



**WORKFORCE**  
**INVESTMENT BOARD**  
BUSINESS LED. QUALITY DRIVEN

## **Western Indiana Workforce Investment Board**

### **Workforce Investment Area 7**

### **LOCAL PLAN**

**Period July 1, 2011 through June 30, 2012**

**Chief Elected Official:** Mr. Paul Mason, Chairperson, Region 7 Local Elected Official Executive Council

**WIWIB President:** Mr. Lawrence Tempel

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**Date:** August 26, 2011, Modification 1

## **SECTION 1. Executive Summary**

The Workforce Service Area Seven Local Plan was developed by the Western Indiana Workforce Investment Board, Inc. (WIWIB) and coheres to the requirements contained in Department of Workforce Development Policy 2010-11. The plan is data driven and is consistent with the Indiana Strategic State Plan. The Western Indiana Workforce Investment Board, Inc. and the Local Plan it created, are supportive of both the governor's priorities for the state's publicly funded workforce system and the four strategic goals established by the State Workforce Innovation Council (SWIC) and the Indiana Department of Workforce Development. These strategic goals are to:

- Ensure Hoosiers understand and achieve occupational goals that advance Indiana's economy;
- Identify, align, and connect Indiana employers with qualified workers;
- Achieve a cohesive workforce investment system; and,
- Deliver optimal high quality and efficiency statewide.

Workforce Service Area 7 (WSA 7) is composed of Clay, Parke, Putnam, Sullivan, Vermillion, and Vigo counties in Western Indiana. WSA 7 is unique in the fact that its residents have numerous educational opportunities available to them. Among the region's assets are five outstanding universities and colleges; they include: Rose-Hulman Institute of Technology, Indiana State University, DePauw University, St. Mary-of-the-Woods College and Ivy Tech Community College. The region is also home to outstanding school corporations. The WIWIB has strong partnerships with the leaders of these institutions and work closely with them in the development and implementation of effective education and training initiatives.

Another strength of WSA 7 is its diverse economy. With such diversity, the region is generally shielded from the devastating effects of an economic downturn in a single businesses sector. After careful analysis of regional labor market information and numerous discussions with business leaders from throughout the region, the Western Indiana Workforce Investment Board has made the following four business sectors priorities of the board's efforts and program implementation: 1) healthcare, 2) manufacturing and logistics, 3) construction and extraction, and 4) business, marketing, and information technology.

Along with unique strengths, WSA 7 faces special challenges that the WIWIB is actively working to address. First, approximately 17% of the region's population does not have a high school degree or GED. WIWIB members and staff have long had strong partnerships with partners in education and service agencies so the ABE initiative recently begun by DWD has served to strengthen and further formalize these unique bonds. Approximately ten years ago, nearly 20% of the population had no GED or high school diploma, so the area is hopeful that these numbers will continue to decline. Along with regularly scheduled WorkOne / ABE Leadership Team and consortium meetings, the One-Stop partnerships will now also serve as a conduit to address the unique needs related to this challenge.

WSA 7 has for the last decade had an average unemployment rate higher than the state average. The region has also consistently had a wage rate lower than the state average. As the plan reflects, the WIWIB looks to aggressively address these challenges both in the delivery of WIA services and as a convener of business leaders. Members of the Western Indiana Workforce Investment Board are strong supporters of integration; therefore the delivery of services occurs in a seamless and holistic manner. WorkOne staff is cross-trained and ready to address customer needs based on their unique employment goals. The region has long embraced the concept of career pathways as a clear and logical process to keep customers focused and motivated as they move towards success; whether they have embarked on the job to job track or the job to training to job track.

The plan briefly describes the business services WorkOne staff provides throughout WSA 7. Due to the efforts of a very dedicated Business Services Team, the use of Work Keys – for profiled positions, incumbent worker assessments, and National Readiness Certification – has increased enormously. The number of on-the-job training opportunities is also on the rise. This success is indicative of the Western Indiana Workforce Investment Board's demand-centered focus and the extensive use of feedback from the business community. In the past, the Western Indiana Workforce Investment Board facilitated the Wabash Valley Advanced Manufacturing Cluster. Using this as a model, expansion of primary industry clusters is a consideration of the board moving forward.

The final challenge to note that the Western Indiana Workforce Investment Board is addressing is child poverty. The latest statistics from the Indiana Youth Institute identify Vigo County as having the highest child poverty rates in Indiana, with Parke County following close behind, ranking fifth. The board, as the plan reflects, has invested heavily in the Jobs for America's Graduates (JAG) program, and will continue to do so if funding permits. The WSA 7 in-school JAG program has a 98% graduation rate; exceeding both state and national JAG goals. There are also currently three out-of-school JAG programs in the region with steadily growing enrollments. In addition to JAG, the WIWIB provides both in-school and out-of-school WIA Youth programs, with services provided by WIA staff. In the past, as funding has allowed, WIA youth were provided with the unique opportunity to attend career camps focused on regional priority areas of manufacturing, healthcare, and welding. Of note is the fact that the welding camp was delivered by Plumbers and Steamfitters Local 157, and a number of participants found their career path and moved into the apprenticeship program because of this educational opportunity. Unequivocally, the path out of child poverty is to provide young people with the knowledge and opportunities that prepare them for success as they move forward into adulthood and forge a future for themselves. The WIA Youth program does just that.

The members of the Western Indiana Workforce Investment Board, who volunteer their time to better the communities they serve, look forward to implementing the Local Plan in partnership with the SWIC, officials of the Department of Workforce Development, and Governor Daniels. Together we will continue to grow Hoosier jobs and keep Indiana competitive in today's global economy.

## **SECTION 2. Labor Market Analysis**

Workforce Investment Area (WSA) 7 is composed of Clay, Parke, Putnam, Sullivan, Vermillion, and Vigo counties in Western Indiana. Because of the proximity to Illinois, the board does partner with businesses and economic development groups in Clark, Edgar, and Vermilion counties in Illinois on occasion. In 2010, WSA 7 had a workforce of 107,490. The workers of the region are known for having a very strong work ethic, which has been documented by several employer surveys throughout the years. Not surprisingly, the region is also known for the high rate of productivity of its workforce.

According to Hoosiers by the Numbers, of the 6,530 employers (excluding retail services) in WSA 7, nearly eighty-seven percent or 5,676 employers have nineteen or fewer employees on their payrolls. Only sixteen businesses are listed as having 500 or more employees. The sector with the largest number of establishments listed is "Other Services except Public Administration" with 1,262 employers, but consisting of a mere 2,195 employees in 2011. Aware of the importance of small business and entrepreneurial success to the region, the Workforce Investment Board will, as the Regional board has, work in partnership with these smaller employers to assure their workforce needs are met.

