

Local Workforce Investment Board Plan
For Economic Growth Region 6

Initial Submission
April 29, 2011

Revised Submission
August 26, 2011

Submitted electronically to
Indiana State Workforce Innovation Council
c/o Nate Klinck, Department of Workforce Development

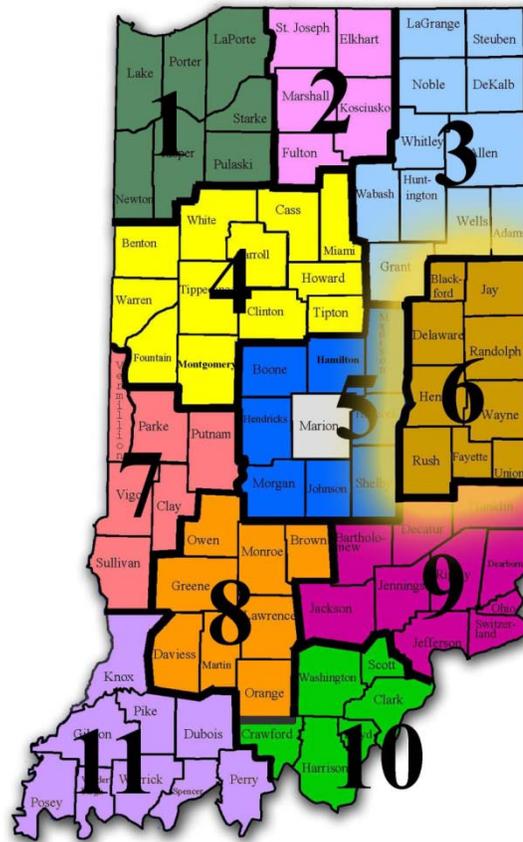


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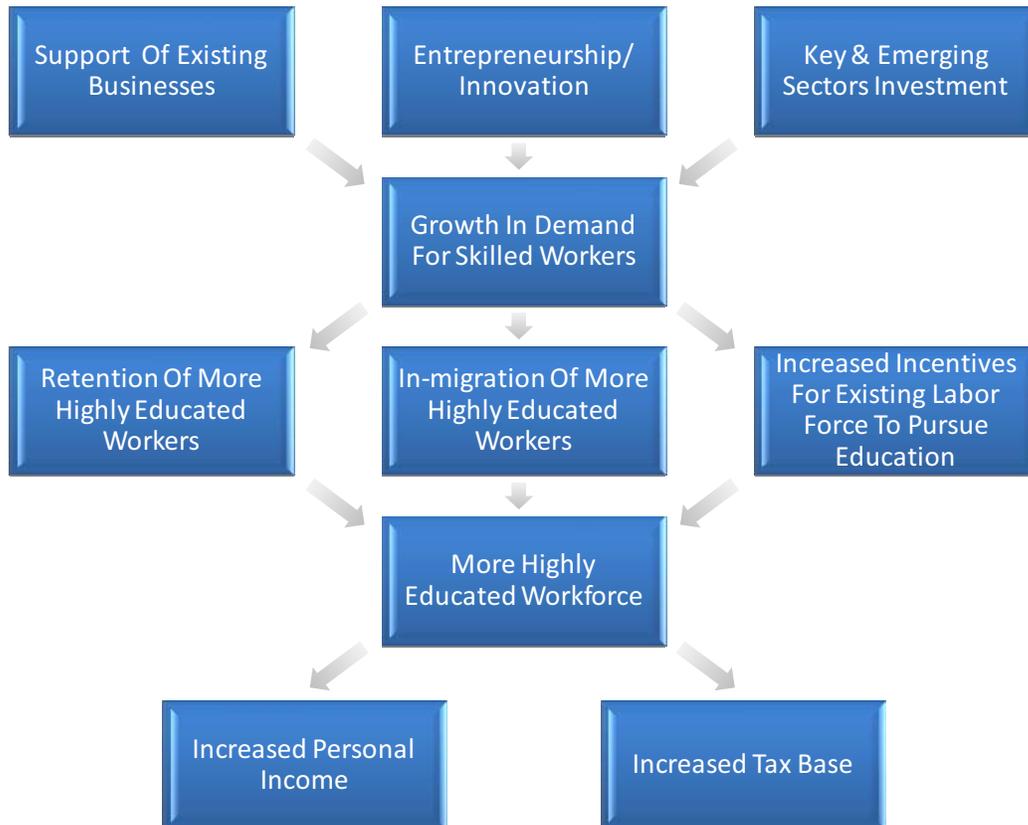
Executive Summary

EGR 6 Workforce Investment Board, in partnership with the Local Elected Officials Executive Council, has identified broad goals for the region within which it will invest the Workforce Investment Act funds and leverage the investment of the funds of the key stakeholders in the region. At the broadest level the goals for Economic Growth Region 6 are to Increase Personal Income and Increase the Tax Base of the region. The attainment of these goals will simultaneously benefit the businesses, government, citizens and workforce of the region.



In order to accomplish these goals, this Plan will seek to create and attract a more highly educated workforce which has the skills and education required by the existing companies and those key and emerging industry sectors. This model will create a demand-driven system for the development of worker skills which will support existing businesses, entrepreneurship and innovation, as well as key and emerging sector investments.

The following model graphically depicts the framework of EGR 6 Workforce Investment Board's Plan which is the basis of the overarching WIB Strategic Plan within which the WIB Plan will play an integral role.



This Plan and model support and are consistent with the Governor's priorities of growing Indiana jobs and personal income. In addition EGR 6's Strategic Plan has built into it an element of systematic evaluation of quality which will provide the Board and staff feedback on continuous improvements in services provided directly to business and job seeker customers, as well as, evaluation of effectiveness in working with the Local Elected Officials and local, regional and state Economic Development Organizations.

With the underpinning of this Plan based on the EGR 6 Strategic Plan, the Plan will continually be refined and updated as the WIB staff work with partners to align resources both internally and externally and respond to the opportunities and challenges which cannot be anticipated. As such this Plan is, and will continue to be, a living document that will incorporate and respond to new information and opportunities while preparing the region to be as strategic as possible rather than reactionary.

Within this Plan the EGR 6 Workforce Investment Board has determined, with the agreement of the Local Elected Officials Executive Council, that it will directly employ the Executive, Fiscal Agent, Regional Operator and Adult and Dislocated Worker Service Provider Staff. This structure has been determined as the best model to reduce duplicity of functions while taking advantage of economies of scale. As required by law, the Youth Council and Executive Staff will procure the Youth Service Provider. The WIB will oversee and conduct its required functions and provide checks and balances through a Committee Structure which will result in the maximum engagement of WIB members. WIB appointments have been selected from those industry sectors which represent the priorities for the region and from other sectors resulting in members who have expertise which will advance the corporation in carrying out its Workforce Investment Act Title I and the broader strategic objectives of the region.

This EGR 6 WIB Plan is structured to assist job seekers, incumbent workers, youth and general population to understand the jobs and occupations in demand in the region by providing clear career pathways which may be as simple as an informational workshop and referral to a job opening based upon transferable skills, to the investment of funding in the development of skills ranging from basic, soft skills, academic and on-the-job skills which will prepare the customer with the credentials, licenses and/or skills required to attain high-wage and/or high-demand jobs of EGR 6 employers.

Moreover this Plan is based upon the projection for EGR 6 during PY 11 (7/1/11 – 6/30/12) to serve 11,200 customers with quality career and information services (Core). 4,950 customers are projected to be enrolled into the programs through one-on-one (Intensive) services with 1,500 customers assisted in advanced occupational training in support of demand occupations for the region through classroom or On-the-Job Training. This advanced training will also include the option to assist individuals to prepare to create their own business enterprise to generate wealth and additional jobs for the region, as appropriate, and in partnership with our Small Business Development Center, Incubators and Economic Development partners. The \$3,892,099 in projected Workforce Investment Act (WIA) Plan funding will support the ebb and flow of the worker demands resulting from layoffs and closures, as well as, expansions and locations through a network of WorkOne Offices and staff located in Connersville, Hartford City, Muncie, New Castle, Portland, Richmond, Rushville, and Winchester. Regional goals will be to minimize the time spent on unemployment while maximizing the skills of the workforce. Because of the limited funding EGR 6 will expend funds for the development of WorkOne staff, including partner staff, to maximize the staff resource in achievement of not only the Common Measures, but also the Strategic Plan goals of the Region.

The EGR 6 WIB Plan investments rely heavily on the results of its Business Services Team, to assure that the workforce development pipeline, including EGR 6's educational partners, is sensitive to and aligned with the needs of our Premier Employers. This alignment also accounts for those employers who are in the workforce supply chain from which the region's Premier Employers typically hire their experienced workers. This network and the planned action steps supported by this Plan will assure the EGR 6 WorkOne partnership contributes, to the extent possible, to the development of the talent pool for the Region at all levels.

In the achievement of the strategic goals of EGR 6 which represent a vision for a New Economy, Workforce Leadership Matters! The vision of the EGR 6 WIB and LEO is articulated within.

Labor Market Analysis

What are area's primary business sectors by business size?

EGR 6 Current Sectors			
NAICS Code	Description	2010 Jobs	% of total
90	Government	25,772	16.2%
62	Health Care and Social Assistance	21,128	13.3%
31-33	Manufacturing	19,327	12.2%
44-45	Retail Trade	18,804	11.8%
72	Accommodation and Food Services	11,848	7.5%
56	Administrative and Support and Waste Management and Remediation Services	8,524	5.4%
81	Other Services (except Public Administration)	7,889	5.0%
23	Construction	7,121	4.5%
52	Finance and Insurance	6,332	4.0%
11	Agriculture, Forestry, Fishing and Hunting	6,081	3.8%
54	Professional, Scientific, and Technical Services	5,321	3.4%
53	Real Estate and Rental and Leasing	4,542	2.9%
48-49	Transportation and Warehousing	4,527	2.9%
42	Wholesale Trade	3,929	2.5%
71	Arts, Entertainment, and Recreation	2,274	1.4%
61	Educational Services	1,903	1.2%
51	Information	1,428	0.9%
55	Management of Companies and Enterprises	1,001	0.6%
22	Utilities	568	0.4%
21	Mining, Quarrying, and Oil and Gas Extraction	461	0.3%
Total		158,780	

Source: EMSI Complete Employment - 1st Quarter 2011

What are the current and projected employment opportunities within the local area?

Information is continually gathered through employer and economic development relationships maintained by the WIB's Executive Staff, One Stop Operator (OSO), and regional Business Services Team. A sampling of anticipated hiring within the region follows.

- Progress Rail Services (Delaware Co.): Hiring of 45 employees expected in the next 120 days [8 salary staff, 25 production (assemblers, painters, etc.), and 12 welders]. An additional 30 employees are expected to be added by the end of 2011.
- Henry County: A manufacturer in the wind energy industry is in the planning phase.
- Randolph County: A food manufacturing company is expected to hire 65 employees.
- Twoson Tool/Mursix (Delaware Co.): Company has relocated within the county and is expanding.
- NSK (Union Co.): Expected to hire 10 CNC operators in the next 60 days.
- Dresser Roots (Fayette Co.): Expected to hire 7 CNC operators and 5 machinists.
- Grede (Henry Co.): Expected to hire 47 new employees.
- Delaware Co. & Henry Co.: Food manufacturing/packaging company considering establishment of 2 plants in the region. This would create hundreds of jobs; however, the majority of them would be low skill/low pay with limited benefits.

In addition to this information, a review of the On-the-job Training (OJT) summary on the next page allows us to get a sense of employer's current needs based on recent hires and gives us some insight into the early stages of EGR 6's economic recovery.

EGR 6 On-the-job Training Summary by Occupation			
March 2010-April 2011			
Job Title	Qty	Job Title	Qty
Welder	24	RN	2
Machine Operator	18	Admin/Advertising Mgr.	1
SelectPacker/PH2	8	Bookkeeper	1
Apprentice Operator	4	Cold Forming Oper.	1
Material Handler	4	Electronic Service Technician	1
CNC	3	Process Engineer	1
Mould Maker	3	Production Worker	1
Administrative Assistant	2	Punch Press Oper.	1
Customer Service	2	Silkscreen Coord.	1
Grader	2	Sorting Operator	1
Maintenance	2	Team Lead	1
Material/Order Entry	2	Total OJT's	88
Quality Assurance	2		

Source: TrackOne

The employer/prospect and OJT information points to manufacturing occupations, as expected for EGR 6. The following table, which is modeled on labor market data and forecasts job openings for 2011 through 2013, supports this finding as well as indicating demand for workers in health care, education, customer service, and office support. Despite their size, we do not direct resources to non-basic occupations such as cashiers, waiters, retail sales, etc. unless there is a specific customer situation (i.e., significant customer barriers) or it is part of a longer-term career pathway leading to a higher skill, higher wage job.

EGR 6 Top 25 Occupations by Projected Openings			
For the 3-year period 2011-2013			
<i>Openings include positions available due to growth, turnover, retirement, attrition, etc.</i>			
4-digit level			Current
SOC Code	Occupation	Openings	Median Wage
41-2010	Cashiers	576	\$8.54
35-3020	Fast food and counter workers	542	7.96
35-3030	Waiters and waitresses	515	8.65
53-7060	Laborers and material movers, hand	438	11.49
41-2030	Retail salespersons	419	9.10
31-1010	Home health aides	386	10.04
29-1110	Registered nurses	353	25.43
53-3030	Driver/sales workers and truck drivers	319	14.88
37-2010	Building cleaning workers	291	9.70
41-1010	First-line supervisors/managers of retail sales workers	269	13.24
41-9020	Real estate brokers and sales agents	265	7.34
51-2090	Miscellaneous assemblers and fabricators	252	12.12
37-3010	Grounds maintenance workers	243	10.78
25-2020	Elementary and middle school teachers	240	27.70
35-2010	Cooks	230	9.13
43-9060	Office clerks, general	229	10.03
11-9190	Managers, all other	227	10.52
43-6010	Executive secretaries and administrative assistants	224	13.66
29-2060	Licensed practical and licensed vocational nurses	204	17.25
39-9010	Child care workers	197	8.03
31-9090	Miscellaneous healthcare support occupations	195	12.87
25-1090	Postsecondary teachers	183	35.50
43-4050	Customer service representatives	181	12.56
43-5080	Stock clerks and order fillers	177	10.08
13-2050	Financial analysts and advisors	166	13.44

Source: EMSI Complete Employment - 1st Quarter 2011

What are the area’s high-demand, high-wage occupations, and what job skills and educational attainment are needed for those occupations? (Please attach area’s “demand occupation” list or policy.)

EGR 6 has created a Demand Occupation List that has been approved by the Workforce Investment Board (see Attachment A). The demand industries and occupations were selected due to their high growth and/or high wages for Region 6. The Demand Occupation List was developed through the use of labor market information provided by the Economic Modeling Specialist Inc. (EMSI) data, Bureau of Labor Statistics, Hoosier Hot Jobs and the Workforce Investment Board. It includes both demand industry and demand occupations that are specific to EGR 6. The list attached is the current version that EGR 6 is using in its operations. Through execution of the region’s Strategic Plan, the updated data presented in this Plan will be used to create a refreshed Demand Occupation List to guide the region. Further, the WIB’s Workforce & Business Services/Accountability Committee and Executive Staff provide constant oversight of the list and will use labor market data to update it at least semiannually.

Education levels range from short term certifications and credentials to on-the-job training to post-secondary degrees. Job skills range from basic to highly skilled. With multiple skill levels provided on the list this allows for many entry points for customers with a variety of education and skill levels. Through Chamber studies and employer surveys employers in EGR 6 have expressed a need for workers with soft skills including such things as: computer literacy, work ethic, communication, and decision making. WorkKeys is the assessment tool used in EGR 6 for identifying job seekers that have the basic skills needed for employment. The National Career Readiness Certificate, a WorkKeys certification, is marketed as a tool to employers that can assist them by assuring job seekers have the appropriate skill level to be successful in the position.

What industries and occupations within the local area’s economy are expected to grow or decline in the next three years and within the next ten years?

EGR 6 Projected Job Growth/Loss By Sector For the 3-year period 2011-2013		
NAICS Sector	Description	Job Growth/ (Loss)
62	Health Care and Social Assistance	1,698
52	Finance and Insurance	560
56	Administrative and Support and Waste Management and Remediation Services	520
54	Professional, Scientific, and Technical Services	500
90	Government	467
72	Accommodation and Food Services	304
23	Construction	301
53	Real Estate and Rental and Leasing	212
71	Arts, Entertainment, and Recreation	192
61	Educational Services	111
21	Mining, Quarrying, and Oil and Gas Extraction	74
55	Management of Companies and Enterprises	25
81	Other Services (except Public Administration)	22
48-49	Transportation and Warehousing	15
51	Information	11
42	Wholesale Trade	11
22	Utilities	(12)
11	Agriculture, Forestry, Fishing and Hunting	(310)
44-45	Retail Trade	(430)
31-33	Manufacturing	(1,380)
Total		2,891

Source: EMSI Complete Employment - 1st Quarter 2011

EGR 6 Projected Job Growth/Loss By Sector For the 10-year period 2011-2020		
NAICS Sector	Description	Job Growth/ (Loss)
62	Health Care and Social Assistance	4,764
90	Government	2,110
56	Administrative and Support and Waste Management and Remediation Services	1,521
52	Finance and Insurance	1,293
54	Professional, Scientific, and Technical Services	1,239
72	Accommodation and Food Services	870
23	Construction	713
71	Arts, Entertainment, and Recreation	424
53	Real Estate and Rental and Leasing	396
61	Educational Services	269
21	Mining, Quarrying, and Oil and Gas Extraction	195
48-49	Transportation and Warehousing	194
81	Other Services (except Public Administration)	175
42	Wholesale Trade	82
51	Information	78
44-45	Retail Trade	75
55	Management of Companies and Enterprises	45
22	Utilities	(32)
11	Agriculture, Forestry, Fishing and Hunting	(500)
31-33	Manufacturing	(1,127)
Total		12,784

Source: EMSI Complete Employment - 1st Quarter 2011

Local Workforce Investment Board Plan For Economic Growth Region 6

EGR 6 Projected Job Growth/Loss By Occupation Group For the 3-year period 2011-2013		
2-digit level	SOC Code Description	Job Growth/ (Loss)
29-0000	Healthcare practitioners and technical occupations	667
31-0000	Healthcare support occupations	447
35-0000	Food preparation and serving related occupations	402
13-0000	Business and financial operations occupations	383
43-0000	Office and administrative support occupations	337
25-0000	Education, training, and library occupations	299
37-0000	Building and grounds cleaning and maintenance occupations	269
39-0000	Personal care and service occupations	237
47-0000	Construction and extraction occupations	237
27-0000	Arts, design, entertainment, sports, and media occupations	175
15-0000	Computer and mathematical science occupations	141
33-0000	Protective service occupations	99
21-0000	Community and social services occupations	94
41-0000	Sales and related occupations	71
11-0000	Management occupations	55
19-0000	Life, physical, and social science occupations	38
49-0000	Installation, maintenance, and repair occupations	37
23-0000	Legal occupations	18
55-0000	Military Occupations	(6)
17-0000	Architecture and engineering occupations	(13)
45-0000	Farming, fishing, and forestry occupations	(20)
53-0000	Transportation and material moving occupations	(203)
51-0000	Production occupations	(873)
Total		2,891

Source: EMSI Complete Employment - 1st Quarter 2011

EGR 6 Projected Job Growth/Loss By Occupation Group For the 10-year period 2011-2020		
2-digit level	SOC Code Description	Job Growth/ (Loss)
29-0000	Healthcare practitioners and technical occupations	1,978
31-0000	Healthcare support occupations	1,333
43-0000	Office and administrative support occupations	1,290
35-0000	Food preparation and serving related occupations	1,228
25-0000	Education, training, and library occupations	1,069
13-0000	Business and financial operations occupations	1,031
41-0000	Sales and related occupations	827
37-0000	Building and grounds cleaning and maintenance occupations	731
39-0000	Personal care and service occupations	726
47-0000	Construction and extraction occupations	628
27-0000	Arts, design, entertainment, sports, and media occupations	474
49-0000	Installation, maintenance, and repair occupations	402
15-0000	Computer and mathematical science occupations	376
11-0000	Management occupations	351
33-0000	Protective service occupations	340
21-0000	Community and social services occupations	265
19-0000	Life, physical, and social science occupations	101
17-0000	Architecture and engineering occupations	79
23-0000	Legal occupations	54
45-0000	Farming, fishing, and forestry occupations	6
55-0000	Military Occupations	4
53-0000	Transportation and material moving occupations	2
51-0000	Production occupations	(511)
Total		12,784

Source: EMSI Complete Employment - 1st Quarter 2011

While these forecasts show job losses in the manufacturing/production areas, the Manufacturing sector will remain a vital and large part of the region’s economy (over 10% for the next 10 years). Despite the losses, this sector’s size will allow it to continue providing hundreds of employment opportunities each year due to normal business cycles (turnover, retirement, etc.) and its propensity for higher wages make it a huge economic contributor. Given the region’s aging population (discussed later in the demographics analysis), retirement is expected to play a significant role in the creation of job openings.

Does the area have any “targeted” business sectors that are unique from other areas within the State? If so, describe the information and process utilized to establish the “targeted” sector.

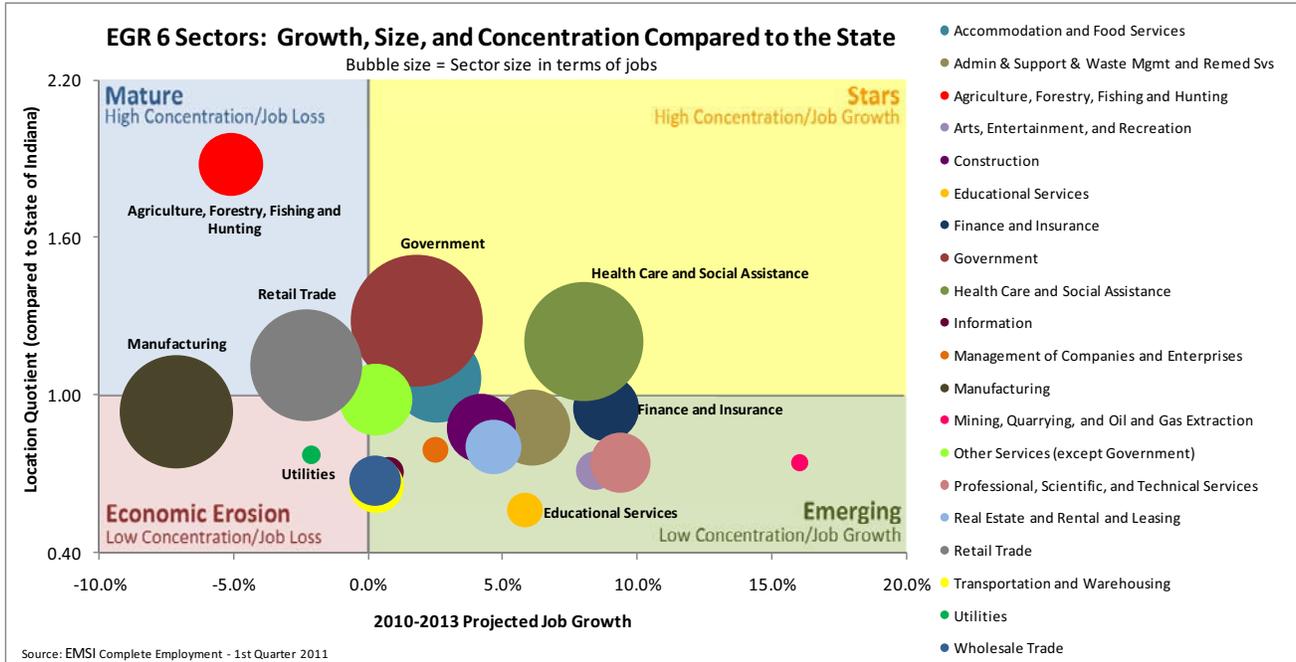
In 2005, an Occupational Skill Shortages Study was conducted of the nine county Economic Growth Region 6. This study was conducted at a time when EGR 6 was experiencing the highest job loss in the State of Indiana and as such priority was placed on Target Industries which would have the greatest likelihood of fueling the economy. In addition, emphasis was placed on the creation of an environment which would produce demand for skilled workers by supporting existing businesses, entrepreneurship, and innovation in key sectors.

The table on the next page compiles the results of the 2005 EGR 6 Study, subsequent updates, and a 2010 Asset Mapping and Target Industry analysis published by Ginovus, an international site consultant firm. It is important that this Target Industries list remains dynamic and responsive to business driven demands. As such, the workforce preparation programs must provide strong foundation skills, along with “Just in Time” knowledge and skills to meet business needs.

EGR 6 Target Industries/Sectors	Existing	Emerging
Agri-Business	X	X
Food Production	X	
Bio-Fuels	X	X
Food Processing	X	X
Contact Centers	X	
Health Care	X	
Advanced Manufacturing	X	
Transportation Equipment Manufacturing	X	
Fabricated Metal Manufacturing	X	
Primary Metal	X	
Machine Manufacturing	X	
Warehouse/Transportation/Logistics	X	X
BioMed/Life Sciences	X	X
Business and Financial Services	X	X
Renewable Energy/Clean Technologies (Green)	X	X
Data/Technology Centers		X
Education and Knowledge Creation	X	X
Chemicals & Chemical Based Products		X

While it does not fit neatly within the foregoing chart, the findings of the 2005 Study with regard to the importance of entrepreneurship development and support were reaffirmed by the 2010 Ginovus Study. Ginovus reported that “The region is well suited to support entrepreneurship.” The region’s support of entrepreneurial activities is as important as its focus on Target Industries. These entrepreneurial support activities have been designed to lay the foundation for future job growth by developing, implementing and assessing a long-term strategy to establish a new regional economic base with high pay and growth potential. This support has been provided through a loosely defined partnership of organizations and resources throughout the region. The objective is to increase the vibrancy and diversification of the regional economy through existing business product development, new business startups, as well as increasing the motivation, innovation and opportunities of the existing and future workforce.

The chart on the following page provides a multidimensional look at the sectors in EGR 6, including Location Quotients (LQ) relative to the State. The LQ’s measure the region’s concentration of each sector versus the State’s concentration. An LQ above 1.0 indicates that the sector in EGR 6 has a higher concentration than the state, and the opposite is true for LQ’s below 1.0. The concentration of the Agricultural sector is nearly twice that of the State while importance and future vibrancy of the Health Care sector is quite clear. As noted earlier, despite the Manufacturing sector’s condition as depicted in the chart its size speaks to its critical nature within EGR 6. The Finance & Insurance and Professional, Scientific, and Technical Services sectors lead the region’s emerging economy.



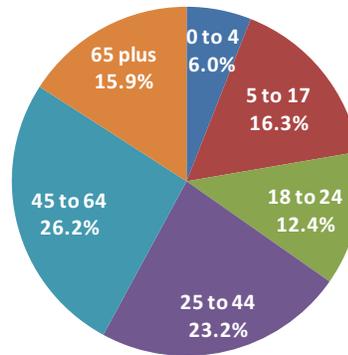
What does the area's workforce look like statistically along the following categories?

