, 2017.

John Corcoran summarized the 3/30/17 Executive Committee meeting and distributed minutes of that meeting. The Executive Committee recommended a change to the By-Laws. This change affects the term of office for Board Officers.

By-Laws regarding the terms of Officers on the Workforce Board. There was a discussion of the following suggested change to Article V, Section 5.2 of the Code of the By Laws of the South Central Region 8 Workforce Board, Inc.

Section 5.2. Term of Office. Each officer shall hold office for one (1) year or until his or her successor shall have been duly designated and shall have qualified, unless earlier removed by the Board of Directors. All officers and agents can be removed at any time by the affirmative vote of the majority of the members of the Board of Directors.  
~~Officers shall be eligible for reappointment no more than two (2) consecutive years.~~

This is informational and the Board can vote on this change at its next Board meeting. There was a brief discussion of the current officers and the election of new officers.

John presented a schedule of future Board meetings.

June 21, 2017  
Sept. 20, 2017  
Dec. 13, 2017  
March 7, 2018  
June 20, 2018  
Sept. 19, 2018

There was a discussion about avoiding Spring Break and it was agreed that March 7, 2018 would be best.

### **WIOA Allocations**

The allocation estimates for Program Year 2017 starting July 1, 2017 have been released. Alishea Hawkins stressed that these are estimates and could change. These allocations are used for planning purposes. Region 8 may be cut by 263,907 or about 11%.

Shannon Laurent stated that our goal is to spend as much money on customers as possible. Shannon stated that we are on track to overspend our direct client cost funding. Shannon asked for a motion to approve an allocation of \$50,000 to Vincennes University should they need the funds between now and June 30, 2017 the end of the program year. There was a discussion of fund availability and what part of the budget would suffer. Shannon said the funds would come from administration and overhead. Gene McCracken asked if we would lose the money if it was not spent by June 30, 2017. Shannon replied we would not lose any funding, the funds would carry over to the new year.

***Terry Pittman motioned to allocate an additional \$50,000 to Vincennes University to cover direct client costs. Michael Stieglitz seconded the motion and all voted in favor.***

### **Plan for Comprehensive and Affiliate Offices**

Shannon Laurent presented the plan for Comprehensive/Affiliate WorkOne offices in the Region. Shannon explained that the difference between Comprehensive and Affiliate WorkOne offices is the availability on site of partner services such as TANF, Housing Authority Employment & Training programs or Vocational Rehabilitation rather than referrals. To the public, there is no noticeable difference so we will refer to all locations simply as WorkOne offices. The recommendation is that Bloomington will be the Comprehensive WorkOne and all the remaining offices will be Affiliates. There were questions and discussion about why Bloomington should be the Comprehensive office as opposed to one of the other offices. Shannon explained that the Comprehensive designation requires direct access to many partner services that are only located in Bloomington. Shannon stated that we will maintain an office in

each county. Hours of operation will remain the same. Terry Pittman expressed concern that customers get what they need in their local office.

Shannon discussed the fact that we are limited to 6 Full Time Equivalent Wagner-Peyser staff in the Region. These WP staff are DWD employees that match jobs with job seekers. The Department of Administration is building a State office building in Bloomington. The building was designed when there were more DWD staff and the space allocated to the WorkOne was not adjusted after the staff were numbers were reduced. Service Provider staff will have to move into the new building. There was a discussion of how much the lease would cost. It is estimated that the annual lease for this building will be \$280,000. The share of rent for each partner is based on the number of staff stationed there. Shannon outlined the options:

1. Keep current status: 2 state staff in Bedford and 2 in Linton. The State will not support this.
2. Station all State staff in Bloomington. Limit number of WIOA staff stationed in Bloomington to contain rent costs. Most of the WIOA staff will still be based in the rural counties but State staff will not be available in those counties to help the job-to-job customers.
3. The short term plan would be to maintain the current offices and leases. Long term plan could be: When the State Office building is completed, all State staff could be stationed in Bloomington so that the mix of State to Local staff would keep the WIOA share of the rent as low as possible.

