

**Minutes of the
South Central Indiana Workforce Investment Board**

Meeting

**Brown County Inn
June 16, 2004
5:30 PM**

Members Present: Julie Ragsdale, Richard Rampley, Leslie Green, Linda Williamson, Daniel Blackwell, Becky Brown, Jim Crabb, Jean Donica, Mike Goodin, Leslie Green, William Hadar, Jim Heinzen, Rhonda Kenworthy, Kim Powers, Larry Van Epps

Local Elected Officials Matt Wysocki representing Monroe County
Commissioner Herb Kilmer

Staff: John Corcoran, Tina Judd

Call to Order – Julie Ragsdale called the meeting to order and presented the WIB Minutes from the March 10, 2004 meeting. Larry VanEpps moved that the minutes be accepted, Kim Powers seconded the motion and the motion passed.

Executive Committee Report

Committee Structure - John Corcoran presented the descriptions of the two WIB committees to be established. John explained that WIB members will be encouraged to serve on at least one committee. The goal is to have small groups discuss topical issues relating to Marketing and the One-Stop Centers. The two committees are the Marketing Committee and the One-Stop Committee. The establishment of these committees was authorized by the Executive Committee on April 14th. The WIB chair will appoint committee chairs and those chairs will serve on the Executive Committee. John explained that these committees will be established in addition to the Youth Council, Incumbent Worker Council, and Executive Committee. John asked members to volunteer for at least one committee. Larry Van Epps asked if the other committees no longer exist. Richard Rampley explained that the One Stop Committee would assume the functions of the Planning and Strategic Planning committees and that the Marketing committee was new. Becky Brown asked if the meetings would be separate or prior to a full WIB Meeting. Leslie Green asked who will staff the meetings. John Corcoran replied that the committees will decide the frequency and times to meet and that he will be staffing the meetings.

Julie Ragsdale moved that the WIB accept the Committee structure recommended by the Executive Committee establishing a One Stop Committee and a Marketing Committee. The motion was seconded by Becky Brown. The motion passed.

WIB Director Contract Recommendation – Prior to the discussion John Corcoran left the room. Julie Ragsdale presented a review of the current contract and the services provided to date. She presented a table comparing the contracted services and the services provided by John Corcoran. Julie Ragsdale presented a letter from John Corcoran offering to renew the independent staff contract for the period July 1, 2004 to June 30, 2005 with no increase in monthly cost or scope of services provided. Julie stated that the Executive Committee believes John has met the needs of the WIB. A discussion ensued and the members agreed that the WIB had received the services contracted for and should renew the contract for another year. Larry VanEpps moved to renew the contract under the same terms as the previous contract. Kim Powers seconded the motion. The motion passed.

Nominations Committee Report – Richard Rampley presented the slate of officers approved by the Executive Committee for the upcoming year commencing July 1st. The proposed slate is:

Julie Ragsdale, Chair
Leslie Green, Vice Chair
Rick Bryant, Secretary

No nominations were forthcoming from the floor. Richard Rampley moved that the WIB accept the slate of officer candidates. The motion was seconded by Jim Crabb and the motion passed. The Executive committee thanked the current officers for their service.

Director's Report – John Corcoran

PY'04 WIA Allocations - John provided an overview of the Program Year 2004 Workforce Investment Act Allocations. South Central will receive:

\$299,461 Adult
\$356,187 Youth
\$413,476 Dislocated Worker

\$1,069,124 Total Allocation

The PY'04 allocation represents a net increase of \$171,695 over the PY'03 allocation. The allocations are based on population, unemployment and excess unemployment in the area. Richard Rampley explained that South Central is not in an area of excess unemployment, the area has a low population relative to the

rest of the State and unemployment in the area is low. John Corcoran pointed out that the area receives the smallest allocation in the state and must be frugal to serve the most people.

PY'04 Reed Act Allocation - John presented the Reed Act allocation and Plan for PY'04. This year's allocation is \$138,974. This is an increase of \$11,650 over the PY'03 allocation. John explained that the use of the funds will be the same as in PY'03. The plan specifies the use of the funds but generally it will be used to support staff and overhead expenses of the WorkOne centers and WorkOne Express centers.

John explained that the Reed Act plan had to be submitted to DWD prior to the WIB meeting. Julie Ragsdale, WIB Chair and the CEO, Mayor John Hall of North Vernon approved the plan as prepared and submitted to DWD. Julie Ragsdale stated that the Executive Committee recommends the plan for approval. Julie Ragsdale moved and Linda Williamson seconded a motion to approve the plan as submitted to DWD. The motion passed.