Demographics (Age, Gender, Race)

EGR 6 Population	338,751
Male	48.7%
Female	51.3%
White	94.0%
Black	3.9%
Other Races	2.1%

Source: U.S. Census Bureau, 2009 Population Estimates

Population Age Breakdown

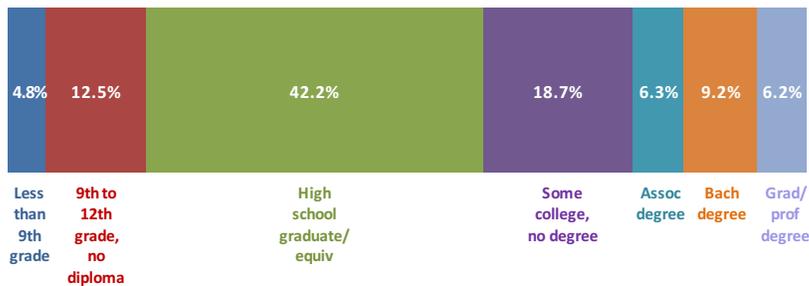


Source: U.S. Census Bureau, 2009 Population Estimates

Educational Attainment (HSD/GED, Associate, Bachelor, Advanced Degree)

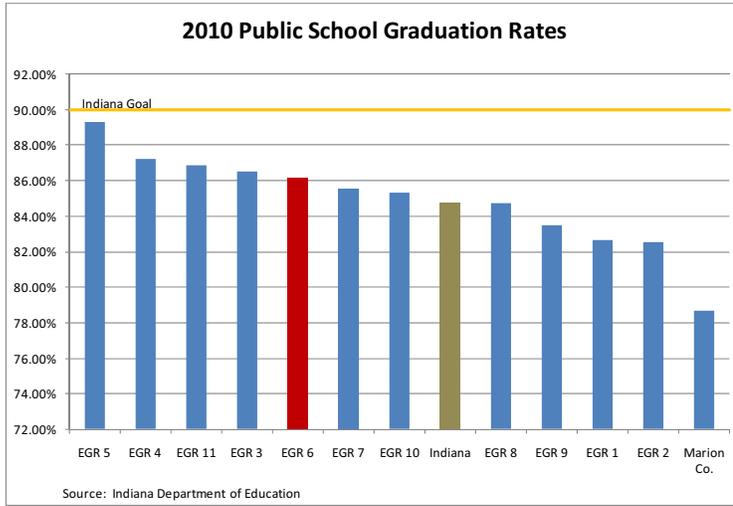
EGR 6 Educational Attainment

Population 25 years and older



Source: U.S. Census Bureau, 2005-2009 American Community Survey 5-Year Estimates

▪ **Current HS Graduation Rate**



▪ **Employed/Unemployed numbers and percentages**

Unemployment Rate Rankings (not seasonally adjusted) For February 2011 (preliminary)		EGR 6	
EGR 7	10.9	Labor Force	155,934
EGR 6	10.7	Employed	139,213
EGR 2	10.4	Unemployed	16,721
EGR 10	10.3	Source: U.S. BLS LAUS	
EGR 1	10.0		
EGR 9	9.9		
EGR 3	9.7		
<i>Indiana</i>	9.4		
Marion Co. (Indpls.)	9.3		
EGR 4	9.0		
EGR 8	8.4		
EGR 5	8.0		
EGR 11	7.6		

Source: U.S. BLS LAUS

Based upon labor market information and demographics, what makes the area unique to its contiguous area and within the State as a whole?

The contiguous areas analyzed were EGR 3, EGR 5 (including Marion Co.), and EGR 9.

Race & Gender: EGR 6, EGR 3, and EGR 9 all have minority populations of less than 10%. EGR 5 has 18% and the state has 12%. EGR 6's gender mix is in line with the state's makeup.

Age: EGR 6 has an aging population. Youth (age 0-17) makeup 22% of the population while the contiguous regions and state are all over 24.5%. Conversely, those aged 45+ in EGR 6 makeup 42% of

the population while the other areas are under 40% (with the exception of EGR 9). EGR 6 has the lowest percentage of young adults aged 25-44. EGR 6 has the highest percentage of 18-24 year olds due to Ball State University, Indiana University East, and Earlham College campuses.

Education: EGR 6's population lacking a high school diploma is 3 percentage points higher than the state average. The population with a post secondary degree (Associate's or higher) is 7 percentage points lower than the state average. EGR 6 has a larger than the state average group in the middle that earns a high school diploma but does not continue on to earn any type of post secondary degree. The 2010 graduation rate for EGR 6 is better than the state average; however it is nearly 4% below the state's goal of 90%.

Unemployment: For more than a year, EGR 6 has had the first or second highest monthly unemployment rate among all Indiana regions. The most recent data places EGR 6 more than 1 point above both the state and national rates.

Operational Plans

Provide the address, phone number, and hours of operations for each WorkOne office located within the area. Identify which offices are "full-service" and "express".

Listed below are all WorkOne offices in Region 6. All offices are open from 8:00 a.m. to 4:30 p.m. Monday thru Friday. Special hours and off site services may be implemented as needed. Delaware and Wayne are full-service centers. Blackford, Fayette, Henry, Jay, Randolph, and Rush are express centers. The only difference between full-service and express is the availability of Unemployment Insurance Staff assisted services. EGR 6 has an Express Service Team that is responsible for answering all incoming phone calls for the region. The Team answers all basic questions and routes callers to appropriate person if questions cannot be answered. EGR 6 has found that by having this team it allows for front line staff to concentrate on the customers coming into the offices with limited interruptions which increases customer satisfaction.

Blackford County

1301 N. High Street, Suite B
Hartford City, IN 47348
Phone: (765) 348-4928
Fax: (765) 348-9930

Jay County

107 S. Meridian Street
Portland, IN 47371
Phone: (260) 726-8316
Fax: (260) 726-8431

Delaware County

201 E. Charles Street, Suite 100
Muncie, IN 47305
Phone: (765) 289-1861
Fax: (765) 741-5856

Randolph County

325 S. Oak Street, Suite 301
Winchester, IN 47394
Phone: (765) 584-5627
Fax: (765) 584-2536

Fayette County

710 Eastern Avenue
Connersville, IN 47331
Phone: (765) 825-8581
Fax: (765) 825-8659

Rush County

103 N. Morgan Street
Rushville, IN 46173
Phone: (765) 932-5921
Fax: (765) 938-4127

Henry County

3011 S. 14th Street
New Castle, IN 47362
Phone: (765) 529-3010
Fax: (765) 521-7779

Wayne County

3771 South "A" Street
Richmond, IN 47374
Phone: (765) 962-8591
Fax: (765) 966-3431

Does the WIB/RWB use any performance metrics in addition to Common Measures? If so, describe those metrics.

In addition to the Common Measures, the WIB has identified the area of Training as a performance measure. This includes:

- Customers enrolled in training – Number of customers who have entered: occupational skills training, on-the-job training, apprenticeships, customized training, skill upgrade and training, and entrepreneurial training
- Percentage of completions – Number of customers completing training divided by the number that began training
- Cost per training – Total of direct dollars spent on training divided by number of customers enrolled into training
- Cost per placement – Total of direct dollars spent on customers in training divided by number of customers who received training and were placed into employment
- Wage difference – Comparison of wages earned between those that receive training and those that do not

These additional performance metrics assure that training is a priority and that training leads to greater wages than customers not receiving training. This information allows EGR 6 to capture how effective our training programs are in assisting customers to become employed and earn greater wages.

Describe how the WIB/RWB will track actual performance against performance goals.

The WIB has created a Workforce & Business Services/Accountability Committee that is responsible for the oversight of regional performance. Tools that will be utilized to gather the performance information include: Client Connect (DWD has purchased this case management system and assures that it will report performance), Department of Workforce Development reports and Department of Labor performance reports. Customer satisfaction of employers and job seekers will be tracked through customer surveys completed at least annually. The plan for tracking performance utilizing different methods will lead to an effective and efficient model of program success. EGR 6 will have the State case management system, Client Connect, which has reports that are directly related to Common Measures and program efficiency.

Performance will be tracked on a quarterly basis. Currently the committee receives graphs and spreadsheets that can give details by: month, county, types of services, types of training and exits. The committee will compare the prior year's information to the current year's information. The committee will analyze level of funding, enrollments, exits, individuals entering training, programmatic changes and common measures in order to have a broad view of the performance of EGR 6. With the change from full integration to the new customer flow model EGR 6 is re-evaluation performance measures. As EGR 6 implements the new customer flow this year, benchmarks will be set and utilized for the upcoming years. Common measures are set at this time but are set as if the state were one area. As a WIB the common measures should be adjusted from the current model to the new WIB/RWB structures. In the past this model has been more in line with the EGR 6 economy.

In addition, the WIB will monitor the progress of the Region 6 Strategic Plan. The strategic plan is designed to move the region forward in customer satisfaction, improved programming, and increased funding opportunities. The WIB will receive on-going updates on each of the sections. The sections are:

- Provide Strategic Leadership for Workforce Development.
- Be a resource to prepare EGR6 to capitalize on opportunities which retain existing industries, prepare for new industries, and support entrepreneurial activities.
- The WorkOne system will prepare job seekers for employment and connect with potential employment opportunities.
- EGR6 will be a resource to grow the economy by supporting county and regional economic development activities.
- WorkOne will provide premier customer service to its employers and job seekers.
- The OSO will maintain effective marketing and promotion strategies for WorkOne, EGR 6 WIB, and the OSO.
- The OSO will design and implement effective communication mechanisms to serve WorkOne, EGR 6 WIB, and the OSO.
- The OSO will apply for or participate in applications for funding which sustains existing workforce system needs, emerging needs, contributes to future year funding or responds to unfunded Workforce and Business Service needs.

Complete WIA Adult and Dislocated Services Matrix attachment.

See Attachment B.

Describe the criteria to be used by the WIB/RWB to determine if WIA Annual Adult Funds shall be considered “limited.”

- ***Info to be considered when determining if criteria is necessary:***
 - ***Has the area requested additional WIA funds/discretionary funds for Adult programs in previous three program years?***
 - ***Has the area transferred any WIA Dislocated Worker Funds into the WIA Adult program within previous three program years?***
 - ***Does the area regularly expend over 90% of its WIA Annual Adult Funds?***
- ***Describe how the WIB/RWB will be involved in the process of determining when WIA Adult Funds are “limited.”***

In reviewing the referenced criteria to be considered EGR 6 did request funds in PY09 and did receive additional funds prior to the new program year so that all customers in need were able to be served. Had the funds not been received the priority index may have been implemented. Also, there was a transfer of funds in PY08 from DW to Adult but this was less about not being able to serve individuals and more about making the funds as flexible as possible because every dislocated worker is eligible to be served under adult funding but not every adult is eligible for dislocated worker funding. And lastly, EGR 6 has not expended over 90% of its funds in the past 3 program years.

Criteria that the WIB will use to determine if funds for WIA Adult program are limited will include: review of preliminary budget, quarterly review of revenue versus expenditures, request for discretionary dollars for Adult services, transfer of funds from Dislocated Worker to Adult, expending over 90% in the previous program year, and level of customer services being offered. The WIB completes a preliminary budget prior to the beginning of the Program Year. This includes expected revenue and expenses. The preliminary budget is the first step to identifying if the region may need to implement a priority point check list due to limited funds. A first review will compare existing customer needs to availability of funds. If the funds are limited and the region is not able to serve the customers needing financial

assistance the OSO, on behalf of the WIB, would implement the priority point checklist to determine those most in need.

The WIB and LEO approve the budget each year and would be able to determine if funds need to be limited at that time. In addition to that approval, the WIB has a Budget and Administration Committee that meets quarterly to review revenue and expenditures to see if the priority index needs to be implemented.

The plan will allow for the system to be responsive as funding levels change and will be an effective tool for management of those funds. This process will allow for the desired outcome of serving the most in need prior to other customers when funding is deemed to be limited.

For each of these instances that can lead to use of the priority index, the trigger points are:

- When the WIB uses the preliminary budget to compare existing customer needs against the availability of funds. Funds will be considered limited when the existing customer needs is at 90% or greater of the available funds for the upcoming year.
- When the WIB and LEO approve the budget each year. Funds will considered limited if the funding is reduced by 50%.
- When the Budget and Administration Committee reviews revenue against expenditures. Funds will be considered limited at the time direct training expenditures reach 90% of planned budget.

The WIB has implemented the priority index for the first quarter of PY11 based on the projected needs of existing customers that were in excess of 90% available funds. Before the second quarter begins, the WIB will reevaluate the situation to determine if use of the priority index should continue beyond September 30th.

Describe the process that the WIB/RWB will use to ensure priority is provided to veterans and veterans' spouses, low income individuals, and recipients of public assistance when WIA Adult Funds become "limited."

EGR 6 assures that it will follow DWD Policy 2009-01, Priority of Service for Veterans.

In the PY10 DWD Veteran monitoring, Region 6 WorkOne Centers were found to be in compliance with Veteran preference and considered to be Veteran friendly. Veteran Priority of Service Posters are located in the front lobby seating area of the WorkOne offices and are clearly visible to all customers. The Welcome Team asks clients if they are Veteran/Eligible Spouse. An automated office flow tracking system moves Veteran/Eligible Spouse to appropriate staff based on barrier or eligibility.

In addition, each WorkOne Manager has attended Veteran Program and priority of service training.

Should there be a higher demand for WIA services than there is available funding, EGR 6 will implement a priority point checklist which provides service priority to veterans and veterans' spouses, low income individuals, and recipients of public assistance.

Customers will complete a priority point check list when they are enrolled. Those customers with the highest priority and the ability to benefit will receive priority of service in regards to those services that have expenditures of dollars. These priorities assume the applicant is interested in pursuing training in occupations in demand for the Region and who do not have a record of failure. The nature of the comprehensive planning and partnerships of the WIB and its WorkOne system of services will provide individuals who are determined to be a priority group with appropriate services.

Complete Youth Services Matrix attachment

See Attachment C.

Indicate the number of WIA Youth services staff persons located within the area.

The WIB approved the following recommendations from the Youth Council: Youth Service provider will be fully integrated into the WorkOne with the Grant Recipient/Fiscal Agent responsible for framework, eligibility and payment of customer costs and One Stop Operator functionally directing staff. Youth Council affirmed its commitment to the continuation of the YouthWorks Program including the three JAG Programs pending receipt of Governor's discretionary funds.

There are six Youth Career Advisors who provides youth services to the Region's nine county area to include Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union and Wayne. To maximize resources three of the six Youth Career Advisors are assigned two counties each - Blackford/Jay, Fayette/Rush, Union/Wayne.

Also, there are three JAG sites located in Region 6 - Blackford High School, Connersville High School, and Muncie Central High School – with one JAG Specialist per site. The JAG Team also has a JAG Program Manager who also will be assuming the role and duties of the Community Outreach/Transition Coordinator.

On a regional level the Associate Director of Operations oversees all aspects of youth programming as well as other assigned duties.

Describe specific outreach activities targeted to Youth within the local area.

Recruitment efforts for youth customers are on-going for the YouthWorks Program which encompasses all youth services in EGR 6. YouthWorks assists youth from 14-21 years of age with education and employment guidance. Programs under YouthWorks include Jobs for America Graduates (JAG) which is a school-to-work transition program to keep juniors and seniors in high school to attain a high school diploma. Also, the Summer Earn and Learn (SEAL) program is a summer work experience program where youth can experience different occupations as well as practice good work ethic skills. Both programs work with the youth to assist them in attaining additional skills through post secondary training or work experience to ultimately secure employment.

Youth Career Advisors and/ or JAG Specialists actively visit and speak to Adult Education-GED Classrooms, assist with school open houses to recruit students' older brothers and sisters; and partner with local training institutions, vocational rehabilitation, judicial systems, labor exchange, school transitional resources, government and state agencies, community organizations, and high school guidance counselors.

WorkOne participates in community job fairs, career fairs, drop-out summits, and business expos to promote all services provided in the WorkOne centers. Brochures, posters and flyers have been developed specifically for YouthWorks Program to assist in outreach efforts.

A long term goal that will be accomplished through these outreach activities is the youth will be connected to WorkOne and will continue to utilize resources even as adults.

As the newly formed Youth Council begins establishing priorities for the youth program, activities may need to be changed to target the appropriate youth the Board wants to focus on for the region.

How does WIB/RWB measure the success of Youth Service Providers?

The Youth Service Provider(s)'s success will be measured by utilizing the three Youth Common Measures - Placement in Employment or Education, Attainment of a Degree or Certificate, and Literacy and Numeracy Gains. In addition to the performance measures, customer satisfaction will be measured through surveys. Existing reports include: JAG monthly reports, e-NDMS reports, and management information reports generated through TrackOne Access Database (literacy/numeracy, enrollments, credentials, follow-up, 5% enrollments, case management, and services provided). Fiscal reports are also reviewed to ensure correct expenditure levels are met and maintained. The WIB will monitor expenditures to assure that the WIA prescribed 70/30 split between in-school and out-of-school youth is maintained.

As the newly formed Youth Council begins establishing priorities for the youth program, reports may need to be changed to target the appropriate outcomes desired by the Board.

Also the contract(s) with the service provider will be reviewed to monitor success in relationship to number of youth served and if all proposed and contracted services were delivered successfully in the region.

The Youth Program's 10 elements will be an integral part of the services to the youth and as such will be measured for compliance.

How does the WIB/RWB ensure that local staff coordinate activities with the State Rapid Response team/Dislocated Worker Unit to perform the following:

- ***Securing and sharing information when there is a possibility of a mass layoff (50 or more workers)?***
- ***Coordinating activities where a layoff involves a company that is Trade certified?***

EGR 6 will follow DWD's Policy 2008-14 on Rapid Response Delivery Guidelines.

The OSO through the Business Services Team will be responsible for coordinating all activities of a mass layoff as well as notifying the State Rapid Response team within one business day of the initial notice of a mass layoff and coordinating activities with the DWD TAA team when a company is Trade certified.

How does the WIB/RWB ensure the coordination of the following programs, at minimum, at each WorkOne?

- ***Unemployment Insurance***
- ***Trade Act***
- ***Title 38 Veterans Programs (LVER, DVOP)***
- ***Worker Profiling and Reemployment Services (WPRS) and Reemployment and Eligibility Assessment (REA)***

Through DWD Policy 2010-13 Customer Flow Policy, the WorkOne System aligns all programs, all customers, and all performance as efficiently as possible. Customer service and support is the responsibility of every team member. Not only does this streamline customer service and staff responsibilities, but will help to streamline funding.

Integrated service delivery requires a shared customer pool for staff, services, and performance management. Integration allows for co-enrollment (when eligibility permits) in the following programs: Wagner-Peyser, WIA Adult, WIA Dislocated Worker, TAA, and Veterans. At a minimum:

- All WorkOne customers enrolled in Wagner-Peyser will be co-enrolled in both the Wagner-Peyser and WIA Adult programs;
- All Trade Act customers will be co-enrolled in the WIA Dislocated Worker Program; Both Trade Act and WIA Dislocated Workers will also be enrolled in the Wagner-Peyser Program and WIA Adult Program;
- All WorkOne customers who are veterans will be enrolled in the Veterans program;
- All customers co-enrolled will be used to calculate performance for each individual program as appropriate, based upon the level of services provided;
- All WorkOne customers will be enrolled and registered (at a minimum) in the Wagner-Peyser program.

Unemployment Insurance does not have staff at all WorkOne Centers but resources such as computers, phones and copiers are made available for Unemployment Insurance customers.

EGR 6 understands that not every program may be completely integrated due to governmental restrictions but our goal is that every customer of every program be made aware of all of the services that are available to them the WorkOne system. To facilitate management and reporting, the State Workforce Innovations Council (SWIC) is encouraged to work in partnership with DWD to align all programs, new and existing, as close as possible so that services to customers can be delivered more efficiently.

WRPS and REA are coordinated in two of the WorkOne Centers. All staff are able to work with the customers to assist with employment and training needs. Workshops are available for customers as appropriate as well as other core, intensive and training services offered through other programs.

Briefly describe the business services, specifically job recruitment, job posting, and job matching services, that are offered within the local area.

Every staff member assigned to the Business Services Team is tasked with building relationships with employers, identify opportunities to address the human resource challenges of employers and market a robust product line designed to assist them in meeting their human resource needs. Business services staff shall ensure that the entire WorkOne employer product line is marketed to each employer.

The EGR 6 Business Services Team will facilitate economic growth and stability in the region by providing employers with the tools needed to maintain and grow their business by building a workforce that possesses the skills and knowledge needed to compete in the global economy.

WorkOne provides a comprehensive menu of services available to EGR 6 employers. This ranges from posting job openings on Indiana Career Connect to training Human Resources Managers to effectively search the system for qualified applicants. Business Services Representatives partner with employers in planning and executing small to large scale recruiting events, in screening applicants and in assessing the workplace skills of potential job candidates including incumbent employees. Business Services Team members routinely provide valuable Labor Market Information needed by employers in decision making. Other services and information provided to employers includes job profiling, WorkKeys, training opportunities, grant information and incentives.

Employers in EGR 6 will receive services through a regional Business Services Team. The team will be responsible for providing consultation to employers regarding human resources challenges. They will market available products to employers including those directly provided by the WorkOne System and those that are provided by partners such as Economic Development, Small Business Development

Corporation, Purdue TAP, Ball State University, Indiana University East, and Indiana Economic Development Corporation.

Describe how the WIB/RWB will ensure that veterans' priority of service will be carried out with the local area.

EGR 6 assures that it will follow DWD Policy 2009-01, Priority of Service for Veterans.

Veteran priority of service starts at the front door and continues through all programs. EGR 6 has veteran priority of service posters hanging at the front desk of all offices. Customers are asked if they are a veteran. If they are a veteran they are added to the queue system with the designation of "V" and will receive priority in being selected as the next customer to be served. In addition, should limited funds be implemented, veterans will also receive priority of service over other low income customers. And job orders that are placed through WorkOne receive the veteran hold status for 24 hours.

In addition, each WorkOne Manager has attended Veteran Program and priority of service training.

Key Partnerships

Complete WIB/RWB Partnership Matrix

See Attachment D.

Attach One-Stop Partner MOU – WIBs only need to respond

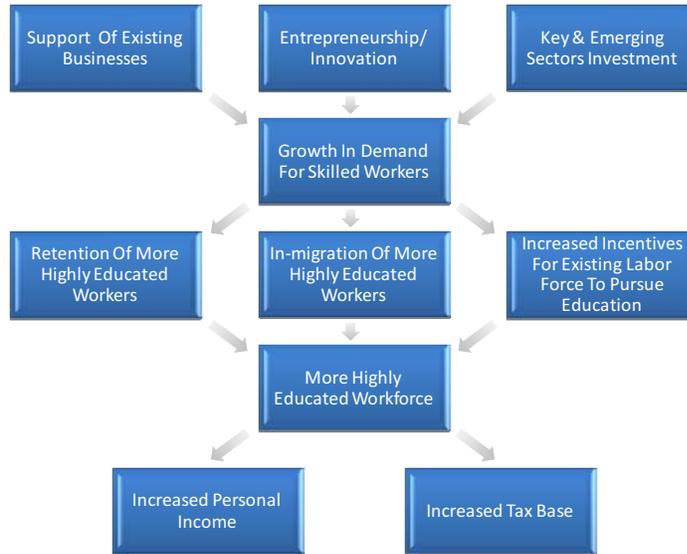
See Attachment G.

Describe how the WIB partners with economic development entities within the local area and at the state level.

The EGR 6 WIB has adopted the Strategic Plan which was approved by the Regional Workforce Board on 8/24/10. 30% of the Strategic Plan Goals are directly tied to the relationship with economic development efforts at the local and regional levels which are delineated as follows:

- Research & Development Goal 2.1 – Be a resource to prepare EGR 6 to capitalize on opportunities which retain existing industries, prepared for new industries and support entrepreneurial activities.
- Workforce Development & Business Services Goal 3.2 – EGR 6 will be a resource to grow the economy by supporting county and regional economic development activities.
- Workforce Development & Business Services Goal 3.3 – WorkOne will provide premier customer services to its employers and job seekers . . . System to measure Economic Development satisfaction.

In general the intent of the Strategic Plan will be to ultimately grow the economy of the region through effective partnerships and alignment of training resources based on the existing and anticipated workforce skill demands.



EGR 6 will provide an emphasis on a demand driven workforce development system by partnering with Local Economic Development Organizations (LEDO) in each county and responding to business expansion and retention needs. Recent examples are the efforts to partner with Poet Biorefining, Brevini Wind, Brevini USA, Progress Rail, and most recently Delaware Dynamics (previously Delaware Machine), all of which are projects which stem from our prospect meetings held in conjunction with our economic development partners. EGR 6 has and will continue to actively participate at all levels (local, regional and state) in prospect proposals for expansion and location in the region, as well as the development of the skill and capacity needs to deliver promised services. The region has strong relationships at all levels with LEDOs and will measure the level of satisfaction the LEDOs have with the WIB and WorkOne and make Plan and service adjustments accordingly.

The target industries represented in this Plan are yet another example resulting from a joint study released in the summer of 2010. The study, which was jointly funded by Indiana Michigan Power, Energize ECI and Eastern Indiana Regional Workforce Board, was conducted by Ginovus, an international site location firm. The purpose of the study was to determine the target industries which are best suited for the region. This study is now being used by EGR 6 staff to update WorkOne strategies and demand occupations and industries and career pathways for development of the needed workforce skills.

Budget

Attach a copy of the WIBs or RWBs and its WIA Service provider's proposed budgets for PY11 using 2010 allocation information. Complete using provided template.

See Attachment E.

The optimal staffing and customer service plan requires more funding than is available through current known revenues for PY11. The WIB plan budget is based on the revised PY11 WIA allocations and the following grants/contracts: Integrated Services, Business Consultant, SEOJT, WIA Discretionary, NEG OJT, RROJT, ABE and JAG Coordinator some of which represents multi-year carry-in. The budget submitted with this plan includes adjustments to provide a balanced financial plan as recommended by the Budget & Administration Committee and approved by the WIB. The current WIB budget based on total budget breaks down to Administration 6.7%, Program Management/Core & Intensive Services 67.7% and

Direct Client Services 25.6%. Information on Trade Adjustment Assistance for PY11 is unknown at this time. In support of this budget EGR 6 submitted a request for carry-in which exceeds the 30% limitation by slowing PY10 4th quarter customer expenditure and enrollments until funding and staff levels were known in order to assist in leveling out the sharp reduction of revenues for PY11 and first quarter funding limitations.

This budget represents limited funding under WIA Adult and Dislocated Worker being expended for Direct Client Services for three reasons:

- 1) This budget requires the classification of the costs of the Workshop functions, which are provided directly by WIB staff as Program Costs under Core and Intensive. If these workshops were provided under contract they would be classified as Direct Client Services. Those amounts are \$95,035 and \$95,035 respectively, which results in the increase of the ratio to 14% and 15% respectively if included in the calculation.
- 2) This budget does not reflect the amount of Trade Adjustment Assistance contract funds which are generated by the staff. If this was taken into account the Direct Client Services ratio would be exponentially higher for Dislocated Worker. This information has been requested and has not been made available to enter into the calculation.
- 3) Within this budget the WIA Adult and Dislocated worker funds are the vehicle for providing the majority of the case management services to deliver the training services represented in the "Other" category which represents a 57% Direct Client Services ratio.

Describe how the WIB/RWB monitors its annual budget and the budget of its service providers.

The overall budget and each of its subparts will be monitored on a regular basis by management and reviewed by each line item within each grant. The budget is reviewed by a percentage of year as well as year to date to ensure that budget line items and the overall budget remain on track. On a monthly basis the WIB Budget & Administration Committee will receive and monitor the overall revenue and expenses at the broadest levels by grant and funding stream. The Committee will also receive the WIB Governance Budget to monitor the expenses associated with the work of the Board, Periodically Fiscal Agent and Executive Staff will conduct expenditure projections to determine under and over spend trends and take/recommend corrective action accordingly consistent with the parameters to be established by the WIB.

Regular contract review meetings will be held with Subcontractors to discuss their contract planned versus actual performance to include expenditure levels. These meetings are held with Fiscal Agent and WIB Executive Staff including Operations staff. Subcontracts will be reviewed to ensure that statement of work is being performed as planned. If there are concerns of under or over spending budgets will be adjusted and if necessary statement of work modified.

Describe how the WIB/RWB will ensure that administrative spending is kept to a minimum.

- ***Explain how WIA administrative funds will be utilized, including projected expenditures for the following categories:***
 - ***Staffing (Administrative Cost)***
 - ***Travel***
 - ***Outreach***
 - ***Other (describe)***

Administrative spending is based upon what EGR 6 determines to be an administrative function. Those activities include but are not limited to the following; accounting, cash management, procurement, personnel management, payroll, audit functions, monitoring, subcontract management, board support, accounts payable, inventory and budgeting. Anything fiscal related

is considered to be an administrative function and therefore administrative funds will be utilized. Any related costs associated with the above time spent i.e. travel or any day to day activities will also be expended as administrative. EGR 6's cost allocation plan allocates costs that are undefined as administrative or program and/or support both cost centers will be charged to a cost pool and those costs are allocated according to the basis of the approved Cost Allocation Plan. This would include rent, telephone, supplies, etc. so administration will get their fair share of overhead costs allocated to the program. More important than staying within administrative costs limits are those expenses which are overhead in nature and are not directly tied to customer services. EGR 6 has and will continue to invest funds as efficiently and effectively as possible in meeting requirements for performance and services while managing for quality.

