**Meeting Minutes**

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

**Quarterly Meeting**

**Stone Gate Arts and Education Center**

**September 19, 2018 Noon to 1:30 PM**

**Board Members Present:** Brenda Reetz, Scott Baker, Gene McCracken, Kenneth McKee, Michael Stieglitz, Frank Guratzsch, Michelle Ellis, Marilyn Pitzulo, Christy Langley, Teresa Hudson, Lynn Coyne, David Brinegar

**Others Present:** Rob King, Shannon Laurent, Susan Neal, Randy Wells, Carla Crowe, Nancy Karazsia, Robin Branch, Phillip Dart, Sandy Friedman, Earl Isom, Jennifer Montgomery, Brian Rawlins, Alex Crowley, David Tucker , Ed Michael

**Board Members Absent:** Terry Pittman, Laura Cooper, Jennie Vaughn, Jason Flinn, Steve Johnson, Angie Taylor, Trent Todd, Marvin Wagler

**Call to Order**

Brenda Reetz 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.

**Approval of Minutes**

***Lynn Coyne moved to accept the minutes of the 6/20/2018 meeting of the South Central Region 8 Workforce Board, Inc. Frank Guratzsch seconded the motion. All voted in favor and the minutes were approved.***

**Executive Committee Meeting Overview**

Rob King informed the Board there was an Executive Committee meeting on Monday, September 17th. Board members Brenda Reetz, Scott Baker and Gene McCracken and staff members Rob King and Shannon Laurent were in attendance. Items discussed at the meeting included 1) Election of Officers for PY’18, 2) DWD Support Grant Application, 3) Regional Workforce Plan, and 4) Region 8 Audit and Tax RFP.

**DWD Performance Support Grant Application**

DWD established the WIOA Performance Support Grant as a one-time grant of funds to Workforce Development Boards who submit proposals and are approved for the funding in accordance with the scope of work and specifications contained within the application. This Grant is designed to assist regions with addressing their most critical workforce issue and enhancing performance outcomes for prospective jobseekers and employers with $1.1 million set-aside for competitive bidding. Proposals must support the Governor’s priorities as outlined in the 2018 State of the State Address and include increasing the number of Work-Based Learning opportunities, attainment of High School Equivalency and/or Industry-Recognized Certifications, addition of JAG Programs, and support the Next Level Jobs commitments. Shannon Laurent informed the Board that Region 8 plans to apply for WIOA Support Grant funds in the amount of approximately $200,000 primarily for direct client activities such as work-based learning. Shannon informed the Board that the Executive Committee completed an in-depth review of the proposal and approved submittal to DWD.

**RWB-DWD Monitoring (Conflict of Interest Policy)**

Shannon Laurent informed the Board that as a result of DWD’s monitoring of Region 8 in May 2018, it was determined that the Regional Workforce Board must have a Conflict of Interest policy that includes language for disciplinary action that will be taken in the event that a conflict of interest situation arises with a Board member. Shannon reviewed the new policy which authorizes the Chief Elected Official to remove from the Board any member who has knowingly voted on an issue where a conflict of interest exists. Shannon stated the Regional Conflict of Interest Policy has been updated to reflect disciplinary action for staff conflicts of interest as well.

***Lynn Coyne moved to accept the updated Conflict of Interest policy. Michelle Ellis seconded the motion. All voted in favor and the Conflict of Interest policy was approved.***

**Board Officer Elections**

Rob King discussed election of Board officers and presented the recommendations of the Executive Committee: 1) Brenda Reetz to remain as Board Chair, 2) Scott Baker to assume the duties of Vice-Chair, and 3) Kenneth McKee to assume duties of Secretary.

***Teresa Hudson moved to accept the recommendation of Board Officers by the Executive Committee. Frank Guratzsch seconded the motion. All voted in favor and the 2018-2019 Board Officers were approved.***

**Workforce Plan Review and Approval**

Rob King advised the Board the workforce plan modification is due to the state by September 30, 2018 and provided each Board member with a full plan modification draft including a summary sheet of relevant updates. The modified workforce plan was published for public comment for 30 days prior to today’s Workforce Board meeting. Region 8 received one comment form Rob Moore, Adult Education Director at Broadview Learning Center, requesting a Certified Medical Administrative Assistant (CMAA) be added to the regional in-demand occupation listing. The listing was updated to reflect the addition of this occupation. Rob King reviewed all highlighted changes and informed the Board that the Executive Committee did a comprehensive review of the modified plan and recommended submission to the State for final review.

