

Meeting Minutes
South Central Region 8 Workforce Board, Inc.
Quarterly Meeting
Stone Gate Arts and Education Center
June 21, 2017 12:00 Noon to 1:30 PM

Board Members Present: Brenda Reetz, Gene McCracken, Trent Todd, Michael Stieglitz, Steve Johnson, Scott Baker, Terry Pittman, Teresa Hudson, David Brinegar, Frank Guratzsch, Darrell White, Ken McKee, Rachel Carver, Jennie Vaughan, Jason Flinn,

Others Present: John Corcoran, Shannon Laurent, Richard Rampley, Tina Judd, Carla Crowe, Rob King, Nancy Karazsia, Robin Branch, Susan Neal, Brian Rawlins, Phillip Dart, Cassie Janes, Ed Michael, Alex Crowley, Jeff Quyle, Terri Philippe, Jarrett Barlowe, Alishea Hawkins

Board Members Absent: Nathan Walker, Christy Langley, Lynn Coyne

Call to Order

Brenda Reetz called the meeting to order at Noon. Each person present introduced themselves. A quorum of the Board was confirmed as present.

Approval of Minutes

Terry Pittman moved to accept the minutes of the 4/5/17 meeting of the South Central Region 8 Workforce Board, Inc. Steve Johnson seconded the motion. All voted in favor.

Department of Workforce Development Update

Alishea Hawkins advised the Board that Marilyn Pitzulo will be appointed as the DWD representative to the Board. Alishea stated that DWD will maintain 2 full-time staff in Bedford and Linton. Intermittent staff will continue. Regarding the new building that is being constructed in Bloomington, DWD requested to get out of the lease but was told no by the State Dept. of Administration. There may be potential to reduce the WorkOne footprint, we will know more in the future.

Scott Baker and Brenda Reetz thanked Alishea for efforts on behalf of Region 8. The members of the Board unanimously thanked Alishea as well.

Plan for Comprehensive and Affiliate Offices

Shannon Laurent presented the Plan for Comprehensive and Affiliate WorkOne offices in the Region. Shannon explained the differences between the Comprehensive and Affiliate designations. Only one Comprehensive office is required in each region. Since the

Comprehensive offices are more regulated it is advantageous to designate Bloomington as Comprehensive and the other seven offices as Affiliates. DWD full-time staff will be located in Bloomington, Bedford and Linton as they are presently. There was some discussion regarding staffing in the offices. Shannon stated that all services can be provided in Bedford and Linton even though we are calling them Affiliate offices.

Michael Stieglitz motioned to approve the Plan and thanked Alishea Hawkins. Scott Baker seconded the motion and all voted in favor of the motion.

JAG Expansion

Shannon Laurent stated that additional funding would be available for expansion of the JAG program to one to three schools. Shannon distributed a spreadsheet to the Board showing the schools in the region that do not presently have a JAG program. Since we do not know how much additional funding will be available the spreadsheet shows the rank order of schools based on students most in need, graduation rates, the number enrolled in the free or reduced lunch program. Once we know how much will be available, we can solicit the schools at the top of the ranking on the spreadsheet. There was a discussion regarding the JAG expansion and the ranking of the schools.

Michael Stieglitz motioned to approach the schools in the order ranked on the spreadsheet. Darrell White seconded the motion. All voted in favor of the motion.

By-Laws Proposed Change

John Corcoran reported that the Change to the By-Laws of the South Central Region 8 Workforce Board, Inc. has been presented at the March 30, 2017 meeting of the Executive Committee, the Executive Committee. The full Board discussed this change to the By-Laws on April 5, 2017. No objections to the proposed change have been made by anyone. The change to the By-Laws is re-produced below:

Section 5.2. Term of Office. Each officer shall hold office for one (1) year or until his or her successor shall have been duly designated and shall have qualified, unless earlier removed by the Board of Directors. All officers and agents can be removed at any time by the affirmative vote of the majority of the members of the Board of Directors. ~~Officers shall be eligible for reappointment no more than two (2) consecutive years.~~

Darrell White stated that the change means that the Officers will not have term limits.

Steve Johnson moved to approve the change to the By-Laws. Frank Guratzsch seconded the motion. All voted in favor of the motion.

John Corcoran asked if there were volunteers from the business sector representatives to serve on the Executive Committee as Officers of the Board. There were no volunteers. The Executive Committee will meet prior to the next Board meeting in September and recommend a slate of Candidates to serve as Officers.

Program Year 2017 Allocations

John Corcoran distributed the Statewide allocations to the Board. John stated that the allocations are subject to change. The latest estimate is \$1,944,644 for PY17. This represents a 12.2 per cent reduction or \$271,857 over the PY16 allocation of \$2,216,501. John asked the Board to work with the Fiscal Agent to allocate funds for the period beginning July 1, 2017. There was a discussion regarding the DRAFT nature of the allocations. Alishea Hawkins stated that all Regions are using their unexpended carry-in funds until the October 1st allocations are received. Alishea explained that DWD usually has allocations out to the regions in May but this year we have seen a delay from the US Dept. of Labor. There was a discussion regarding over-spending and over-obligation of funding. Carla Crowe stated that we would not be obligating or spending funds we do not have. Funding will be added to the budget and obligated as we receive it throughout the year.