The top ten primary industries of WSA 7 are, in order of highest employment down, are:

Government, employing 17,365;

Manufacturing, employing 12,582;

Healthcare, employing 12,255;

Retail trade, employing 12,211;

Accommodations and food services, employing 8,104;

Administrative and support and Waste management and Remedial services, employing 6,190

Construction, employing 5,254;

Other services (except public administration), employing 4,897;

Educational services, employing 4,239; and,

Transportation and Warehousing, employing 4,140.

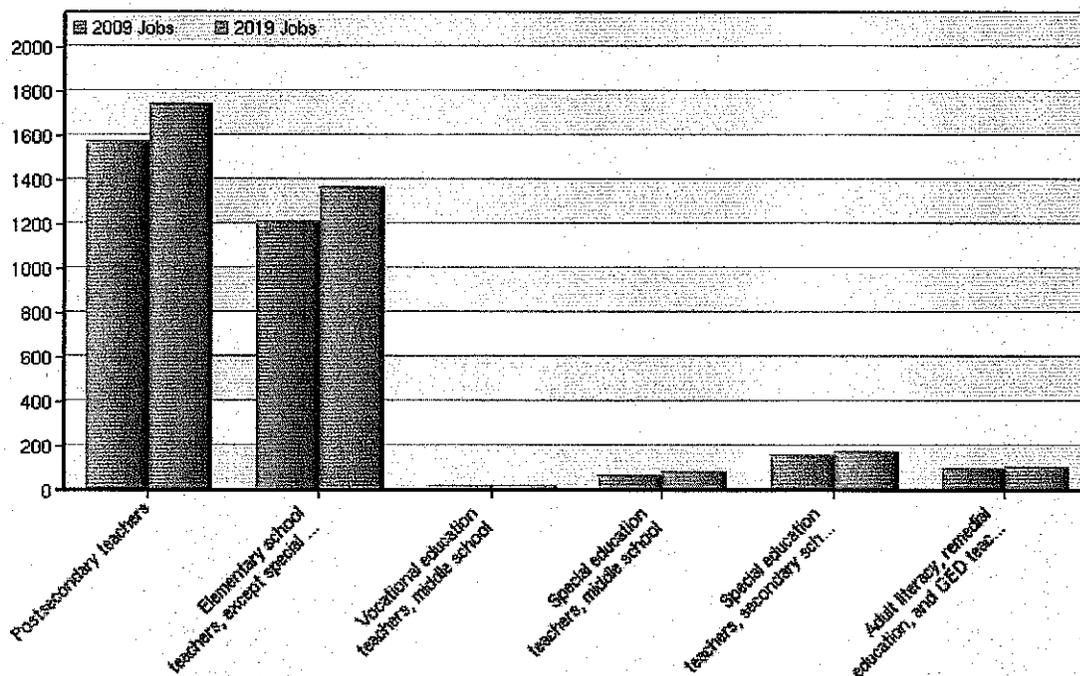
While there is not an extraordinarily large concentration of state and local governmental entities within the region, WSA 7 is home to numerous prisons, which drives local employment numbers higher in this industry than in most areas. In fact, two federal prisons are located in Vigo County, and there are three state prisons; one in each of Parke, Putnam, and Sullivan counties. The number of workers needed in the prisons is expected to remain stable, however local officials continue to lobby the federal government for a third federal prison in Vigo County, pointing to efficiencies by clustering such services together. If

these efforts are successful, obviously employment in this field would increase. Law enforcement and fire fighter employment is expected to increase in the region over the next ten years.

Retail trade and accommodations and food service industry jobs account for nineteen percent of the jobs in WSA 7. While management positions in these fields traditionally earn higher wages, the majority of positions in retail and food services are low wage, low skill jobs. For example, the 2010 overall earnings per worker in the NAICS description code "Family clothing store" was \$12,503.00. The 2010 overall earnings per worker in "All other general merchandise stores" was \$16,079.00, and for workers in "Limited – service restaurants" the overall earnings per worker was \$12,532.00. Growth is expected in all three of these employment areas over the next three years. A total of 462 new openings have been predicted in the region between 2009 and 2014. The retail base is important to the region. While some individuals do find careers in this field, and others gain valuable experience here before moving on to a different career path, this base also provides numerous jobs to students attending one of the five colleges and universities in the region.

Another area of employment in which numbers continue to increase is in the area of temporary help services. In 2009, 1,493 people were employed through temporary employment agencies. By 2014, this number is expected to increase by 36% to 2,029. These numbers verify that given the uncertainty of the national economy and the benefit of observing an employee's performance before making a job offer, increasingly employers are turning to the temp to hire employment scenario. These positions are not what most would consider high wage jobs. The overall earnings for people in this occupation were \$18,318.00 in 2010, or \$8.81 per hour.

Educational services also places in the top ten industries by employment for the region. Strong job growth is being predicted in this industry in the areas of post-secondary and elementary teachers.



While the demand in these occupations are predicted to increase over the next eight years, the reality is that within the region there are now and in the foreseeable future, more than enough students coming out of the local colleges and universities with education degrees to meet the estimated demand.

Unfortunately, this is not the case in the healthcare field. EGR 7 is facing a critical shortage of healthcare professionals. Most jobs in the healthcare field require higher skill levels, and in turn, pay higher than average wage rates. As the charts below demonstrate, job growth is occurring over an array of occupations, but nowhere more than in the fields of registered and licensed practical nurses.

**Chart 1 – Healthcare Practitioners and Technical Occupations**

SOC Code	Description	2009 Jobs	2019 Jobs	Growth	Growth %	2010 Median Hourly Earnings
29-1110	Registered nurses	1,662	1,938	276	17%	\$24.95
29-2060	Licensed practical and licensed vocational nurses	820	916	96	12%	\$16.45
29-1120	Therapists	421	490	69	16%	\$28.92
29-2050	Health diagnosing and treating practitioner support technicians	400	468	68	17%	\$12.83
29-1060	Physicians and surgeons	392	460	68	17%	\$72.44
29-2010	Clinical laboratory technologists and technicians	294	328	34	12%	\$19.43
29-2030	Diagnostic related technologists and technicians	306	338	32	10%	\$21.54
29-2040	Emergency medical technicians and paramedics	228	257	29	13%	\$11.38
29-2020	Dental hygienists	84	107	23	27%	\$32.00
29-1050	Pharmacists	170	186	16	9%	\$50.27