- **Provide any policies/procedures the WIB/RWBs will utilize to approve the following:**
 - **Hiring of staff**
 - **Travel**

Currently EGR 6 utilizes Indiana Career Connect as a resource to assist in the recruitment of applicants. The WIB approved Interim Hiring Guidelines to initiate the hiring of its President/CEO. Subsequently the WIB approved a Manual of Personnel Policies and Procedures for use in hiring and managing staff. The WIB – LEO Agreement provides for the WIB to hire the President/CEO in consultation with the Local Elected Officials Executive Council. The ultimate authority for hiring and termination of all other staff is vested in the President/CEO. One of the key Executive Staff positions will include the Human Resources function. This position responsibility is to assure that a consistent and compliant system is in place for the recruitment and management of applicant/employees of the WIB. Currently all applicants must fill out an employment application, supply personal and professional information and any other information pertinent to the applicant's employment and education. If any of the above information is found to be false or deceptive, this will constitute grounds for termination. All positions will be posted for five working days before being filled. Reference checks will be conducted to affirm recommendations for hire and may be used to discern the best candidate for hire. Drug screening and a background check is ordered once the applicant accepts the job offer. Newly hired staff will serve a probationary employment period and if successful will be considered for regular employee status. All current Executive Staff of EGR 6 have performance based evaluations tied to the Strategic Plan.

Employees will be compensated for travel while on official business for EGR 6. Mileage will be reimbursed at the rate set by WIB policy, but will not exceed what is allowed by state and federal guidelines. The Personnel Policies and Procedures Manual provides for the travel, lodging and per diem policies of the corporation. An approval process is in place for out of state travel, other than to Ohio counties which are adjacent to EGR 6. President/CEO travel will be monitored by the Board and staff travel will be monitored by the President/CEO.

Governance and Structure

Describe how the WIB/RWB consulted with members of the public, including local elected officials, representatives of business, labor, and economic development prior to the submission of this plan.

This Plan has been developed using the EGR 6 Strategic Plan as the foundation. The Strategic Plan encompasses training for a dynamic Occupations and Industries in Demand List which is projected to be reviewed and updated at least two times each year based upon identified needs and challenges within the region. The WIB and LEO are responsible for approval of this WIB Plan based upon the research and input provided by staff through their ongoing work with business, labor and economic development. The

WIB is made up of diverse members which includes representation from business, labor and economic development as well as many other partners who must work together to align resources to meet the workforce needs for the occupations and the career pathways to those occupations in support of this regional Plan. To determine those who received the Plan for review in advance and those who approved the Plan, refer to the WIB Plan Approval Matrix provided as Attachment K.

With the underpinning of this Plan based on the EGR 6 Strategic Plan, the Plan will continually be refined and updated as the WIB staff work with partners to align resources both internally and externally and respond to the opportunities and challenges which cannot be anticipated. As such this Plan is, and will continue to be, a living document that will incorporate and respond to new information and opportunities while preparing the region to be as strategic as possible rather than reactionary. An example of this is the joint study results released in the summer of 2010. The study, which was jointly funded by Indiana Michigan Power, Energize ECI and Eastern Indiana Regional Workforce Board, was conducted by Ginovus, an international site location firm. The purpose of the study was to determine the target industries which are best suited for the region. This study is now being used by EGR 6 staff to update WorkOne strategies and demand occupations and industries and career pathways for development of the needed workforce skills.

This WIB Plan will be subject to a 30 calendar day comment period beginning April 30, 2011 at which time the Plan will be formally published and afford ample time for review and comment. A legal notice will be placed in the Muncie and Richmond newspapers providing information on the Plan availability and process for comment. Plan comments will be reviewed by the WIB in partnership with the LEO and Youth Council with adjustments made as appropriate. The Plan will be made available on the EGR 6 WorkOne web site and copies available in each EGR 6 WorkOne office. Information on the Plan availability will be sent out to the data base of partners, including business, labor, education and mandatory/volunteer partners.

Describe the role of the local elected officials in the governance and implementation of WIA programs in the local area.

In EGR 6 the Local Elected Officials formed a Local Elected Officials Executive Council and have developed an Agreement which is provided as Attachment H. In that Agreement the Executive Council has identified its membership in compliance with DWD Policy #2010-08. The Executive Council Agreement delineates those duties which may be completed by the Chief Elected Official and those which are subject to approval by the Local Elected Officials Executive Council. In addition the WIB and Executive Council have developed a WIB-LEO Agreement (Attachment I) which specifies which duties are joint, which are WIB duties and which are Executive Council duties. Those items within the Agreement which require the Governor's approval are specified. Due to the nature of the involvement of Executive Council members in their local communities and their respective local economic development organizations, they are keenly aware of and have the opportunity to provide input into those areas which can affect the implementation of WIA programs in the local area.

The Executive Council members receive courtesy copies of and invitation to attend all WIB meetings and the WIB members receive courtesy copies of and invitation to attend all Executive Council meetings. The WIB Executive Staff is assigned the responsibility to staff both the WIB and LEO meetings and to facilitate understanding, input and decision making. As such the two groups work well in partnership and have a common basis for making decisions which will benefit the region and therefore the local communities. In addition the Chief Elected Official has will serve as the WIA Grant Recipient representative on the EGR 6 Workforce Investment Board.

Who is the chief elected official for the area, and how is liability for the misuse of WIA funds assumed by the local elected officials? WIBs only

The Chief Elected Official for EGR 6 is Jay County Commissioner Milo M. Miller, Jr. as recorded in the Local Elected Officials Executive Council Agreement which is provided as Attachment H. Sections VIII – X of the Executive Council Agreement details the agreement with regard to Liability for Funds and Repayment of Disallowed Costs. The following are excerpts from the Agreement:

The EGR 6 WIB and Local Elected Officials relationship under WIA is a partnership and to the extent consistent with the Local and State Law, the LEOs who are signatories hereto do certify acceptance of the responsibility for the total management, operation, and compliance with all laws and federal regulations. This Agreement acknowledges the financial responsibility by the Chief Elected Official, herein referred to as CEO, for Workforce Investment Act funding granted by Department of Workforce Development (DWD) through the WIB, its Fiscal Agent for the Workforce Investment Service Area or subrecipients thereof. If the EGR 6 WIB or Fiscal Agent is required to repay or restore to the State or other funding source any sums administered by it under the Act, then all avenues and sources of existing funds will first be exhausted, such as unrestricted funds of the EGR 6 WIB and/or its Fiscal Agent, Regional Operator, and Subcontractors. If after exhausting all avenues and sources for repayment or restoration of funds to the State of other funding sources, then each member of the Local Elected Officials Executive Council, on behalf of its respective political subdivision, does hereby agree to assume liability for such repayment or restoration as follows:

- 1. Any funds which were disbursed and expended within one or more political subdivisions shall be repaid or restored proportionately by the recipient political subdivision.*
- 2. If the funds required to be repaid or restored cannot be traced to any particular disbursement to one or more political subdivisions, then each political subdivision within the WISA (EGR 6) who are signatories hereto shall participate pro rata in the repayment and/or restoration of funds in the same proportion that the respective political subdivision's funding quota under the Workforce Investment Act bears to the total funds disbursed by Fiscal Agent to the programs in said political jurisdiction.*
- 3. Nothing in this Article shall prohibit any entity from attempting to collect funds from a party who participated in criminal, fraudulent, or other bad faith activities, which resulted in the original misapplication of funds.*

If the EGR 6 WIB becomes liable for the payment of any funds, whether by suit, contract, judgment, default, statute, or otherwise, which sums cannot be lawfully paid from the funds available to the EGR 6 WIB, then all such sums shall be paid by the political jurisdictions which are parties hereto in the same manner and proportions set forth in Section IX hereof.

Identify who the fiscal agent or entity responsible for the disbursal of WIA grant funds is in the local area.

The EGR 6 Workforce Investment Board, Inc. will be the Fiscal Agent for EGR 6 and as such will be responsible for the disbursal of WIA grant funds for the Region. Because the EGR 6 Workforce Investment Board, Inc. is in transition, the staff members have not been officially hired. The staff members who are named in this Plan are the current staff for the Eastern Indiana Regional Workforce Board.

Organization: Economic Growth Region 6 Workforce Investment Board, Inc.
Address: 122 East Main Street, P.O. Box 1856, Muncie, IN 47308-1856
Name: Cathy Cross (Current RWB Fiscal Agent Staff)
Telephone Number: 765-282-6400 ext. 111
Email Address: ccross@work-one.org

Describe the nomination and selection process used to appoint members to the workforce investment board.

On behalf of the Local Elected Officials Executive Council, current Local Elected Officials, Regional Workforce Board members, Local Economic Development Organizations, Chambers of Commerce, Department of Workforce Development and staff of the Business Services Team were solicited for nominations of business representatives to the Board, as well as other sectors of local appointment authority. Various organizations including Central Labor Council, Community Action Program Council, International Brotherhood of Electrical Workers, Carpenter's Union, and AFL-CIO were solicited for labor nominations. Education, Adult Education and Carl Perkins post secondary representatives were solicited from Ivy Tech Community College and current educational partners. Community Action Agencies, Youth Service Organizations, Faith Based Organizations and Community Based Organizations were solicited at the regional and local levels for nominations. Department of Workforce Development, Family & Social Services Administration, Housing and Urban Development and Department of Education were solicited for Adult Education & Literacy, Wagner-Peyser et al, Vocational Rehabilitation, and Older American's Act Title V Older Worker Employment & Training Representatives.

Per Section III.E. of the Local Elected Officials Executive Council Agreement, WIB members shall be appointed as follows while assuring its size does not exceed the 47 member limitation:

1. *Each (LEO) representative as defined in Section II, MEMBERSHIP, shall have the opportunity to appoint one member to the WIB from local nominations in consultation with the CEO to assure appointments meet state requirements for certification of the WIB.*
2. *Those nominations for appointments to the WIB which must be solicited from State Agencies will be considered as regional appointments and will be confirmed with the concurrence of the CEO.*
3. *The remaining open seats will be appointed using a ballot process by mail, electronic media or during a duly called meeting of the Local Elected Officials Executive Council.*
4. *Consideration of appointments to open seats will take into account geographic representation, however, if a quality candidate is not currently available, an appointment which will advance the mission of the region will be made without regard to geographic representation.*
5. *Any opening does not have a recommended appointment within 60 calendar days of notification of the opening will be filled by the CEO in consultation with the Local Elected Officials Executive Council. In the event this action is taken, the (LEO) representative who lost the opportunity to appoint a member will be given the opportunity to appoint the next vacant seat as defined in the Agreement.*

Using available workforce data, describe how business representatives that serve on the WIB are appointed to accurately reflect the employment opportunities (primary industries, business size) and the geographic diversity of the local workforce service area. WIBs only

The objective in making the business appointments to the Workforce Investment Board was to look at those industry sectors which afford employment opportunities for high wage, high skill jobs in the region and those industries which are a part of the career pathways which lead to those high wage, high skill jobs in the region. In addition there was consideration given to geographic representation throughout the region and recognition of the importance of representation of both small and large employers. Those businesses which were recruited are those who have used the WorkOne system in filling their job openings and/or are in a hiring mode. While there is a desire to have representation from the newest industry locations in the region such as Brevini Wind, Brevini USA and Progress Rail, the management representatives of these companies are unavailable to currently commit to the Board because their time is fully devoted to meeting the implementation plans of their respective companies. Other consideration when making appointments to the WIB, including business sector appointments, is the depth and breadth of nominee's involvement in workforce, education, community, youth organizations, entrepreneurship and economic development to enrich their individual understanding and contribution to the Board. The

Local Elected Officials also considered the talents each person brought to assure the board had balance in the skills which could be contributed to the work of the board and safeguard the funds entrusted to the Board. With these objectives in mind the business appointments to the Board currently represents approximately 1/3 small business and 2/3 large business. While the representation of large business is inconsistent with the makeup of the region, these are the employers that generally have the potential to employ more workers at higher wage and/or skill levels than the smaller businesses of the region. Because these companies tend to harvest employees from the smaller employers, these appointments also provide insight into how we can more fully develop the career pathway in development of their workforce.

In summary actual appointments and additional recruitment of business representation for the WIB has been sought out in the sectors of Health Care, Warehouse & Logistics, Advanced Manufacturing, Agri-business including Alternative Energy, Food Processing, Contact Centers, Finance & Insurance Institutions and businesses in general which provide employment opportunities for Business Operations Specialists.

In the appointment of the WIB the Local Elected Officials Executive Council has developed an Agreement which provides for geographic diversification of the appointments to the WIB with at least one appointment from each of the Council members. The following matrix provides information with regard to the geographic distribution and representation of the target business/industries of the region at the time of the Plan submission.

EGR 6 WORKFORCE INVESTMENT BOARD INITIAL APPOINTMENTS	TOTAL	Blackford	Delaware	Fayette	Henry	Jay	Randolph	Rush	Union	Wayne	Regional
Geographic Diversity Total Unduplicated Appointments	33	2	5	3	2	5	2	2	1	4	7
EGR 6 Workforce Investment Board Initial Duplicated Appointments											
Business/Industry Sector Representation		2	4	3	0	3	2	2	1	2	0
<i>Health Care</i>			1			1					
<i>Food Distribution Center</i>										1	
<i>Utilities</i>		1									
<i>Finance, Insurance, Real Estate & Retail</i>		1	1	1			1	1		1	
<i>Advanced Manufacturing</i>			1	2		1		1			
<i>Alternative Energy</i>						1					
<i>Agriculture</i>									1		
<i>Contact Centers</i>			1								
Labor							1			1	1
Education				1	1						2
Economic Development		1								1	1
Community Based/Faith Based/Youth Organizations				1	2						
Other				1		2					4

EGR 6 Target Industries/Sectors	Existing	Emerging
Agri-Business	X	X
Food Production	X	
Bio-Fuels	X	X
Food Processing	X	X
Contact Centers	X	
Health Care	X	
Advanced Manufacturing	X	
Transportation Equipment Manufacturing	X	
Fabricated Metal Manufacturing	X	
Primary Metal	X	
Machine Manufacturing	X	
Warehouse/Transportation/Logistics	X	X
BioMed/Life Sciences	X	X
Business and Financial Services	X	X
Renewable Energy/Clean Technologies (Green)	X	X
Data/Technology Centers		X
Education and Knowledge Creation	X	X
Chemicals & Chemical Based Products		X

Attach a copy of the WIB/RWB bylaws. The following information, at minimum, is required in the bylaws:

See Attachment J. These bylaws were approved by the Economic Growth Region 6 Workforce Investment Board on April 27, 2011 subject to review and input by the SWIC.

- ***Quorum rules, establishing that at least 50% of members attending in-person constitutes a quorum***
See Articles IV & V
- ***Attendance rules***
See Article VI
- ***Membership terms***
See Article V
- ***Identification of board officers and election procedures***
See Article VIII
- ***Description and duties of any WIB/RWB subcommittees (Youth Council mandatory for WIBs)***
See Article IX
- ***Voting rules***
See Article VII
- ***Describe what constitutes a conflict of interest to a board member and what actions will be taken by the board member in the event of a conflict of interest.***
See Article XIV
- ***Describe how the WIB/RWB and any of its subcommittees comply with Open Door Laws, including the requirement that WIB or RWB and subcommittees' minutes will be posted online for public inspection.***
See Article X
- ***Rules for amending bylaws***
See Article XI

Provide a description of the WIB's/RWB's support and administrative staffing.

- **Complete a chart available in Word at this link: Executive Compensation, indicating the compensation of the top five paid individuals employed by the WIB/RWB, or employed by any entities using WIA funds to provide administrative or staff support to the WIB/RWB.**

The organizational chart provided in Attachment F has been approved by the WIB. Because of the limitations on funding not all positions have been funded at this time, however, remain as the intended staffing for the region. Within the approved budget parameters the authority over the number, title and location of Field Operations positions has been delegated to the President/CEO to assure the ability to be responsive to business customer and job seeker customer needs.

This organizational chart represents the approval of the Governor for EGR 6 WIB to directly employ the staff members that provide Executive Staffing, Fiscal Agent, One Stop Operator and Adult/Dislocated Worker Service Provider functions. This model has been determined as the best structure to reduce duplicity of functions and achieve economies of scale. With this structure there is an inherent need to organize in a manner to build in automatic checks and balances and appropriate firewalls between the oversight/reporting/evaluation functions and the actual field operations function. Because the WIB cannot monitor itself, the WIB budget includes the cost of an independent monitoring firm which will monitor the Service Provider function and issue an independent report to the WIB and LEO.

As such those functions which will be built into the staffing of the corporation are the Management Function which will provide strategic planning and oversight at the broadest level and provide the point of contact between the Board of Directors through the Board Chair and the WIB staff through the President/CEO. The Chief Operating Officer will be the position which has the day to day management responsibility of the corporation, however until this position can be funded those responsibilities will be assumed by the President/CEO and direct reports to the President/CEO. The divisions will encompass WorkOne Operations, Human Resources, Research & Planning, Marketing, Procurement, Self-monitoring and Grant/Contract Management and Reporting.

Executive Compensation				
	Position Title	Position Pay Range	Bonuses	Benefits
1	President/CEO	\$89,000 - \$135,000	None	32% of wages
2	Chief Operating Officer (Unfunded)	\$65,000 - \$105,000	None	32% of wages
3	Director of Operations	\$60,566 - \$78,700	None	32% of wages
4	Chief Financial Officer	\$58,246 - \$75,719	None	32% of wages
5	Director of Human Resources/Product Mgr.	\$47,568 - \$61,838	None	32% of wages
6	Marketing Director	\$47,568 - \$61,838	None	32% of wages

- **Attach a WIB/RWB Organizational Chart, and provide a brief description of the key responsibilities of all WIB or Regional Operator staff persons.**
See Attachment F.

Who is the area's One Stop Operator (OSO), what are its roles and responsibilities, and describe the OSO designation process. WIBs only need to respond.

Currently Alliance for Strategic Growth, Inc. functions in this capacity for EGR 6. For PY11 per Article VI of the WIB-LEO Agreement provided as Attachment I, the LEO and the WIB jointly agree that the One Stop (WorkOne) Operator for EGR 6 shall be employed by the WIB Corporation (with Governor's

approval) and shall be an employee with demonstrated effectiveness. As such the role and responsibilities of the OSO function follow:

Strategic Planning and Resource Alignment

- Implementation of the WIB Strategic Plan
- Update of the Strategic Plan on a bi-annual basis
- Alignment of local and regional efforts and resources for achievement of the mission

Provides staffing to the WIB and LEO

- Facilitate Board Meetings
- Partnership Development
- Resource Development
- Idea Development
- Region Administration
- Board Certification
- Reporting
- Vendor and Contractor Procurement
- Grant, Contract, Subcontract and Vendor Management and Compliance Monitoring

WorkOne System Organization and Management

- Take responsibility for control and operation of the One Stop system on behalf of the Board. The system must be operated to ensure reliability, continuity, accessible, affordable, responsive, has adequate capacity, and is flexible.
- Ensure operation of One Stop system in a professional, business-like manner incorporating service industry best practices.

Policy Development

- Review, propose, and enforce all policy necessary to achieve the goals of the WIB as they relate to the delivery of service and operation of the One Stop system.
- Ensure that any required regional policies are developed, proposed, and adopted.
- Ensure that any policy gaps are identified and closed.
- Ensure clear accountability for policy compliance is established with all regional partners through contracts, policies, or procedures.

Resource Development & Management

- Take responsibility for the procurement, use and safeguarding of all resources available to or the responsibility of the region. Includes intangible assets such as network access, software and other licenses and contractual rights (such as leases).
- Ensure that resource needs (facilities, staff, supplies, etc.) are identified and filled.

Communication and Outreach

- Conduct marketing and outreach activities to ensure appropriate visibility and accessibility to the One Stop system.
- Monitoring and Oversight
- Conduct program monitoring and other oversight activities to ensure compliance of all regional contractors including service providers and other vendors with WIB, state, and federal laws, regulations, policies and contract terms.

Performance standards

- Negotiate with the State, Federal Government, or other funding sources on behalf of the WIB to reach agreement on local performance measures
- Set up measurement and reporting systems for those evaluation points determined to be important to the WIB.
- Participate in the development of statewide and regional employment statistics systems

Identify what WIA services and activities will be awarded through competitive grants within the local area, and briefly describe the competitive process that was or will be utilized within each competition?

- **One Stop Operator?**
- **WIA Youth Service Providers?**
- **WIA Adult Service Providers?**
- **WIA Dislocated Worker Providers?**
- **Other?**

The staffing of the WIB has not been finalized due to the unknown revenues, however, the intent of the WIB and LEO, with the approval of the Governor, is to internalize the WIB Executive Staffing, Fiscal Agent, Regional Operator and Adult/Dislocated Worker Service Provider functions to be provided by WIB staff. The EGR 6 WIB expectation for PY11 is to procure a Service Provider(s) for WIA Youth services. At this time all other services are expected to be performed through the direct hire of staff by the WIB. These WIB Local Merit Staff, along with State Merit and other Partner Staff will deliver the General Population and WIA Adult and Dislocated Worker services through an integrated system at WorkOne.

While a set of Procurement Policies and Procedures have not yet been adopted by the WIB, all competitive processes will begin with an issuance of a Request for Proposal (RFP). When finalized, the WIB assures the procurement policies and procedures will comply with DWD policy 2010-12. The RFP will be posted on the website, as well as, sent to entities that have requested to be on the vendor's list with interest in the particular area which is being solicited in addition the RFP will be sent to other organization and entities who have been identified as potentially having interest in responding. All RFPs will include expected timelines for the RFP process with details associated with the timeline of events. These events may include: issuance, question period, when answers are posted, submission deadline, review period, interview time, negotiation time, announcement, and transition.

The RFP will also cover the allowable communications between staff and potential bidders to assure that all interested parties are provided the same information at the same time. The RFP will clearly detail the allowable process and procedure for submission of proposals to a single point of contact which will be responsible for creation of the master file for the procurement which will be maintained for audit and monitoring purposes. With this procedure all potential bidders are treated equally and fairly which helps ensure a fair, unbiased process. While the policies are not yet approved it is expected that Procurement Oversight will be the responsibility of the WIB Budget & Administration Committee. Those WIB members assigned to the Committee will be those least likely to have a Conflict of Interest. The review and selection process may be held at the WIB level or delegated to staff, however, from RFP inception to review, any person who has a conflict of interest, Board or Staff, must be removed from the process of the procurement will be voided.

Procurements which involve the provision of Youth Services will require the review and recommendation of the Youth Council as a part of the process. The same conflict of interest standards will apply to the Youth Council as well.

Final determination for offering an award will be held at the WIB level unless allowable and delegated to a Committee or Staff through policy or specific action. The process will include WIB verification which will be included in the file that the entity has not been debarred and is eligible to conduct business in the State of Indiana. Once approval has occurred negotiations will begin. After negotiations are complete and a contract is signed, the other entities in the competition will be notified.

Describe the process the WIB/RWB utilizes to monitor any services/activities it procures, including WIA Service Provider.

The WIB will do, at a minimum, an annual on-site monitoring of any service provider that is procured.

There are different aspects of monitoring. There are general reviews held on a scheduled basis, usually monthly, that monitor progress and spending of the program versus the goals. These scheduled reviews ensure the Service Provider is consistent with the plans and goals established at the beginning of the contract.

A more thorough, formal monitoring is done at a minimum annually. The three main components of the monitoring are program, fiscal, and administrative. The program monitoring involves all aspects of the customer files. Data validation, eligibility, enrollment process, following of local and State policies and procedures, etc. are all checked when reviewing the files. Interviews with staff are also conducted to ensure that policies and procedures are followed. Fiscal monitoring is a in-depth internal review of how the funds are handled. It is the responsibility of the WIB to ensure that all funds are used appropriately and that all controls are in place to avoid mishandling of funds. All areas of the system from the approvals to disbursements are tested. At least annually monitoring will be conducted on site of the Subcontractor to review source documentation and allocation of costs according to the approved Cost Allocation Plan. At least one month is reviewed in detail by selecting a random sample of items to make sure the costs are allowable and coded to the correct funds, correct general ledger account and correct cost pools and all Fiscal and Program policies and procedures are reviewed to ensure they are being followed. The final component, administrative, involves the controls of the Service Provider and structure of the corporation. This can be anything from how payroll is done to checking conflicts of interest of the board of directors. The ultimate goal is to ensure that all regulations are followed and that there are no disallowed costs which would be the responsibility of the WIB and ultimately the Local Elected Officials (LEOS).

Since the WIB plan is to directly provide services to adults and dislocated workers, the WIB has already budgeted funds to cover the cost of a third party monitor that will monitor much like what has been described previously. This report will be provided to the WIB and LEOS directly. While it is good practice to monitor internally, it is prudent to also ensure that a neutral third party can verify those results.

How does the WIB/RWB eliminate real or perceived conflict of interest in developing RFPs, scoring proposals, and issuing grant awards?

The WIB by-laws require current statements of Economic Interest/Conflict of Interest from the WIB Directors, LEO and Staff. WIB members will be assigned to committees, to the extent possible in order to avoid conflicts; however, due to the nature of WIA certain conflicts will be unavoidable. WIB Executive Staff who are assigned to prepare Requests for Proposals (RFPs) will be selected in a manner to avoid perceived or real conflict of interest. Those staff or WIB members who are involved in the development of RFPs or scoring of proposals will be required to provide an updated Economic Interest/Conflict of Interest statement prior to the commencement of the process, in order to assure that he/she can participate in the process. In addition, at the beginning of each meeting of a Council, Committee, WIB or LEO, an opportunity will be afforded for those present to declare a real or perceived conflict of interest before discussion or voting on matters. As the corporate entity, the WIB will be required to have a Whistle Blower Policy in place and all Directors and staff will be trained on the content of the policy. The WIB shall also have a policy in place which supports the availability of services to the board, elected officials, their business, staff and their family members if eligible, while assuring that services are provided through another service site and with the knowledge and approval of the OSO so the services provided can be monitored.

Program Contact Persons

Provide the name and contact information of the WIB/RWB's primary contact persons for the following:

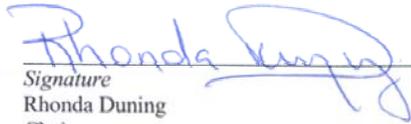
All of the individuals listed below are employees of the current RO Alliance For Strategic Growth which can be reached via postal mail at PO Box 1856, Muncie, IN 47308.

