**Meeting Minutes**

**South Central Region 8 Workforce Board, Inc.**

**Quarterly Meeting**

**Stone Gate Arts and Education Center**

**December 12, 2018 Noon to 1:30 PM**

**Board Members Present:**  Scott Baker, Gene McCracken, Frank Guratzsch, Marilyn Pitzulo, Adam Gross, Lynn Coyne, Terry Pittman, Jason Flinn, Angie Taylor, Marvin Wagler

**Others Present:** Rob King, Shannon Laurent, Susan Neal, Randy Wells, Carla Crowe, Nancy Karazsia, Phillip Dart, Earl Isom, Jennifer Montgomery, Brian Rawlins, Alex Crowley, David Tucker, Jayme Bellman

**Board Members Absent:** Brenda Reetz, Christy Langley, Michael Stieglitz, Steve Johnson, David Brinegar, Laura Cooper, Kenneth Mckee, Michelle Ellis, Teresa Hudson, Trent Todd

**Call to Order**

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

David Tucker, Vice President of Workforce Development Services at Vincennes University (VU), updated Board members on the status of VU’s accreditation status amidst rumors that VU is in jeopardy of losing their accreditation status. Mr. Tucker stated that VU has been accredited since the 1950’s for two-year and more recently four-year degrees. In November of 2018, VU was reaccredited but was put in an “on-notice” status to improve in a few areas including faculty evaluations, faculty reporting of firm retention goals, and continuous improvement/update to performance metrics. Mr. Tucker informed Board members that they may contact him or President Johnson directly with any questions or concerns about the rumors heard about this issue. Mr. Tucker also stated that VU leadership understands the concerns and admits VU could have done a better job in explaining this to community partners. The notice had nothing to do with the handling of funds or academic credits or degrees. VU leadership takes this issue very seriously and want to make sure we keep the confidence of our partners such as the Region 8 Workforce Board.

**Approval of Minutes**

***Lynn Coyne moved to accept the minutes of the 9/19/2018 meeting of the South Central Region 8 Workforce Board, Inc. Gene McCracken seconded the motion. All voted in favor and the minutes were approved.***

**JAG Update (JAG-TANF Contract Approval)**

Shannon Laurent informed Board that Region 8 was selected to add a new JAG Program at Edgewood High School. Shannon reviewed selection process for new schools and stated that Edgewood was next in line to receive a JAG funded program. Region 8 received this additional funding due to achieving high performance standards over the past several program years. Carla Crowe confirmed that $510,000 in funds were available to fund existing programs plus an additional JAG program at Edgewood High School.

***Gene McCracken moved to approve funding to Vincennes University to start JAG program at Edgewood High School. Scott Baker seconded the motion. All voted in favor and the motion was approved.***

**DWD WIOA Support Grant Application Update/Funding Approval**

Shannon Laurent informed Board that Region 8 was approved for $200,000. Shannon stated the following initiatives were approved under the Support Grant: 1) Work-Based Learning for $89,565 to serve 26 Adult/Youth participants; 2) Work Experience for Ready 2 Work Participants, $68,896 to serve approximately 20 low-income single mothers and domestic violence survivor participants; 3) Supportive Services for Offenders, $2,540 to serve about 10 offenders recently released from incarceration to assist with accepting employment; and 4) Digital Literacy Workshops for WorkOne Customers, $19,000 for the purchase of new computer equipment and software to serve a projected 300 participants attending digital literacy workshops. The Grant also includes $20,000 for administrative costs.

**Lynne Coyne moved to approve funding to Vincennes University in the amount of $200,000 to carry out WIOA Support Grant initiatives. Frank Guratzsch seconded the motion. All voted in favor and the motion was approved.**

**JAG Awards Recognition & Student Presentations**

Jennifer Robinson, JAG Program Manager, Susan Neal, Director of Workforce Services - Region 8, and Gene McCracken, Chief Elected Official, presented Eastern Greene JAG Specialist, Jayme Bellman, a JAG Certificate of Excellence award in recognition of her being named as “Outstanding JAG Specialist” at the 2018 National Training Seminar (NTS) held in New Orleans this past July.