Gene McCracken motioned to proceed with writing contracts for the year beginning July 1, 2017. Darrell White seconded the motion. All voted in favor of the motion.

WorkOne Certification Process

John Corcoran and Richard Rampley explained the necessity of each office being certified by the Board using the Certification Criteria developed by the Department of Workforce Development. John stated that he and Richard Rampley could conduct the technical aspects of the Certification and suggested that the Board members participate by having a conversation with WorkOne staff over lunch. All Board members will be invited to participate in the Certification visit. The first certification will occur in Bloomington this fall. The other offices will occur this winter.

Scott Baker motioned to approve the plan described by John and Richard. Frank Guratzsch seconded the motion. All voted in favor of the motion.

WorkOne Report

Richard Rampley distributed the WorkOne report. Richard highlighted the WARN notices and Rapid Response activities at General Electric and Paoli, Inc. The grants from DWD are \$75,000 for General Electric and \$100,000 for Paoli, Inc. Richard outlined the activities of a variety of programs including:

- Southern Indiana Development Corporation – Office of Community and Rural Affairs vocational training program;
- WorkKeys;
- Graduation and Career Coaches funded by ROI and Ivy Tech;
- Teacher Boot Camp programs in Advanced Manufacturing, Life Sciences and the Defense Industry. 55 Teachers visit employers and to gain an understanding of the work environment so that they can share with students.

Rob King highlighted the JAG program news handout which shows the Region 8 performance. Rob reported that our Region has met the 5 of 5 standards. Rob also highlighted:

- State Career Development Conference in Indianapolis – Anthony Clark won first place for his design at the Creative Solutions Competition at our Regional CDC competition.
- Derek Morgan was chose as the JAG Indiana Field Trainer. Derek will be working on the JAG National curriculum.
- Region 8 JAG Class of 2017 seniors are receiving a total of \$1,096,522 in grants and scholarships to attend college.
- Rob highlighted some of the other performance highlights including 0% unable to contact rate and 2 of 3 Specialists in the Region earning 5 of 5 Recognition.
- Curtis Porter Owen Valley HS JAG class of 2015 went to Washington DC for a luncheon and to share his JAG experience and Work Based Learning with the Department of Labor.

Presentation of Draft RFP for Staff to the Board, One-Stop Operator and Service Provider

Potential bidders Shannon Laurent, Rob King, Phillip Dart and Susan Neal left the room prior to the discussion. Carla Crowe distributed the Draft RFP and highlighted the date proposals are due and that an award decision was expected at the next Board meeting on September 20, 2017. There will be a mandatory bidder's conference and bidders may be interviewed by the Board. Carla reviewed the budget and performance measures.

Carla agreed to send the RFP to Alishea Hawkins with DWD for review. Alishea shared that USDOL has been closely viewing procurements and firewalls.

Some technical corrections and questions regarding the RFP were discussed. There was a discussion of who would review the proposals. It was agreed that the Review Committee would consist of Brenda Reetz, Darrell White, Gene McCracken, Teresa Hudson and Ken McKee.

Financial Report

Carla Crowe with Crowe Horwath LLP the Board's fiscal agent, distributed and presented the financial report for the period ending May 31, 2017. Carla reviewed adjustments to the Budget and Expenditures compared to the Budget. Carla noted that 25% of total expenditures have been for direct client expenditures. Carla noted that 72% of the budget has been expended.

Jason Flinn moved to approve the financial report. Scott Baker seconded the motion. All voted in favor of the motion.

Other Business – Public Comments

John Corcoran asked if anyone had any other comments. Jason Flinn stated that he had participated in the Teacher Boot Camp and encourages others employers to participate. The purpose of the Boot Camp is to pass on information and skills that youth will need in business and to build the future workforce. Darrell White agreed and that as a former teacher he stated that teachers need exposure to business and encourages others to participate in this project.

Teresa Hudson thanked WorkOne staff for working so closely with Vocational Rehabilitation. Teresa stated that her staff appreciate the partnership with DWD particularly as Voc. Rehab. Cuts to their budget. These cuts mean that Voc. Rehab. will no longer be able to financially assist as many people with disabilities with purchases like hearing aids.

Brenda Reetz stated that the HIP 2.0 healthcare program will have a work requirement. There needs to be a better alignment with FSSA and DWD.

John Corcoran stated that proposed cuts to WIOA allocations could be as much as 40%. Board members should contact their representatives and senators.

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

The meeting adjourned at 1:30 PM.

Prepared By: John Corcoran