- ***WIA Adult and Dislocated Worker Programs***
Mellisa Leaming, mleaming@work-one.org, 765-282-6400 ext. 112
- ***WIA Youth Programs***
Mellisa Leaming, mleaming@work-one.org, 765-282-6400 ext. 112
- ***Fiscal management***
Cathy Cross, ccross@work-one.org, 765-282-6400 ext. 111
- ***Electronic/Information systems***
Mellisa Leaming, mleaming@work-one.org, 765-282-6400 ext. 112
- ***Data collection/performance***
Jacob Everett, jeverett@work-one.org, 765-282-6400 ext. 109
- ***WIA Equal Opportunity Officer***
Cathy Cross, ccross@work-one.org, 765-282-6400 ext. 111
- ***WIA program complaints***
Cathy Cross, ccross@work-one.org, 765-282-6400 ext. 111

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Signature Page

Required signatures for the Local Workforce Investment Board Plan for Economic Growth Region 6



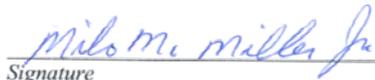
Signature

Rhonda Duning
Chair

Economic Growth Region 6 Workforce Investment Board
c/o Lingle Real Estate
801 N. A Street
Richmond, IN 47374
Phone: 765-962-1489 Ext. 1407
Email: Chairman@work-one.org

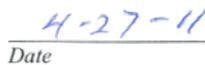


Date



Signature

Milo M. Miller, Jr.
Chief Elected Official
Jay County Commissioner
120 Court Street
Portland, IN 47371
Phone: 260-726-5209
Email: nculy@co.jay.in.us



Date

Attachment A – Demand Occupations List



Key Industries
 Agri-Business
 Healthcare
 Manufacturing
 Warehouse &
 Transportation
 Contact Centers

General Medical and Surgical Hospitals O*NET Code

Registered nurses	29-1111.00
Certified nursing aids	31-1012.00
Licensed practical and licensed vocational nurses	29-2061.00
Medical and clinical laboratory technologists	29-2011.00
Respiratory therapists	29-1125.00
Radiologic technologists and technicians	29-2034.00
Emergency medical technicians and paramedics	29-2041.00
Medical and health services managers	11-9111.00
Mental health and substance abuse social workers	21-1023.00

Motor Vehicles Power Train Components O*NET Code

Machinists	51-1041.00
Tool and die makers	51-4111.00
Industrial truck and tractor operators	53-7051.00
Maintenance and repair workers, general	49-9042.00

Commercial Banking O*NET Code

Bookkeepers, accountants and auditors	13-2011.00
Financial managers	11-3031.00
General and operations managers	11-1021.00

Residential Building Construction O*NET Code

Carpenters	47-2031.00
Construction managers	11-9021.00
Painters, construction and maintenance	47-2141.00
Bookkeeping, accounting and auditing clerks	43-3031.00
Electricians	47-2111.00
Heating, air conditioning and refrigeration mechanics and installers	49-9021.00
Operating engineers and other construction equipment operators	47-2073.00

Colleges, Universities, and Professional Schools O*NET Code

Elementary school teachers, except special education	25-2021.00
Kindergarten teachers, except special education	25-2012.00
Middle school teachers, except special and vocational education	25-2022.00
Secondary school teachers, except special and vocational education	25-2031.00

Colleges, Universities, and Professional Schools O*NET Code

Special education teachers, preschool, kindergarten and elementary school	25-2041.00
Special education teachers, middle school	25-2042.00
Special education teachers, secondary school	25-2043.00
Executive secretaries and administrative assistants	43-6011.00

Other Motor Vehicles Parts Manufacturing O*NET Code

Machinists	51-4041.00
Tool and die makers	51-4111.00
Industrial truck and tractor operators	53-7051.00

Computer O*NET Code

Computers programmers	15-1021.00
Computer support specialists	15-1041.00
Computer software engineers, applications	15-1031.00
Computer systems analysts	15-1051.00
Network and computer systems administrators	15-1071.00
Computer and information systems managers	11-3021.00
Network systems and data communication analysts	15-1081.00
General and operations managers	11-1021.00

Agri-Business O*NET Code

Farm, ranch and other agricultural managers	11-9011.00
Purchasing agents and buyers, farm products	13-1021.00
Animal scientists	19-1011.00
Food scientists and technologists	19-1012.00
Soil and plant scientists	19-1013.00

Warehouse and Transportation O*NET Code

Industrial truck and tractor operators (CDL)	53-3032.00
Inventory control	11-3071.02
Shipping Managers	43-5071.00
Warehouse manager	11-3071.02
Logistics Manager	13-1081.00
Material management specialist	11-3071.02

Engineers O*NET Code

Automotive Engineering Technician	17-3027.01
Industrial Engineering Technologist	17-3029.05
Manufacturing Engineering Technologist	17-3029.06
Mechanical Engineering Technologist	17-3029.07
Nana Technology Engineering Technicians	17-3029.12

Contact Centers O*NET Code

First Line Supervisor	41-1012.00
Customer Service Representatives	43-4051.00

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Eastern Indiana Economic Growth Region - Serving Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union and Wayne counties



Attachment B – WIA Adult and Dislocated Worker Services Matrix

Activity	Description	% WIA Funds to be		Other Funds to be Utilized (Type of Funds and Amount)	Annual Participation Target			Annual Service	
		Adult*	DW*		Adult	DW	Co-Enrolled Out-of-School Youth	Adult	DW
Core Services	Orientation Workshop •Frequency: Minimum of 1 time per week at Full Service Centers •Delivery Mechanism: Several options will be used in all offices. Full service offices will at a minimum have one face-to-face each week (on-line, recorded, face-to-face, etc.) •Objective: Orientation will be a time to market available services. •Anticipated Learning Outcomes: Customers will learn of the available WorkOne resources.	1%	2%	Wagner Peyser Funds	400	300	100	400	300
	Resume Workshop •Frequency: Anticipated need 1 time every 2 weeks in full service centers •Delivery Mechanism: All options will be utilized (on-line, recorded, face-to-face, etc.) •Objective: Informational workshop on what makes a good resume and available resources for developing resumes. •Anticipated Learning Outcomes: Customers will learn the important components of a resume and resources available to them - self-service and Staff assisted.	1%	2%	Wagner Peyser Funds	400	300	100	400	300
	Interviewing Workshop •Frequency: Anticipated need of 1 time every 2 weeks in full service centers •Delivery Mechanism: All options will be utilized (on-line, recorded, face-to-face, etc.) •Objective: Informational workshop on interviewing do's and don'ts and available resources for information on interviewing. •Anticipated Learning Outcomes: Customers will learn the important do's and don'ts of interviewing and resources available to them - self-service and Staff assisted.	1%	2%	Wagner Peyser Funds	300	150	75	300	150
	Career Interest Workshop •Frequency: Will be offered at a minimum of once every two weeks throughout the region •Delivery Mechanism (on-line, recorded, face-to-face, etc.) All options will be utilized •Objective (One sentence description): Introduce customers to jobs in demand, skills needed, skill matches. •Anticipated Learning Outcomes (One sentence summary): Customers will gain insight to jobs that fit interest and/or skills.	1%	2%	Wagner Peyser Funds	150	200	125	500	250
	Job Search Workshop •Frequency: Anticipated need of 1 time every 2 weeks •Delivery Mechanism: All options will be utilized (on-line, recorded, face-to-face, etc.) •Objective: Customers will receive information on multiple job search techniques. •Anticipated Learning Outcomes: Customers will become knowledgeable about job search techniques - on-line as well as traditional methods	1%	2%	Wagner Peyser Funds	300	200	100	400	200
	UI Workshop •Frequency: Anticipated need of 1 time every week in Full Service Centers •Delivery Mechanism: All options will be utilized (on-line, recorded, face-to-face, etc.) •Objective: Informational workshop on starting a new UI claim •Anticipated Learning Outcomes: Customers will learn the basics of filing a UI claim.	0%	2%	Wagner Peyser Funds	0	500	0	0	500
	Healthy Lifestyles Workshop •Frequency: As needed •Delivery Mechanism (on-line, recorded, face-to-face, etc.) •Objective Waiting on information from DW •Anticipated Learning Outcomes (One sentence summary)	1%	1%	Wagner Peyser Funds	100	25	25	100	25
	Digital Literacy Workshop •Frequency: Anticipated need of 1 time every 2 weeks in full service centers •Delivery Mechanism: All options will be utilized (on-line, recorded, face-to-face, etc.) •Objective: Informational workshop on what makes a good resume and available resources for developing resumes. •Anticipated Learning Outcomes: Customers will learn the important components of a resume and resources available to them - self-service and Staff assisted.	2%	3%	Wagner Peyser Funds	500	500	0	500	500
	Financial Literacy Workshop •Frequency: As needed •Delivery Mechanism: All options will be utilized (on-line, recorded, face-to-face, etc.) •Objective: Informational workshop on budgeting. •Anticipated Learning Outcomes: Customers will learn the importance of budgeting - self-service and Staff assisted.	1%	1%	Wagner Peyser Funds	100	25	50	100	25
	Work Readiness Workshop •Frequency: Anticipated need of 1 time every 2 weeks in full service centers •Delivery Mechanism: All options will be utilized (on-line, recorded, face-to-face, etc.) •Objective: Informational workshop on what makes a good employee. •Anticipated Learning Outcomes: Customers will learn about motivation, goal setting, job market, etc. - self-service and Staff assisted.	2%	2%	Wagner Peyser Funds	500	150	50	500	150
	Earn While You Learn •Frequency: Anticipated need of 1 time every 2 weeks in full service centers •Delivery Mechanism: All options will be utilized (on-line, recorded, face-to-face, etc.) •Objective: Give cusotmers clear understanding of OJT possibilities and responsibilities •Anticipated Learning Outcomes: Cusotmers are able to make educated decision if wanting to pursue OJT	2%	3%	Wagner Peyser Funds	250	250	100	250	250
	Green Jobs •Frequency: Anticipated need of 1 time every 2 weeks in full service centers •Delivery Mechanism: All options will be utilized (on-line, recorded, face-to-face, etc.) •Objective: Explain the broad level of green job opportunities and skills needed for those jobs. •Anticipated Learning Outcomes: Cusotmers are able to make educated decision if wanting to pursue green jobs	1%	1%	Wagner Peyser Funds	100	50	20	100	50
	Other Core Services Access to resource materials, labor market information, use of computers, ICC, UI, Job Search sites, referrals, WorkKeys, job club	2%	3%	Wagner Peyser Funds	500	600	200	1000	3000



Attachment B – WIA Adult and Dislocated Worker Services Matrix (cont.)

Activity	Description	% WIA Funds to be		Other Funds to be Utilized (Type of Funds and Amount)	Annual Participation Target			Annual Service		
		Adult*	DW*		Adult	DW	Co-Enrolled Out-of-School Youth	Adult	DW	
Intensive Services	Case Mgmt	Currently there are 18 Basic Services Career Advisors and 24 Premier Services Career Advisors. Basic Services Career Advisors assist customers with all core services. Premier Career Advisors assist all customers with intensive and training services.	33%	13%	Wagner Peysen Funds	600	900	100	4000	5000
	Counseling	Currently there are 2 Academic and Career Advisors. They will be serving those customers with the lowest skill levels.			Wagner Peysen Funds	200	50	50	1200	300
	Prevocational Training	ABE/GED - mandated by DWD is the only pre voc training that additional funds beyond staff cost are spent. Basic computer as well as Microsoft office computer courses are offered. Offering these classes through the WorkOne is more efficient and is a natural fit with all of the other WorkOne services.	4%	6%	Wagner Peysen Funds	500	300	200	800	600
	Intensive-Level Workshops	Resume, customer service, and job club	5%	8%	Wagner Peysen Funds	500	400	50	1000	300
Training	ITAs	ITAs must fall within Region 6 demand occupation list (exception are approved by Director of Ops). Level of education is dependent on skill level required (credential, certifications, associates, bachelors, skills sets required by employer). Current Policy is \$3,000 for tuition and supportive services per program year. Exceptions can be authorized by WorkOne Manager. Length of time is generally 3 months to 2 years.	3%	3%	I Get IT ITAs ; Ivy Tech Emerging Industries ; VWIP ; TAA funding	100	200	50	100	200
	OJT	Length of time varies by customer by position. OJT policy follows state policy 2009-07 as to maximum time and cost. Positions must meet Region 6 demand occupation list (exceptions approved by Dir. of Ops).	1%	2%	I Get It; National Emergency Grant and Rapid Response OJT; VWIP ITA	10	20	10	10	20
Other Activities or Programs	Supportive Services	\$1,000 /customer/program year (total of all supportive services provided to a customer within a program year). Authorization is required by the WorkOne Manager for additional supportive services dollars beyond the \$1,000. This includes the cost of books for training.	1%	3%		100	100	50	100	100
	Business Services	Recruitment, Assessment, OJT, WOTC, Rapid Response, linkages to resources, etc. There are currently 5 individuals serving businesses.	4%	6%	Business Consultant Contract					
	Staff Development	participating in DWD sponsored training as available. Staff also attend customer workshops to assist in their training.	1%	1%	DWD Training Program					
	Other	(Briefly describe any other activities or programs offered within the local area/region, and provide the rationale for offering - add additional rows if necessary)Program Management, Overhead (insert additional rows if needed)	25%	25%						
Admin Costs	Administrative Activities	(Briefly describe how WIA Administrative Funds will be utilized) Administrative funds are used for Fiscal, Executive, Board and some Personnel functions as well as Audit.	7%	7%						
Totals	Total Core		16%	26%	WP staff and IS	3600	3250	945	4550	5700
	Total Intensive		42%	27%	\$476,965	1800	1650	400	7000	6200
	Total Training		4%	5%	\$1,109,898	110	220	60	110	220
	Total Other		31%	35%	\$252,617					
	Total Administrative		7%	7%						
Grand Totals			100%	100%	\$1,839,480	5,510	5,120	1,405	11,660	12,120

* Planning numbers. Funding streams are still changing and unsure of carry-in at this time.
 **Matrix reflects percentage before 30% transition from Dislocated Worker to Adult.



Attachment C – WIA Youth Services Matrix

Program/ Activity	Description	Program Elements											% WIA Youth Funds to be Utilized		Other Funds/Resources to be Utilized (Type of Funds and Amount)	Annual Participation Target	
		Tutoring, Study Skills, Secondary School Completion	Alternative Secondary School Services	Summer Employment Opportunities	Paid or Unpaid Work Experience	Occupational Skills Training	Leadership Development Opportunities	Supportive Services/ Incentives	Adult Mentoring	Follow-up Services	Guidance and Counseling	In-School	Out-of-School	In-School		Out-of-School	
Jobs for America's Graduates (JAG)	(Provide Description of JAG Program - # of programs, plans for expansion, etc.) JAG is a dropout prevention and school-to-work transition program to keep juniors and seniors in school to attain high school diploma and attain employment or additional skills through attending post secondary institutions. 37 core competencies are taught daily in a classroom setting in partnership with the high school. Region 6 has 3 JAG Sites - Blackford High School, Muncie Central High School, and Connersville High School.	X	X	X	X	X	X	X	X	X	X	X	23%	0%		120	0
Year Round Youth Program (Youth Works)	YouthWorks is the region's year around youth program that combines all of the youth components into one holistic program. For youth not in JAG - Youth Works assists youth from 14-21 with educational and employment guidance. The youth in high school receive assistance needed to complete high school and prepare for employment and or post- secondary training. The youth already in post-secondary training receive assistance to complete occupational skills training and enter the workforce. The youth who are 17 and older and who do not have a HS Diploma or GED are provided guidance and counseling on the benefits of completion of their GED. Services provided include career advising, assessment, mentoring, work experience, employment and training workshops, supportive services (mileage, child care, GED test fees, etc), occupational skills training (tuition), books and supplies, job shadowing, etc.	X	X	X	X	X	X	X	X	X	X	30%	47%		160	250	
The following numbers(customers) are not included in the total due to not unique individuals.																	
Employment Programs	(Provide Description of Youth Employment Programs to be offered - Summer Youth, Work Experience, etc.) SEAL (Summer Earn and Learn Program is a Work Experience activity offered to youth during the summer months who have little or no work history with emphasis on work ethic/job readiness criteria. The Work Experience activity is also available to youth throughout the program year which is based on career interests.			X	X							X	X	X		15*	15*
Adult Education Programs	(Provide description of how Youth Programs are linked with Adult Education programs within area, including projected GED/HSD attainment rates for participants) WorkOne Youth Career Advisors (YCA) refer youth who need their GED to the Adult Education Program. YCA also refer youth who need remediation/brush up or tutoring for post-secondary entrance exams and/or classes. Adult Education Programs refer youth to WorkOne for services.	X	X									X	X	X		32*	96*
Scholarships	(Provide Description of any Scholarship programs offered with WIA funds, or by WIB/RWB) YouthWorks can provide enrolled high school seniors with an achievement award for completing their requirements for graduation. The youth is encouraged to use the award for post secondary education costs and needs.											X		X		40*	0
Workshops	(Provide a description, including frequency, locations, and learning outcomes, for any workshops targeted specifically to Youth participants) Youth who participate in the SEAL Program are required to attend WorkOne Workshop(s). The workshop(s) topics include: interviewing, identifying skills, budgeting, interviewing, completing applications, etc.			X		X	X							X		15*	15*
Totals												53%	47%		280	250	

*Totals are unique numbers and do not include numbers with an asterisk.

Attachment D – Key WIB Partnership Matrix

		Workforce Investment Board	Indiana Department of Workforce Development	Ind. Family Soc Svcs Administration	Experience Works	Bridges Community Services	National Able Network	Region 6 Adult Education Consortium	Ivy Tech Community College	Community Action of East Central Indiana, Inc.	Interlocal Community action Program, Inc.	Community and Family Services, Inc.	Transition Resources Corporation	American Indian Center of Indiana
Core Services	One-Stop Activity													
	Outreach/Intake	X	X	X	X	X	X	X	X	X	X	X	X	X
	Initial Assessment	X	X	X	X			X		X	X	X		
	Job Search	X	X	X	X	X	X			X	X	X	X	X
	Job Placement	X	X	X	X		X			X	X	X	X	X
	Career Counseling	X	X	X	X			X	X	X	X	X	X	
	Workshops	X	X		X	X							X	
	Supportive Services Info	X	X	X		X			X	X	X	X	X	X
	WIA Eligibility Determination	X	X										X	X
	Follow-Up Services	X	X	X	X		X	X		X	X	X	X	
Eligible WIA Training Providers Info	X	X	X									X		
Intensive Services	Comprehensive Assessment	X	X										X	X
	Develop Individual Plan	X	X	X	X		X	X					X	X
	Career Planning	X	X	X	X		X		X	X	X	X	X	X
	Short-term Prevocational Services	X	X						X				X	
	Adult Basic Education Services	X	X					X					X	
Training Services	Individual Training Accounts/ Occupational Skills Training	X	X	X					X			X	X	
	On-the Job Training	X	X						X					X
Other Services	Work Experience	X		X	X		X						X	X
	Rehab Technology			X										
	Job Site Modification			X										
	Housing Assistance					X				X	X	X		
Service Area	Counties													
	Blackford	X	X	X		X	X	X	X			X	X	X
	Delaware	X	X	X	X	X	X	X	X		X		X	X
	Fayette	X	X	X	X		X	X	X	X			X	X
	Henry	X	X	X	X	X	X	X	X		X		X	X
	Jay	X	X	X		X	X	X	X			X	X	X
	Randolph	X	X	X	X	X		X	X			X	X	X
	Rush	X	X	X	X		X	X	X		X		X	X
	Wayne	X	X	X	X		X	X	X	X			X	X
	Union	X	X	X	X			X	X	X			X	X



Attachment E – WIB Budgets

WIB/RWB							
Budget FY: 2011	WIA Admin (Adult/Dislocated Worker/Youth)				Other From DWD	TOTAL	
Section I: Administration Budget							
Wages & Benefits	\$		184,596	\$	98,190	\$ 282,786	
Travel	\$		13,391	\$	1,164	\$ 14,555	
Supplies	\$		5,628	\$	489	\$ 6,117	
Equipment (Purchase)	\$		892	\$	78	\$ 970	
Equipment (Rental)	\$		617	\$	54	\$ 671	
Overhead (Rent, Utilities, etc.)	\$		19,639	\$	1,708	\$ 21,347	
Contractual	\$		51,435	\$	4,473	\$ 55,908	
		Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
A. TOTAL Allocated ADMINISTRATION	\$	101,163	76,995	68,628	29,412	106,155	\$ 382,354
Section II: Program Budget							
Internal Costs							
Wages & Benefits	\$	943,267	642,444	235,264	100,828	154,895	\$ 2,076,698
Travel	\$	20,616	12,103	14,708	6,303	16,672	\$ 70,401
Supplies	\$	16,705	16,247	3,181	1,363	8,739	\$ 46,235
Equipment (Purchase)	\$	12,729	12,717	1,809	775	-	\$ 28,031
Equipment (Rental)	\$	13,214	12,381	1,601	686	12,112	\$ 39,994
Overhead (Rent, Utilities, etc.)	\$	231,357	222,526	38,433	16,471	408,056	\$ 916,843
Other	\$	91,889	102,825	213,039	91,302	1,202,712	\$ 1,701,767
B. TOTAL Internal - Program	\$	1,329,777	1,021,243	508,035	217,729	1,803,186	\$ 4,879,970
Contractual - Program Funds	\$	12,627	12,477	292,504	125,359	36,294	\$ 479,261
C. TOTAL PROGRAM	\$	1,342,404	1,033,720	800,539	343,088	1,839,480	\$ 5,359,231
D. TOTAL BUDGET	\$	1,443,567	1,110,715	869,167	372,500	1,945,635	\$ 5,741,585
Section III: Program Cost Break-out							
1 Program Management	\$	451,005	335,108	216,592	92,825	252,617	\$ 1,348,147
2 Core & Intensive Services	\$	851,541	632,715	408,947	175,263	476,965	\$ 2,545,431
Direct Client Services	\$	39,858	65,897	175,000	75,000	1,109,898	\$ 1,465,653
E. TOTAL PROGRAM	\$	1,342,404	1,033,720	800,539	343,088	1,839,480	\$ 5,359,231
Section IV: Projected Revenue							
2011 Allocation	\$	1,066,233	811,521	723,331	309,999		\$ 2,911,084
4 Planned Carry-In*	\$	403,213	313,314	47,685	20,436	962,369	\$ 1,747,017
Other - Specify							\$ -
Business Consultant + Additional						120,000	\$ 120,000
Integrated Services						580,331	\$ 580,331
SEOJT						200,000	\$ 200,000
MOSP						2,160	\$ 2,160
VVIP						80,775	\$ 80,775
Additional Youth Request (JAG)				159,000			\$ 159,000
F. TOTAL PROGRAM	\$	1,469,446	1,124,835	930,016	330,435	1,945,635	\$ 5,800,367
		25,879	14,120	60,849	(42,065)	0	\$ 58,783
Line A is the distribution of the total cost from the Line Items listed in Section I							
Line B is the total of the Internal Program Line items in Section II. All internal cost must be broken out by these line items.							
Line C = Line B plus the Contractual - Program Funds line							
Line D - Line A plus Line B							
The total Program cost in Section II must be broken out by type of service or Program cost in Section III							
Line E must equal Line C							
Section IV: Projected Revenue - Line F must be equal to or greater than Line D - the total budget							
Expenditure Assumptions							
Overhead includes the cost of the WorkOne VOIP regional system							
Other costs include dues, meeting, misc, marketing and direct client costs							
Marketing costs include monthly publication of WorkOne Magazine, Websites, Radio, newspaper, EMSI Subscription, Chamber Memberships, Letterhead, Promotional items and WorkOne Calendar. ALL Marketing costs are 100% associated with the branding of the WorkOne System, Programs and Workshop Recruitment. The Magazine is also intended to be the tool used for the required customer orientation.							
1 Program Management staff consist of WIB Management staff and WorkOne Managers							
2 Core and Intensive Services consist of Career Advisors, Business Consultants, VOIP staff and Trainers							
3 Current budget has WIB field staff working a reduced work week schedule. If the budget remains as projected the plan is to increase the work week to 40 hours which would eliminate the \$58,783 current projected balance in revenue.							
Revenue Assumptions							
4 Other Carry-In			Fixed	Directs			
SEITA Carry-In	\$	20,000	\$ 2,000	\$ 18,000			
SEOJT Carry-In	\$	285,100	\$ 8,515	\$ 276,585			
WIA Discretionary	\$	294,878	\$ -	\$ 294,878			
NEGOJT	\$	117,479	\$ 9,590	\$ 107,889			
RROJT	\$	91,940	\$ -	\$ 91,940			
ABE	\$	134,542	\$ 13,454	\$ 121,088			
JAG Coordinator	\$	18,430	\$ 18,430	\$ -			
	\$	962,369	\$ 51,989	\$ 910,380			
				\$ 962,369			
* With the WIA Carry-in the funds were calculated as if the 30% waiver to move DW to Adult was requested and approved. The amount moved to Adult was 30% of \$395,514 or \$118,654. The 30% waiver transfer was also done on the PY11 allocation moving \$300,152 to Adult from DW.							

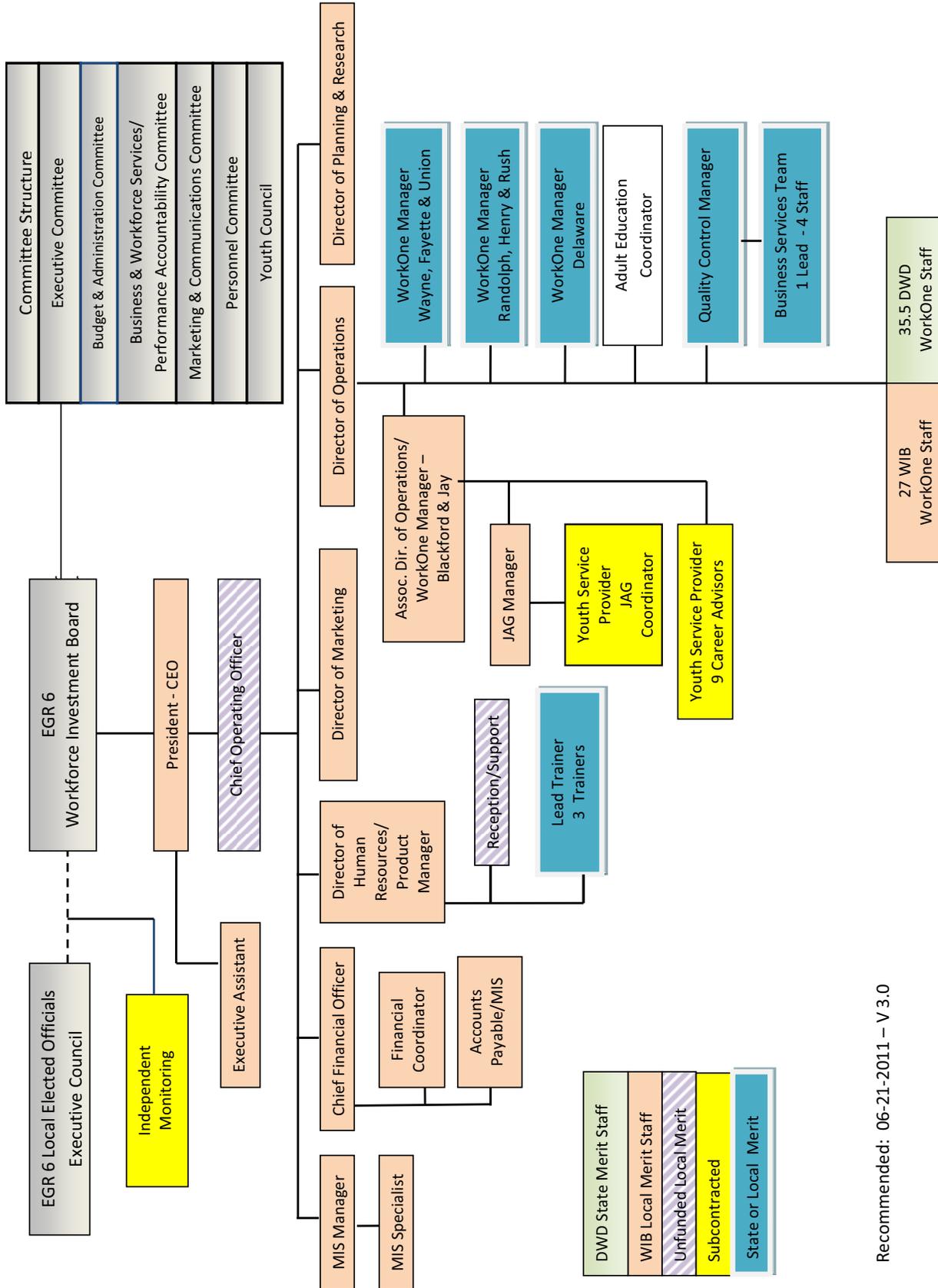


Attachment E – WIB Budgets (cont.)

