

Meeting Minutes
South Central Region 8 Workforce Board, Inc.
Quarterly Meeting
Lawrence County Museum of History
November 19, 2014, 12:00 Noon to 1:30 PM

Board Members Present: Darrell White, Jennie Vaughan, Alan Dafoe, Kathy Christoff, Todd Lare, Connie Ferguson, Lynn Coyne, Nancy Davisson, Scott Baker, Jeff Quyle, Rev. George Qualley, Renee Sears, Frank Guratzsch, Brenda Reetz, Pamela Seegars, Gene McCracken, Doug Kellams, Jason Flinn, Denis Johnson

Others Present: John Corcoran, Carla Crowe, Shannon Laurent, Richard Rampley, Brian Rawlins, Trudie Dillman, Robin Branch, Susan Stein, Bonnie Maxey, Elaine Hubbard, Nancy Karaszia, Rob King, Chad Carter, Tina Judd, Iris Kiesling

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 8/20/14 meeting of the South Central Region 8 Workforce Board, Inc. Jennie Vaughn seconded the motion. All voted in favor.

Procurement of Regional Operator

John Corcoran, Shannon Laurent and Tina Judd left the room during the discussion. Carla Crowe explained that the Fiscal Agent, Crowe Horwath had conducted a solicitation for Regional Operator on behalf of the Board. Two proposals were received and scored by members of the Executive Committee. Carla explained the scoring process. CLJ Associates, LLC received 289 points and Thomas P. Miller Associates scored 208. The Committee recommends funding CLJ Associates, LLC.

Jeff Quyle asked what the strengths and weaknesses are of the two organizations. During the discussion, it was noted that although the CLJ Associates, LLC bid was higher than TPMA, CLJ Associates has served well as Regional Operator and the budget is fixed. TPMA serves other regions but did not clearly identify staff for Region 8 and there were budget concerns. After a general discussion about the proposals,

**Lynn Coyne moved to accept the recommendation to fund CLJ Associates, LLC.
Gene McCracken seconded the motion. All voted in favor in favor of the motion.**

CLJ Associates returned to the room and were told that they had won the bid. John Corcoran thanked the Board.

Financial Report

Carla Crowe with Crowe Horwath the Board's contracted Fiscal Agent presented the financial report. Carla reviewed the financial reports and explained each item in the reports. Carla noted that all funds have been allocated to the Region. \$80,577 remains unobligated and the Board can decide to obligate these funds. Carla reported that expenditures are below the benchmarks for the year.

There was a discussion regarding WorkIN level of activity. Shannon Laurent reported that Region 8 is one of the top performing WorkIN regions in the State. We requested and were awarded additional funds three times last year.

Gene McCracken asked about Board funding for AMP participants. Shannon Laurent replied that IEDC funds would expire December 31st and that those funds must be spent before WIA funds are expended. Shannon reported that we would be meeting with ITCC in December to coordinate and increase enrollments in AMP.

Gene McCracken motioned to accept the financial report. Rev. Qualley seconded the motion and the motion passed.

Regional Operator Report

John Corcoran briefly discussed the new Workforce Innovation and Opportunity Act and reported that regulations are to be issued in January by the US Dept. of Labor. John discussed the regional map of the State and the fact that other regions are submitting letters to the Governor requesting that regional boundaries remain the same. The new law permits Workforce Investment Boards that have performed and maintained fiscal integrity to be "grandfathered" and remain the governing board for a region. John requested permission to send the request to the Governor. There was a discussion regarding whether or not to send the letter.

Gene McCracken motioned to send the letter to the Governor. Rev. Qualley seconded the motion. All voted in favor of the motion.

There was a discussion of holding a local elected officials meeting in January. John Corcoran said we could have a local elected officials meeting in January. John mentioned the Town Hall meeting planned to discuss the content of WIOA. The meeting is scheduled for December 1st

and everyone is invited to attend. John reported that the Department of Workforce Development has a new Commissioner, Steve Braun.

John Corcoran reported that the Department of Workforce Development has recently completed compliance monitoring of Region 8. There were no compliance findings. The audit of the Board for PY'14 has recently been completed and there are no compliance findings in that report either.

WorkOne Report

Richard Rampley presented the WorkOne report to the Board. Richard highlighted business WARN notices (potential closures) during the past quarter including: Hartman, K-Mart in Bedford and the IU Cyclatron, IU Health.

Richard reported on WorkOne performance toward meeting goals for workshops, enrollments, business contacts and other activities. Richard reviewed a handout of performance indicators for WorkOne.

Richard mentioned that an electronic news letter is being sent to businesses informing them of WorkOne activities and services. Gene McCracken requested that the newsletter be distributed to local elected officials. Richard replied that it would. Richard reported on the Paoli job fair hosted by WorkOne and Rep. Todd Young. Richard also reported on the pilot soft skills training called Winning@Work. We need to evaluate what works after planned workshops in January in Bloomington, April in Bedford and May in Linton. There was a general discussion of incorporation of the soft skills training in other WorkOne workshops and components.

There was discussion of supportive services for WorkOne participants. Shannon Laurent explained that these services are individualized, based on need and recipients need to be enrolled in the WIA program.

Demand Occupation List

Shannon Laurent presented the research we have completed to update the demand occupation list. This list is used for 2 purposes. We identify jobs in demand so that we can train participants for those jobs. The second purpose is to identify customers who have the skills necessary for in demand jobs so that we do not expend training funds on behalf of these customers because they should be able to return to work. These customers might need workshops on interviewing, updating their resume etc. so that they can be referred to jobs.

Research of O-NET, Hoosiers by the Numbers, Labor Market Information indicates the following occupations should be added to the Region 8 Demand Occupation list:

Secretaries, Except Legal, Medical and Executive
Construction and Building Inspectors

Electric Power line installer and repairer
Maintenance and Repair Worker, General

Firefighters are recommended to be removed from the Demand Occupation List.

Rev. Qualley motioned that the recommended four occupations be added to the list and one removed. Brenda Reetz seconded the motion. All voted in favor of the motion.

Other Business

John Corcoran stated that the Vincennes University service provider contract and Rampley Consulting contract for WorkOne Coordinator would end June 30, 2015. State procurement requires that these contracts be competitively bid every 3 years. John requested approval to begin the solicitation process. Shannon Laurent stated that the results of the solicitation would be presented at the February 2015 meeting. John requested that the Executive Committee review the proposals as well as any other board members who wish to volunteer.

Gene McCracken motioned that the Regional Operator begin the solicitation process for the Service Provider and WorkOne Coordinator. Nancy Davisson seconded the motion. All voted in favor of the motion.

Adjourn

With no further business, Scott Baker moved to adjourn the meeting. Gene McCracken seconded the motion and the meeting adjourned at 1:10 PM.

The next meeting of the Board will be on Wednesday, February 18, 2015 at same time and location.

Prepared By: John Corcoran

Approved by the South Central Region 8 Workforce Board on: 3-18-15