***Michelle Ellis moved to recommend approval for submission of Modified Workforce Plan to DWD for final review. Michael Stieglitz seconded the motion. All voted in favor and submission of the Modified Workforce Plan was approved.***

**Work Indiana Update**

Shannon Laurent reported that the WorkIN program continues to have increased participation, with 10 clients completing their training this quarter. Several clients are currently placed in a Work Based Learning activity to allow them to gain experience in the field in which they were trained. The host employers will have the opportunity to hire them upon completion.

**CLJ Associates Final Audit Update**

Shannon Laurent provided an update on the final CLJ Associates audit conducted by Comer Nowling that occurred in August of 2018. Shannon reported there were no issues or findings and described it as a clean audit.

**WorkOne Report**

The WorkOne report was distributed to the Board for review. Susan Neal highlighted the report.

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 Third Quarter of 2017. Customer Satisfaction for Region 8 was 96.17%. Employer Satisfaction rate was 97.92% from 145 regional employers that were surveyed. Susan also reported on WorkKeys assessments and Work Based Learning Activities for the last 3 months. Susan mentioned that Region 8 is working 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. Ready 2 Work provides both computer-based and instructor-led instruction in workplace soft skills, personal financial literacy, image coaching and customer service. Region 8 is funding part-time Work Experience opportunities as part of the program which allows participants to apply the skills learned in the classroom while developing additional job skills in merchandising, inventory control, point of sale processes, supply chain management basics and human resource basics.

Susan described a DWD initiative to train staff to re-engage eligible participants. Region 8 has been given one TAA Engagement Coordinator position, which will be located in the Bedford WorkOne office, to assist with increasing area enrollments. Business Services Contacts are trending above the target goal for the current Program Year. To date, 886 contacts have been completed which is 52% of Region 8’s yearly target (1,680).

Susan discussed regional events that took place during the first quarter to date. There was a Grand Opening/Open House held at the new WorkOne location in Daviess County on September 12, 2018. Invited guests included Senator Eric Bassler, Mayor Joe Wellman, County Commissioners, City Council members and many more. Susan also announced on September 28th the Bloomington WorkOne office will relocate to the new State Government Center located on Curry Pike in Bloomington.

The Region 8 JAG team attended the 2018 National Training Seminar (NTS) in New Orleans. Region 8 finished with “5 of 5” for Class of 2017 Follow-Up students. Jennifer Robinson represented Region 8 by accepting the “5 of 5” award for our regional schools. Jayme Bellman, Jag Specialist at Eastern Greene High School, earned the distinguished title of Outstanding JAG Specialist.

Susan discussed the Next Level Jobs program. 35 employers in Region 8 have applied for the Employer Training Grant with $904,189 having been approved in training funds. Sector applicants include the following: Health Sciences (13), IT/Business Services (10), Building & Construction (3), Advanced Manufacturing (8) and Agriculture (1).

**Financial Report**

Carla Crowe with Crowe LLP, the Board’s fiscal agent, distributed and presented the financial report for the period ending August 31, 2018. Carla reviewed adjustments to the Budget and Expenditures. Carla also discussed PY’18 carry-in dollars and funding that has been received to date. Carla stated since the last Board meeting in June, Vincennes University has received two contracts: 1) TAA in the amount of $43,890 and 2) Business Services in the amount of $60,000.

***Gene McCracken moved to approve the TAA and Business Services Contracts to Vincennes University. Frank Guratzsch seconded the motion. All voted in favor of the motion and the motion passed.***

***Gene McCracken then 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 RFP process and timelines to secure Audit and Tax Services for the next two program years, with a possible third year extension based on performance. The RFP process and timelines were discussed in-depth at the Executive Committee meeting. Carla informed the Board that the Executive Committee will serve as the reviewers of the Proposal. Rob King welcomed any other Board member to sit on the reviewing committee as well. Rob also stated the Executive Committee decided to review RFP bids electronically to allow for more efficient time management for the reviewers. Rob King will be the main point of contact for the Executive Committee during the review process.

***Gene McCracken moved to approve the Audit & Tax RFP. Scott Baker seconded the motion. All voted in favor of the motion and the motion passed****.*

**Other Business – Public Comments**

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

* December 12, 2018
* March 13, 2019
* June 19, 2019
* September 18, 2019

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

The meeting adjourned at 1:15PM.

Prepared By: Rob King