

Quarterly Meeting Minutes
South Central Region 8 Workforce Board, Inc.
Zoom Meeting
June 23, 2021 – Noon to 1:30pm

Board Members Present: Brenda Reetz, Scott Baker, Kenneth McKee, Kevin Bush, Trent Todd, Terry Pittman, Elizabeth Green, Scott Adams, Jennifer Pearl, Adam Gross, Teresa Hudson

Others Present: Rob King, Shannon Laurent, Randy Wells, Lauren Markley, David Tucker, Susan Neal, Sandy Friedman, Phillip Dart, Robin Branch, Alex Crowley, Christopher Emge, Dustin Gabhart, Laurie Ransom, Bob Curry

Board Members Absent: Jason Flinn, Steve Johnson, Marvin Wagler, Michael Stieglitz, Brian Shockney, Michelle Ellis, Jeff Pipkin

Call to Order

Brenda Reetz called the meeting to order at Noon and a quorum of the Board was confirmed as present. Rob King welcomed new Board members to include: Kevin Bush – Daviess County Business Representative and President/CEO (Indiana Safety & Supply Company). Rob King then announced that the following members were stepping down from the Board as of June 30th: Kenneth McKee, Owen County Business Representative/Secretary; and Jason Flinn, Lawrence County Business Representative. Rob recognized Kenneth McKee's and Jason Flinn's contributions and dedication to the Workforce Board while serving these past few years. All Board members wished Kenneth and Jason well in their future endeavors.

Approval of Minutes

Scott Adams moved to accept the minutes of the 02/24/2021 meeting of the South Central Region 8 Workforce Board, Inc. Brenda Reetz seconded the motion. All voted in favor and the minutes were approved.

Financial Reports

Lauren Markley with Crowe LLP, the Board's Fiscal Agent, distributed and presented the financial report for the period ending May 31, 2021. Lauren noted that 62% of the Total Annual Budget was expended through May 31, 2021. Lauren reviewed adjustments to the Budget and Expenditures. Funds added to the budget included the following:

- JAG Expansion (\$290,381)
- Grant Watch (\$3,950)
- RR/UI COVID-19 (\$60,427)
- NLJ Employer Training Grant (\$420,000)
- Pre-ETS (\$120,000)

Lauren informed the Board that a JAG Contract Amendment in the amount of \$49,742 will be awarded to Vincennes University to provide \$2,150 in additional funding for JAG incentive stipends for student achievements at the 2021 State Career Development Conference in May of 2021, and to provide \$47,592 in additional funds for other general duties performed by JAG Program.

Terry Pittman moved to approve the financial report and budget, and JAG Contract Amendment award for \$49,742 to Vincennes University for JAG incentive stipends and general duties. Brenda Reetz seconded the motion. Elizabeth Green abstained from the vote, all other Board members voted in favor and the motion was approved.

Lauren Markley discussed PY'21 funds to include carry-in funds from PY'20 and new allocations for PY'21. Lauren explained what carry-in funds were and how that amount is calculated into allocations. She also stated that 20% of total funding is earmarked as carry-in funding for the next program year.

Scott Adams moved to approve authorization of PY'20 carry-in and new allocation of PY'21 funds to Vincennes University. Scott Baker seconded the motion. Elizabeth Green abstained from the vote, all other Board members voted in favor and the motion was approved.

Audit & Tax Services RFP Release for Region 8

Lauren Markley and Rob King discussed the Audit and Tax RFP process and approximate timelines to secure Audit and Tax Services for the next two program years, with a possible third year extension based on performance (July 1, 2021 to June 30, 2024). The Executive Committee will serve as the reviewers of the Proposals received by bidders. The Executive Committee agreed to review all bids submitted electronically with Rob King being the main point of contact for the Executive Committee during the review process. The full Board will vote on Vendor recommendation as made by the Executive Committee upon completion of the RFP review.