Service Provider		Pro Resources					
Budget FY: ___ 2011		WIA Admin (Adult/Dislocated Worker/Youth)			Other From DWD		TOTAL
Section I: Administration Budget							
Wages & Benefits							\$ -
Travel							\$ -
Supplies							\$ -
Equipment (Purchase)							\$ -
Equipment (Rental)							\$ -
Overhead (Rent, Utilities, etc.)							\$ -
Contractual							\$ -
		Adult	Dislocated Worker	Youth In-School Out-of School		Other From DWD	TOTAL
A. TOTAL Allocated ADMINISTRATION	\$ -	\$ -				\$ -	\$ -
Section II: Program Budget							
Internal Costs							
Wages & Benefits			\$ 258,189	\$ 110,653			\$ 368,842
Travel			\$ 4,200	\$ 1,800			\$ 6,000
Supplies							\$ -
Equipment (Purchase)							\$ -
Equipment (Rental)							\$ -
Overhead (Rent, Utilities, etc.)			\$ 20,822	\$ 8,924			\$ 29,746
Other							\$ -
B. TOTAL Internal - Program	\$ -	\$ -	\$ 283,212	\$ 121,376	\$ -	\$ -	\$ 404,588
Contractual - Program Funds							\$ -
C. TOTAL PROGRAM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. TOTAL BUDGET	\$ -	\$ -	\$ 283,212	\$ 121,376	\$ -	\$ -	\$ 404,588
Section III: Program Cost Break-out							
Program Management							\$ -
Core & Intensive Services							\$ -
Direct Client Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E. TOTAL PROGRAM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Section IV: Projected Revenue							
		Adult	Dislocated Worker	Youth In-School Out-of School		Other From DWD	TOTAL
2011 Allocation							\$ -
Planned Carry-In							\$ -
Other - Specify							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
TOTAL PROGRAM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Line A is the distribution of the total cost from the Line Items listed in Section I							
Line B is the total of the Internal Program Line items in Section II. All internal cost must be broken out by these line items.							
Line C = Line B plus the Contractual - Program Funds line							
Line D - Line A plus Line B							
The total Program cost in Section II must be broken out by type of service or Program cost in Section III							
Line E must equal Line C							
Section IV: Projected Revenue - Line F must be equal to or greater than Line D - the total budget							



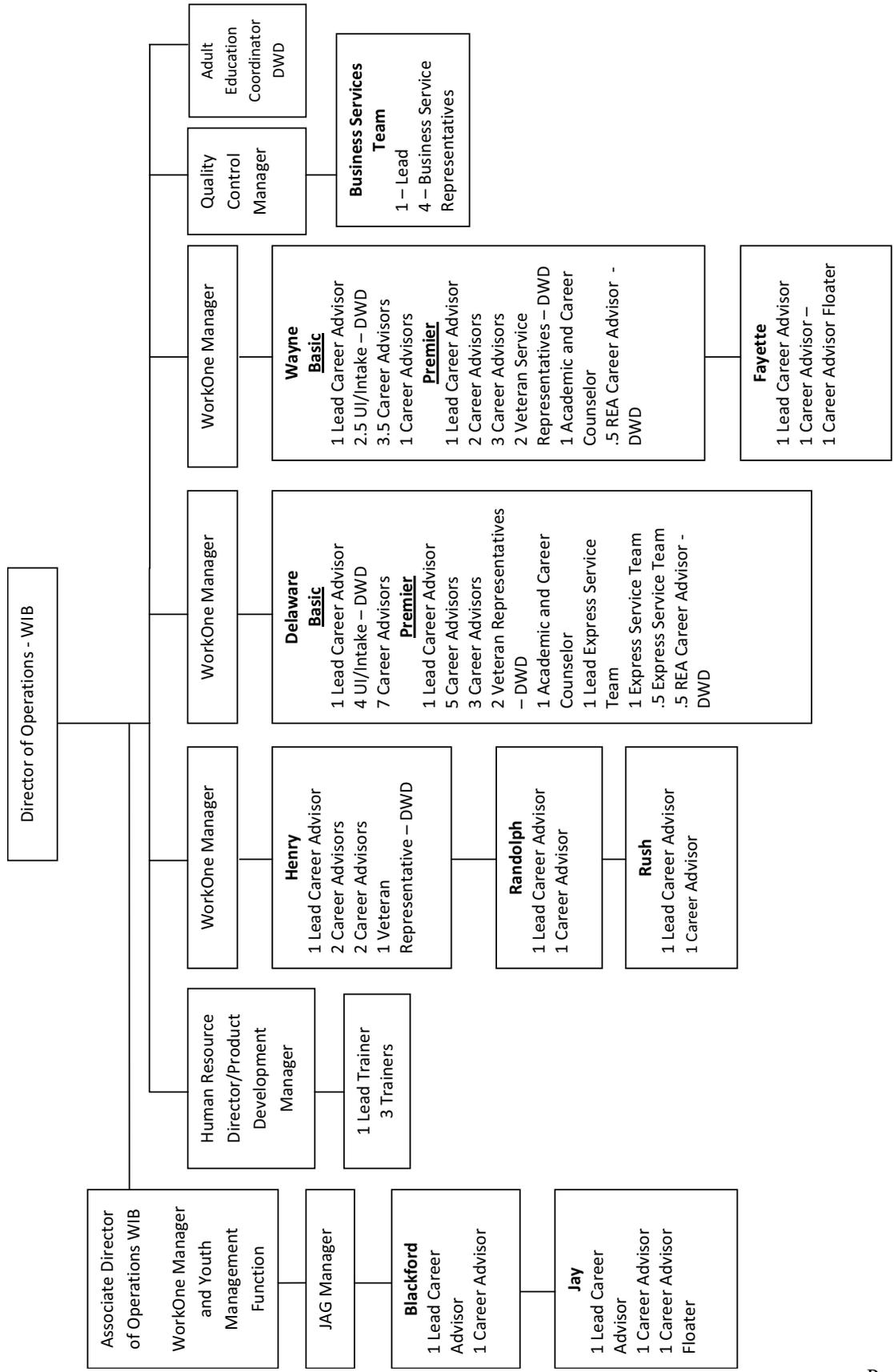
Attachment F – WIB Organizational Chart



Recommended: 06-21-2011 – V 3.0



Attachment F – WIB Organizational Chart (cont.)



Recommended 6-21-2011 – Ver. 3.0

Attachment G – One-Stop Partners’ Memorandum of Understanding

Memorandum of Understanding

I) Purpose

The Workforce Investment Act (WIA) Section 121 requires each local workforce investment board with the agreement of the Chief Elected Official to develop and enter into a memorandum of understanding with local one-stop (WorkOne) partners concerning the operations of the one-stop delivery system in the local area.

II) Identifying Information

The following organizations are entering into this Memorandum of Understanding (MOU) with the Economic Growth Region 6 Workforce Investment Board (EGR6WIB) representing Region 6:

- Indiana Department of Workforce Development (Wagner-Peyser Act Programs, Trade Act Programs, Title 38 Veteran’s Programs, Unemployment Compensation Programs, Adult Education and Family Literacy Programs)
- Indiana Family Social Services Administration (Rehabilitation Act Programs, Senior Community Service Employment Programs)
- Experience Works, Inc. (Senior Community Service Employment Programs)
- Bridges Community Services, Inc. (Senior Community Service Employment Programs)
- National Able Network (Senior Community Service Employment Programs)
- Region 6 Adult Education Consortium (Adult Education)
- Ivy Tech Community College – Muncie and Richmond Campuses (Carl Perkins Post-secondary Vocational Educational Programs)
- Community Action of East Central Indiana, Inc. (Community Services Block Grant Programs)
- Interlocal Community Action Program, Inc. (Community Services Block Grant Programs)
- Community and Family Services, Inc. (Community Services Block Grant Programs)
- Transition Resources Corporation (Migrant and Seasonal Farm Workers Programs)
- American Indiana Center of Indiana (Native American Program)

III) Provision of Services

The attached chart identifies the services provided by each partner through the one-stop delivery system herein after known as WorkOne in Indiana.

The partners entering into this MOU agree to continue to work with the WIB to develop new access or improve upon existing access to their respective services through the WorkOne system. Each partner will work with the WIB to analyze available services and identify areas where access to services through the WorkOne system could be

Attachment G – One-Stop Partners’ Memorandum of Understanding (cont.)

improved. The partners agree to work with the WIB on continuous improvement of the WorkOne system.

IV) **Operating Expenses for the Local WorkOne System**

The WorkOne system will be funded primarily through the local Workforce Investment Act funds, and funds allocated to the local Department of Workforce Development programs (i.e. Wagner-Peyser, Veterans, Unemployment Compensation, and Trade Act.) As other partners elect to negotiate with the EGR6WIB to locate staff in WorkOne offices, financial agreements with those individual partners may be negotiated.

All one-stop partners assure that they will work with the WIB and the State to work out funding of operational costs pursuant to federal and state guidelines.

V) **Referral of Clients**

All one-stop partners agree to establish a mechanism that facilitates the seamless referral of individuals between the local WorkOne offices and the one-stop partners. Possible methods of referral may include electronic access to and transmittal of information, personal visits with staff, telephone contact, referral cards, or coordinated orientation sessions where all partner services are explained and representatives present. This will be determined locally by each local WorkOne office and partner, and then put in a procedure to provide clarity to all.

VI) **Term of Agreement**

This agreement shall be in force as of July 1, 2011 and will continue until modified.

VII) **Contact Information**

It is the responsibility of the signing partners to notify the WIB of any changes in contact information. This information can be sent electronically to sgoodman@work-one.org or call Stephanie Goodman at (765) 282-6400 x 114. There will be a summary page listing contact information for all partners as an attachment.

VIII) **Procedures for Amending or Termination**

This Memorandum of Understanding may be amended at any time providing all parties agree in writing to the changes proposed. All proposed changes should be submitted to the workforce investment board in writing. If an agreement cannot be reached, any party may terminate their participation in this MOU with 30 day written notice.



Attachment G – One-Stop Partners’ Memorandum of Understanding (cont.)

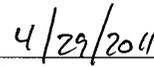
IX) One-Stop Partner Signatures

The undersigned agree to enter into the Memorandum of Understanding until such time that it is rescinded or written notice is given that the party no longer wishes to participate in the above Memorandum of Understanding.


Rhonda Duning
Chairperson
Economic Growth Region 6 Workforce Investment Board


Date


Mark W. Everson
Commissioner
Indiana Department of Workforce Development


Date

Contact Information:

Rhonda Duning, Chairperson
Economic Growth Region 6 Workforce Investment Board
122 East Main Street
P.O. Box 1856
Muncie, IN 47308
(765) 282-6400
chairman@work-one.org

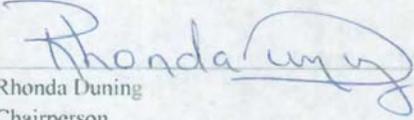
Mark W. Everson, Commissioner
10 N Senate Ave
Room Commissioner’s Office
Indianapolis, IN 46204
meverson@dwd.IN.gov
(317) 232-7676



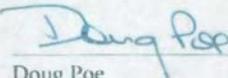
Attachment G – One-Stop Partners’ Memorandum of Understanding (cont.)

IX) One-Stop Partner Signatures

The undersigned agree to enter into the Memorandum of Understanding until such time that it is rescinded or written notice is given that the party no longer wishes to participate in the above Memorandum of Understanding.


Rhonda Duning
Chairperson
Economic Growth Region 6 Workforce Investment Board

4-27-11
Date


Doug Poe
Executive Director
American Indian Center of Indiana

4/25/11
Date

Contact Information:

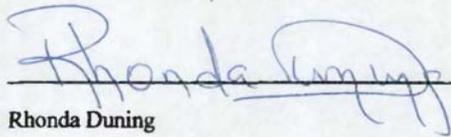
Rhonda Duning, Chairperson
Economic Growth Region 6 Workforce Investment Board
122 East Main Street
P.O. Box 1856
Muncie, IN 47308
(765) 282-6400
chairman@work-one.org

Doug Poe, Executive Director
American Indian Center of Indiana
2236 E. 10th Street
Indianapolis, IN 46201
(317) 917-8000 x 1
dpoe@americanindiancenter.org

Attachment G – One-Stop Partners’ Memorandum of Understanding (cont.)

IX) One-Stop Partner Signatures

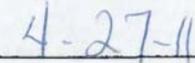
The undersigned agree to enter into the Memorandum of Understanding until such time that it is rescinded or written notice is given that the party no longer wishes to participate in the above Memorandum of Understanding.



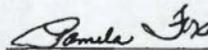
Rhonda Duning

Chairperson

Economic Growth Region 6 Workforce Investment Board



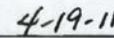
Date



Pamela Fox

State Director

Experience Works



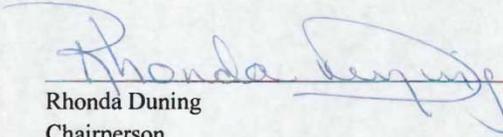
Date

Contact Information:

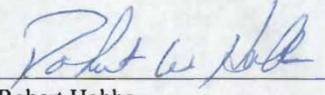
Attachment G – One-Stop Partners’ Memorandum of Understanding (cont.)

IX) One-Stop Partner Signatures

The undersigned agree to enter into the Memorandum of Understanding until such time that it is rescinded or written notice is given that the party no longer wishes to participate in the above Memorandum of Understanding.


Rhonda Duning
Chairperson
Economic Growth Region 6 Workforce Investment Board

4/27/11
Date


Robert Hobbs
Fiscal Agent
Region 6 Adult Education Consortium

4/27/11
Date

Contact Information:

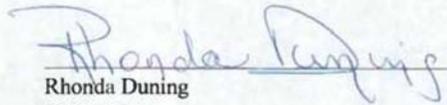
Rhonda Duning, Chairperson
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122 East Main Street
P.O. Box 1856
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(765) 282-6400
chairman@work-one.org

Robert Hobbs, Fiscal Agent
Region 6 Adult Education Consortium
c/o New Castle Area Career Programs
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(765) 593-6680 x 244
rhobbs@nccsc.k12.in.us

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Rhonda Duning
Chairperson
Economic Growth Region 6 Workforce Investment Board

4-27-11
Date


Gail Chesterfield
Chancellor
Ivy Tech Community College, East Central

4-27-11
Date

Contact Information:

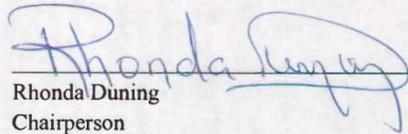
Rhonda Duning, Chairperson
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Gail Chesterfield, Chancellor
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4301 South Cowan Road
Muncie, IN 47302
(765) 289-2291 ext. 1411
gchester@ivytech.edu

Attachment G – One-Stop Partners’ Memorandum of Understanding (cont.)

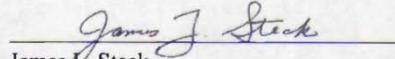
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Rhonda Duning
Chairperson
Economic Growth Region 6 Workforce Investment Board

4-27-11
Date


James L. Steck
Chancellor
Ivy Tech Community College, Richmond

April 19, 2011
Date

Contact Information:

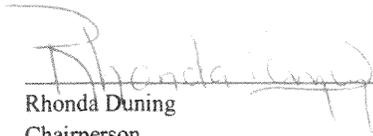
Rhonda Duning, Chairperson
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jsteck@ivytech.edu

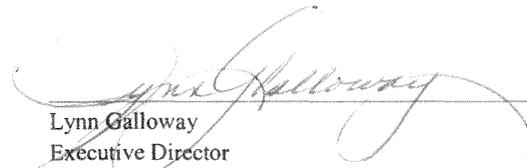
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Rhonda Duning
Chairperson
Economic Growth Region 6 Workforce Investment Board

4-27-11
Date


Lynn Galloway
Executive Director
Community Action of East Central Indiana, Inc.

4/27/11
Date

Contact Information:

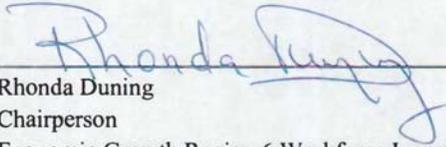
Rhonda Duning, Chairperson
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lgalloway@caeci.org

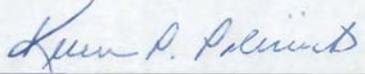
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Rhonda Duning
Chairperson
Economic Growth Region 6 Workforce Investment Board

4-27-11
Date


Kevin Polivick
Executive Director
Interlocal Community Action Program, Inc.

4/27/2011
Date

Contact Information:

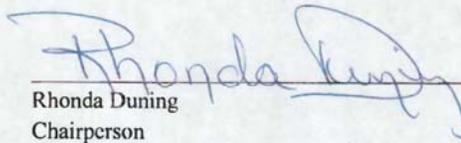
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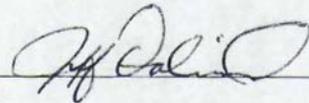
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Rhonda Duning
Chairperson
Economic Growth Region 6 Workforce Investment Board

4-27-11
Date


Jeff Valind
Executive Director
Community and Family Services, Inc.

4-19-11
Date

Contact Information:

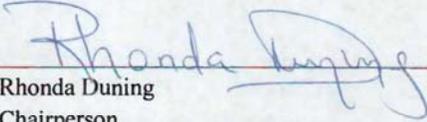
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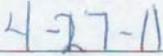
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P.O. Box 1087
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jvalind@comfam.org

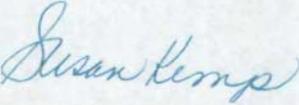
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Rhonda Duning
Chairperson
Economic Growth Region 6 Workforce Investment Board


Date


Susan H Kemp
CEO
Bridges Community Services, Inc.

4/19/2011
Date

Contact Information:

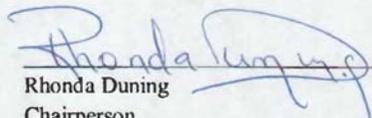
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louiesk@yahoo.com

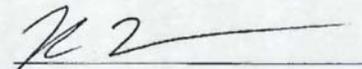
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Rhonda Duning
Chairperson
Economic Growth Region 6 Workforce Investment Board

4-27-11
Date


Kurt Kegerreis
Deputy Director
National Able Network

4/27/11
Date

Contact Information:

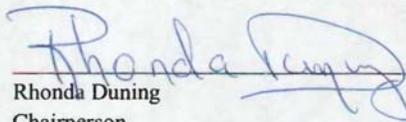
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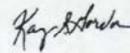
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Rhonda Duning
Chairperson
Economic Growth Region 6 Workforce Investment Board

4-27-11
Date


Kay Gordon
State Director
Transition Resources Corporation

Digitally signed by Kay S. Gordon
Reason: I agree to the terms defined by the placement of my
signature on this document
Location: #611
Date: 2011.04.25 15:05:37 -0400

Date

Contact Information:

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Kay Gordon, State Director
Transition Resources Corporation
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(317) 547-1924
kgordon@transitionresources.org

Attachment G – One-Stop Partners’ Memorandum of Understanding (cont.)

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Mark W. Everson, Commissioner
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Room Commissioner’s Office
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Pamela Fox, State Director
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pam_fox@experienceworks.org

Gail Chesterfield, Chancellor
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jvalind@comfam.org

Kurt Kegerreis, State Director
National Able Network
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kkegerreis@nationalable.org

Attachment G – One-Stop Partners’ Memorandum of Understanding (cont.)

MOU with Indiana Family Social Services Administration (IFSSA)

At the time of this revised submission, negotiations are still ongoing at the state level between DWD (Dennis Wimer) and IFSSA. Thus, no MOU for this partner is available at this time.

Attachment H – Local Elected Officials’ Agreement

4-22-11

ECONOMIC GROWTH REGION 6 LOCAL ELECTED OFFICIALS EXECUTIVE COUNCIL AGREEMENT

I. PURPOSE:

This Agreement is made and entered into by and between the designated Local Elected Officials from the counties of Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union, and Wayne in Indiana Economic Growth Region 6 to set forth the procedures that shall govern the Local Elected Officials and their responsibilities and actions pursuant to the provisions of the Workforce Investment Act, and all federal and state statutes, rules, and regulations promulgated hereunder.

II. MEMBERSHIP OF LOCAL ELECTED OFFICIALS EXECUTIVE COUNCIL:

A. The Local Elected Officials Executive Council membership includes the following representatives as defined by state policy.

- City of Connersville Mayor
- City of Hartford City Mayor
- City of Muncie Mayor
- City of New Castle Mayor
- City of Portland Mayor
- City of Richmond Mayor
- City of Rushville Mayor
- Town of Yorktown Town Council President
- Blackford County Commissioners President
- Delaware County Commissioners President
- Fayette County Commissioners President
- Henry County Commissioners President
- Jay County Commissioners President
- Randolph County Commissioners President
- Rush County Commissioners President
- Union County Commissioners President
- Wayne County Commissioners President

B. Pursuant to this Agreement the Local Elected Officials Executive Council membership also includes the following representatives who represent towns or cities who also are County Seats in Economic Growth Region 6 (EGR 6).

- City of Winchester Mayor
- Town of Liberty Town Council President

C. This membership will operate as a Local Elected Officials Executive Council. There is no limit on the number of consecutive or non-consecutive terms a Local Elected Official may serve on the Local Elected Officials Executive Council.

D. The signatories to this Agreement are those authorized in Section II. MEMBERSHIP OF THE LOCAL ELECTED OFFICIALS EXECUTIVE COUNCIL.

Attachment H – Local Elected Officials’ Agreement (cont.)

ECONOMIC GROWTH REGION 6 LOCAL ELECTED OFFICIALS EXECUTIVE COUNCIL AGREEMENT

III. DUTIES AND RESPONSIBILITIES OF THE LOCAL ELECTED OFFICIALS

EXECUTIVE COUNCIL:

The duties of the Local Elected Officials Executive Council as defined by this Agreement include, but are not limited to the following:

- A. Entering into a Local Elected Officials Executive Council Agreement with the Local Elected Officials of Economic Growth Region 6 to establish responsibilities and actions as it pertains to the Workforce Investment Act and Economic Growth Region 6 Workforce Investment Board (WIB);
- B. Providing guidance to the Economic Growth Region 6 Workforce Investment Board;
- C. Communicating updates and changes to the other Local Elected Officials of the County;
- D. Selecting a Local Elected Officials Executive Council Chairperson who will also act as the Chief Elected Official (CEO) for Economic Growth Region 6;
- E. The Economic Growth Region 6 Workforce Investment Board shall not exceed 47 members and members will be appointed in compliance with state policy. The members shall be appointed as follows:
 1. Each representative as defined in Section II, MEMBERSHIP OF LOCAL ELECTED OFFICIALS EXECUTIVE COUNCIL, shall have the opportunity to appoint one member to the WIB from local nominations in consultation with the CEO to assure appointments meet state requirements for certification of the WIB.
 2. Those nominations for appointments to the WIB which must be solicited from State Agencies will be considered as regional appointments and will be confirmed with the concurrence of the CEO.
 3. The remaining open seats will be appointed using a ballot process by mail, electronic media or during a duly called meeting of the Local Elected Officials Executive Council.
 4. Consideration of appointments to vacant seats will take into account geographic representation, however, if a quality candidate is not currently available, an appointment which will advance the mission of the region will be made without regard to geographic representation.
 5. Any opening which referenced in Section III.E.1. of this Agreement which does not have a recommended appointment within 60 calendar days of notification of the opening will be filled by the CEO in consultation with the Local Elected Officials Executive Council and using the process as delineated in Section III.E.3. of this Agreement. In the event this action is taken, the representative who lost the opportunity to appoint a member will be given the opportunity to appoint the next vacant seat which would normally be filled through the ballot process.

IV. EXECUTIVE COUNCIL OFFICERS AND ELECTION

- A. Officers of the Local Elected Officials Executive Council will be a Chair, who will also function as the Chief Elected Official; a Vice Chair; and a Secretary. The Chair and Vice Chair must be an Executive Council Member. In addition the Chair who also functions as the Chief Elected Official must meet the state definition as defined in Section II. A. of this Agreement.
- B. Officers will be elected to two year terms with no limitation on the number of consecutive or nonconsecutive terms.

Attachment H – Local Elected Officials’ Agreement (cont.)

ECONOMIC GROWTH REGION 6 LOCAL ELECTED OFFICIALS EXECUTIVE COUNCIL AGREEMENT

- C. Election of Officers shall occur in January of the odd years.
- D. Any openings which occur will be filled by special election at a duly called meeting of the Council.

V. LOCAL ELECTED OFFICIALS EXECUTIVE COUNCIL MEETINGS, QUORUMS AND PROXIES

- A. The Local Elected Officials Executive Council shall hold no less than two meetings annually. The Local Elected Officials Executive Council shall meet at the call of the chair to conduct its business.
- B. A majority to conduct Local Elected Officials Executive Council business is defined as a simple majority of the members with a majority of those voting in favor of a motion.
- C. All meetings of the Local Elected Officials Executive Council shall be held upon forty-eight (48) hours written notice to all Members at the address last furnished by the Member to the Secretary of the Local Elected Officials Executive Council for the mailing of said notices.
- D. All applicable statutes and rules governing notice of meetings will be observed by the Local Elected Officials Executive Council including Indiana Open Door Law.
- E. All notices of the meetings shall be sent to the daily newspaper in each county seat of the region and shall be publically posted in the administrative headquarters of the Fiscal Agent.
- F. A member of the Local Elected Officials Executive Council may determine the need to utilize a proxy on his/her behalf for the Local Elected Officials Executive Council meeting(s). Proxy options may include at the discretion of the Council Member (1) another Council Member from either the Local Elected Official’s home county or another county, (2) the WIB Business Representative appointed by the Local Elected Officials Executive Council, or (3) other appropriate designation.
- G. In order for a proxy to act on his/her behalf at a Local Elected Officials Executive Council meeting, the designation shall be in writing and proxies and votes will be recorded and made part of a permanent file. Any member who provides his/her proxy vote does so with the understanding that it empowers the proxy to vote on Council business and as such binds the member.

VI. DUTIES AND RESPONSIBILITIES OF A CHIEF ELECTED OFFICIAL

The Chief Elected Official (CEO) for the Workforce Investment Service Area (Economic Growth Region 6) will be responsible for the following duties, as established in the Workforce Investment Act (WIA) of 1998 and 20 CFR Parts 661, 662, 663, and 664:

- A. The CEO will call and chair the meetings of the Local Elected Officials Executive Council.
- B. The CEO will represent the region at meetings and events.
- C. The CEO will be responsible for interacting with the designated members of the Local Elected Officials Executive Council on matters concerning the Economic Growth Region 6 Workforce Investment Board.
- D. The CEO shall be authorized to act as a contact person for all Local Elected Officials Executive Council business and to sign all contracts/grant agreements not requiring full Council approval.

Attachment H – Local Elected Officials’ Agreement (cont.)

ECONOMIC GROWTH REGION 6 LOCAL ELECTED OFFICIALS EXECUTIVE COUNCIL AGREEMENT

- E. Additionally, the CEO will have the authority to sign all necessary documents representing the actions approved by the Local Elected Officials Executive Council.
- F. The CEO is responsible, along with the Economic Growth Region 6 Workforce Investment Board Chairperson, for updating the Local Elected Officials Executive Council on workforce development activities and issues for Economic Growth Region 6.
- G. Serve as, or designate, the grant recipient for WIA funds for EGR 6 as agreed to by the members of this Agreement.
- H. Formally appoint members to the Economic Growth Region 6 Workforce Investment Board (WIB) following the criteria established by the State and WIA Section 117(b); and as authorized by this Agreement.
- I. Cooperate with the EGR 6 WIB to appoint members to the Youth Council;
- J. Partner with the EGR 6 WIB to develop and submit a local plan for WIA activities;
- K. Approve the budget developed by the EGR 6 Workforce Investment Board.
- L. Negotiate local performance measures with the EGR 6 Workforce Investment Board and the Governor.
- M. Agree to the selection of the One Stop Operator by the EGR 6 Workforce Investment Board.
- N. Provide agreement to the EGR 6 Workforce Investment Board to establish a Memorandum Of Understanding (MOU) for the operation of the WorkOne system in the region.
- O. Consult with the EGR 6 WIB to conduct oversight of WIA youth programs.

The following individual has been duly elected to serve as the Chief Elected Official for Economic Growth Region 6:

Jay County Commissioner
Milo M. Miller, Jr.
120 Court Street
Portland, IN 47371
Email: nculy@co.jay.in.us
Voice: 260-726-5209

VII. SELECTION OF A FISCAL AGENT

- A. The Economic Growth Region 6 Local Elected Officials Executive Council, through this Agreement, agree to joint responsibility for the designation or selection of the Grant Recipient/Fiscal Agent for WIA Funds.
- B. If the Local Elected Officials Executive Council opts to designate another entity other than the Chief Elected Official, such as the EGR 6 Workforce Investment Board, to act as the grant recipient/fiscal agent, a majority of the members of the Local Elected Officials Executive Council must agree in writing to the designation of the grant recipient/fiscal agent.
- C. It is understood that in cases where an alternative entity is designated as the Grant Recipient/Fiscal Agent that the liability for all grant funds remains with the Local Elected Officials Executive Council members as required by the Workforce Investment Act and specified in Section VIII of this Agreement.

Attachment H – Local Elected Officials’ Agreement (cont.)