Source: EMSI Complete Employment - 1st Quarter 2011

**Chart 2 - Healthcare Support Occupations**

SOC Code	Description	2009 Jobs	2019 Jobs	Change	% Change	2010 Median Hourly Earnings
31-2020	Physical therapist assistants and aides	61	74	13	21%	\$21.10

SOC Code	Description	2009 Jobs	2019 Jobs	Change	% Change	2010 Median Hourly Earnings
31-2010	Occupational therapist assistants and aides	26	31	5	19%	\$19.46
31-9010	Massage therapists	60	68	8	13%	\$12.38
31-9090	Miscellaneous healthcare support occupations	759	901	142	19%	\$12.32
31-1010	Home health aides	1,467	1,722	255	17%	\$9.88

Source: EMSI Complete Employment - 1st Quarter 2011

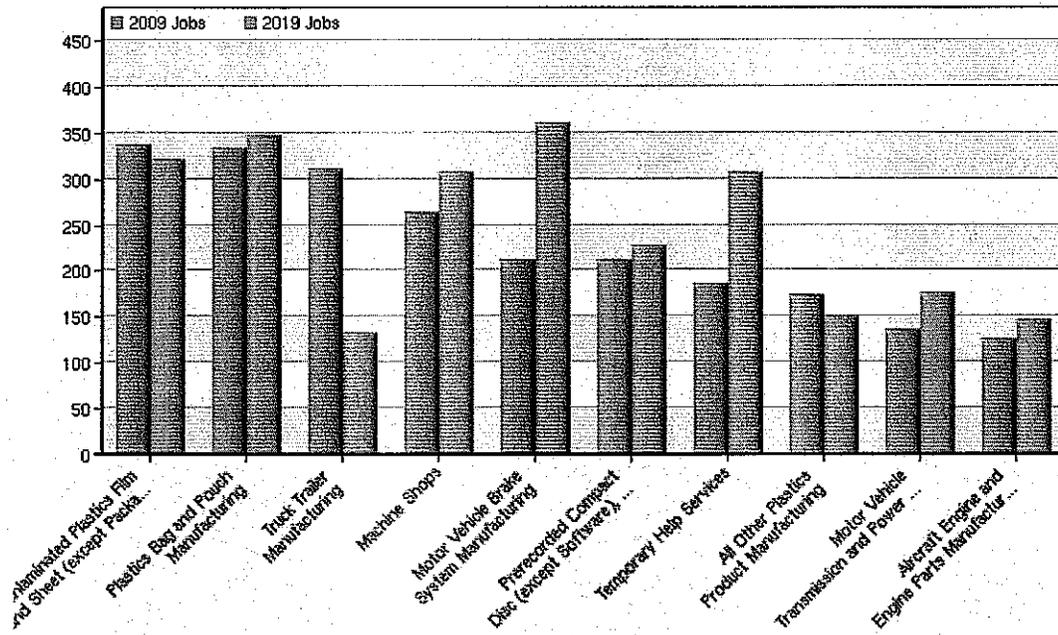
WSA 7 is fortunate in the fact that Ivy Tech Community College, Indiana State University, and the Indiana University School of Medicine all provide training programs within the region which train individuals to move directly into many of the healthcare practitioner and technical occupations identified as in demand. The Workforce Investment Board plans to continue the close relationship that the Regional Board had with our local AHEC organization; to partner to educate people about the career opportunities in healthcare. Local partners are also working hard to establish regional career pathways for WIA customers so that they can move from a position in a support occupation (such as a home health aide) into a practitioner or technical occupation (such as a registered nurse), therefore improving both their skill and wage rates.

The construction and manufacturing industries are also forecasting growth in a number of occupations. Non-residential construction occupations are predicted to grow in demand over the next three to five years. Currently, more than 5,200 people work in the construction industry. It is predicted that the number of nonresidential plumbing and HVAC contractors will increase by 36% in the region between 2009 though 2019, going from 382 to 519.

Nonresidential drywall contractors will also grow substantially during this same period. The number of drywall contractors is predicted to increase from 115 to 187, or 63%. The need for construction laborers will increase from 691 to 834, a 21% increase. The single occupation within the construction industry that appears to be losing a substantial number of jobs during this same period is the non-residential electrician. The data reflects a 55% decrease in the number of available jobs; moving from 346 to 155.

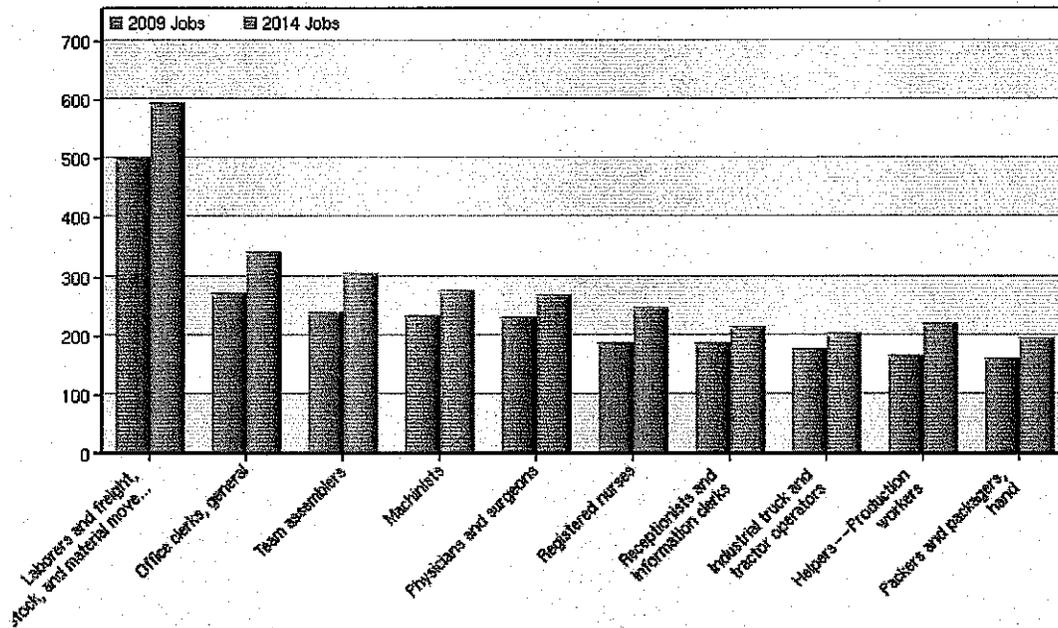
The overall number of manufacturing jobs in the region has decreased substantially over the past five to ten years in the region, but manufacturing still represents twelve percent of regional employment. Wages paid in manufacturing-related occupations are normally higher than most sectors, and with the exception of government, jobs in the manufacturing sector are the most likely to offer healthcare benefits. Certainly, one goal of economic development for the region is to attract more high skill, high wage jobs in manufacturing to the region. The

following chart illustrates clearly where gains and losses in various industries have been made or are being predicted in the region related to the manufacturing sector:



**Industries and Occupations within the Region Expected to Grow or Decline over the Next 3 Years and Within 10 Years**

**Employment Growth**



**Declining Industries\***

Description (NAICS)	2009 Jobs	2019 Jobs	Change	% Change	2010 EPW+
Pharmaceutical Preparation Manufacturing	778	465	-313	-40%	\$117,513
Truck Trailer Manufacturing	642	271	-371	-58%	\$49,983
All other Plastics Production Manufacturing	753	618	-135	-18%	\$47,406
Nonresidential electrical contractors	346	155	-191	-55%	\$77,611
Postal Service	535	465	-70	-13%	\$60,893
Couriers and Express Delivery Services	215	163	-52	-24%	\$34,042
General Freight Trucking, Local	211	157	-54	-26%	\$41,700
New Single-Family Housing Construction (except Operative Builders)	297	180	-117	-39%	\$37,494
Child Day Care Services	809	585	-224	-28%	\$13,275
Newspaper Publishers	262	196	-66	-25%	\$32,867

**\*Source: Economic Modeling Specialist (EMS)  
+Earnings per Workers**

An analyst of the emerging EGA 7 workforce market concludes that a vast number of the high-skill, high-wage jobs now and in the future will require either short-term, moderate, or long-term on-the-job training, a postsecondary vocational award, or an Associate’s degree. While the specific list of occupations and corresponding education level is too long to list here, board members will be made aware of these levels, along with partners in business and education to ensure that the workforce demands of business are being met and that the customers coming to WorkOne for career counseling and training assistance are entering fields that will provide long-term employment and security.

Business sectors which the board has identified as priority sectors, based on regional demand, skill levels and wage rates are; healthcare, manufacturing and logistics, construction and extraction, and business, marketing, and information technology.

Demand Occupation List

See Attachment A

**Regional Statistics:** EGA 7 has a population of approximately 223,958. The gender of the region is broken out almost equally, with 51 % males and 49% females. The latest census data shows that the population of the region does lack diversity. The population is 91.3% White or Caucasian, 4.7 Black or African American and 4% all other races. A number of communities, along with colleges and universities recognize the need to increase diversity and are working on initiatives to address this need. The overall population of the region is projected to grow to 224,753 by 2015, however there is some concern with this growth because while the 55 and older population is projected to grow, the age group where the region is losing population is between 35 and 49 years of age; people who are most often raising their families. It is critical to the long-term success of the region that people in this demographic group are retained and attracted to the region. The education completion rates of the region are similar to the state statistics. 15% of those in the region have no high school degree or GED. It should be noted that ten years ago this percentage was almost twenty percent, so progress is being made in this very important area. 17% of those in the region have a Bachelor's degree or higher. In the middle, 39% of the population does have a high school degree, 21% have some college after high school and 8% have an Associate degree.

WSA 7 has for a number of years had a higher average unemployment rate than the state. Recently, Vermillion County unemployment rates have been among Indiana's highest. In February 2011 the Vermillion County unemployment rate was the highest in the state at 13.7%. Over the last decade, the region has also consistently had an average wage rate lower than both the state and national averages. And, the most recent child poverty statics released by the Indiana Youth Institute (just last month) reveal that Vigo County has the highest child poverty rate in Indiana, with Parke County ranking fifth.

While WSA 7 has its challenges, there are also many unique and positive components and qualities to the region. It has a very diverse economy, and is therefore shielded from the ill effects of one industry failing and devastating the entire economy. The region celebrates the fact that it is home to some of the state and nation's most outstanding colleges and universities: Rose-Hulman Institute of Technology, DePauw University, Indiana State University, St. Mary-of-the-Woods College, and Ivy Tech Community College, with campuses in Terre Haute and Greencastle.

Workforce Service Area 7 is excited about the prospect of both surface and underground mining beginning very soon in the southern part of the region, and because of the rich mineral content of the area, the regional also boast three brick manufacturing plants. Other employers and industries of note in the region include Sony DADC, Eli Lilly – Clinton Lab, a strong base of plastics manufactures (including AET, Bemis, Poly One, Ampacet), and numerous machine shops and aerospace manufacturing firms, including two GE plants.

Workforce Service Area 7 is also well positioned to attract new businesses to the region. Between Clay County and Vigo County the region has the Chinook Mega Site, which is a key attraction property. Also, the former Newport Army Ammunition Depot is being marketed, which has all the amenities needed for new commercial development. There are also many industrial park locations available for occupancy. Whether supporting the workforce needs of our current business customers or assisting with the

recruitment of skilled workers for new employers, the Western Indiana Workforce Investment Board will be involved to assure that workforce needs are met.

### **SECTION 3. Operational Plans**

**WorkOne Office Locations and Hours of Operation** Please note: Every Thursday from 8:00 – 10:00 am all offices are closed to the public to allow for ongoing staff training. This is done as part of our continuous improvement efforts.

#### **Clay County**

<b>Clay County Express</b>		
<b>Location</b>	<b>Hours</b>	
<b>17 West National Avenue Brazil, IN 47834</b>	<b>Sunday</b>	<b>Closed</b>
	<b>Monday</b>	<b>8:00 am - 4:30 pm</b>
	<b>Tuesday</b>	<b>8:00 am - 4:30 pm</b>
	<b>Wednesday</b>	<b>8:00 am - 4:30 pm</b>
	<b>Thursday</b>	<b>10:00 am - 4:30 pm</b>
	<b>Friday</b>	<b>8:00 am - 4:30 pm</b>
	<b>Saturday</b>	<b>Closed</b>
<b>Contact</b>		
<b>Phone: (812) 448-2636</b>		
<b>Fax: (812) 448-2638</b>		

#### **Parke County**

<b>Parke County Express</b>		
<b>Location</b>	<b>Hours</b>	
<b>517 North Lincoln Road Rockville, IN 47872</b>	<b>Sunday</b>	<b>Closed</b>
	<b>Monday</b>	<b>8:00 am - 4:30 pm</b>
	<b>Tuesday</b>	<b>8:00 am - 4:30 pm</b>
	<b>Wednesday</b>	<b>8:00 am - 4:30 pm</b>
	<b>Thursday</b>	<b>10:00 am - 4:30 pm</b>
	<b>Friday</b>	<b>8:00 am - 4:30 pm</b>
	<b>Saturday</b>	<b>Closed</b>
<b>Contact</b>		
<b>Phone: (765) 569-2021</b>		
<b>Fax: (765) 569-2023</b>		