Jennifer Robinson summarized the JAG Leadership trip to Washington D.C. and highlighted activities from the event. The two JAG students selected to represent Region 8 on this trip were: 1) Tallen George, Eastern Greene High School and 2) Kimana Knight, Paoli High School. Both students shared their unique experiences and provided Board members with a brief summary of the Leadership event from their perspectives. Both JAG students did an outstanding job of presenting their experiences and described how the trip benefitted them both educationally and socially. Tallen and Kimana received many compliments on their presentation skills.

**Governor’s Workforce Cabinet Recommendations and WorkINdiana**

Board members watched two WorkINdiana videos of participants making presentations at a recognition ceremony held in Indianapolis earlier in the month. The recognition ceremony was held in acknowledgement of the WorkINdiana program as one of the most successful programs in the State and highlighted success stories from around the area.

Shannon Laurent provided Board members with an overview of the Governor’s Workforce Cabinet assessment and recommendations for the WorkINdiana program as described in the final Workforce Funding Review released in October. The recommendation is that part of the WorkINdiana certification funding be transitioned to the Workforce Ready Program as part of the Governor’s Next Level Jobs Agenda. It was also recommended that the amount of money provided to employers through the WorkINdiana employer reimbursement program be increased. Shannon provided Board members with detailed information about program performance for the past six years and explained that the current model in use, one which incorporates a highly engaged case management system with customer support built into the program design, significantly contributed to program successes experienced in Region 8.

From February 2012 to October 2018, 284 Region 8 residents completed a training program (85.29% completion rate). 191 of those students (67.25%) earned an industry recognized credential in a variety of occupations including Certified Clinical Medical Assistant, Welder, Microsoft Office Specialist, CNC Operator, CNA, Heating and Cooling Technician, Computer Support Specialist and CDL Licensed Truck Driver. At the end of WorkINdiana participation, 153 of those participants earning a certification (80.1%) were employed.

Board members discussed this issue in detail and believe the WorkINdiana model used to provide training assistance to participants is a model that works. Board members feel Region 8 needs to be heard in this matter and suggested a letter in support of the current WorkINdiana program model be drafted and sent to the Governor’s office on behalf of the Region 8 Workforce Board.

**Terry Pittman motioned to have a WorkINdiana support letter be written to the Governor’s office on behalf of the Region 8 Workforce Board. Frank Guratzsch seconded the motion. Marilyn Pitzulo abstained from the vote, all other Board members voted in favor and the motion was approved.**

**Financial Report**

Carla Crowe with Crowe LLP, the Board’s fiscal agent, distributed and presented the financial report for the period ending October 31, 2018. Carla reviewed adjustments to the Budget and Expenditures. RESEA funds in the amount of $80,500, TAA Case Management in the amount of $43,890 and WorkINdiana TANF Funds in the amount of $43,225 were added to budget. Carla noted that 30% of the budget has been expended through October 31, 2018.

***Gene McCracken moved to approve the financial report. Scott Baker seconded the motion. All voted in favor of the motion and the motion passed.***

Carla Crowe also discussed the Request for Proposals (RFP) outcomes for the Audit and Tax Services procurement process. Board members were provided with a scoring summary sheet which also detailed the scoring and rating criteria for the proposals. The final scoring results were as follows: 1) Comer Nowling & Associates with 490 points; 2) MCM CPA’s & Advisors with 384 points; and 3) Locey Mitchell & Associates with 320 points.

***Frank Guratzsch moved to approve Comer & Nowling Associates as the Audit & Tax service provider. Angie Taylor seconded the motion. All voted in favor of the motion and the motion passed****.*

**Fiscal Agent Contract – Region 8**

Carla Crowe left the room during this discussion. Rob King informed the Board that the Fiscal Agent Contract, currently contracted to Crowe LLP, is due to expire on June 30, 2019. Rob explained that the Fiscal Agent contract is at the discretion of the Chief Elected Official, Gene McCracken. Gene indicated that since we have had no issues with Crowe LLP and they have done a great job for the Region 8 Workforce Board, it is his opinion that Crowe LLP should be allowed to continue as the Fiscal Agent beyond June 30, 2019. However, Gene requested that this issue be opened up to all Board members for discussion and a vote. Crowe LLP, specifically Carla Crowe, received numerous compliments on her performance as Fiscal Agent these past few years and no issues or further discussion was held.