ECONOMIC GROWTH REGION 6 LOCAL ELECTED OFFICIALS EXECUTIVE COUNCIL AGREEMENT

VIII. LIABILITY FOR FUNDS:

- A. The EGR 6 WIB and Local Elected Officials relationship under WIA is a partnership and to the extent consistent with the Local and State Law, the Local Elected Officials Executive Council members who are signatories hereto do certify acceptance of the responsibility for the total management, operation, and compliance with all laws and federal regulations. This Agreement acknowledges the financial responsibility by the Chief Elected Official, herein referred to as CEO, for Workforce Investment Act funding granted by Department of Workforce Development (DWD) through the WIB, its Fiscal Agent for the Workforce Investment Service Area or subrecipients thereof.
- B. In accordance with 29 USC 2832, Section 117. LOCAL WORKFORCE INVESTMENT BOARDS, (d)(3)(B)(i)(I) and IC 22-4.5-6, The CEO in the Economic Growth Region 6 understands that if it shall serve as the local grant recipient for, it shall be liable for any misuse of Workforce Investment Act funds allocated to the local area (under 128 and 133). Furthermore, the signatories to this Agreement understand that while, by Agreement it may designate an entity to serve as a local grant subrecipient for such funds or as a local fiscal agent, such designation shall not relieve the signatories to this Agreement, herein referred to as Local Elected Officials Executive Council, of the liability for any misuse of grant funds.
- C. The Fiscal Agent and/or any local grant subrecipient shall secure public liability insurance on behalf of the EGR 6 WIB and the signatories of this Agreement to the extent funds are available for that purpose, to insure against the risks of bodily injury, illness, or any other damages or losses, or with respect to any claims arising out of any activity under a WIA grant or agreement whether concerning persons or property in the Fiscal Agent's or other Subrecipient's organization or any third party. The Fiscal Agent or Subrecipient shall secure insurance coverage for injuries suffered by participants who are not covered by existing worker's compensation. The Fiscal Agent shall likewise provide for or direct by contractual agreement bond coverage of all employees of the service delivery personnel, the Fiscal Agent personnel and all contractual personnel. All liability insurance policies held by the Workforce Investment Board, Fiscal Agent, One Stop Operator and Service Provider will name the Fiscal Agent, Workforce Investment Board and Local Elected Officials Executive Council membership, as members to this Agreement, as "Other Insured".
- D. Fiscal Agent shall also be required to employ outside auditing and monitoring firms to independently audit on behalf of EGR 6 WIB all Fiscal Agent and Workforce Investment Service delivery contracts and to enter its report of general evaluation of the entire EGR 6 WIB program. The Local Elected Officials Executive Council shall receive simultaneously copies of all reports, audits and evaluations provided by the audit and evaluation services.

IX. REPAYMENT OF FUNDS

- A. If the EGR 6 WIB or Fiscal Agent is required to repay or restore to the State or other funding source any sums administered by it under the Act, then all avenues and sources of existing funds will first be exhausted, such as unrestricted funds of the EGR 6 WIB and/or its Fiscal Agent, Regional Operator, and Subcontractors.

Attachment H – Local Elected Officials’ Agreement (cont.)

ECONOMIC GROWTH REGION 6 LOCAL ELECTED OFFICIALS EXECUTIVE COUNCIL AGREEMENT

- B. If after exhausting all avenues and sources for repayment or restoration of funds to the State or other funding sources, then each member of the Local Elected Officials Executive Council, on behalf of its respective political subdivision, does hereby agree to assume liability for such repayment or restoration as follows:
1. Any funds which were disbursed and expended within one or more political subdivisions shall be repaid or restored proportionately by the recipient political subdivision.
 2. If the funds required to be repaid or restored cannot be traced to any particular disbursement to one or more political subdivisions, then each political subdivision within the WISA (EGR 6) who are signatories hereto shall participate pro rata in the repayment and/or restoration of funds in the same proportion that the respective political subdivision’s funding quota under the Workforce Investment Act bears to the total funds disbursed by Fiscal Agent to the programs in said political jurisdiction.
 3. Nothing in this Article shall prohibit any entity from attempting to collect funds from a party who participated in criminal, fraudulent, or other bad faith activities, which resulted in the original misapplication of funds.

X. OTHER LIABILITY

If the EGR 6 WIB becomes liable for the payment of any funds, whether by suit, contract, judgment, default, statute, or otherwise, which sums cannot be lawfully paid from the funds available to the EGR 6 WIB, then all such sums shall be paid by the political jurisdictions which are parties hereto in the same manner and proportions set forth in Section IX hereof.

XI. OTHER RESPONSIBILITIES

- A. As schedules permit, Local Elected Officials Executive Council members are encouraged to attend EGR 6 Workforce Investment Board meetings, and meet with their Board representatives and the EGR 6 Workforce Investment Board Chairperson for updates on the progress and actions in improving workforce development for the employers and citizens of their community.
- B. The Local Elected Officials Executive Council shall be provided a courtesy copy of all meeting materials and notices of the ERG 6 WIB and its Executive Committee.
- C. At the request of the Local Elected Officials Executive Council members a courtesy copy of all EGR 6 Committee meeting materials and notices will be provided.
- D. The Local Elected Officials Executive Council members may request, individually or collectively, reasonable information from the EGR 6 WIB and may request such information to be delivered in person and/or in writing.

XII. AUTHORITY TO ACT

- A. Each signatory to this Agreement assures that he/she has the authority to sign this Agreement on behalf of his/her respective Governmental Unit. Hence, this Agreement shall be signed by the President of the County Commissioners and the other members as detailed in Section II.A., herein.

Attachment H – Local Elected Officials’ Agreement (cont.)

ECONOMIC GROWTH REGION 6 LOCAL ELECTED OFFICIALS EXECUTIVE COUNCIL AGREEMENT

- B. In addition it is understood that each written proxy empowered to represent the member to this Agreement is binding on each Local Elected Officials Executive Council member and its representative Governmental Unit.

XIII. COUNTERPARTS

This Agreement may be executed in separate counterparts, each of which when so executed shall be an original, but all of such counterparts shall together constitute but one of the same instrument.

XIV. DURATION OF AGREEMENT

This Agreement shall continue until modified or terminated. Termination of the Agreement requires a two-thirds majority vote of the Local Elected Officials Executive Council members who are signatories hereto.

XV. AMENDMENT

This Agreement may be amended at any time by written request to the CEO, who will set up a process of voting on the change. Changes in state or federal legislation affecting the Workforce Investment Act may require a modification to this Agreement. A modification of the Agreement requires a majority vote of the Local Elected Officials Executive Council. Per DWD Policy 2010-08 any modification or update of this Agreement will be submitted to the Director of Policy at the Indiana Department of Workforce Development.

XVI. MERGER

This Agreement constitutes all of the terms of the Agreement between the parties. All prior negotiations, statements, representations, warranties, and agreements, of any, pertaining to any of the details of the subject matter are hereby superseded and terminated by this Agreement, which is the entire contract of the parties. All covenants and terms hereof shall extend to and be obligatory upon the successors and assigns of the parties. Each party certifies it has full legal authority to execute this.

XVII. CHANGES TO LOCAL ELECTED OFFICIALS EXECUTIVE COUNCIL MEMBERS SIGNING

In January of each year this Agreement will be reviewed to determine if the Local Elected Official who signed this Agreement on behalf of the governmental unit they represent is no longer in office or if the Chief Elected Official has changed. In the event the Local Elected Official who is signatory to this Agreement is no longer in office or the Chief Elected Official has changed, it will be signed by the new Local Elected Official and/or Chief Elected Official respectively. Reference DWD Policy 2010-08.

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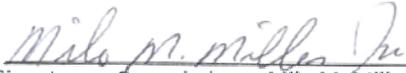
Attachment H – Local Elected Officials’ Agreement (cont.)

Economic Growth Region 6 Local Elected Officials Executive Council Agreement

Signature Page

In acknowledgement of approval of this Agreement by:

FOR THE LOCAL ELECTED OFFICIALS EXECUTIVE COUNCIL:


Signature: Commissioner Milo M. Miller, Jr.

Chief Elected Official _____
Title

4/27/11
Date: _____

Attachment I – WIB-LEO Agreement

ECONOMIC GROWTH REGION 6 - WIB – LEO PARTNERSHIP AGREEMENT

ECONOMIC GROWTH REGION 6 WIB-LEO PARTNERSHIP AGREEMENT

This Agreement is entered into between the Workforce Investment Board (hereinafter WIB) and the Local Elected Officials (hereinafter LEO) of the Workforce Investment Service Area (hereinafter EGR 6) consisting of the following counties in Indiana: Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union and Wayne pursuant to the Workforce Investment Act of 1998 (H.R. 1385) signed into law on August 7, 1998 and appropriate state legislation and regulations.

ARTICLE I - PURPOSE OF AGREEMENT

The undersigned hereby establish the WIB-LEO Agreement for the purpose of planning and oversight of a comprehensive Workforce Investment System according to the provisions of the Workforce Investment Act of 1998 (WIA) and the federal regulations promulgated to implement WIA and appropriate state legislation and regulations.

ARTICLE II - LEO MEMBERSHIP

Pursuant to Indiana State DWD Policy 2010-08 dated February 4, 2011, eligible Local Elected Officials are considered to be the chief elected executive officer of a unit of general local government within a local workforce investment service area. These are the county commissioners, mayors and/or town council presidents. This Indiana policy further defines the eligible general purpose political subdivision as one that has the power to levy taxes and spend funds, as well as general corporate and policy powers. In addition State Policy requires that the incorporated cities or town must have a population which exceeds 5,000.

Based upon this policy at the time of execution of this Agreement the eligible LEOs are the following independent political jurisdictions of Indiana: A County Executive of Blackford County, Delaware County, Fayette County, Henry County, Jay County, Randolph County, Rush County, Union County and Wayne County, the Mayors of Hartford City, Muncie, Connersville, New Castle, Portland, Rushville and Richmond and the Town Council President of Yorktown.

Through the agreement and execution of the EGR 6 Local Elected Officials Executive Council Agreement, any city or town which is a county seat of one of the counties in the region that does not meet the minimum population requirement is also allowed all privileges and liabilities of membership with the exception of functioning as an officer of the Local Elected Officials Executive Council. Those additional Local Elected Officials, at the time of execution of this Agreement, are the Mayor of Winchester as the County Seat of Randolph County and the Town Council President of Liberty as the County Seat of Union County.

The vote for each of the aforementioned political jurisdictions shall be exercised as provided for in the EGR 6 Local Elected Officials Executive Council Agreement.

Attachment I – WIB-LEO Agreement (cont.)

ECONOMIC GROWTH REGION 6 - WIB – LEO PARTNERSHIP AGREEMENT

ARTICLE III - CHIEF ELECTED OFFICIAL

For the purpose of fulfilling Workforce Investment Act business for EGR 6, the Local Elected Officials, as defined in Article II, shall elect a Chairperson who shall act as the Chief Elected Official of EGR 6.

ARTICLE IV - CHIEF ELECTED OFFICIAL FUNCTIONS

The Chief Elected Official functions shall include, but not be limited to the following:

- a. Those duties delineated in the EGR 6 Local Elected Officials Executive Council Agreement.
- b. Signatory for EGR 6 documents as delegated by the EGR 6 Local Elected Officials Executive Council Agreement or approved by at least a majority of the LEO.
- c. Signatory for contracts and agreements between the Local Elected Officials and other appropriate organizations, as delegated by the EGR 6 Local Elected Officials Executive Council Agreement as approved by at least a majority of the Executive Council members.
- d. Solicitation of nominations for Workforce Investment Board member vacancies, casting of the ballot for regional WIB member vacancies with approval by at least a majority of the LEOs, formal WIB member appointment and submission of the WIB for certification in conformance with state and federal regulations and review/action as appropriate on requests to remove WIB appointments with approval not unreasonably withheld. WIB initial nomination and appointment criteria as provided for by federal and state directive contained in DWD Policy 2010-09 dated February 4, 2011 which is attached to this Agreement and made a part herein by reference.

ARTICLE V - FISCAL AGENT

The LEO have agreed that the Chief Elected Official will not act as the Grant Recipient and Fiscal Agent for the funds. Furthermore, the LEO agree that the WIB, through a 501(c)(3) tax exempt corporation, will act as the Fiscal Agent and Grant Recipient for the EGR 6 and other funds as designated. The President and Chief Executive Officer of the WIB Corporation will be the individual who will act on behalf of the Fiscal Agent on a day to day basis. The President and Chief Executive Officer is charged to be the liaison between the WIB and the LEO and assure that staff support is provided as necessary. Representing the LEO, the President and Chief Executive Officer may be charged with the responsibility to provide input to the WIB for determinations and policies within the parameters established by the LEO.

ARTICLE VI - ONE STOP OPERATOR

The LEO and the WIB jointly agree that the One Stop (WorkOne) Operator for EGR 6 shall be employed by the WIB Corporation (with Governor's approval) and shall be an employee with demonstrated effectiveness.

Attachment I – WIB-LEO Agreement (cont.)

ECONOMIC GROWTH REGION 6 - WIB – LEO PARTNERSHIP AGREEMENT

ARTICLE VII - ONE STOP PARTNERS

Agreements with the Mandatory One Stop (WorkOne) Partners, jointly negotiated by the LEO and WIB, will be based on the Plan and will describe how workforce development services will be provided and coordinated in EGR 6.

ARTICLE VIII – ADULT & DISLOCATED WORKER SERVICE PROVIDER

The LEO and the WIB jointly agree that the Adult & Dislocated Worker Service Provider employees shall be employed by the WIB Corporation (with Governor's approval). The direction and supervision of these employees will be through the One Stop Operator. In the event it is determined that the WIB Corporation will no longer directly employ these individuals or has the need to contract for additional services, a competitive selection will be made in accordance with the Procurement and Service Provider Selection Procedures approved by the LEO and WIB.

ARTICLE IX – YOUTH SERVICE PROVIDER

Consistent with federal and state requirements the Youth Service Provider under the Workforce Investment Act will be competitively selected through a process which includes the review and recommendation by the Youth Council to the WIB. The direction and functional supervision of these employees will be through the One Stop Operator. The competitive selection will be made in accordance with the Procurement and Service Provider Selection Procedures approved by LEO and WIB.

ARTICLE X - OTHER SUBCONTRACTORS AND VENDORS

Different or additional Subcontractors or Vendors will be selected in accordance with the same procedures as referenced in Article VIII and IX above.

ARTICLE XI - WIB POWERS

The WIB powers shall include, but not be limited to the following pursuant to Section 117(d) of the Workforce Investment Act:

As the Workforce Investment Board the WIB shall carry out all legislated responsibilities and thereby exercising full control over those responsibilities unless such responsibilities are jointly a responsibility of the LEOs. Responsibilities shall include, but not be limited to the following:

- a. Approve the budget for the Executive Staff, Fiscal Agent, One Stop Operator and Service Providers and authorize the disbursement of such funds by the Fiscal Agent.
- b. Negotiation of the WIB-LEO Agreement.
- c. Approve the Workforce Investment Plan and subsequent modifications thereto prior to submission to the Governor, Secretary of Labor, and/or other funding

Attachment I – WIB-LEO Agreement (cont.)

ECONOMIC GROWTH REGION 6 - WIB – LEO PARTNERSHIP AGREEMENT

sources for the One Stop Service Delivery System, branded as WorkOne in Indiana, which delineates what and how workforce development services will be provided and how they will be coordinated in EGR 6.

- d. The hiring of staff and/or retaining an entity(ies) for the purposes of fulfilling the WIB responsibilities, including but not limited to:
 - Oversight, to include, but not be limited to Youth, Adults, Dislocated Workers and Incumbent Workers Workforce Investment Act funded services and the One-Stop (WorkOne) Delivery,
 - The WIB will be responsible for recruitment, interview, and selection of the President/CEO or entity providing Executive Staffing to the WIB. The WIB will consult with the LEO prior to making a final job or contract offer,
 - Selection of One Stop Operator (approval is required by the Governor if provided by the hiring of WIB staff rather than procurement of an entity).
 - Negotiation of Memorandum of Understanding with local Mandatory One Stop (WorkOne) Partners
 - Adult & Dislocated Worker Service Provider (approval is required by the Governor if provided by the hiring of WIB staff rather than procurement of an entity)
 - Youth Service Provider to be selected through a competitive procurement process which includes the review and recommendation of the Youth Council
 - Negotiation of Local Performance Measures
 - Strategic Planning at the EGR 6 level
 - Performance Evaluation

The above functions of the WIB shall be deemed performed in partnership with all of the LEOs.

ARTICLE XII - WIB FUNCTIONS

The WIB functions shall include, but not be limited to the following pursuant to Section 117(d) of the Workforce Investment Act:

- a. The WIB shall establish by-laws for its operation.
- b. The WIB shall establish policies and procedures for the fulfillment of WIB responsibilities under the Workforce Investment Act.
- c. The WIB shall be provided regular audits of the Fiscal Agent and other contractors as required by regulation and the local sentiment of the WIB and LEOs.
- d. The WIB shall solicit support and comment from the general public and labor organizations for the proposed Workforce Investment Plan. WIB shall, following adoption of major plans, provide for public display and access of all such plans.

Attachment I – WIB-LEO Agreement (cont.)

ECONOMIC GROWTH REGION 6 - WIB – LEO PARTNERSHIP AGREEMENT

- e. The WIB may delegate such functions and responsibilities to agencies, subcommittees or individuals as the WIB deems appropriate for efficient administration. All powers not expressly delegated are reserved by the WIB.
- f. If appropriate, the WIB shall recommend a representative(s) who meets appointment criteria as developed by the LEO from its membership for consideration in appointment to the Board of Directors of the LEO Fiscal Agent when such openings occur. Appointing authority rests exclusively with the LEOs.

ARTICLE XIII - LIABILITY

The EGR 6 WIB and LEO relationship under the Workforce Investment Act is a partnership and to the extent consistent with the Local and State Law, the LEO who are signatories to the Local Elected Officials Executive Council Agreement do hereby certify acceptance of the responsibility for the total management, operation, and compliance with all laws and federal regulations. This Agreement acknowledges the financial responsibility by the LEO for EGR 6 Workforce Investment Act funding granted by Department of Workforce Development (DWD) through the WIB and its Fiscal Agent, or subrecipients thereof as agreed to in the Local Elected Officials Executive Council Agreement. As such the WIB, Fiscal Agent and any other subrecipient shall:

- a. Secure insurance coverage for injuries suffered by staff or participants who are not covered by existing worker's compensation.
- b. Provide for or direct by contractual agreement bond coverage of all employees.
- c. Assure that adequate liability coverage is in place and that the LEO and WIB are named, as members to this Agreement, as "Other Insured".
- d. Be required to employ outside auditing and monitoring firms to independently audit on behalf of WIB and LEO and to enter its report of general evaluation. The LEO and WIB shall receive simultaneously copies of all reports, audits and evaluations provided by the audit and evaluation services.

XIV - REPAYMENT OF FUNDS

If the WIB or Fiscal Agent is required to repay or restore to the State or other funding source any sums administered by it under the Act, then all avenues and sources of existing funds will first be exhausted, such as unrestricted funds of the WIB and/or its Fiscal Agent, One Stop Operator, and Subcontractors. After exhausting all avenues and sources for repayment or restoration of funds to the State of other funding sources,

Attachment I – WIB-LEO Agreement (cont.)

ECONOMIC GROWTH REGION 6 - WIB – LEO PARTNERSHIP AGREEMENT

then each member of the LEO, on behalf of its respective political subdivision, does hereby agree to assume liability for such repayment or restoration as provided for in the Local Elected Officials Executive Council Agreement.

ARTICLE XV - AMENDMENT OF AGREEMENT

This Agreement may be amended only in writing. Proposed amendments may be initiated by either the WIB or LEO. Such amendments must be approved by a two-thirds majority of the WIB and a two-thirds majority of the LEO who make up the membership of the Local Elected Officials Executive Council.

ARTICLE XVI - DURATION OF AGREEMENT

This Agreement has been approved by the WIB and the LEO who make up the membership of the Local Elected Officials Executive Council and shall become effective on July 1, 2011 when signed and dated by the Chairperson of the WIB as authorized by the WIB, and when signed and dated by the Chief Elected Official as authorized by the LEO. This Agreement shall continue until modified or terminated.

ARTICLE XVII – TERMINATION OF AGREEMENT

Either party may terminate this Agreement upon sixty (60) day notice in writing to the other party with or without cause. For the WIB to terminate this Agreement a two-thirds majority vote of the WIB is required. For the LEO to terminate this Agreement a two-thirds majority vote of the membership of the Local Elected Officials Executive Council is required.

ARTICLE XVIII – MERGER

This Agreement constitutes all of the terms of the Agreement between the parties. All prior negotiations, statements, representations, warranties, and agreements, of any, pertaining to any of the details of the subject matter are hereby superseded and terminated by this Agreement, which is the entire contract of the parties. All covenants and terms hereof shall extend to and be obligatory upon the successors and assigns of the parties. Each party certifies it has full legal authority to execute this.

ARTICLE XIX – SIGNATURE DELEGATION

The WIB delegates signature on contracts and grants on its behalf to the President/CEO of the Executive Staff of the WIB. The Local Elected Officials Executive Council delegates signature on contracts and grants on its behalf to the Controller of the Fiscal Agent.

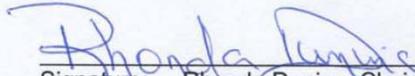
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Attachment I – WIB-LEO Agreement (cont.)

ECONOMIC GROWTH REGION 6 - WIB – LEO PARTNERSHIP AGREEMENT

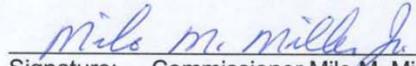
FOR THE ECONOMIC GROWTH REGION 6 WORKFORCE INVESTMENT BOARD:

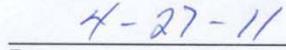
APPROVAL:


Signature: Rhonda Duning, Chairperson


Date:

FOR THE LOCAL ELECTED OFFICIALS EXECUTIVE COUNCIL:


Signature: Commissioner Milo M. Miller, Jr.,
Chairperson/Chief Elected Official


Date:

Attachment I – WIB-LEO Agreement (cont.)



TO: Indiana's Workforce Investment System

FROM: Gina DelSanto, Ph.D. *GD*
Senior Deputy Commissioner for Policy, Education, and Training

DATE: February 4, 2011

SUBJECT: DWD Policy 2010-09
Establishment and Certification of Indiana's Workforce Investment Boards
and Regional Workforce Boards

Purpose

To provide policy concerning the establishment and certification of boards overseeing workforce investment programs, activities, and services

Rescission

DWD Policy 2007-32, Change 1, Establishment and Certification of Indiana's Workforce Investment Boards and Regional Workforce Boards, issued May 16, 2008
DWD Policy 2007-32, Establishment and Certification of Indiana's Workforce Investment Boards and Regional Workforce Boards, issued April 4, 2008

Content

The Workforce Investment Act provides certain authorities for workforce investment boards. Each workforce investment board sets policy and guidelines for its workforce service area and conducts oversight of its WorkOne system, adhering to requirements of the Workforce Investment Act, federal regulations, and state law and policy.

Indiana state law established a balance of state workforce service area, divided into regional workforce areas, governed by regional workforce boards. Regional workforce boards were established to perform certain functions on behalf of the Balance of State Workforce Investment Board. The specific duties and functions of regional workforce boards are established in I.C. 22-4.5-7.

The State Workforce Innovation Council (SWIC) is charged with certifying the membership of workforce investment boards; and the Balance of State Workforce Investment Board (BOS WIB) is charged with certifying the membership of regional workforce boards. All certifications will be completed, minimally, on an annual basis. Information required for membership certification of each workforce investment board, including the BOS WIB, is due August 31 of each year, and periodically upon request by Department of Workforce Development staff.

Mitchell E. Daniels, Jr., Governor
Mark W. Everson, Commissioner

10 North Senate Avenue
Indianapolis, IN 46204-2277
www.workforce.IN.gov
An Economic Development Partner

Phone: 317.232.7670
Fax: 317.233.4793

Attachment I – WIB-LEO Agreement (cont.)

DWD Policy 2010-09
February 4, 2011
Page 2 of 19

This policy provides the requirements to establish and certify both workforce investment boards and regional workforce boards.

Effective Date: Immediately

End Date: Upon rescission

Ownership: Indiana Department of Workforce Development, DWD Policy

Contact Person

Nate Klinck, Director of Policy
Indiana Department of Workforce Development
10 North Senate Avenue, SE304
Indianapolis, IN 46204
E-mail: Nklinck@dwd.IN.gov

Action

Indiana's workforce investment system will follow the guidance contained in this policy.

Attachments

Attachment A – Workforce Investment Boards

Section 1 - Appointment of Workforce Investment Boards

Section 2 - Appointment of Youth Councils

Section 3 - Submittal of Documents for Certification

Attachment B – Regional Workforce Boards

Section 1 - Appointment of Regional Workforce Boards

Section 2 - Submittal of Documents for Certification

Attachment C – Workforce Investment Board Membership Template

Attachment D – Youth Council for Workforce Investment Board Membership Template

Attachment E – Regional Workforce Board Membership Template

Attachment I – WIB-LEO Agreement (cont.)

DWD Policy 2010-09
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Attachment A Workforce Investment Boards

Section 1 Appointment of Workforce Investment Boards

General

The chief elected official in each workforce service area is authorized to appoint the members to the workforce investment board for the area, in accordance with the state criteria established under the Workforce Investment Act. The chief elected official is responsible for the solicitations of nominations and appointments. The workforce investment board shall include sector representatives from business, labor, education, community-based and faith-based organizations, economic development, WorkOne partners, and other workforce investment board members as the chief elected officials determine appropriate. This section lists general requirements for all workforce investment board members and specific requirements for each workforce investment board membership category.

The following general requirements apply regarding workforce investment board composition:

- Workforce investment board members shall be individuals with optimum policymaking authority within the organizations, agencies, or entities they represent.
- A majority of the workforce investment board members shall be representatives of businesses in the workforce service area. "Majority" is defined as over fifty (50) percent of the membership.
- The workforce investment board shall elect a chairperson from the workforce investment board business representatives.
- The workforce investment board shall not have more than one member from the same organization, agency, or entity.
- In order to meet all membership requirements, a single workforce investment board member may fulfill more than one required seat.
- When calculating minimum membership requirements, such as required percentages, non-voting members are not included.
- Membership vacancies shall be filled within ninety (90) days.
- The State Workforce Innovation Council and the Indiana Department of Workforce Development shall be notified when a membership vacancy occurs and is filled.
- Nomination documents shall be retained by the workforce investment board for compliance purposes.
- DWD strongly encourages workforce service areas to maintain the membership of workforce investment boards at a minimal number, while ensuring statutory compliance.
- The maximum size of the workforce investment board shall be 47 members, unless an increased size is approved by the State Workforce Innovation Council.

Attachment I – WIB-LEO Agreement (cont.)

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Business

The following criteria apply:

- The majority of the workforce investment board members shall be representatives of businesses in the workforce service area;
 - Business representatives must be owners of businesses, chief executives, or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority;
 - All business representatives shall come from businesses that employ at least five full-time employees.
 - At least fifty (50) percent of the business representatives on the workforce investment board shall come from businesses that employ at least fifty (50) workers;
 - Business representatives shall come from employers that reflect the employment opportunities of the workforce service area;
 - Membership of the workforce investment board must reflect the primary industries within the workforce service area and should be a mixture of small, medium, and large size businesses that reflects the composition of employment within the area.
 - Business members shall be appointed from among individuals nominated by local business organizations and business trade associations.

Labor

The following criteria apply:

- The workforce investment board members shall include representatives of labor organizations, nominated by the local labor federations that have jurisdiction in that area. (Local labor federations are called “Central Labor Councils” in Indiana);
- The workforce investment board must have a minimum of two labor organizations represented.

Education

The following criteria apply:

- Education members of the workforce investment board shall be selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing local educational entities such as the following:
 - Local educational agencies;
 - School boards;
 - Entities providing adult education and literacy activities; and
 - Postsecondary educational institutions (including representatives of community colleges, where such entities exist).
- Other nominations can be solicited from:
 - Other post-secondary educational institutions;
 - Local school boards;
 - Public or private adult education and/or literacy providers; and
 - Other.

Attachment I – WIB-LEO Agreement (cont.)

DWD Policy 2010-09
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- The workforce investment board must have a minimum of two educational entities represented.
 - One representative must come from a community college (Ivy Tech or Vincennes University), nominated by the chancellor within the workforce service area or president or provost of the university. Ideally, the chancellor would be the representative.
 - The representative must be an individual with maximum policy-making authority for the entity represented.

Community-Based or Faith-Based Organizations

The Workforce Investment Act defines a community-based organization as "a private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment." The following apply:

- Nominations shall be solicited from community-based or faith-based organizations that deal with workforce development or human services, such as veterans' organizations or organizations that represent individuals with disabilities.
- The board shall have a minimum of two individuals representing community-based or faith-based organizations.

Economic Development

The following criteria apply:

- The members of the workforce investment board shall include representatives of economic development agencies, including private sector economic development entities.
- The board must have a minimum of two individuals, and at least one of the two workforce investment board members shall be appointed from a public economic development entity.