#### **Putnam County**

<b>Putnam County Express</b>		
<b>Location</b>	<b>Hours</b>	
<b>1007 Mill Pond Road Greencastle, IN 46135</b>	<b>Sunday</b>	<b>Closed</b>
	<b>Monday</b>	<b>8:00 am - 4:30 pm</b>
	<b>Tuesday</b>	<b>8:00 am - 4:30 pm</b>

Contact		Wednesday	8:00 am - 4:30 pm
Phone:	(765) 653-2421	Thursday	10:00 am - 4:30 pm
Fax:	(765) 653-2423	Friday	8:00 am - 4:30 pm
		Saturday	Closed

**Sullivan County**

<b>Sullivan County Express</b>			
Location		Hours	
35 West Jackson Street		Sunday	Closed
Sullivan, IN 47882		Monday	8:00 am - 4:30 pm
		Tuesday	8:00 am - 4:30 pm
		Wednesday	8:00 am - 4:30 pm
Contact		Thursday	10:00 am - 4:30 pm
Phone:	(812) 268-3358	Friday	8:00 am - 4:30 pm
Fax:	(812) 268-3359	Saturday	Closed

**Vermillion County**

<b>Vermillion County Express</b>			
Location		Hours	
310 Main Street		Sunday	Closed
Clinton, Indiana		Monday	8:00 am - 4:30 pm
		Tuesday	8:00 am - 4:30 pm
		Wednesday	8:00 am - 4:30 pm
Contact		Thursday	10:00 am - 4:30 pm
Phone:	(765) 832-3523	Friday	8:00 am - 4:30 pm
Fax:	(765) 832-3525	Saturday	Closed

**Vigo County**

<b>Vigo County Comprehensive Center</b>	
Location	Hours

30 North 8th Street  
Terre Haute, IN 47807

Contact

Phone: (812) 234-6602

Fax: (812) 234-7644

Sunday	Closed
Monday	8:00 am - 4:30 pm
Tuesday	8:00 am - 4:30 pm
Wednesday	8:00 am - 4:30 pm
Thursday	10:00 am - 4:30 pm
Friday	8:00 am - 4:30 pm
Saturday	Closed

### Performance Measures

The key program performance metrics which the WIWIB will monitor on a regular basis are the federal Common Measures. The Planning and Evaluation Committee of the board will review overall performance regularly. Beyond the Common Measures, the committee and board will monitor statistics which impact the Common Measures, such as number of customers served, services provided, completers, customers exited to employment and wages the first quarter after exit. The board is also interested in tracking customer satisfaction of both job seekers and employers.

Additional measures specific to certain program areas include JAG performance: number of graduates / GEDs, post-secondary enrollments, job placements, and certificates earned. ICC usage will be discussed. Items which the committee may view include, but may not be limited to, resumes posted with staff assistance, jobs posted locally, and ICC job referrals by staff.

Program measures will be tracked through ENDMS, ICC reports, and the follow-up of the tracker. It is also anticipated that each WorkOne office will have assigned goals and staff will be responsible for tracking this data. Those offices not meeting performance goals will be provided technical assistance from the local management staff.

### Adult and Dislocated Worker Services

#### WIA Adult and Dislocated Worker Service Matrix

See Attachment B

#### Determination of Limited WIA Funds

Workforce Investment Boards may declare that funds for adult intensive and training services are either limited or unlimited. The Workforce Investment Act under 134(d)(4)(E) states that in the event that funds allocated to a local area for adult employment and training activities are limited, priority for intensive and training services funded with Title IB adult funds must be given to recipients of public assistance and other low-income individuals in the local area. In the federal regulations, the U.S. Department of Labor (DOL) further specifies that funding is generally limited and therefore directs states and local areas to assure that low-income adults receive priority unless the availability of other funds can be demonstrated.

In making the determination that funding is limited, WIWIB will take into consideration availability of other workforce funding that is available to fund employment and training activities to serve eligible adults in the local area. Factors to be considered in determining if funding is limited may include:

- The local unemployment rate.
- The local poverty rate.
- Local business closings and start ups.
- Whether or not the Board has funding from sources other than WIA for the provision of local services.
- History of WIA services and costs.

If the Board determines that funds are limited, they will direct that the Priority of Service Policy for WIA adult training services be implemented.

#### Priority of Service

When funds for training services are limited, service priorities shall be established. In order to be enrolled and receive WIA Adult program training services the following guidelines shall be in effect:

Income information will be collected and reported for all adults at the time of enrollment. All adults enrolled for WIA Adult program training services must show family income levels for the previous six months (to be annualized) that put them at or below 200% of the current US Department of Health and Human Services poverty guidelines in order to receive WIA Adult program training services.

Veterans and eligible spouses of veterans meeting these guidelines will receive priority of service.

First Priority as required by WIA are to Low Income Individuals who meet one of the following (As summarized from WIA section 101 (25) (B) :

- Receives or is a member of a family that receives cash public assistance payments;
- Receives an income or is a member of a family receiving an income during the past six months that does not exceed 70% of the lower living standard income level;
- Is a member of a household receiving food stamps (or was eligible to receive within the past six months);
- Is a homeless individual;
- Is a foster child;
- Is an individual with a disability whose own income meets the income guidelines.

The following will be considered as funding permits when family income is at or less than 200% of the current US Department of Health and Human Services Poverty guidelines:

- Low income individuals (defined as those individuals who make at or less than 200% of the current US Department of Health and Human Services Poverty guidelines) not eligible for TANF or Food Stamps.
- The working poor (same definition as low income individuals) who need GED or occupational skill training to increase their wages.

- The unemployed who meet low income guidelines and do not meet WIA dislocated worker program criteria.
- Low income single parents.
- Low income high school dropouts.

All individuals, including those within these service priority groups, must be determined appropriate for and able to benefit from WIA services prior to enrollment. In all instances, training will only be considered for customers who have little or no work history, or who require occupational skills training to successfully enter/reenter the labor market.

#### Core and Intensive Service Policy

The fact that funding is determined to be limited for adult services in no way impacts the staff delivery of core and intensive services. All individuals regardless of income are eligible to receive WIA core and intensive services as appropriate.