Gene McCracken thanked Alishea Hawkins for her contributions in the discussion with the Executive Committee on this topic and for coming to the meeting today. Gene stated that the last option of out stationing State staff would be the least disruptive. Gene expressed concern that we are being forced to move into the State office building. Alishea and Shannon stated that there is currently no option but to move into the State building. We met with DWD and DOA and requested less space but, were later told that no adjustment is possible.

Scott Baker and Michael Stieglitz proposed refusing to station local staff in the Bloomington office and expressed a desire to push back against the State on this issue. Alishea stated that this is not an option. John Corcoran stated that although this is frustrating we are partners with DWD and must work together. Board members believe that the needs of the rural counties are being overlooked.

There was a discussion of the current space in Bloomington. Shannon Laurent stated that we tried to get the State to consider moving into the current space with the other partners. There is currently enough space available for lease to create a campus for all the State departments to occupy without building a new facility.

Brenda Reetz stated that she has signed a letter today to go to DWD requesting that Alishea be appointed to represent DWD or another representative be nominated.

Shannon Laurent suggested sending the following plan to DWD.

Comprehensive office to be located in Bloomington.

Short term – 1 State WP staff member in Bedford and 1 WIOA staff member in Bedford

Long term – Station all State staff in the Bloomington State office building and then assign these staff to Bedford and Linton 3-4 days per week.

Request financial support from DWD for assuming the management of DWD staff in the Region. Management will be performed by the Service Provider.

There was a discussion regarding the Bloomington space and if other entities could be interested. Rob King asked about the Unemployment Insurance program sharing some of the space. Alishea replied that this is not planned but any location of UI staff would be a separate negotiation with DWD UI management.

One of the Board members left the room and it was noted that we did not have a quorum.

Brenda Reetz asked if there were any objections to proceeding with the plan recommended by Shannon Laurent since the Executive Committee has endorsed it. Michael Stieglitz said he objected.

### **Jobs for America's Graduates**

Shannon Laurent stated that there may be more funding for the JAG program to expand to additional schools. In preparation for this possibility, Shannon prepared and distributed a chart displaying all the schools in the Region that do not have a JAG program. The Chart shows class sizes, graduation rates, non-waiver Graduation Rates, 21<sup>st</sup> Century Scholars and a point system for ranking the schools based on the statistics. The schools were ranked based on the total point score. The top five schools in order are: Paoli Jr. Sr. HS, Washington HS, Brown County HS, Mitchell HS and Edgewood HS. Since there is requirement to have at least 40 in a JAG class, consideration had to be made for the size of the student population.

Shannon asked if anyone had any objections to the priority ranking methods. There were no objections. Brenda Reetz asked if data was available for how the graduation rates have improved at our current JAG sites. Shannon replied that this data is available and she will take a look at it.

### **Financial Report**

Chris Dukate with Crowe Horwath LLP the Board's fiscal agent, distributed and presented the financial report for the period ending February 28, 2017. Chris reviewed adjustments to the Budget and Expenditures compared to the Budget. Chris noted that 26% of total expenditures have been for direct client expenditures.

### **WorkOne Certification Process**

John Corcoran stated that at our last meeting the Board designated Richard Rampley and himself to conduct this process in the Region. John stated that he had been discussing an exchange of staff with Region 5. John and Richard would conduct the certification process in

Region 5 and Region 5 staff would conduct the process in Region 8. John said that objectivity would improve. John noted that the policy had changed slightly in that Board members were required to be part of the Certification team. Alishea Hawkins discussed the reason for this was to get Board members more engaged. John Corcoran stated that since Board members are volunteers and have full time jobs it is difficult to dedicate this much time to this process. Brenda Reetz asked if the Board could delegate this review process to non-Board members since no one has the time to devote to this effort.

Alishea Hawkins stated that the Certification policy allows the Board to design the process and suggested that we review it again. Alishea stated that the exchange of staff between Regions is an acceptable plan.

**Other Business – Public Comments**

None

The meeting adjourned at 1:55 PM.

Prepared By: John Corcoran