Youth Service Organization

Each WIB shall have at least one member that represents a youth service organization.

Nominations must be solicited from a community-based or faith-based organization that provides services to underprivileged youth or youth with employment barriers within the local area.

WorkOne Partners

Mandatory WorkOne Partners

The members on the local workforce investment board shall include one representative of each mandatory WorkOne partner, as defined in Section 121 of the Workforce Investment Act of 1998, located in the workforce service area. The following criteria apply to the nomination process:

- The "entity" that serves as the WorkOne partner is the grant recipient, administrative entity or organization responsible for administering the funds of the specified program in the local area. The term "entity" does not include the service providers that contract with or are subrecipients of the local administrative entity. For programs that do not include local administrative entities, the responsible state agency should be the partner. The intent of the Workforce Investment Act is to have the person at the highest policy level per entity on the workforce investment board.

Attachment I – WIB-LEO Agreement (cont.)

DWD Policy 2010-09
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Programs authorized under Workforce Investment Act Title I - Adult, Youth and Dislocated Worker

The recipient of Workforce Investment Act Title I funds is considered as the representative of Workforce Investment Act Adult, Youth and Dislocated Worker programs.

In each workforce service area, the chief elected official is considered as the recipient; however, he or she may designate a representative from the entity that carries out the Workforce Investment Act programs (i.e., workforce investment board staff, the one-stop operator, fiscal agent). Workforce Investment Act service providers cannot be representatives.

Workforce Investment Act Title I - Job Corps

Nominations shall be solicited from Job Corps when there is a Job Corps training facility located in the workforce service area.

Workforce Investment Act Title I - Indian and Native American Programs

Nominations shall be solicited from WIA Title I Native American Program grantees within the workforce service area.

Workforce Investment Act Title I - Migrant and Seasonal Farm Worker Programs

Nominations shall be solicited from the WIA Title I migrant and seasonal farm worker grantee within the workforce service area.

Programs authorized under the Wagner-Peyser Act, activities authorized under Chapter 2 of Title II of the Trade Act of 1974 (Trade Adjustment Assistance); veterans' workforce programs and activities authorized under Chapter 41 of Title 38, U.S.C. (local veterans' employment representatives and disabled veterans' outreach program); and programs authorized under state unemployment compensation laws (in accordance with applicable federal law)

The Indiana Department of Workforce Development (DWD) represents all programs.

Nominations shall be solicited from the DWD Commissioner or his or her designee.

Adult education and literacy activities authorized under Title II of the Workforce Investment Act

Nominations for a representative of a comprehensive adult basic education provider shall be solicited from the state director of the division of adult education at the Indiana Department of Education.

Programs authorized under Title I of the Rehabilitation Act of 1973

Nominations shall be solicited from the executive director of vocational rehabilitation services who receives national funds for vocational rehabilitation or from the secretary, Indiana Family and Social Services Administration.

Attachment I – WIB-LEO Agreement (cont.)

DWD Policy 2010-09
February 4, 2011
Page 7 of 19

Senior Community Service Employment Activities, authorized under Title V of the Older Americans Act of 1965

Nominations shall be solicited from organizations with interests in older worker workforce development issues.

Nominations should be solicited from the State Director of Senior Community Service Employment Activities, Indiana Family Social Services Administration or the Executive Director of Experience Works.

Post-secondary Vocational Education Activities under Carl D. Perkins Vocational and Applied Technology Education Act

Nominations shall be solicited from entities that receive Carl Perkins post-secondary funds within the local workforce service area.

The post-secondary representative may also serve as one of the educational representatives if all requirements for the educational representative and post-secondary vocational educational representative are met.

Employment and training activities carried out under the Community Services Block Grant Act. (42 U.S.C. 9901 et seq)

Nominations shall be solicited from organizations within the local area that receive Community Services Block Grant funds to provide employment and training activities.

Employment and training activities administered by the U.S. Department of Housing and Urban Development

The workforce investment board should work with the Indiana Housing & Community Development Authority to identify Housing and Urban Development grantees in the workforce service area, if any exist.

Only Housing and Urban Development grantees that offer employment and training activities must be represented.

Optional Board Members

The chief elected official may include other individuals determined appropriate.

The rationale for how the “Optional Board Member” is appropriate must be included in the request for workforce investment board certification.

Attachment I – WIB-LEO Agreement (cont.)

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Attachment A Workforce Investment Boards

Section 2 Appointment of Youth Councils

The Workforce Investment Act requires the establishment of a youth council by the workforce investment board in cooperation with the chief elected official.

Policy for Establishing Local Youth Councils

The following criteria apply:

- Each workforce investment board in cooperation with the chief elected officials shall establish a youth council, which will be a subgroup of the workforce investment board.
- The youth council shall include at least two members from each of the following categories, except as noted under local public housing authorities and Job Corps categories:
 - Local board members with special interest or expertise in youth policies.
 - Representatives of youth service agencies. Representatives from juvenile justice and local law enforcement agencies may meet the requirements under this category.
 - Representatives from local public housing authorities. In areas where only one public housing authority provides employment and training services, one representative will meet the requirement under this category.
 - Parents of eligible youth seeking assistance under this subtitle.
 - Individuals who have experience related to youth activities. Former participants and representatives of organizations who have experience related to youth activities may meet the requirements under this category.
 - Representatives of the Job Corps, if located in the workforce service area. One representative will meet the membership requirement for each affected workforce investment board under this category.
 - Other individuals, if deemed appropriate by the workforce investment board chair, in cooperation with the chief elected official.
- The chair for the youth council shall be a voting member of the workforce investment board.
- Youth council members who are not workforce investment board members will be voting members of the youth council, but will not have voting rights on the workforce investment board.
- Youth council vacancies must be filled within 90 days.

Attachment I – WIB-LEO Agreement (cont.)

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Attachment A Workforce Investment Boards

Section 3 Submittal of Documents for Certification

The State Workforce Innovation Council (SWIC) requires each local board to be certified, minimally, once a year, and may certify board membership more frequently.

Materials for certification are due no later than August 31 of each year.

Upon request by the SWIC, the chief elected officials must submit the required documents to the Indiana Department of Workforce Development. The letter should be submitted to the Director of Policy; Indiana Department of Workforce Development; 10 North Senate Avenue, SE304; Indianapolis, IN 46204. The documents must include the following:

- Assurance that the workforce investment board has adopted bylaws for its governance which are on file at the workforce investment board's or chief elected official's office. The bylaws must establish quorum guidelines for the workforce investment board and all permanent subcommittees;
- Assurance that each member of the workforce investment board and youth council will comply with the requirements set forth in DWD's financial interest and conflict of interest policy, DWD Policy 2010-03, dated September 22, 2010;
- The workforce investment board membership listing template included in this policy; and
- The youth council member listing template included in this policy.

Electronic versions of the templates will be made available online.

Attachment I – WIB-LEO Agreement (cont.)

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Attachment B Regional Workforce Boards

Section 1 Appointment of Regional Workforce Boards

The local elected officials in each region are authorized to appoint the members to the regional workforce board, in accordance with state policy. The local elected officials are responsible for solicitations for nominations and appointments. The regional workforce board shall include sector representation from business, labor, education, economic development and community-based and faith-based organizations.

The following general requirements apply regarding regional workforce board composition:

- Each region within the balance of the state workforce service area will have a regional workforce board.
- The regional workforce board shall consist of at least nine (9), but no more than sixteen (16) members. All members but four will represent business. The non-business sector members include labor, education, economic development and community-based and faith-based organizations.
- Members of the regional workforce board shall be individuals with optimum policymaking authority within the organizations, agencies, or entities they represent.
- The regional workforce board shall select a chairperson from the regional workforce board business representatives and such chair may not serve more than two consecutive years.
- The regional workforce board may have councils, but such councils are not mandatory.
 - The composition of all councils will be at the discretion of the regional workforce board. The purpose, composition, selection process, and responsibilities will be included in the regional workforce board bylaws.
 - A membership roster will be sent electronically to the Indiana Department of Workforce Development.
 - Council members will be non-voting members of the regional workforce board, unless they are also board members.
- The four non-business members of the regional workforce board will be selected in this manner:
 - The mayor of the largest city in the regional workforce area shall select and appoint one member from any one of the four non-business sector categories.
 - If the second largest city in the regional workforce area has a population greater than 8,000, the mayor of the second largest city shall select and appoint one member from any of the three remaining non-business sector categories.
 - If the third largest city in the regional workforce area has a population greater than 8,000, the mayor of the third largest city shall select and appoint one member from either of two remaining non-business sector categories.
 - If the fourth largest city in the regional workforce area has a population greater than 8,000, the mayor of the fourth largest city shall select and appoint one member from the remaining non-business sector category.
 - If a regional workforce area contains fewer than four cities having a population greater than 8,000, the selection and appointment of the non-business representatives as members to a regional workforce board process will start over with the mayors of the cities having a population greater than 8,000 alternately selecting and appointing the members.

Attachment I – WIB-LEO Agreement (cont.)

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- The business representatives should be selected from diverse businesses in the region and shall be selected in the following manner:
 - Business representatives in the regional workforce areas shall be individuals who are business owners; chief executives or operating officers; or business executives or employers with optimum policymaking or hiring authority.
 - It is recommended that business representatives on regional workforce boards reflect the primary industries located within the region, and that the members represent an appropriate mix of small, medium, and large businesses.
 - Each county in the regional workforce area shall appoint, by majority agreement of all the local elected officials in that county, one business representative who meets the requirements of being a business representative.
 - The mayor of each city having a population greater than 100,000 in the regional workforce area shall appoint one additional business representative who meets the requirements of being a business representative.
 - The mayor of each city having a population greater than 500,000 in the regional workforce areas shall appoint one additional business representative who meets the requirements of being a business representative.
 - If after this process, including the selection of the non-business members, the total number of regional workforce board members is less than 16, the local elected officials in the entire regional workforce area may, by majority agreement, appoint additional business representatives with the same criteria named above for business representatives until the 16 member limit is reached.

Attachment I – WIB-LEO Agreement (cont.)

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Attachment B Regional Workforce Boards

Section 2 Submittal of Documents for Certification

The Balance of State Workforce Investment Board (BOS WIB) requires each regional workforce board to be certified, minimally, once a year, and may certify board membership more frequently. Also, these RWB certifications may be reviewed by the State Workforce Innovation Council (SWIC)

Materials for certification must be submitted no later than August 31 of each year.

Upon request by the BOS WIB, the local elected officials must submit the required documents to the Indiana Department of Workforce Development. The letter should be submitted to the Director of Policy; Indiana Department of Workforce Development; 10 North Senate Avenue, SE304; Indianapolis, IN 46204. The documents must include the following:

- Copies of the agreements signed by the local elected officials.
- A template of the regional workforce board membership template. An electronic copy of the templates will be made available online.
- Assurance that each member of the regional workforce board will comply with the requirements set forth in DWD's financial interest and conflict of interest policy, DWD Policy 2010-03, dated September 22, 2010.
- A copy of the bylaws adopted by the regional workforce board for its governance. The bylaws must:
 - Establish quorum guidelines for the regional workforce board and all permanent councils
 - Purpose, composition, selection process, and responsibilities for all voluntary councils.

Attachment I – WIB-LEO Agreement (cont.)

Workforce Investment Board: _____

Membership Template

	Member Name	Title, Organization	Location (County)	Business Sector	Business Size		Nominated by (Organization/Entity)	Appointment Term (MM/YY - MM/YY)
					5-49 Employees	50+ Employees		
Business (Must comprise over 50% of board)								
Seat 1								
Seat 2								
Seat 3								
Seat 4								
Seat 5								
Seat 6								
Seat 7								
Seat 8								
Seat 9								
Seat 10								
Seat 11								
Seat 12								
Seat 13								
Seat 14								
Seat 15								
Seat 16								
Seat 17								
Seat 18								
Seat 19								
Seat 20								
Labor Representatives (2 Seats, at minimum)								
Seat 1								
Seat 2								

Attachment I – WIB-LEO Agreement (cont.)

Workforce Investment Board: _____

Membership Template

Education Representatives (2 Seats, at minimum)		
Seat 1		
Seat 2		
Community-Based/Faith-Based Organization Representatives (2 Seats, at minimum)		
Seat 1		
Seat 2		
Economic Development Representatives (2 Seats, at minimum)		
Seat 1		
Seat 2		
WIA Adult, Dislocated Worker, and Youth Grant Recipient (1 Seat)		
Seat 1		
Job Corps Representative (1 seat, if Job Corps training facility in local area)		
Seat 1		
Indian and Native American Program Representative (1 Seat)		
Seat 1		
Migrant and Seasonal Farmworkers Program Representative (1 Seat, if MSFW program in local area)		
Seat 1		
Wagner-Peyser, Veterans, Trade Programs, Unemployment Insurance Program Representative (1 Seat, at minimum)		
Seat 1		
Adult Education and Literacy Activities Representative (1 Seat, at minimum)		
Seat 1		
Vocational Rehabilitation Representative (1 Seat, at minimum)		
Seat 1		
Title V Older Workers Program Representative (1 Seat, at minimum)		
Seat 1		
Postsecondary Vocational Education Representative (1 Seat, at minimum)		
Seat 1		
Community Services Block Grants Program Representative (1 Seat, at minimum)		
Seat 1		

Attachment I – WIB-LEO Agreement (cont.)

Workforce Investment Board: _____

Membership Template

Housing and Urban Development Employment Program Representative (1 Seat, at minimum)				
Seat 1				
Youth Service Organization Representative (1 Seat, at minimum)				
Seat 1				
Other Members (as determined necessary by Chief Elected Official)				
Seat 1				
Seat 2				
Seat 3				

Members
(maximum board size limited to 47 members)
Total Business Members

Attachment I – WIB-LEO Agreement (cont.)

Youth Council for Workforce Investment Board: _____

Membership Template

Member Name	Title, Organization	Location (County)	Appointment Term (MM/YY - MM/YY)
WIB Members with special interest or expertise in youth policies (2 seats, at minimum)			
Seat 1			
Seat 2			
Seat 3			
Seat 4			
Representatives of Youth Service Agencies (2 Seats, at minimum)			
Seat 1			
Seat 2			
Representatives from local public housing authorities (2 seats, at minimum)			
Seat 1			
Seat 2			
Parents of eligible youth seeking assistance under WIA Title I (2 seats, at minimum)			
Seat 1			
Seat 2			
Individuals who have experience related to youth activities (2 seats, at minimum)			
Seat 1			
Seat 2			
Representative of the Job Corps, if located within local workforce service area (1 seat)			
Seat 1			
Other individuals, as the WIB Chair or Chief Elected Official determine appropriate (Optional Seats)			
Seat 1			
Seat 2			
Seat 3			
Seat 4			

Attachment I – WIB-LEO Agreement (cont.)

Youth Council for Workforce Investment Board: _____

Membership Template

Total Number of Youth Council Members

Attachment I – WIB-LEO Agreement (cont.)

Regional Workforce Board: _____

Membership Template

	Member Name	Title, Organization	Location (County)	Business Sector	Business Size		Appointed by	Appointment Term (MM/YY - MM/YY)
					5-49 Employees	50+ Employees		
Business (5 seats at minimum, 12 seats at maximum)								
Seat 1								
Seat 2								
Seat 3								
Seat 4								
Seat 5								
Seat 6								
Seat 7								
Seat 8								
Seat 9								
Seat 10								
Seat 11								
Seat 12								
Labor Representative (1 Seat)								
Seat 1								
Education Representative (1 Seat)								
Seat 1								
Economic Development Representative (1 Seat)								
Seat 1								
Community/Faith-based Organization Representative (1 Seat)								
Seat 1								

Attachment I – WIB-LEO Agreement (cont.)

Regional Workforce Board: _____

Membership Template

Members
(maximum board size limited to 16 members)
Total Business Members



Attachment J – WIB Bylaws

Date of Approval: 07/01/2002

ALLIANCE FOR STRATEGIC GROWTH, INC. BY- LAWS

ARTICLE I - NAME AND STAFF SUPPORT

Section 1 - The name of this Corporation is the Alliance for Strategic Growth. The Alliance for Strategic Growth Board is comprised of representatives of the following counties which make up Economic Growth Region 6 (EGR 6): Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union, and Wayne. For purposes of these by-laws, the Alliance for Strategic Growth shall be referred to as the Board.

Section 2 - The support to the Board shall be provided through staff who are directly hired or contracted pursuant to the EGR 6 WIB-LEO Agreement. All correspondence for the Board should be addressed to the Chair of the Board and may be addressed in care of:

Alliance for Strategic Growth, Inc.
122 E. Main Street
Muncie, IN 47305
Email: Chairman@work-one.org

ARTICLE II - PURPOSE AND MISSION

The mission of the Board is to enhance and sustain an educated, skilled and employable workforce through the efforts of a dedicated staff, providing seamless and diverse employment and training services, utilizing strategic alliances that will support the economic development activities in East Central Indiana.

ARTICLE III - POWERS, FUNCTIONS AND OVERSIGHT RESPONSIBILITIES

Section 1 - The Board directs the One Stop Operator function and to the programs and departments administering programs under the Board's oversight. Oversight is defined within the scope of activities and programs, included in Sections 2 below.

Section 2 - Pursuant to IC 22-4.5-2-13.5 U.S.C. 2801 et seq. (Workforce Investment Act of 1998), the Board is established to do the following:

- (a) Identify the human investment needs in EGR 6 and recommend goals to meet business demand for trained workers.
- (b) Prepare a strategic plan to accomplish the goals developed.
- (c) Monitor the implementation of and evaluate the effectiveness of the strategic plan.
- (d) Develop budget.
- (e) Retain staff to support the Board and complete required administrative responsibilities.
- (f) Competitively procure or hire (with Governor's approval) One Stop Operator.



Attachment J – WIB Bylaws (cont.)

Date of Approval: 07/01/2002

- (g) Competitively procure or hire (with Governor's approval) Adult & Dislocated Worker Service Provider
- (h) Competitively procure Youth Service Provider(s) considering the recommendation of the Youth Council.
- (i) Provide oversight of the services and use of funds and resources under applicable federal programs and advise the One Stop Operator on methods for coordinating the services and use of funds and resources consistent with the laws and regulations governing the particular applicable federal program.
- (j) Negotiation of Local Performance Measures with the State.
- (k) Advise the One Stop Operator on:
 - (1) The development and implementation of standards and measures; and
 - (2) The coordination of the standards and measures; concerning the applicable federal and state programs.
 - (3) Identification of Eligible Training Providers
 - (4) Identification of Eligible Providers of Intensive Services
 - (5) Activities/systems to connect, broker and coach
- (l) Develop and assist the state in providing an Employment Statistics System.
- (m) Establish an Employer Linkages Program.
- (n) Perform the duties as set forth in federal and state laws.
- (o) Advise the Service Provider on the coordination of federal, state, and local education and training programs and on the allocation of state and federal funds in EGR 6 to promote effective services, service delivery, and innovative programs.
- (p) Work in partnership with the Local Elected Officials of the region.
- (q) Any other function assigned to the Board with regard to the study and evaluation of EGR 6 human service delivery system.

ARTICLE IV – MEMBERS - TERMS – MEETINGS - QUORUM

Section 1 - The Members of the Board shall be the Local Elected Officials which includes the following representatives as defined by the Local Elected Officials Executive Council Agreement:

- City of Connersville Mayor
- City of Hartford City Mayor
- City of Muncie Mayor
- City of New Castle Mayor
- City of Portland Mayor
- City of Richmond Mayor
- City of Rushville Mayor
- City of Winchester Mayor
- Town of Liberty Town Council President
- Town of Yorktown Town Council President
- Blackford County Commissioner President
- Delaware County Commissioner President
- Fayette County Commissioner President
- Henry County Commissioner President
- Jay County Commissioner President



Attachment J – WIB Bylaws (cont.)

Date of Approval: 07/01/2002

- Randolph County Commissioner President
- Rush County Commissioner President
- Union County Commissioner President
- Wayne County Commissioner President

Section 2 - There is no limit on the number of consecutive or non-consecutive terms a Local Elected Official may serve as a Member.

Section 3 - A quorum of the Members shall be not less than 51% of Members and is required to conduct the business of the Members of the Corporation.

Section 4 - Special meetings of the Members may be called by the Chairperson when deemed to be in the best interest of the Corporation. The Secretary shall cause to be mailed to every Member a notice telling the time and place of such Special Meeting with not less than 48 hours notice at the address as it appears in the membership record for this Corporation.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

ARTICLE V – DIRECTORS - TERMS – REMOVAL – MEETINGS – QUORUM

Section 1 - The business of this Corporation shall be managed by a Board of Directors. The number of Directors of the Corporation will be established by the Members or as dictated by applicable state or federal regulations.

Section 2 - All appointments and reappointments to be the Board of Directors of the Corporation shall be made by the Chief Elected Official as provided in the Local Elected Officials Executive Council Agreement. Corporation vacancies shall be filled using the nomination and appointment process as approved by the Members as delineated in their Local Elected Officials Executive Council Agreement.

Section 3 - All Directors appointed by the Members shall serve for a term of three (3) years, or to complete the unexpired term of another director, or until their resignation, removal, or death. Ending dates of the Directors' terms shall be staggered with approximately 1/3 of the terms ending on June 30 of each year.

Section 4 - The Directors of the Corporation serve at the discretion of the Chief Elected Official based upon the authority granted in the Local Elected Officials Executive Council Agreement. As such there are two methods by which a Director of the Corporation can be removed, both of which require the concurrence and consultation with the Chief Elected Official in order to assure compliance with state and federal law and policy.

- (a) A Director can be recommended for removal from the Board by 2/3 vote of the entire Board of Directors at a duly called meeting. The recommendation shall be forwarded to the Chief Elected Official and Secretary for approval by the Chief Elected Official after consultation, which will not be unreasonably withheld.



Attachment J – WIB Bylaws (cont.)

Date of Approval: 07/01/2002

- (b) A Director may be recommended for removal by the Member who appointed the Director. The recommendation shall be forwarded to the Chief Elected Official and Secretary for approval by the Chief Elected Official after consultation, which will not be unreasonably withheld.

Section 5 - The Board of Directors shall have the control and management of the affairs and business of this Corporation as described in the WIB-LEO Agreement. Such Board of Directors shall only act in the name of the Corporation when it shall be regularly convened by its Chairperson after due notice to all the Directors of such meeting.

Section 6 - A quorum to conduct Board business is defined as 51% of the appointed Directors. All directors must attend the meeting in person to be considered a part of the quorum. An appointed Director will be an individual who has been duly appointed by the Chief Elected Official, who have a current Conflict of Interest on file and has confirmed their appointment through the attendance at least one meeting in person. To conduct business of the Corporation it requires a simple majority of those present at a meeting approving in order to pass a motion.

Section 7 - The Board of Directors shall hold no less than four meetings annually. The Board shall meet at the call of the Chairperson to conduct its business.

Section 8 - Each Director shall have one vote and such voting may not be done by proxy.

Section 9 - All meetings of the Board of Directors shall be held upon no less than forty-eight (48) hours written notice to all appointed Directors at the address last furnished by the Director to the Secretary of the Board for the mailing of said notices.

Section 10 - All applicable statutes and rules governing notice of meetings will be observed by the Board of Directors.

ARTICLE VI – ATTENDANCE – TERMINATION - RESIGNATION

Section 1 – Attendance of Directors is important at both regular Committee and Board meetings. Any Director who is absent at four consecutive regular meetings of the Board and Committee(s) will automatically be recommended for removal from the Board as delineated in Article V, Section 4. A Director may request consideration of exemption from the attendance requirement for cause by submitting a request accompanied with an explanation to the Chairperson of the Board as provided in Article I.

Section 2 - Any Director of the Board wishing to resign must submit his/her resignation in writing to the Board Chairperson and Secretary.



Attachment J – WIB Bylaws (cont.)

Date of Approval: 07/01/2002

ARTICLE VII – VOTING

Section 1 - Only Directors in good standing shall have the right to vote. No proxy votes shall be permitted. Each Director shall have one (1) vote in Board business.

Section 2 - Any abstention by a Director of the Board present at the taking of a vote shall have his/her abstention counted as a no vote on the matter of business for which he/she abstains, regardless of the basis for the abstention. Such abstentions will be noted in the minutes, and when applicable the conflict of interest will be noted.

ARTICLE VIII - OFFICERS - ELECTION OF OFFICERS

Section 1 – The Officers shall consist of a Chairperson who shall chair and conduct all meetings of the Board, a Vice Chairperson, Secretary and a Treasurer.

Section 2 - The Chairperson and Vice Chairperson must be a Director of the Board and shall be elected annually by the majority of the Directors attending the regular meeting of the Board when nominations are made and acted upon. The Chairperson shall appoint a nominating committee by May 1, of each year to prepare a slate of candidates to be acted upon at the regularly scheduled meeting in June.

Section 3 - The Chairperson and Vice Chairperson, who must be from the business sector, cannot serve more than three consecutive one year terms in that office.

Section 4 – The Chief Executive Officer and Chief Financial Officer of the Corporation will serve as Secretary and Treasurer respectively. They will be nonvoting Officers of the Board except when serving in the capacity on the Board's Investment Committee function as referenced in Article IX. Section 6.

Section 5 - Officers shall serve one (1) year terms commencing the first meeting held after July 1 of each year.

Section 6 - The Chairperson shall preside over all meetings of the Board of Directors. The Vice Chairperson presides over meetings in the absence of the Chairperson. The Secretary shall be responsible for recording and disseminating Board business. The Treasurer shall account for and report on the financial status of the Corporation and participate on any Investment Committee of the Corporation. Both the Secretary and Treasurer will be automatic members of the Committee which is assigned the function to oversee the Retirement Investment Plan for the Corporation.

ARTICLE IX - COMMITTEES

Section 1 - The Board has the authority to establish standing committees to conduct business as deemed necessary.

Section 2 - The Chairperson of the Board will appoint the Chairs of the standing committees.



Attachment J – WIB Bylaws (cont.)

Date of Approval: 07/01/2002

Section 3 - The Board shall have an Executive Committee which will be made up of the Directors who are Officers of the Board, the Chairs of the Standing Committees of the Board and the Immediate Past Chairperson of the Board. The Executive Committee will be empowered to act on corporate business of the board without further review. Actions of the Executive Committee which are considered to be Workforce Investment Board responsibilities will require ratification by the Workforce Investment Board at a regularly scheduled meeting. In no instance shall the Executive Committee act in a manner to usurp the power of the Workforce Investment Board, however when required may act in an emergency situation when a quorum of the Workforce Investment Board is not available to take action. The Executive Committee shall also have other duties as assigned by the Workforce Investment Board.

Section 4 - Other Standing Committees of the Board will include the Budget & Administration Committee, Workforce & Business Services/Performance Accountability Committee, Marketing Committee, Personnel Committee, and Youth Council. The responsibilities assigned to the Standing Committees are broadly articulated in these By-laws and will be supplemented by a more detailed job description for each committee. Addition/deletion of committee duties must be approved by the Executive Committee and committee job descriptions updated accordingly and kept on file by the Secretary to the Board.

Section 5 - The Budget & Administration Committee will be responsible for receipt of Committee budget requests and presenting to the Board for approval the annual budget recommendation. In addition the Committee will provide ongoing monitoring of the Audit and Monitoring reports on behalf of the Board along with month financial reports. This Committee will be responsible for overseeing the corporate procurements and associated policies and procedures. This Committee will provide the 990, IT-35, SOS Annual Business Entity filing and other corporate report reviews and will monitor general ledger entries as appropriate according to an approved work plan developed by the Committee.

Section 6 - The 403(b) Investment Committee membership will include, by law, the Chief Executive Officer and Chief Financial Officer of the Corporation consistent with IRS requirements. The Investment Committee will be responsible for fulfilling the 403(b) Investment Oversight responsibilities of the Retirement Plan of its direct employees and to make recommendations to the Board of Directors as appropriate. Responsibilities include development of an annual work plan to assure compliance to include Plan Expense Review, Annual Plan Review, and Semi Annual Investment Review. This may function as a standing committee or these functions will be delegated to another standing Committee of the Board which will function in this capacity.

Section 7 - The Marketing Committee shall provide oversight and recommendation to the Budget & Administration Committee of the funding needed to accomplish the objectives of the Board in marketing and recruitment activities. The Committee will establish an annual Work Plan to provide for the study of the effectiveness of the recruitment, marketing and communications activities including activities to market to the employer community. The Marketing Committee will be responsible for providing direction to staff on the outcomes of the events of the Board.