#### Youth Services

##### Complete WIA Youth Service Matrix

See Attachment C

The Region 7 Workforce Investment Board firmly believes young people need support and guidance to prosper and has made a commitment to do so. In a region of the state which contains counties that are ranked number one and five in child poverty rates, this commitment becomes even more impassioned and important. The best investment we can make in our future is the provision of education and workforce skills to our youth. In support of this belief, the region has invested in both in school and out of school JAG programs as a supplement to the WIA youth program services.

##### Youth Staff

All service provider staff are trained and able to provide youth services. Due to the small number of staff housed in the WorkOne Express offices, staff is not dedicated to one program. Looking system wide there are approximately 9.0 full time equivalent staff implementing the youth program.

##### Youth Outreach Activities

As with any activity, service, or program the best outreach is through word of mouth and satisfied customers. This has proven to be very effective with our in school JAG programs. We have discovered that this is a program that nearly sells itself. Of course, the credit for this goes to the Specialists in the schools who have built programs that students want to join. The school staff and administration are also very proactive in making referrals for the JAG program. If JAG is not a good fit for a student, the specialist will provide them information on the WIA Youth program and help them make contact with the local WIA service provider.

With funds being very limited, most of our outreach and recruitment efforts are done directly by staff. For our regular WIA youth programs, including out of school JAG, we rely heavily on our school and adult education partners to assist with marketing and recruitment. WorkOne staff regularly visit local ABE and GED classes in an effort to provide program information and market the benefits of the program to youth. Outreach activities include staff participation in community based efforts such as college and information fairs at local high schools, participation in youth programs such as those at the Booker T. Washington Community Center, Area 30 Career Center, Ryves Hall, and alternative schools, among others. We partner closely with Ivy Tech Community College to provide outreach services to students.

The WorkOne youth staff also works very closely with the Career and Technical Education Departments of the local school systems. We have found that youth who prefer the hands on method of learning associated with CTE are often well suited for work experiences, career camps and student internships. We have had great success when this type of learning is combined with academic and career readiness skills that are part of the WIA youth program. The CTE instructors are very aware of WorkOne programs and are an excellent marketing resource.

Region 7 also wants to develop a youth recruitment campaign that will allow us to brand our program, and reach through a variety of media; radio, TV, social networking and print. If funding allows, a professional marketing firm will be brought in to assist with marketing strategies.

#### Measuring Success

As important as performance standards are, measuring success goes much beyond that. While of course our first line goal is to not only meet, but exceed WIA performance standards and JAG performance standards we also find it a worthwhile objective to set internal measurements of success for all of our programs.

One of first goals is to provide services to as many youth as possible. Enrollment expectations will be set and these numbers will be subject to board review on a regular basis. Since full time employment is the final goal for all young adults the more we can prepare youth to enter the work world the closer we are to reaching our goal. With that in mind, we hope to expand the number of youth internships and work experiences by ten percent over program 2010, if funding allows.

Serving the hardest to serve youth is also an internal goal. This group certainly includes youth currently in and aging out of foster care. Youth in foster care often are not from the area where their foster families live and when they age out they have a tendency to leave the region. We will be working with the local mental health agency to determine if there is any way to track former foster care youth that are returning to the region. In addition, it is anticipated that staff will be working more closely with the juvenile court and probation system this program year to assist with intervention services. WIA Youth program success will be followed by the System Management Committee and the full WIB, using the WIA Youth and JAG program measures.

## **Other Services**

### Rapid Response and TAA Services Coordination

In keeping with the spirit of integration, the local Rapid Response team is comprised of personnel representing a broad range of funding streams. The WIB's Business Services Manager heads the local team. He then coordinates Rapid Response activities with the regional Rapid Response team composed of the WIB Chief Operations Officer, the DWD Area Manager, the local Veterans Representative, and members of the state Rapid Response Team. This team is responsible for responding when a company has filed a WARN Notice. The local Rapid Response teams works with company management, and when applicable, labor representatives as early as possible to create a plan of action. Every effort is made to set this meeting prior to any employees being dismissed from the worksite.

After meeting with management and labor, and depending on the facilities available, efforts are made to meet with the dislocated workers at their work site. This allows the team to contact more workers quickly. Frequently WIA and DWD staff are able to set up temporary offices to assist employees in filing their first unemployment insurance claim and provide them with information on WIA dislocated worker services and service locations. If the company is amenable, an effort is made to continue to have both service provider and state staff on site on a regularly scheduled basis to assist the effected workers with job search activities.

As quickly as possible, workshops and classes are made available to the dislocated workers. These offerings are based on the results of initial surveys and refined to meet the needs as more of the individuals are enrolled for services. Training topics which are frequently requested include; resume workshops, basic computer skill development, money management, interviewing, and basic academic skills refresher courses.

Much the same plan is followed when notification is received that a company has been TAA certified. The State Rapid Response / Dislocated Worker Unit, and the Business Services Manager locally, serve as the main contact for the company/union representatives. The same local Rapid Response team members, along with local TAA staff participate in the initial TAA meetings. If the certification is prior to the lay off or closing, every effort is made to hold the initial TAA meetings at the work location. If this is not possible, local facilities are secured by the local Rapid Response team members.

To better coordinate WIA dislocated worker and TAA services, WIA staff are trained on the rigorous requirements for individual to receive and maintain TAA benefits. The TAA coordinators also receive training on WIA dislocated worker services. This cross training, as part of the local integration plan, eliminates many barriers for the customer and allows them to enter the system through any door. The recent state funding of three additional TAA staff for the region has allowed for more accessibility to TAA program information and services for both customers and WIA staff. This addition to the regional workforce system is appreciated.

### Coordination of Services

WSA 7 state and local staff have been co-located at the Terre Haute WorkOne comprehensive center for more than two decades. This co-location provides for strong working relationships that have been formalized and enhanced through the integration process initiated by Governor Daniels.

All staff in WSA 7 participates in integration training. This training ensures familiarity and awareness of all local programs including Unemployment Insurance, Trade Act, Veterans Programs, WPRS, REA and WIA. Every staff regardless of funding source is assigned to either the welcome or skills team and participates as a member of the employment team. And, while every staff person is not an expert in every program they are able to provide key information and ensure that customers are connected to every program for which they may be eligible.

In addition to the "in-house" services that are available to WSA 7 customers, staff is very aware of other local community service providers. Frequently, customers are referred to food banks, housing assistance, Vocational Rehabilitation services, adult basic education providers, Community Action Agencies, and many others. This community connection is vital and necessary as WorkOne assists customers in their search for skill development and career opportunities.

#### Unemployment Insurance Services

For many customers, particularly in the past 18 to 24 months, Unemployment Insurance has been the first reason to go to WorkOne. In the full service WorkOne, UI staff is onsite and are able to perform direct customer service. The use of the UpLink online tutorial is encouraged prior to filing for UI benefits. The UI staff in this office is very knowledgeable of all WorkOne services and is able to enroll customers for WIA services and recommend other services they determine may benefit the customer.