Program Year 2004 Youth Solicitation Recommendation – All VU/SCWDS staff left the room prior to this discussion. John Corcoran presented minutes of the combined Executive Committee meeting and Youth Council meeting of June 11, 2004 held in Columbus. There was a brief discussion of the solicitation process and the recommendation of the proposal review committee and Executive Committee to fund VU/SCWDS to deliver youth services in all six South Central counties. There was a discussion of the current service provider and bidder for PY'04 funds in Owen County, Spencer-Owen Community School Corp, The discussion centered on staffing and continuity of services in Owen county as well as outreach to other organizations in future solicitations. There was a brief discussion regarding the desire of the review committee to seek technical assistance funds from DWD for help in expanding the number of bidders and or improving the ability of other organizations to deliver services. Richard Rampley moved to accept the recommendation of the review committee, to accept the SCWDS proposal for funding. Jean Donica seconded the motion and the motion passed unanimously.

Memoranda of Agreement WorkOne Bloomington & Columbus – John Corcoran presented the Memoranda of Agreement for the WorkOne Centers in Bloomington and Columbus. John explained that these agreements are required by WIA and specify the services that are provided by each of the mandatory partners in the One-Stop centers. After a brief discussion Julie Ragsdale said that the Executive Committee had approved the MOUs and asked for a motion to approve, Rhonda Kenworthy moved and Larry VanEpps seconded a motion accepting the MOUs. The motion passed.

One-Stop Operator Consortium Agreement – John Corcoran presented the One-Stop Operator Consortium agreement to the Committee, John explained

that this agreement designates the partners that serve as the One-Stop Operator as described in the Workforce Investment Act. The agreement is in effect from July 1, 2004 to June 30, 2006. The consortium is comprised of Vincennes University/South Central Workforce Development Services, Department of Workforce Development, Vocational Rehabilitation and Experience Works. John explained that this agreement spells out the responsibilities of the partners and specifically designates VU/SCWDS as the provider of Adult and Dislocated Worker services. Julie Ragsdale reported that the Executive Committee recommends approval of the Consortium agreement. Kim Powers moved to accept the agreement; Rhonda Kenworthy seconded the motion and the motion passed. Richard Rampley abstained from voting.

Department of Labor Visit – John Corcoran described the visit by the Department of Labor representatives in May. DOL reviewed procurement actions, the WIB and WIA service provider structure and shared their views regarding participant reporting systems organizational structure and other matters. John mentioned that there was general disagreement with DOL by DWD, SCIWIB and SCWDS. There was brief discussion, the group decided to wait for a written report from DOL or the State.

Key Train Demonstration – This is a new software program that will be demonstrated at a later meeting.

One-Stop Report – Tina Judd and Richard Rampley provided a handout and gave an overview of the Adult, Dislocated Workers, Youth and Older Workers served from 7/01/03 to 5/31/04. The report also provided information on DWD new registrants and placements. The report also shows Unemployment Insurance initial claims and total weekly claims, unemployment rates by county and other information. Richard explained that DWD has changed the reports and that the report presented was very time consuming to produce. At the next meeting he will propose a new layout for the report. If members want certain numbers or data please let Richard or Tina know.

Tina Judd presented an overview of expenditures to date. She commented that while WIA allocations are up \$171,695 over PY'03 allocations, the Welfare to Work funds are no longer available. WtW expenditures in the early part of PY'03 were \$118,501.

Other Business Tina Judd provided an update on Otis Elevator and the Muscatatuck closing. Jan. 1, 2005 will be the last day. 500 State employees, 120 contract and 100 residents will be dislocated. Rapid Response team is meeting there. 80% of those dislocated live in Jennings County.

Becky Brown shared information about Owen County transportation infrastructure needs. Rhonda Kenworthy updated the group on GE recalls of 70 employees. Kim Powers discussed the use of Key Train software by Adult

Education in Bartholomew Schools. She stated that KeyTrain software is very user friendly and useful for Basic Skills training, Reading, Math and can use the software for GQE preparation.

Jean Donica explained that in Bartholomew County business and retail are very busy. Larry VanEpps commented that the labor market for skilled labor is very tight and that they are not hiring unskilled labor. Rhonda Kenworthy thanked the Board for sending her to the California conference on Building Workforce Development Partnerships. Leslie Green shared that students with disabilities are graduating despite fewer services available.

John Corcoran asked if members needed a copy of the Orientation Manual used during the WIB/LEO Orientation sessions to let him know. New members should be on board in the next quarter and another orientation session can be held for those that missed and the new members.

John Corcoran gave a brief overview of the Disabilities Navigator grant that South Central has submitted to DOL jointly with the Circle Seven Workforce Area. No award decision has been made as yet.

There being not further business, Linda Williamson moved to adjourn the meeting, Julie Ragsdale seconded the motion and the meeting was adjourned at approximately 6:45 pm.