

**Meeting Minutes**  
**South Central Region 8 Workforce Board, Inc.**  
**Quarterly Meeting**  
**Stonegate Arts and Education Center**  
**September 21, 2016 12:00 Noon to 1:30 PM**

**Board Members Present:** Brenda Reetz, Harold Gutzwiller, Steve Johnson, Gene McCracken, Trent Todd, David Brinegar, Lynn Coyne, Michael Stieglitz, Nathan Walker, Scott Baker, Ken McKee, Jennie Vaughn, Jason Flinn. Frank Guratzsch

**Others Present:** John Corcoran, Shannon Laurent, Carla Crowe, Richard Rampley, Tina Judd, Trudie Dillman, Dave Tucker, Rob King, Sandy Friedman, Linda Knight, Nancy Karazsia, Nancy Davisson, Marilyn Pitzulo, Robin Branch, Kathy Jaworski, Terry Brown, Brian Rawlins, Phillip Dart, Jennifer Robinson, Derek Morgan, Jayme Bellman, Nathan Gabhart

**Board Members Absent:** David St. John, Craig Jones, Darrell White, Terry Pittman, Rachel Carver, Dennis Wimer, 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**

***Scott Baker moved to accept the minutes of the 05/11/16 meeting of the South Central Region 8 Workforce Board, Inc. Michael Stieglitz seconded the motion. All voted in favor.***

**Election of Officers** – The Executive Committee presented the following Slate of Candidates for the Officers of the South Central Region 8 Workforce Board, Inc. The Officers will serve for the period 9/21/16 to 6/30/17. John Corcoran stated that any business representative on the Board could volunteer to serve as an officer. The Slate of Candidates is:

Chair, Brenda Reetz, CEO Greene County Hospital  
Vice Chair, Darrell White, CEO Owen County YMCA  
Secretary, David St. John, Global Training Manager, Cook Medical

***Lynn Coyne moved to accept the slate of candidates. Gene McCracken seconded the motion and all voted in favor.***

## **Regional Operator Report**

John Corcoran advised the Board that Lawrence County Commissioners have notified the State that the Bedford WorkOne Center will need to re-locate. The timeframe for moving is unknown at this time. In Bloomington, the State plans to build a facility that would house a number of State agencies that would include space for the WorkOne Center. The time frame of this change is not fixed at this point but design of the floor plan has begun. The leases for the Bedford and Bloomington WorkOne Centers are held by the State of Indiana.

John Corcoran stated that the Department of Workforce Development will be conducting compliance monitoring in the Region in October.

**WorkOne Report** - Richard Rampley distributed and summarized the WorkOne Report. Highlights include:

### Rapid Response Activities

Triad Mining: Lay-off of 45+ workers residing in Region 8

GE Bloomington Production operations ceased on 8/26/16, 334 workers laid off. Many of these individuals will retire. This layoff has been approved for Trade Adjustment Assistance.

### Performance

WorkOne staff have developed a new Federal Employment application workshop. This workshop helps individuals apply for jobs posted on USA Jobs which is the website used by Crane.

Richard reported that the number of individuals registering for work and participants enrolled by WorkOne is trending below last year but job placements are up over last year. Business contacts are above the targeted number and will likely exceed goals.

Richard reported that Region 8 continues to perform well with the WorkINdiana program. In Program Year 2015 Region 8 ranked 3<sup>rd</sup> out of the 12 regions in the State.

The new Workforce Innovation and Opportunity Act emphasizes the use of work-based learning. The Region is increasing Work Experience and On-The-Job Training activities accordingly.

Future projects include increasing the number of Job Fairs and Mini-Job Fairs. Staff continue to work on the development of a WorkINdiana certification in Bio-Science and a Work Ethic Certification program is being developed at Washington High School.

Richard reviewed WorkOne Performance Report that shows PY'14 and PY'15 for all programs. WorkOne staffing is down 50% over the past year and while there has been a slight decrease in the number served, it has not been drastic. Remaining WorkOne staff are performing at a high level.

## **WorkIndiana, Jobs for America's Graduates Program Update**

Shannon Laurent distributed the WorkIndiana statistics by Region and summarized our Region's performance as of June 2016. Shannon stated that Region 8 received an initial allocation of \$99,280 plus an additional \$70,000 for this program. \$145,000 has been spent and \$25,000 has been carried into the new year beginning July 1, 2016. 70% of participants get jobs paying \$12 to \$15 per hour. Shannon stated that we use WIOA funding for work-based learning for those who successfully complete the WorkIndiana program.

John Corcoran asked how funds are allocated. Marilyn Pitzulo stated that \$30,000 is the hold harmless allocation with additional funds allocated based on performance of the region. Marilyn said that the State never wants to see successful regions have to stop serving folks because of a shortage of funds. Shannon stated that we served 39 in PY'15 and have served 30 in PY'16 to date. Region 8 will be requesting more funding for this program.

### **Staff Recognition**

Rob King, Vincennes University Director stated WorkOne staff have been challenged by WIOA and the reduction in the number of State staff. He has established high expectations for staff and staff are meeting those goals. Rob stated that employment is the overall goal of the program.

Rob stated that during the past year 28 percent of the funds received have been spent on direct client costs or \$750,000. Rob introduced Sandy Friedman in Orange County and Linda Knight stating that they have been staff that are consistently enrolling and spending funds to help our customers obtain employment. Sandy Bratten from Lawrence County was introduced, Rob stated that she mentors staff and has excelled working with Adult Education.