WIA staff in the WorkOne express offices is able to provide guidance and information to individuals using the local office to apply for Unemployment Insurance (UI) benefits. All UI filers are encouraged to view the UpLink online tutorial prior to filing their voucher online. Staff in the express sites has a direct line to UI staff in the full service WorkOne and are often able to connect customers directly in order to eliminate the need for the customers to drive 40 or 50 miles for UI assistance. When there is overwhelming demand, DWD staff may have the opportunity to go directly to WorkOne express offices to aid in the delivery of services.

#### Trade Act Services

Trade Act customers are provided services by both state and local staff. All Trade Act customers are dual enrolled in WIA, TAA and Wagner- Peysen services.

When a Trade Act petition is approved, staff is immediately informed. This allows all staff in all offices to collect appropriate information to ensure Trade Act regulations are strictly followed.

WIA staff, TAA coordinators and Unemployment Insurance staff participate in Trade Act orientation meetings whenever possible. This allows customers to gain familiarity with local staff and services. As much as possible, all Trade Act services are provided initially on-site at the company location and later in a local office setting. Trade Act staff frequently travel between offices to be available to customers.

In the last program year, the region was fortunate to gain an Academic and Career Counselor. This individual serves a vital role in Trade Act services. Her skills in assessment interpretation and customer counseling greatly enhance the region's ability to create and implement training plans for TAA customers.

#### Title 38 Veterans' Programs

The LVER and the DVOP are both housed in the Terre WorkOne office and provide services to both customers and other staff. While, of course, their primary role is customer service for our veterans, they also serve as a staff information resource. While it is not possible for these two individuals to meet face to face with all veterans, they do ensure that other staff do have the information and are aware of the services available to veterans. The veterans' staff regularly travels to the county express sites to provide services to customers and information to staff.

In Program Year 2010, veterans' staff and other WorkOne staff coordinated a hugely successful Veterans' Resource and Job Fair. Approximately 375 veterans and members of their families participated. Between 45 and 50 community service organizations and businesses also participated. This is scheduled to be an annual event. Veterans' staff and WorkOne staff have also worked closely together for the past two program years on implementation of the VWIP. This type of service coordination and cooperation will remain an ongoing part of our service structure as the WSA looks to continue and improve upon these types of programs.

Veterans' staff is fully trained in the use of all the WorkOne data systems, including Indiana Career Connect, Indiana Career Explorer and the state provided case management system. This ensures that all customer services provided are recorded appropriately.

#### Worker Profiling and Reemployment Services and Eligibility Assessment

WPRS and REA programs are administered by Department of Workforce Development employees. Service Provider staff participates in these programs by presenting WIA service information to the customers attending the mandatory WPRS/REA meetings. Those customers that desire and are in need of the full spectrum of WIA services are given the opportunity to enroll and participate. In addition, the WPRS/REA staff is fully trained to complete the WorkOne enrollment process and enter it appropriately in to the case management system.

#### Adult Basic Education Services

WorkOne in WSA 7 also works very closely with the local Adult Basic Education (ABE) providers. In four of our six counties ABE classes are located in the WorkOne offices. In the other two locations the classes are offered in close proximity. WorkOne staff frequently visits the ABE classrooms to offer an overview of WorkOne services. The region views the attainment of a General Equivalency Diploma (GED) as a key step in the development of workforce skills. Every effort is made to coordinate adult education and workforce services as part of the customer's pursuit of workplace skill development and career search.

In addition, area adult education providers also serve as the out of school JAG service provider in three counties. Again, this allows us to focus on education and career development simultaneously.

### Business Services

WorkOne Western Indiana is dedicated to meeting the employment needs of business throughout Workforce Service Area Seven. WorkOne Western Indiana applies a systematic approach to addressing workforce development needs by working in close partnership with leaders of economic development and education, and the Workforce Investment Board. The Business Team members focus efforts on businesses aligned with the priority industrial sectors identified by the WIB. Business team members also regularly attend and frequently speak at business service organizations such as Rotary, Optimist International, Chambers of Commerce and others. WIB staff has been involved in the creation of Accelerate West Central Indiana Development, Inc., which is promoting the business and commercial climate and conditions in Region 7.

Direct contact with local employers is the central focus of the business consultants, introducing the products and services available for business through WorkOne. Employer contacts are developed through networking as mentioned above and through local staff. Our first goal is to encourage the use of Indiana Career Connect for job postings and candidate screening and matching. Our business consultants have found time and again that employers are amazed at the versatility of this system. Business Team Members can help employers set up automated searches for qualified job applicants, add questions to the on-line job application to find candidates with the right qualifications, and perform initial searches to select finalist for consideration by an employer using the Indiana Career Connect system. Custom questions for job applicants can be added to Indiana Career Connect to help you narrow the selection process to the best qualified candidates. Job fairs customized to invite only pre-screened applicants, meeting the employer's selection criteria, can be arranged at the WorkOne Centers. Programs for customized on-the-job training of certain candidates, lacking specific skills, can be developed in cooperation with a business service team member. Employers can use space at the WorkOne Centers for interviewing potential employees or holding customized recruitment fairs for possible applicants.

Regional economic development partnerships are providing WorkOne Business Team members with the opportunity to participate in recruitment and have conversation with prospective employers who have interest in locating in the Region 7 area. Indian Career Connect, WorkKeys, National Career Readiness Certificates, On-The-Job Training Grants, Labor Market Information, Work Opportunities Tax Credit (WOTC), and Veteran Services are a complete package of programs and incentives to engage employers.

### Ensuring Veterans' Priority of Service

The Western Indiana Workforce Investment Board and the staff delivering WIA program services under its supervision will comply with the requirements set forth in the Veteran's Priority of Service legislation. At a minimum, all covered persons who access the workforce system through the local one-stops will take precedence over non-covered persons at the earliest possible point of entry. Procedures will be developed to ensure that covered persons are identified at their point of entry and that they are made

aware of their entitlement to priority of service; employment, training, and placement services available, and the eligibility requirements of these programs and services.

## **SECTION 4. Key Partnerships**

### **Key Workforce Investment Board Partnership Matrix**

Attachment D

### **One-Stop Partners' Memorandum of Understanding (MOU)**

Attachment E

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

Accelerate West Central Indiana Economic Development is the newly formed regional economic development organization for WSA 7. The organization is made-up of economic development leaders, the regional representative from the IEDC, utility company leaders, and the Executive Director of the WIB. The group has developed marketing pieces, make site selection visits together, and strategize about how best to promote business attraction throughout the six counties of the region.

