

Meeting Minutes
South Central Region 8 Workforce Board, Inc.
Quarterly Meeting
Stonegate Arts and Education Center
August 19, 2015, 12:00 Noon to 1:30 PM

Board Members Present: Darrell White, Terry Pittman, Trent Todd, David Brinegar, Rachel Carver, Nancy Davisson, Brenda Reetz, David St. John, Gene McCracken, Frank Guratzsch, Steve Johnson, Lynn Coyne, Scott Baker, Jason Flinn, Jeff Quyle, Doug Kellams

Others Present: John Corcoran, Shannon Laurent, Chris DuKate, Richard Rampley, Brian Rawlins, Trudie Dillman, Robin Branch, Deani Purvis, Susan Stein, Susan Neal, Jennifer Long, Gina Forrest, Derek Morgan., Jayme Bellman, Estelle Diener-Stroup, Jennifer Robinson, Rob King, Iris Kiesling

Board Members Absent: Pamela Seegars, Terri Gammon, Jennie Vaughn, Renee Sears, Denis Johnson

Call to Order

Darrell White called the meeting to order at Noon and welcomed guests. 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 5/20/15 meeting of the South Central Region 8 Workforce Board, Inc. Steve Johnson seconded the motion. All voted in favor.

Executive Committee Report

John reported that the he had filed with the Secretary of State for the Board to do business as the South Central Workforce Development Board. The name of the corporation will still be the South Central Region 8 Workforce Board, Inc.

John Corcoran reported for the Committee. The Executive Committee met prior to the full board meeting to discuss proposals received for the audit. Comer Nowling LLP the Board's fiscal agent conducted a solicitation on behalf of the Board for the audits of CLJ Associates LLC and the South Central Region 8 Workforce Board, Inc. Two proposals were received: MCM CPAs & Advisors and Comer Nowling and Associates PC, CPAs. The opportunity was widely advertised in local papers and statewide. Work on the audits will begin in November.

The Committee received the proposals before the meeting and met briefly at 11:00 AM to consider the scoring of the proposals. Darrell White, Brenda Reetz, David St. John and Gene

McCracken scored the proposals. The Committee unanimously recommends funding Comer Nowling and Associates PC for the following reasons: lower price and more experience in this area. Comer Nowling bid the same price for year one and two while the other bid was \$16,000 higher.

Scott Baker moved to accept the recommendation of the Committee and approve the award of the contract to Comer Nowling PC. Jeff Quyle seconded the motion and the Board voted unanimously in favor.

John Corcoran reported that he had solicited volunteers from the membership to serve as Board Officers. The Executive Committee discussed a slate of candidates for Officers of the Board. It was felt that adding the Chief Elected Official to the Executive Committee was appropriate.

Chair – Brenda Reetz

Vice Chair – Darrell White

Secretary – David St. John

Gene McCracken – Chief Elected Official

Nancy Davisson moved to accept the slate of candidates, Steve Johnson seconded the motion. All voted in favor.

Financial Report

Chris DuKate with Crowe Horwath the Board's contracted Fiscal Agent distributed and explained two financial reports, Program Year 2014 and the new Program Year 2015 which began on July 1, 2015. Chris highlighted the schedules in both reports as well as changes to the budgets.

Chris explained the transfer of \$132,440 from the PY'14 Dislocated Worker funds to Adult. John Corcoran pointed out that we have spent 27% of funds on direct client costs. John asked Chris how that compares to other regions they work with. Chris replied that 27% is very strong. Chris updated figures for PY'14 to reflect actual expenses.

Chris reviewed PY'15 expenditures to date and commented that direct client costs at 29% was very strong for July. Everything looks good even though we are only one month into the new year.

Scott Baker made a motion to approve the financial reports and budgets as presented. Frank Guratzsch seconded the motion. All voted in favor.

Regional Operator Report

John Corcoran reported that grants with DWD are now being signed electronically rather than manually as in the past. DWD recommended that he sign the grants. In the past the Board Chair and the Chief Elected Official signed the grants. Darrell White and Gene McCracken have authorized John to sign.