Rob King did note that Comer, Nowling & Associates have provided Audit & Tax Services in Region 8 for the past several years and have done an outstanding job to date with no issues noted.

Scott Baker moved to approve Crowe, LLP to release a Request for Proposal (RFP) for selection of Vendor to provide Audit & Tax Services for Region 8. Jennifer Pearl seconded the motion. All other Board members voted in favor and the motion was approved.

Department of Labor Monitoring Results

Shannon Laurent informed the Board that Region 8 was monitored by the Department of Labor (DOL) the week of May 10th. DOL usually monitors a specific topic and in this instance they reviewed our regional Youth Programs. As part of the monitoring, DOL conducted a

comprehensive review of our governance structure, expenditures, policies and participant eligibility. Overall, Region 8 did well with two minor compliance findings as follows:

1) *Non-Compliance with Supportive Services Policy* – Supportive Services covers items such as bus passes, childcare and fuel costs to assist participants with searching for work or attending training. Typically, Region 8 provides these types of services when needed and when not provided by another source or agency. The policy included Adult, Dislocated Workers and Youth participants. This is typically a good practice with no issues ever raised, but the DOL Monitors believed that having just the one Supportive Service policy could be restrictive to youth participants as there is not an official requirement for youths to receive assistance from another source outside of WIOA. Although, the DOL monitors stated they understand why we would utilize such a practice given funding allocations and resource utilization. In this sense, Region 8 staff were being good stewards of the Grant funding. This issue has already been addressed and submitted to DOL.

2) *Governance Structure* – Vincennes University has multiple roles in Region 8 and provides Staff to the Board, One-Stop Operator and Service Provider activities. Overall, Region 8's governance structure was viewed as allowable with appropriate firewalls in place to support a sound structure. However, DOL noted that there needs to be a Regional Agreement in place with appropriate signatures to include the Board Chair, Regional Chief Elected Official and Governor's Office. Rob will explain in more detail when he discusses the Elected Officials Meeting.

One Area of Concern and one promising practice was noted as well:

Area of Concern - Region 8 has maximized the use of technological resources and went paperless in 2019. DOL recommended that all grievance/complaint forms be filed in one uniform location on the State Case Management data system.

Promising Practice – DOL recognized our tremendous working relationship with Adult Education partners within the Region and our ability to maximize resources and benefits for our participants. DOL particularly liked the fact that many of Adult Education partners are co-located in most of the offices in Region 8. DOL mentioned a possible national peer-to-peer best practices presentation nationally as a result.

Elected Officials Meeting

Rob King informed the Board there was a Local Elected Officials (LEO) meeting on 06/18/2021. There was a quorum, as five of the nine appointed officials attended the meeting. Items discussed at meeting included: 1) Operational Update for Region 8; 2) Elected Officials Agreement; 3) Regional WIOA PY'21 Allocations; 4) Duties and Responsibilities of LEO's; 5) County Local Elected Officials Appointment agreement; (6) Region 8 Governance Structure Agreement with Vincennes University authorizing VU to provide Staff to the Board, One-Stop Operator and Service Provider activities, to be signed by the RCEO, Board Chair and representative of the Governor's Office (GWC or DWD Commissioner); and (7) Election of a Regional Chief Elected Official (RCEO) to represent Region 8.

Dustin Gabhart, Lawrence County Commissioner, was elected to serve as the Chief Elected Official for Region 8. Rob discussed the Region 8 Local Elected Officials agreement and obtained

current signatures for the required agreement currently in place through 06/20/2023. Rob King will contact appointed officials not present and obtain their signatures as well.