Attachment J – WIB Bylaws (cont.)

Date of Approval: 07/01/2002

Section 8 - The Personnel Committee will be responsible for the interviewing and recommending to the Board the hiring of the President and CEO of the Corporation. The Personnel Committee will establish an annual Work Plan to include periodic wage and market survey to be used in the adjustment of the Pay Scale of the Corporation. The Committee will be responsible for the review and recommendation of the Fringe Benefits package which is provided to its employees, approval of the Personnel Policies, and review of personnel related matters on behalf of the Corporation, including grievances and other complaints. This Committee will be responsible for facilitating receipt of input and conducting the annual evaluation of the CEO, including establishing the goals of the CEO for the upcoming evaluation period.

Section 9 - The Workforce & Business Services/Performance Accountability Committee will be responsible for recommending the performance metrics for the region, monitor continuous improvement, monitor DOL Performance Measures, and quality of training vendors. This Committee will provide recommendations for coordination with Local and Regional Economic Development in meeting the demands for worker skills by current and future employers. This Committee will assist in determining the Occupations In Demand for the region and the satisfaction of employers with the trainee skills.

Section 10 - The Youth Council will provide input and participate in the procurement of the Youth Service Provider in coordination with the Budget & Administration Committee in making a recommendation to the Workforce Investment Board. The Youth Council will review and provide input on the Strategic Plan with regard to Youth Services and monitor the effectiveness of the Youth Services.

Section 11 - All Board members are required to function on at least one Standing Committee and assignments will be approved by the Chair with care to avoid conflict of interest in making committee assignments.

Section 12 - Additional Ad Hoc Committees may be appointed at the pleasure of the Chair person.

Section 13 - Committees shall meet at the call of the Chair to conduct their business. Meetings shall be held at such places as determined by the Chair and shall include teleconference convenience for members unable to attend in person. All meetings will be open to the public unless they are conducting a matter of business which is covered by the Indiana Open Door Law.

Section 14 - If a Committee is empowered to act upon behalf of the full Corporate or Workforce Investment Board, while a Director may join and participate by teleconference, they cannot be considered as present for quorum purposes and they cannot vote on a matter before the Committee. Each committee member shall be entitled to one (1) vote for each matter with recommendations, unless otherwise delegated, submitted to the Board for a vote.



Attachment J – WIB Bylaws (cont.)

Date of Approval: 07/01/2002

ARTICLE X - REQUIREMENTS FOR PUBLIC MEETINGS

Section 1 - The Board and all Committees must provide notice of meeting at least 48 hours before the meeting. Notice for the purpose of meeting Indiana Open Door requirements will include notification of the media as requested, the posting of the agenda at the location where the meeting is to be held on the day of the meeting, and in the lobby of the administrative offices of the Corporation.

Section 2 - Meetings must be open to allow the public to observe and record.

Section 3 - Meetings must be accessible to individuals with disabilities.

Section 4 - The public does not have the right to speak unless the Board or the Committee allows time for public comment.

Section 5 - Signed meeting minutes will be kept of all Board and Committee meetings. Meeting minutes will include the date, time, and place of meeting, members present or absent, general substance of all matters proposed, discussed, or decided, and record of all votes taken. Meeting minutes will be made public within a reasonable timeframe following the meeting and the meeting minutes must be available for public inspection by posting them on line and copying. The cost of copying will not exceed \$1.00/page.

Section 6 - Email or other electronic media may be used for conducting business between scheduled meetings. Discussion of business via email or other electronic medium does not constitute official business. However, all votes or the discussion of votes can only be conducted during an open meeting.

ARTICLE XI - AMENDMENTS TO THE BY-LAWS

Section 1 - These By-laws may be approved, amended, or repealed through adoption of Board action by a 2/3 vote of the Members and 2/3 vote of the Directors providing the proposed changes do not conflict with existing federal or state laws, regulations or guidelines or Local Agreements.

Section 2 - Amendments to the By-Laws may be proposed in writing by any Director of the Board. Notice of Intent to amend a given By-Law shall be distributed to all Members and Directors at least fifteen (15) days prior to the consideration of the amendment.

ARTICLE XII - PARLIAMENTARY PROCEDURE

Only parliamentary procedures as laid out in Roberts Rules of Order, Newly Revised, shall prevail in all regularly scheduled and special meetings of the Board and any standing or ad hoc committees thereof.

ARTICLE XIII - INDEMNIFICATION OF MEMBERS, DIRECTORS AND OFFICERS



Attachment J – WIB Bylaws (cont.)

Date of Approval: 07/01/2002

Section 1 - Actions of Third Parties: The Corporation shall indemnify any person who was or is a party or is threatened with, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than by action by or in the right of the Corporation) by reason of the fact that he/she is or was a director or officer of the Corporation or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprises, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful, except that no indemnification shall be made in relation to matters as to which he/she shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty to the Corporation. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its' equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he/she reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his/her conduct was unlawful.

Section 2 - Actions By Or In The Right Of The Corporation: The Corporation shall indemnify any person who was or is a party or threatened to be made a party to any threatened, pending, or completed action or suit by or in the right of the Corporation to procure a judgment in its favor by reason of the fact that he/she is or was an officer or director of the Corporation, or is or was serving at the request of the Corporation as an officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against expenses (including attorneys' fees) actually and reasonably incurred by him/her in connection with the defense or settlement of such action or suit if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the Corporation, except that no indemnification shall be made in respect of any claims, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his/her duty to the Corporation.

Section 3 - Indemnification as a Matter of Right: Any such member, officer or director who has been wholly successful, on the merits or otherwise, with respect to any claim, suit or proceeding of the character described herein shall be entitled to indemnification as a matter of right. Except as provided in the preceding sentence, eligibility for indemnification hereunder may be determined, but need not be, by the Board (or a committee thereof). Such a resolution shall be valid in the case of a director(s) or officer(s) notwithstanding the presence of such director(s) or officer(s) at the meeting of the Corporation (or committee thereof) which acts upon or in reference to such indemnification and notwithstanding his/her/their participation in such action, if the fact of such interest shall be fully disclosed or known and the Board (or committee thereof) shall nevertheless authorize, approve or ratify such indemnification. The director(s) may request independent legal counsel (who may be regular counsel of the Corporation) to deliver to it their written opinion as to whether such director or officers has met such standards.



Attachment J – WIB Bylaws (cont.)

Date of Approval: 07/01/2002

Section 4 - Advancement of Expenses: The Corporation may advance expenses incurred in defending a civil or criminal action to, or where appropriate may, at its expense, undertake the defense of, any such director or officer upon receipt of an undertaking by or on behalf of such person to repay such expenses if it should ultimately be determined that he/she is not entitled to indemnification under this Article.

Section 5 - Claims to Which This Article Applies: The provision of this Article shall be applicable to claims, actions, suits, or proceedings made or commenced before or after the adoption hereof and whether arising from acts of omission occurring before or after the adoption hereof.

Section 6 - Indemnification By This Article Not Exclusive: The indemnification provided by this Article shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under the Articles of Incorporation or any agreement, vote of members, as a matter of law, or otherwise, both as to action in his/her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a member, director or officer and shall inure to the benefit of the heirs, executors and administrators of such a person.

Section 7 - Insurance: The Corporation shall have power to purchase and maintain insurance on behalf of any person who is or was a director or officer of the Corporation, or is or was serving at the request of the Corporation as a member, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against him/her and incurred by him/her in any such capacity, or arising out of his/her status as such, whether or not the corporation would have the power to indemnify him/her against such liability under the provision of this Article.

ARTICLE XIV - CONFLICT OF INTEREST

Section 1 – Board Members and Directors shall disclose any potential or real conflict at the earliest possible time and remove themselves from any key decisions or debates where the outcome may or will have an impact on related activities. Board Members and Directors shall scrupulously avoid undisclosed conflicts of interest between the interests of the State of Indiana and the Board, and personal, professional, and business interests. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest. Upon or before appointment, each Board Member and Director will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and updated as appropriate.

Section 2 - In the course of meetings or activities, a Board Member or Director shall disclose any interests in a transaction or decision where he/she or his/her family and/or significant other, employer, close associates, including business or other nonprofit affiliations, will receive a benefit or gain. After disclosure, he/she may be asked to leave the room for the discussion and will not be permitted to represent the Board to external agencies on this issue or vote on the question.



Attachment J – WIB Bylaws (cont.)

Date of Approval: 07/01/2002

Section 3 - Each Board Member and Director will be required to sign a conflict of interest policy document stating his/her understanding that this policy is meant to supplement good judgment, and he/she will respect its spirit as well as its wording.

Section 4 - Upon becoming a Member or Director and thereafter at the beginning of a new term, each Member or Director shall file with the Secretary of the Board a written statement of disclosure of economic interests of the Member/Director.

Section 5 –Members/Directors who fail to comply with the disclosure requirements of this Article will not be considered as Members/Directors in good standing for voting purposes as described in Article VII.

ARTICLE XV - PRESUMPTION OF CHARITABLE INTENT

Section 1 - No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Corporation shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE XVI – DISSOLUTION OF CORPORATION

Section 1 - Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose.

ARTICLE XVII - RATIFICATION

Section 1 - These By-Laws shall become effective immediately upon concurrence by two-thirds of Directors of the Corporation at a duly called meeting.



Attachment J – WIB Bylaws (cont.)

Date of Approval: 07/01/2002

I hereby verify, subject to penalties and perjury, that the facts contained herein are true.

Signature of Secretary Date

Print Name

Amended: 12/12/2005
Amended: 09/11/2009
Amended: 06/03/2011

Attachment K – WIB Plan Approval Matrix

EGR 6 Workforce Investment Board (33 Current Members)				Opportunity to provide input		Approved 4-27-11		
	First Name	Last Name	Organization Name	Sector	Transitional WIB	LEO Executive Council	WIB	LEO
1	Stuart	Armstrong	Pacesetter Bank	Business	X		X	
2	Gary	Barrett	Country Mark Co-Op	Business	X		X	
3	Ron	Best	Communications Electronics, Inc.	Business	X		X	
4	Wayne	Blevins	Sertech/Solartech	Business	X			
5	Terry	Brumley	Whitinger & Company	Business	X			
6	Roy	Budd	Energize ECI	LEDO	X		X	
7	John	Carl	TRANE	Business	X			
8	Gail	Chesterfield	Ivy Tech Community College	Education	X			
9	Fred	Davis	U.A.W. C.A.P. Council	Labor	X		X	
10	Dorothy	Douglass	Mutual Bank	Business	X			
11	Rhonda	Duning	Lingle Real Estate	Business	X		X	
12	Joseph	Evans	Youth Opportunity Center	Youth Svcs. Org	X		X	
13	Mark	Goldman	Pennville Custom Cabinetry	Business	X			
14	Anthony	Hart	Lifetouch, Inc.	Business	X		X	
15	Elizabeth	Hightower	National Able Network, Inc.	OW	X		X	
16	Bob	Hobbs	New Castle Area Career Programs	Youth Svcs. Org	X		X	
17	Rob	Jeffs	Innovation Connector	Other	X			
18	Emily	Jerman-Brown	IU Health Ball Memorial Hospital	Business	X			
19	Tim	Loyd	Dot Foods, Inc.	Business	X		X	
20	Milo	Miller, Jr.	LEO Executive Council	WIA Grant Recip.	X	X	X	
21	Faron	Parr	Advanced Seal Technology	Business	X			
22	Sonya	Paul	DWD	Adult Ed./Literacy	X		X	
23	Kevin	Polivick	Interlocal CAP, Inc.	CSBG	X		X	
24	Jim	Riggle	Indiana Michigan Power	Business	X		X	
25	Tim	Rogers	Wayne County EDC	LEDO	X		X	
26	Jerry	Sprouse	JD Byrider	Business	X		X	
27	Vicki	Tague	Jay County Chamber of Commerce	Other	X			
28	Rick	Taylor	Delaware Dynamics	Business	X		X	
29	Alan	Terlep	Central Christian Church	CBO	X		X	
30	Debra	Tipton	State of the Heart Hospice	Business	X		X	
31	Mike	Toschlog	Carpenter's Local #1016	Labor	X		X	
32	Greg	Vollmer	DWD	WP	X			
33	Brad	Wilson	Wilson Law son Myers	CBO	X			
34	Barton	Barker	Fayette County Commissioner			X		X
35	Mayor Merv	Bostic	City of Rushville			X		X
36	Denny	Burns	Wayne County Commissioner			X		X
37	Bill	Cronk	Henry County Commissioner			X		X
38	Mayor Steve	Croyle	City of Winchester			X		
39	Don	Dunnuck	Delaware County Commissioner			X		X
40	Rick	Glaub	Yorktown Town Council			X		X
41	Mayor Bruce	Hosier	City of Portland			X		
42	Mayor Sally	Hutton	City of Richmond			X		X
43	Ken	Masters	Rush County Commissioner			X		X
44	Mayor Sharon	McShurley	City of Muncie			X		X
45	Robert	O'Rourke	Blackford County Commissioner			X		X
46	Chris	Rosenberger	Liberty Town Council			X		
47	Mayor Jim	Small	City of New Castle			X		X
48	Tony	Talbert	Union County Commissioner			X		X
49	Bill	Terrell	Randolph County Commissioner			X		X
50	Mayor Leonard	Urban	City of Connersville			X		X
51	Mayor Dennis	Whitesell	City of Hartford City			X		
				Total	33	19	21	14



Attachment L – Hiring & Travel Policies

Staff Hiring Policies

Excerpt from ASG, Inc. Personnel Policies approved by the EGR 6 WIB governing Employment. The current Personnel Policy and Procedures Manual will be reviewed by the Personnel Committee during the first two quarters of the Program Year 11.

I. EMPLOYMENT

A. Equal Opportunity

Employment by ASG, Inc. will be based on qualifications and competence for the position without regard to gender, race, color, age, religion, disability, ancestry, or national origin, consistent with applicable laws.

B. Definitions of Employment

1. Probationary Employees: New employees shall be considered as probationary employees from initial employment with the Corporation through 120 calendar days. Employment may be terminated without notice or cause during probation. Probationary employees will have their performance reviewed at the end of two (2) months of employment. Near the end of four (4) months of employment another evaluation will be conducted for a determination of continued employment. A probationary employee has no right of appeal for discontinuation of employment. A probationary employee will be considered as a regular employee contingent upon the four (4) month evaluation at the end of 120 calendar days, and receipt of a notification confirming regular employee status from the CEO.
2. Regular Employees: Those employees who are employed for more than 120 calendar days, not considered temporary, have received a favorable evaluation, and have received a notification confirming regular employee status from the CEO.
3. Temporary Employees: Those employees who are employed not to exceed 120 calendar days. Said employees are entitled to benefits described in **Section VI. EMPLOYEE BENEFITS, A., 1., 2., & 3.** If said employees are hired for a similar or like position as a regular employee, time spent as a temporary employee will be counted toward determination of benefits. Under unique circumstances temporary employment may be extended.
4. Full time Employees: Those employees who work an average of thirty hours a week using a two week period as the basis for calculation.
5. Part time Employees: Those employees who work less than an average of thirty hours a week using a two week period as the basis for calculation. Said employees are entitled to benefits described in **Section VI. EMPLOYEE BENEFITS, A., 1., 2., & 3.** If said employees are hired for a similar or like position as a regular employee,



Attachment L – Hiring & Travel Policies (cont.)

Staff Hiring Policies (cont.)

time spent as a temporary employee will be counted toward determination of benefits.

6. Break in Employment: For purposes of establishing terms of employment, rights and benefits, a Break in Employment is defined to be a period of time not to exceed 60 consecutive calendar days for any regular employee. Any regular employee rehired within their Break in Employment period will not lose credit for the time spent prior to the break in employment with regard to pay, rights, status or benefits solely due to the break in employment.
7. Exempt Employees: Those employees who fall under the classification of Executive, Administrative, or Professional as defined under the Fair Labor Standards Act. The Fair Labor Standards Act is available for review for a more detailed explanation.
8. Non-exempt Employees: Those employees who do not fall under the classification of Executive, Administrative, or Professional as defined under the Fair Labor Standards Act. The Fair Labor Standards Act is available for review for a more detailed explanation.
9. Work Week: The regular work week will be Monday through Friday. The pay period begins on Saturday and ends on Friday.
10. Good standing with Corporation: Not in disciplinary status.

C. Recruitment, Application and Selection of Employees

1. Recruitment:

- a) All current Corporation personnel will be notified of available positions through electronic communication.
- b) Available positions will be publicly listed with the Indiana Department of Workforce Development using Indiana Career Connect or its replacement system.
- c) Advertisements may be placed in appropriate local and/or area newspapers.

2. Application Process:

- a) All applicants must fill out a position application for employment, supply personal, professional, and any other information pertinent to the applicant's employment history.



Attachment L – Hiring & Travel Policies (cont.)

Staff Hiring Policies (cont.)

- b) Provide no less than two work references, but preferably three.
- c) Provide true and accurate information. If any of the above information is found to be false or deceptive, this will constitute grounds for termination of employment at any time.
- d) It is the employee's responsibility to report all changes in name, address, phone number, marital status, dependent status, etc. to your supervisor and Chief Executive Officer.
- e) All positions will be posted for a period of five (5) working days before being filled.

3. Selection of Employees:

- a) Employees are hired by the Corporation and not by a specific service site. Therefore, the Corporation reserves the right to transfer employees to alternate service sites at any time as Corporation needs dictate.
- b) Employees hired by the Corporation are required to submit to and pass a drug screening. Failure to pass the drug screen is grounds for discontinuation of conditional employment.
- c) Employees and past employees whose current Break in Employment does not exceed 60 consecutive calendar days and who demonstrate they have the qualifications required for an open position will be granted first round of interviews. Such consideration does not imply the individual will be hired.
- d) The Corporate Board of Directors shall retain the authority for the hiring of the Chief Executive Officer.
- e) Ultimate authority for the hire or dismissal of all Corporation personnel unless otherwise specified by the Corporate Board of Directors, shall be vested in the duties of the Chief Executive Officer

D. Nepotism

ASG, Inc. shall observe the following rules on nepotism:

For purposes of this section a member of the immediate family shall include any of the following: Husband, wife, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, niece, or nephew, or any of the same relationships such as step-mother, step-father.



Attachment L – Hiring & Travel Policies (cont.)

Staff Hiring Policies (cont.)

In addition, recognizing that there may be relationships other than the above which are actually close relationships, other relatives or relationships may be included, depending on the circumstances of individual cases.

The intent of the nepotism rules of ASG, Inc. is to provide measures to eliminate situations which could give rise to actual or perceived conflicts of interest through having family members reporting to one another, to avoid duplication of absenteeism due to illness, death or vacations, to avoid the possibility of fraud through handling items in our daily workflow, and to avoid possible morale problems. While the potential for harm exists at all levels and in all areas of operation, it becomes greater as job content increases in breadth and complexity, such as technical, professional and managerial positions, and when duties include the handling of confidential material. These rules are not intended to prevent ASG, Inc. from employing individuals to complete the work of the Corporation. As such, the application of these rules shall be circumstantial and while they provide guidance will ultimately be applied at the discretion of the CEO.

In recognition of the above, the Corporation has established the following policy to govern the hiring of new employees and the assignment of present employees.

The restriction shall apply only when all present or prospective employees involved are or would become regular employees; and are working or would work in the same office or department.

- a) A member of his/her immediate family may supervise no person whose immediate family member is an employee of ASG, Inc.
- b) No director or member of the Corporate Board of Directors or any members of his/her immediate family shall be hired by the Corporation.
- c) No member (board, board related, or staff) of the Corporation's funding sources shall be hired by the Corporation.
- d) The nepotism rules do not apply to temporary positions or to any qualified client participating in any program or service offered by the Corporation to those who qualify, however, professional ethics as defined by the Chief Executive Officer will dictate such controls that no conflict occurs.
- e) Under no circumstances shall any of the following situations be permitted, whether such situation would arise because of employment, transfer, promotion, marriage, or for any other reason.
 - aa) One family member would directly or indirectly supervise another.



Attachment L – Hiring & Travel Policies (cont.)

Staff Hiring Policies (cont.)

- bb) One family member has access or would have access to confidential information or records. Positions in the Human Resources or Payroll Departments and confidential secretarial positions are examples of position to which family members cannot be assigned.
- f) Even when there would be no conflict with the above restrictions, family members of a present employee may not be hired without the full knowledge and written approval of the CEO of the Corporation.
- g) When an employee marries, or a close relationship among employees is otherwise created, and the resulting relationship conflicts with the restrictions in this policy, the employees will notify their supervisor(s) immediately. This notification must be in writing with a copy forwarded to the Human Resources Director. Efforts shall be made to resolve the conflict through reassignment. If reassignment is not feasible, one of the employees must resign within three months of the marriage or creation of the close relationship.

This section intentionally left blank.



Attachment L – Hiring & Travel Policies (cont.)

Staff Travel & Per Diem Policies

Excerpt from ASG, Inc. Personnel Policies approved by the EGR 6 WIB governing Employee Travel and Per Diem. The current Personnel Policy and Procedures Manual will be reviewed by the Personnel Committee during the first two quarters of the Program Year 11.

A. Travel

1. All employees of ASG, Inc. will be compensated for travel while on official business for the Corporation. Mileage for use of the employee's vehicle will be compensated at the rate which is approved by the Corporate Board of Directors; however, in no case will the amount exceed what is allowed by the regulations governing funding.
2. Odometer readings must be given for each legitimate traveling expense when an employee's personal car is used to travel to a location not included on the Maximum Allowable Mileage Between Points Chart. An acceptable alternative is use of Internet trip mileage calculators such as MapQuest.
 - a) Record the number of allowable miles on the Travel Reimbursement Form when traveling to a location listed on the Maximum Allowable Mileage Between Points Chart or Internet trip mileage calculator and attach copy.
 - b) Both beginning and final readings must accompany a request for compensation for travel to points not listed on the Maximum Allowable Mileage Between Points Chart.
 - c) Readings should be given to the nearest mile, do not use tenths.
 - d) Personal travel, such as trips to restaurants, shopping or other activities not part of the work program and not necessitated because of travel status cannot be included.
 - e) Unless exceptional circumstances, travel vouchers must be turned in each pay period. Any travel not claimed within 30 days of occurrence will not be paid.
3. Employees will not be reimbursed for travel to and from their home to their regular work-station, as identified on the employee's Change of Status unless specifically approved by the Chief Executive Officer.
 - a) In cases where it would save the Corporation funds for the employee to start his/her business from home rather than the office, the employee may count his/her mileage from home.
 - b) Mileage will be computed so that it benefits the Corporation and not the employee. Any mileage contrary to this principle will not be compensated.
 - c) Final consideration on what mileage may or may not be counted will be made by the Chief Executive Officer.



Attachment L – Hiring & Travel Policies (cont.)

Staff Travel & Per Diem Policies (cont.)

- d) The burden of proof on mileage sheets turned in by the employee of the Corporation lays with the employee who signs the mileage sheet, not with the supervisor who authorized the mileage with his/her signature.
 - 4. The Chief Executive Officer or his/her designee must grant permission for any travel outside of the authorized service area. Notification of such travel must be made three days in advance, if possible, of the date on which the travel will occur.
- B. Per Diem
- 1. Per Diem is compensation for travel expenses (normally food costs) other than transportation. It must be authorized by the employee's supervisor and approved in advance by the Chief Executive Officer. Requests must be accompanied by an Agenda. Staff may request a cash advance based upon expected travel duration as approved in advance.
 - 2. Per Diem costs are limited to:
 - a) Costs/rates established by/allowed for in the Federal Register, "Federal Travel Regulation; Maximum Per Diem Rates."
 - b) Only out-of-service area per diem will be compensated for per the following:
 - aa) A trip with a duration of 6 hours or less; no per diem payable. The trip duration will be calculated using the employee's work base as the beginning point of the trip and the end point of the trip for calculation of travel time. Exceptions to this would be if it would be more economical to the Corporation if the employee would leave from their home versus the work base for per diem expense.
 - bb) A trip with a duration of more than 6 hours will be paid per the Federal Travel Regulation, Maximum Per Diem Rates, reflected in the Federal Register. Again the calculation for the time duration of a trip will be as defined under 2), a) above.
 - cc) There will be no overtime compensation for periods of time when per diem is being utilized (must be to the benefit of the Corporation, not the employee).
 - dd) At the option of the Corporation, a reduced per diem rate may be established for a trip for which limited per diem is justified.
- C. Lodging Costs: The costs of lodging are in addition to the per diem allowance.
- 1. Overnight travel must be authorized in writing by the Supervisor and approved by the Chief Executive Officer three days in advance, if possible.



Attachment L – Hiring & Travel Policies (cont.)

Staff Travel & Per Diem Policies (cont.)

2. Lodging costs will be limited to the actual costs. The cost of lodging must be approved in advance on the travel authorization.
 3. Written documentation (bills, receipts, etc.) of lodging are required to be submitted to the Fiscal Department.
- D. Other Reimbursable Travel Costs: When traveling staff may be required to pay other necessary travel expenses. Reasonable work related travel expenses will be reimbursed. If an employee is unsure if a cost is reimbursable, authorization must be received in advance.
1. Examples of reimbursable expenses may include parking, copies, fax expenses, and taxi service if travel has occurred by some mode other than the employee's car. Validated receipts are required for reimbursement and the burden of proof of necessity and reasonableness is the employee's responsibility.
 2. Examples of non-reimbursable expenses are taxi service for personal business/recreation and personal calls.
 3. Reimbursable travel costs must be submitted within 30 days.
- E. Staff Expense Policy: The nature of the work of ASG, Inc. staff requires from time to time that business related costs are reimbursed to employees. In such cases the following policies and procedures apply.
1. The staff authorized to claim such expenses will be the Chief Executive Officer, and others specifically designated by the Chief Executive Officer.
 2. Normally such costs will be for such expenses as business related meals with vendors, Board members and directors, LEOs, employers, staff, and funding source representatives.
 3. All such expenses will be documented by memorandum stating the purpose of the meeting, the date, the location, the business discussed, and the names of those in attendance or other documentation appropriate to the expense.
 4. The authorization to use this policy for a particular business related expense shall be approved by the Chief Executive Officer or Controller in advance.
 5. Such expenses must be approved by the Chief Executive Officer.
 6. Alcoholic beverages are not an allowable expense.
 7. Valid receipts must accompany any claim for reimbursement.
 8. Expenses will be reasonable and will not include the expenses of an employee already reimbursed or compensated under other policy, i.e. per diem.



Attachment L – Hiring & Travel Policies (cont.)

Staff Travel & Per Diem Policies (cont.)

9. The burden of proof of reasonableness is that of the employee claiming reimbursement. When in question, the employee should receive prior approval from the Chief Executive Officer before incurring such expenses.
10. Strict adherence to the ASG, Inc. code of ethics will be required.

This section intentionally left blank.



Attachment L – Hiring & Travel Policies (cont.)

WIB Travel & Expense Policy

This policy has been drafted from the former RWB policy and remains to be reviewed and adopted by the WIB.

EASTERN INDIANA WORKFORCE INVESTMENT BOARD AND LOCAL ELECTED OFFICIALS EXECUTIVE COUNCIL EXPENSE POLICY AND PROCEDURES

Economic Growth Region 6 Workforce Investment Board members, directors, committee members and Local Elected Officials Executive Council will be reimbursed for allowable costs incurred while doing business for the Board, Council or the Region. Eligible individuals as defined under this policy may also be reimbursed or advanced travel costs if they have obtained prior approval from EGR 6 WIB, Executive Committee, or other designate. The cost of alcoholic beverages and entertainment is not an allowable expense for reimbursement under any circumstances.

To obtain payments or reimbursement, the proper forms accompanied with receipts (originals when possible), must be completed, signed and submitted to ASG. Prior to ASG making payment the expenses must be approved by two individuals one that must be an EGR 6 WIB Officer and the other the WIB Chief Financial Officer or WIB Chief Executive Officer. Forms will then be submitted for payment from the Board Governance Budget. Forms are to be directed to:

Chief Financial Officer
EGR 6 WIB
122 East Main Street
Muncie, IN 47305

Mileage for authorized activities will be reimbursed at the current federally approved rate per mile with appropriate documentation and authorization. Travel costs to attend conferences, workshops, and meetings outside the Region must have prior approval of EGR 6 WIB, or its designate. Travel arrangements, reservations, and/or advances will be arranged by WIB staff unless otherwise authorized in advance.

EFFECTIVE DATE: July 1, 2011