2 grants are in process now with the State. These are WIOA at \$1,017,000 and JAG at \$196,460. John will keep the Board Chair and the CEO up to date on progress of the grants.

The Board structure and the Local Elected Officials agreement have been approved by DWD.

John reported that we will likely receive National Emergency Grant (NEG) funds since DWD had their grant approved by DOL. Funds will be for dislocated workers life sciences certification by Ivy Tech. David St. John suggested that Jennie Vaughn update the group on this at the next meeting.

IU School of Public Health

Gina Forrest with the IU School of Public Health provided written materials to the Board and explained that she travels the state to develop partnerships with business. Public Health Certification is available on line – free of charge. They are targeting high school students, working adults and those who have retired.

She is willing to come to local businesses and let employees know about the free professional certification and get ideas for more certifications to be developed. She hopes to connect with WorkOne to use her certifications to help boost customers resumes or get cross training. She can print the certificate and mail to students.

Richard Rampley stated that Gina has been to the Region 8 WorkOne Centers to share this information with staff so they can encourage clients to get these certificates and add to their resume.

WorkOne Report

Jobs for America's Graduates Overview – Jennifer Robinson, Region 8 JAG Coordinator presented an overview of the JAG program. Jennifer is employed by Vincennes University. The JAG program is for in-school high school juniors and seniors at Eastern Greene High School, Owen Valley High School and Bedford North Lawrence High School. The students have barriers and they are helped to develop a young adult with confidence and a plan after high school.

Students are followed for one year after school. The JAG Specialists in each school talk with the graduates once a month. Jennifer reported that the Region 8 programs were recognized as meeting the 5 standards set for JAG. These are:

- 90% graduation rate – only one of 58 did not graduate, this is 98%
- 80% positive outcome – this is defined as military, job, post secondary enrollment. Region 8 is at 93%
- 80% Full-time job placement – At least 35 hours per week. We have achieved 100% placement
- We are the only region in the state to be able to contact all students after graduation

Derek Morgan, JAG Specialist at Owen Valley HS and Estelle Diener-Stroup, JAG Specialist at Bedford North Lawrence are in their first year of follow up with graduates. The Career Development Conference will be held January 22nd. Jennifer encouraged board members to volunteer as speakers for classes or help with the CDC conference.

David St. John suggested we get Jennifer Robinson the Board email list so that she can send out dates and information about JAG volunteer opportunities.

Business Service Recap – year ending 6/30/15

Robin Branch outlined performance during the year, business contacts and stated that the goal is to increase the number of businesses. Robin provided handouts and reviewed a PowerPoint of job fairs.

John Corcoran reviewed the Region 8 Organizational Chart. He explained the integration of programs between State and Vincennes University staff. There was a discussion of current DWD vacancies.

Nancy Davisson stated that due to funding cuts in WIOA, WP and UI and the State recently was reclassified by the Dept. of Labor from a large state to a small state. This affects allocations. DWD Field Operations is looking at ways to improve efficiency in the WorkOne offices. They are looking at traffic flow. Field Operations staff will be visiting each region to discuss reductions in staff as a result of funding. Meetings have already occurred with Region 11 and they will meet soon with Region 7. John Corcoran asked if there was a hold on hiring at DWD's Central Office at 10 N. Senate in Indianapolis. Nancy replied yes.

David St. John announced that Robin Branch will functionally supervise an Industry Outreach staff member that will be hired through the Works Council. David St. John will be the formal supervisor. David explained that Robin's job as Business Services Director and the Industry Outreach staff are very similar. The goal of the Industry Outreach staff member will be to create educational connections between Career and Technical Education and local business.

David St. John stated that students in high school do not know what opportunities exist in industry and that we need to do a better job of creating relationships between education and industry.

John Corcoran stated that the Board will meet next on November 18, March 16 and June 22

With no further business the meeting adjourned at approximately 1:30

Prepared By: John Corcoran

Approved by the South Central Region 8 Workforce Board on: 11/18/15