Rob then explained further about the Regional Agreement Letter for governance structure and stated that the Local Elected Officials voted to approve VU serving Region 8 as Staff to the Board, One-Stop-Operator and Service Provider. Rob also stated that Region 8 has drafted an initial regional agreement letter and submitted to the Department of Workforce Development. DWD is still reviewing the letter draft to make certain the appropriate language meets requirements and will notify us when it is officially adopted or if additional language needs to be added. Rob then explained that the Board would need to vote on approving this structure effective July 1, 2021 as well. Board Member Jennifer Pearl asked if the Region 8 Governance Structure Agreement was available for the Board to review. Rob explained that the letter has not been officially adopted by DWD yet and the vote today was just to approve the structure in place. Brenda Reetz stated that Region 8 was not doing anything different than the past three program years, but we just needed to verify our governance structure and that the Board and State of Indiana is okay with it. Shannon Laurent then stated that the reason we do not have an official letter to present today is due to the fact that DWD asked us to hold off on finalizing letter until exact language can be confirmed by DOL. Rob King then stated that the Board will be presented with a copy of the letter once it is officially approved and ready for signatures.

Jennifer Pearl motioned to approve Region 8 Governance Structure Agreement with Vincennes University authorized to provide Staff to the Board, One-Stop Operator and Service Provider services, to be signed by the Regional Chief Elected Official, Board Chair and representative of Governor's Office (GWC or DWD Commissioner). Adam Gross seconded the motion. All voted in favor and the motion passed.

Election of Officers

Rob King discussed election of Board Officers for PY'21 and reminded the Board that this will be done at the September 29, 2021 annual meeting, which is the first Board meeting of Program Year 2021-2022 (PY'21).

Workforce Plan Update

Rob King advised the Board that the Local Workforce Plan submitted to DWD back in January of 2021 was modified as requested by DWD and resubmitted in March of 2021 for approval. The modifications included the following items: 1) Inclusion of provision of Transportation Services, if any; and 2) Provide copies of all current MOU's; and 3) Partner resource contributions per Infrastructure Agreement for DWD and American Job Center Partners. The Governor's Workforce Cabinet officially approved the Region 8 Local Workforce Four-Year Plan in April of 2021.

Fiscal Agent Contract – Region 8

Prior to discussion, Lauren Markley with Crowe LLP, the Board's Fiscal Agent, was asked to exit the Zoom meeting. Rob King informed the Board that the Fiscal Agent Contract, currently contracted to Crowe LLP, is due to expire on June 30, 2021. Rob explained that the Fiscal Agent contract is at the discretion of the Chief Elected Official, Dustin Gabhart, and he indicated that

since we have had no issues with Crowe LLP and the fact that they have done a great job for the Region 8 Workforce Board, it is his opinion that Crowe LLP be allowed to continue on as the Fiscal Agent beyond June 30, 2021. However, Dustin 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.

Scott Baker moved to approve Dustin Gabhart's (RCEO) recommendation that Crowe LLP be maintained as Fiscal Agent beyond June 30, 2021 and authorize Rob King to negotiate a two-year contract, with possible one-year extension through June 30, 2024, based on performance. Brenda Reetz seconded the motion. All voted in favor of the motion and the motion passed.

WorkOne Report

The WorkOne report was distributed to the Board for review and provided updates on regional WorkOne office operations, RESEA, National Dislocated Worker Employment Recovery Grant (DW-ERG), UI Data, Performance Highlights, TAA, JAG Program, Rapid Response and Business Services activities, 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.

Workforce Board Meeting Dates (2021-2022)

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

- September 29, 2021 (TBD)
- January 26, 2022 (In-Person with Zoom Option)
- April 27, 2022 (In-Person with Zoom Option)
- June 29, 2022 (In-Person with Zoom Option)

Other Business – Public Comments

Rob King informed the Board that Board Member WorkOne Guides and Brochures were being developed to explain the various operational programs and services Region 8 delivers throughout South Central Indiana. These training materials are being developed and the intent is to have information available by November 15, 2021. Region 8 will also be inviting Board members to visit their local WorkOne Centers sometime this Fall.

With no further business, Brenda Reetz 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 1:10PM

Prepared By: Rob King