***Terry Pittman moved to approve Gene McCracken’s recommendation that Crowe LLP be maintained as Fiscal Agent beyond June 30, 2019 and authorize Rob King to negotiate a two-year contract to end on June 30, 2021, with a possible one-year extension based on performance. Jason Flinn seconded the motion. All voted in favor of the motion and the motion passed****.*

**WorkOne Report**

Susan Neal highlighted the WorkOne Report that was distributed to the Board for review. Susan Neal reviewed Participant Services Goals for PY’18 (07/01/2018 – 06/30/2019) and discussed targeted numbers. Performance highlights included Customer Service Data for the First Quarter of 2018. Customer Satisfaction for Region 8 was 100.00%. Employer Satisfaction rate was 93.75% from regional employers that were surveyed. Susan also reported on WorkKeys assessments and Work Based Learning Activities for the last 3 months. Susan mentioned that 108 assessments were administered throughout Region 8 during the past 90 days and the Business Services team continues to engage employers at job fairs throughout the region to discuss the utilization of WorkKeys assessments as part of their hiring process. Susan stated that WorkOne continues to work closely with My Sister’s Closet in Bloomington to assist with the Ready 2 Work program. This program assists low income single mothers and survivors of domestic violence by providing them with the necessary skills to move to self-sufficiency. During the last quarter, an average of 10 customers were active in work-based learning opportunities with regional employers. Susan stated that the funds received from the WIOA Support Grant will allow the region to serve additional customers throughout the rest of this program year.

Susan provided update on the DWD initiative to train staff to re-engage eligible TAA participants. Region 8 was given a TAA Engagement Coordinator position, which is currently located in the Bedford WorkOne office, to assist with increasing area enrollments. During the months of October and November 2018, five (5) additional TAA customers were enrolled resulting in a regional total of 50 clients currently be served. For the calendar year, 88 customers have received some form of TAA service in the Region 8 offices.

Business Services Contacts continue trending above the target goal for the current Program Year. To date, 1,345 contacts have been completed which is 80% of Region 8’s yearly target of 1,680 contacts.

Susan discussed regional events that took place during the second quarter of the program year. Commissioner Fred Payne made his first visit to the new WorkOne Center in Bloomington. Commissioner Payne toured the facility and spoke with staff members providing WorkOne services. He discussed the changes staff had seen in programs and expressed an interest in learning about the different challenges staff members face in the performance of their daily job duties. Commissioner Payne was impressed with Region 8’s understanding of the importance of integrated services and liked the fact that we worked closely with partner agencies co-located in the new office, particularly with agencies such as Chances and Services for Youth (CASY, Southern Indiana Center for Independent Living (SICIL) and Monroe County Community Schools’ Adult Education (AE) program.

Senator Eric Bassler visited Washington High School on October 1st to learn more about the JAG program. Senator Bassler was able to directly interact with JAG students in the classroom and hear about the JAG program and the impact it has made on their lives. JAG Program Manager Jennifer Robinson, and JAG Coordinator Derek Morgan were also in attendance to assist Senator Bassler with learning more about the JAG program.

Susan also discussed the National Student Leadership Academy. The JAG program provides the opportunity to send students to the JAG Leadership Academy in Washington D.C., which took place November 14th through November 17th, 2018.

Susan announced that Region 8 will be starting its eighth JAG program at Edgewood High School in Ellettsville beginning in January of 2019. The official start date is slated for January 7th with 45 students already identified as potential enrollments for the class.

Susan discussed the Next Level Jobs program. As of November 16th, 38 employers in Region 8 have applied for the Employer Training Grant with $645,750 having been approved in training funds. Sector applicants include the following: Health Sciences (13), IT/Business Services (11), Building & Construction (3), Advanced Manufacturing (10) and Agriculture (1).

**Other Business – Public Comments**

Jennifer Robinson reminded Board members that the JAG Regional Career Development Conference (CDC) is scheduled for February 1, 2019, with a weather make-up date of February 8, 2019. Jennifer stated that she was still seeking volunteers for the event and is the main point of contact if anyone is interested in serving.

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

* March 13, 2019
* June 19, 2019
* September 18, 2019

**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 1:30 PM.

Prepared By: Rob King