

**Quarterly Meeting Minutes**  
**South Central Region 8 Workforce Board, Inc.**  
**Stone Gate Arts and Education Center**  
**September 18, 2019 - Noon to 1:30 PM**

**Board Members Present:** Brenda Reetz, Scott Baker, Gene McCracken, Elizabeth Green, Trent Todd, Michelle Ellis, Frank Guratzsch, David Brinegar, Terry Pittman, Steve Johnson, Jennifer Pearl

**Others Present:** Rob King, Shannon Laurent, Susan Neal, Randy Wells, Carla Crowe, Phillip Dart, Sandy Friedman, David Tucker, Robin Branch, Brian Rawlins, Nancy Karazsia, Jeff Quyle, Keeley Stingel, Earl Isom, Joe Timbrook, Heather Nash, Jeff Grissom, Jennifer Robinson, Derek Morgan

**Board Members Absent:** Jason Flinn, Kenneth McKee, Christy Langley, Marvin Wagler, Adam Gross, Michael Stieglitz, Mitch Holland, Teresa Hudson

**Call to Order**

Brenda Reetz called the meeting to order at Noon. Each person present introduced themselves with Board Members invited to share relevant news or information about their organizations. A quorum of the Board was confirmed as present.

**Approval of Minutes**

***Terry Pittman moved to accept the minutes of the 06/19/2019 meeting of the South Central Region 8 Workforce Board, Inc. Trent Todd seconded the motion. All voted in favor and the minutes were approved.***

**Financial Report**

Carla Crowe with Crowe LLP, the Board's Fiscal Agent, distributed and presented the financial report for the period ending August 31, 2019. Carla reviewed adjustments to the Budget and Expenditures. \$7,672 was added to JAG Expansion funds to account for carry-in and PY'19 allocations. \$19,692 was removed from JAG TANF fund. \$125,000 was added to the budget as a result of being awarded funds for the Homeless Veterans Reintegration Program Grant. Carla noted that 15% of the budget has been expended through August 31, 2019.

***Terry Pittman moved to approve the financial report. Trent Todd seconded the motion. Elizabeth Green abstained from the vote, all other Board members voted in favor and the motion was approved.***

**Vincennes University Regional Proposal – Third-Year Option**

Vincennes University employees left the room for this discussion. Carla Crowe discussed the third-year extension option for the proposal submitted by Vincennes University in August of 2017 to conduct Staff to the Board, One-Stop Operator and Service Provider functions for

Region 8. The third-year option is based on operational performance and whether or not all functions have been carried out to the satisfaction of the Workforce Board.

**Michelle Ellis moved to extend the third-year services option for Vincennes University. Frank Guratzsch seconded the motion. All other Board members voted in favor and the motion was approved.**

### **One-Stop Operator Internal Monitoring of Service Provider**

Shannon Laurent reviewed PY'18 Monitoring Report results. Shannon stated that there were some program compliance findings for the Adult, Dislocated Worker and Youth WIOA activities at the Service Provider level. Shannon summarized the findings and stated that the monitoring report is available for review. Due to the volume of data reporting by the Service Provider (Vincennes University), Shannon noted that some errors will be made. There was a discussion of the types of findings noted including: data errors, case note errors, and source documentation. Shannon reported that all findings have been successfully resolved.

### **DWD WIOA Support Grant Application (PY'19)**

Shannon Laurent informed Board that Region 8 was approved for \$195,000. Shannon stated the following initiatives were approved under the WIOA Support Grant: 1) Continuation of Current Customer Training Plans – provide financial assistance to 27 existing WIOA customers to enable them to complete their training plans already in progress (\$35,092); 2) Short-Term Occupational Training – will allow 32 participants to attend short-term occupational training to develop job skills needed by local employers (\$60,000); 3) Work-Based Learning for WIOA Adults (\$65,408) and; 4) Supportive Services to serve 50 participants to assist with costs associated with participating in training and work-based learning activities (\$15,000). The Grant also includes \$14,500 for administrative costs. \$5,000 will be held back for Board costs.

**Trent Todd moved to approve funding to Vincennes University in the amount of \$190,000 to carry out WIOA Support Grant initiatives. Terry Pittman seconded the motion. All voted in favor and the motion was approved.**

### **Workforce Ready Grant (CDL & CNA)**

Shannon Laurent informed Board that Region 8 was approved for \$60,651. Shannon stated that \$54,720 will be spent on training costs by June 30, 2020, with a planned total of six (6) participants to attend CDL training and a total of 22 participants to attend CNA training. These figures may change based on the training needs of individual customers. The grant also includes \$5,931 for administrative costs.

Michelle Ellis expressed her concerns about the need for additional CDL training funding and did not believe funding for only six (6) participants would be appropriate given the need for truck drivers in Region 8. Michelle discussed the benefits of both CDL and CNA training to the employers and participants in Greene County and Region 8. Terry Pittman also expressed his

concerns about the need for CDL funding and stated many regional companies want and need employees to possess the CDL prior to being hired.