Rob summarized the purpose of the JAG program that we operate in 3 schools. Jennifer Robinson was introduced and recognized for excellence in management of the this program. Each school has 40 students enrolled. Activities for these students include: Work Based Learning, Life Skills, Job Coaching and a competitive event at Ivy Tech. Derek Morgan and Jayme Bellman were introduced and congratulated for meeting 5 of 5 goals at Owen Valley H.S. and Eastern Greene H.S.

Phillip Dart, VU program manager stated that Jennifer Robinson was named JAG Coordinator of the Year in Indiana. Region 8 is one of only 3 regions in the State that had a 99% enrollment rate.

### **Local Plan**

Shannon Laurent stated that the WIOA Local Plan of Service had been submitted to the State and received conditional approval pending seven clarifications that needed to be made.

## **Literacy Request for Proposals**

Shannon Laurent discussed plans to release an RFP to enhance Literacy programs in the Region. Shannon will meet with our DWD Adult Education Coordinator to develop a Statement of Work for the RFP. The plan is to use the funds to support 2-3 proposals. The challenge will be for Literacy programs to raise reading levels to 4<sup>th</sup> or 5<sup>th</sup> grade and create a pathway to Adult Education enrollment and a High School Equivalency. Traditional literacy programs do not prepare for the HSE. We hope to use these funds to adjust the Literacy curriculum to create a bridge to HSE, Adult Education, enrollment in WIOA and post-secondary training. This will build a partnership of Literacy Programs, Adult Education, WorkINdiana and employment programs.

***Gene McCracken moved to approve an allocation of \$30,000 in WIOA Administrative funds for a competitive RFP to support existing Literacy providers with Region 8. Michael Stieglitz asked who provides Literacy programs in Brown County. Shannon replied that Literacy programming is provided by the Brown County Learning Center. Steve Johnson seconded the motion and all voted in favor.***

## **Contract Renewals**

John Corcoran explained that Vincennes University is in the 2<sup>nd</sup> year of a two year contract. The contract has a renewal clause for an additional year. The CLJ Associates contract is also in the 2<sup>nd</sup> year of a two year contract with a one year renewal clause. The Board should consider whether to renew these contracts. If the contracts are not extended for the 3<sup>rd</sup> year, the Board will need to conduct solicitations for the period beginning July 1, 2017. John stated that he believed that both contracts should be renewed.

All Vincennes University staff and CLJ Associates, LLC staff left the room so that the Board could discuss the renewal of these contracts.

Brenda Reetz opened a discussion on contract extensions for Vincennes University and CLJ Associates, LLC.

***Gene McCracken made a motion to extend the CLJ Associates and Vincennes University contracts for one year (7/1/17 to 6/30/18.) Frank Guratzsch seconded the motion and the motion passed.***

CLJ Associates, LLC and Vincennes University staff returned to the room. John Corcoran thanked the Board for the contract extension.

## **JAG TANF Award**

The Dept. of Workforce Development awarded a grant amendment to the Board to provide additional services to JAG students using Temporary Assistance to Needy Families (TANF) funding. The additional funding results in an amendment to the Vincennes University contract

in the amount of \$36,300. This amendment allows VU to pay Work Experience wages to JAG students. There was a discussion regarding work experience.

***Scott Baker made a motion to approve the contract amendment with Vincennes University in the amount of \$36,300. Jennie Vaughan seconded the motion and all voted in favor.***

Frank Guratzsch asked if additional JAG funds are available to expand the program to other schools. Shannon Laurent replied that DWD is looking into finding more funding. JAG could expand and we have ranked schools in the Region based on need to prepare for that possibility.

## **Financial Report**

Carla Crowe with Crowe Horwath LLP the Board's fiscal agent, distributed and presented the financial report for the period ending August 31, 2016. Carla reviewed adjustments to the Budget after close-out of PY15. Carla discussed WIOA administrative funds and how these funds are re-allocated to program services later in the year. For PY16 the Board has over \$3 million available. 20% of these funds are budgeted for carry-in to the new program year 2017 for operational costs. Carla discussed unobligated funds and mentioned that \$30,000 will be used for the Literacy program. Carla updated the Board on the new grants in the budget, these are Trade Adjustment Act (TAA), Re-employment Services and Eligibility Assessments (RESEA) and Rapid Response funding for the General Electric closing.

Carla reviewed the spending for individual grants, 17% is the benchmark at this point in the year. \$579,370 has been spent or 15% of available funds. Carla mentioned that WIOA has a 25% limit for In-School Youth expenditures versus Out-of-School expenditures. This is a new requirement under WIOA. The emphasis is on serving more out-of-school youth. There was a brief discussion.

There was a discussion regarding the RESEA program and the purpose of it. Carla reviewed the Revenue & Expense to Total Budget Schedule. The CTE Case Management expenditures are low and should be higher since the contract ends 12/31/16.

***Jason Flinn moved to accept the Financial Report and the changes to the Budget. Michael Stieglitz seconded the motion and all voted in favor***

## **Other Business – Public Comments**

David Tucker, Vice President of Vincennes University thanked the Board for the extension of the Service Provider contract and their confidence in the University.

John Corcoran reviewed the schedule of future meetings and asked if there were objections to the planned schedule. There were no objections.

December 14, 2016

April 5, 2017

June 21, 2017

***With no further discussion, Gene McCracken moved to adjourn the meeting. Scott Baker seconded the motion, all voted in favor and the meeting adjourned at 1:29 PM.***

Prepared By: John Corcoran