**Terry Pittman moved to approve funding to Vincennes University in the amount of \$60,651 to carry out Workforce Ready Grant CDL and CNA initiatives. Trent Todd seconded the motion. All voted in favor and the motion was approved.**

Michelle Ellis also expressed concerns about the time being taken to receive payments from DWD for Next Level Jobs training participation and stated that lack of payment receipt is affecting their ability to deliver programs on a timely schedule.

### **Homeless Veterans Reintegration Program (HVRP) Grant**

Shannon Laurent informed Board that Region 8 was approved for a \$125,000 DOL Grant to serve Veterans under Priority 1 – HVRP criteria. The proposed service area will cover all of Indiana’s Economic Growth Region 8 and will also include veterans from Morgan County. Shannon stated the following planned outcomes are expected under the HVRP Grant: 1) Number of Applicants to be enrolled – 50; 2) Placement Rate for Exiters – 71%; 3) Average Hourly Rate at Placement - \$12.00 per hour; 4) Placement Rate for the Chronically Homeless – 60%; 5) Percent of Program Participants in Unsubsidized Employment in 2<sup>nd</sup> Quarter after Exit – 66%; 6) Percent of Program Participants in Unsubsidized Employment in 4<sup>th</sup> Quarter after Exit – 66% and; 7) Median Earnings of Participants in Unsubsidized Employment in 2<sup>nd</sup> Quarter after Exit - \$4,800.

Vincennes University (Service Provider) will receive \$118,500 for delivery of program services, with \$6,500 contracted with Crowe, LLP, who serves as the Board’s Fiscal Agent.

**Terry Pittman moved to approve funding to Vincennes University in the amount of \$118,500 to carry out HVRP initiatives. Steve Johnson seconded the motion. All voted in favor and the motion was approved.**

### **MOU Update (Board and Partner Agencies) for PY’19**

Shannon Laurent provided an update on the status of the Infrastructure Agreement (IFA) MOU and timeline for submission to DWD. Agreements will be sent to partner agencies for review and signature by October 15<sup>th</sup>, with final drafts submitted to DWD by October 31<sup>st</sup>.

### **Election of Officers**

Rob King discussed election of Board officers for PY’19 and advised that PY’18 officers agreed to maintain their current roles if no other Board members expressed interest in serving as an officer. As there were no new nominations for Board officers, Rob recognized the current officers as follows: 1) Brenda Reetz to remain as Board Chair, 2) Scott Baker to remain as Vice-Chair, and 3) Kenneth McKee to remain as Secretary.

***Michelle Ellis moved to approve all Board Officers to retain their current roles for Py'19. Steve Johnson seconded the motion. All voted in favor and the 2019-2020 Board Officers were approved.***

### **JAG Guest Presentation**

Jennifer Robinson, JAG Program Manager for Region 8, summarized JAG Program performance results for PY'18 and provided information about the inaugural Vincennes University JAG Academy that occurred from July 21<sup>st</sup> through July 26<sup>th</sup> at the Vincennes University main campus. VU hosted 38 JAG students from around the state, 5 from Region 8, and provided them with an on-campus college experience to include staying in the dorms, exploring the student areas, experiencing activities utilizing campus resources, and attending a two-credit transferable college course geared toward life and career planning. The week culminated with students attending a sponsored trip to Holiday World on the last day of the Academy.

In conjunction with the JAG Academy, VU is also partnering with DWD and started a "College Success Program," (CSP) on the main campus effective July 1st. As part of this program, a JAG College & Career Program Manager, Mr. Shaun Brames, was hired and assigned to the main campus to work with and serve JAG students attending VU during the academic year. This will allow students access to someone they know once they arrive on campus and give them the opportunity to be a part of a unique group they are familiar with from their high school programs.

David Tucker, Vice President of Workforce Development/Community Services, thanked the Workforce Board for their trust and support of Vincennes University to carry out the Staff to the Board, One-Stop Operator and Service Provider duties in Region 8. Mr. Tucker also stated that the enrollment goal for next year's JAG Academy will be 200 students (100 Juniors and 100 Seniors).

### **WorkOne Report**

The WorkOne report was distributed to the Board for review. Susan Neal highlighted the report. Susan reviewed Participant Services Goals to date for PY'19 (07/01/2019 – 06/30/2020) and discussed targeted numbers including Carry-In clients from PY'18. Performance highlights included Customer Service Data for the Fourth quarter of 2018.

Susan Neal provided updates on regional TAA, Rapid Response and Business Services activities, the Homeless Veterans' Reintegration Program, JAG performance highlights and events, and Next Level Jobs Data. A copy of the complete WorkOne Region 8 Report is available on the South Central Region 8 Workforce Board's website at [www.southcentral8.org](http://www.southcentral8.org).

### **Workforce Board Meeting Dates (2019-2020) - Updated**

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

- January 15, 2020
- April 22, 2020
- June 24, 2020

### **Other Business – Public Comments**

Gene McCracken asked how the employers strike at General Motors (GM) was affecting people in Region 8. Phillip Dart, Operations Director for the Regional Service Provider, stated that there was minimal impact to clients served in the WorkOne system. However, there were additional community services being provided, mainly by local Lawrence County agencies, to those affected severely by the strike.

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

The meeting adjourned at 1:15 PM.

Prepared By: Rob King