The WIWIB Executive Director serves on the Board of Directors of the Terre Haute Economic Development Corporation. WIWIB staff is also often called on by directors of economic development to provide data and information for site prospect inquiries. WIWIB staff also meets from time to time with site selection officials when they come to the area for a site visit, and often discuss workforce availability.

Eric Levenhagen of the IECDC and the WIWIB Executive Director are also in regular communication. These individuals share information about businesses and notify each other when a business is identified that could use the services of the other.

## **SECTION 5. Budget**

### **Attach a Copy of the WIB Proposed Budget**

See Attachments F (Excel sheet and narrative sheet)

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

No service provider budget has been submitted with the plan, as per the WIB's decision to directly hire service provider staff eliminates the role of a separate service provider.

Region 7 Western Indiana Workforce Investment Board monitors the annual budget on a regular and ongoing basis by recording all budget activity using FundWare accounting software. Then, WIWIB management staff receives regular monthly budget reports, tracking expenditures by fund. The Budget, Finance, and Distribution Committee of the WIWIB then will review financials quarterly and audit and monitoring activities and finally present quarterly reports the full board for review and approval.

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

The Region 7 use of WIA administrative funds will include those costs related to accounting, financial, cash management, budget activities, procurement, personnel and payroll, as well as property management. Activity related to monitoring and oversight will also be included if the activity is an administrative function. The staffing budget from WIA administrative funds for PY 11 is \$153,786. Travel in support of this staff time is budgeted at \$3,039. WIA administrative funds in support of Outreach have been budgeted at \$11,300. An additional \$48,278 in WIA administrative funds has been set aside to cover the related support and supply costs to perform these administrative responsibilities.

Provide any policies/procedures the WIB will utilize to approve the following: Hiring of Staff and Travel.

See Attachment K

## **SECTION 6. Governance and Structure**

Describe how the WIB consulted with members of the public (including LEOs, business, labor, and economic development) prior to submission of the plan.

A public meeting of the transitional WIB took place on April 19. The purpose of this meeting was to review and vote on a draft of the WSA 7 Local Plan. Notice of the meeting was posted on the WorkOne West website and a notice was also posted at the site of the meeting.

The draft Local Plan was emailed to all of the members of both the Region 7 Regional Workforce Board and the Workforce Network Board (current RO); many of whom have already been appointed to the transitional WIB. This group of members included business leaders, local elected official, economic development leaders, labor representatives, educators, and leaders of community-based organizations.

A joint meeting of the Executive Committees of both the Region 7 Regional Workforce Board and Workforce Network Board met prior to the meeting of the EGA 7 Transitional Workforce Investment Board to review plan content and related policies. The joint Executive Committee then voted on recommendations to present at the April 19 meeting.

At the April 19 meeting a group of more than 20 board members met and reviewed the draft Local Plan. The items approved, and in some cases modified and approved, are now presented to the SWIC for review and approval. It might also be noted that elements of the plan were also discussed at the meeting of Chief County Local Elected Officials.

Notice of the Local Plan being available for public review will be placed in the local newspapers with directions to refer to the website of WorkOne West at [www.workonewest.com](http://www.workonewest.com) for a complete copy of the plan. All comments will be directed to Lisa Lee, the Executive Director, who will compile and respond to commenters. Suggestions from the public will be noted in an Appendix of the Local Plan with comments as to how they might affect the plan contents.

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

See Attachment G and H. (Copies of the Local Elected Officials Agreement and the County Chief Elected Officials' Agreement respectfully.)

Key elements of the Local Plan were discussed with the Local Elected Officials of WSA 7 at their Annual meeting in March. The final Local Plan will be emailed to each of them directly for comments. The Local Elected Officials of the region have always been mailed board packets of each quarterly board meeting and are encouraged to attend these meetings, and this will continue under the WIB. The Executive Director of the WIB also meets with the LEOs one-on-one, as requested, to review materials and processes of the board and to answer any questions that might arise. The Local Elected Officials will also meet at least annually to discuss WIB operations and governance as a group.

Who is the Chief Local Elected Official for the area, and how is liability for misuse of WIA funds assumed by the Local Elected Officials?

The Chief Local Elected Official for WSA 7 is Mr. Paul Mason, Vigo County Commissioner.

In Region 7, the financial liability for the misuse of workforce investment funds shall be handled in the following manner: Liability equally shared by the counties of Clay, Parke, Putnam, Sullivan, Vermillion, and Vigo counties. However, the counties will seek reimbursement from the party or parties responsible for the misuse of workforce investment funds. Said liability shall cover program activities occurring on or after July 1, 2011.

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

Fiscal Agent: Lisa Lee, Executive Director  
Western Indiana Workforce Investment Board  
630 Wabash Avenue, Suite 205  
Terre Haute, Indiana 47807  
Phone (812) 238-5616  
E-mail [lisalee@workforcenet.org](mailto:lisalee@workforcenet.org)

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

The Chief Local Elected Official will appoint the members to the Western Indiana Workforce Investment Board, in accordance with the criteria established by the state under the Workforce Investment Act. Some appointment considerations include, but are not limited to, the majority of the members of the WIB being representatives of business with optimum policymaking or hiring authority, with at least fifty percent of all business representatives coming from businesses that employ fifty people or more. At the same time, all but one business representative serving on the WIB must employ at least five full-time people. The Chief Local Elected Official shall also appoint non-business representatives to the WIB using state and federal criteria, with total membership not exceeding forty-seven. The Chief Elected Official also oversees the solicitation of nominations related to these appointments.

Using available workforce data, describe how business representatives that serve on the WIB are appointed to accurately reflect the employment opportunities and geographic diversity of the WSA.

The appointments of business representatives to serve on the WIB will reflect the top business sectors of the region, unless special provision is made by the Chief Elected Official, with particular attention given to the four business sectors that the board has chosen to focus most of their efforts around. These sectors include; 1) healthcare, 2) manufacturing and logistics, 3) construction and extraction, and 4) business, marketing and information technology.

Attach a copy of the By-laws.

See Attachment I

Provide a description of the WIBs support and administrative staff.

Executive Director - Reports directly to the WIB. Ensures compliance with all regulations. Oversees program operations. Interacts directly with local elected officials and economic development professionals.

Chief Financial Officer – Records and reports expenses for all programs. Ensures compliance with grant requirements, oversees procurement, and staff payroll and benefits administration.

Chief Operations Officer- Responsible for day to day operations and all services at Work One offices. Writes and implements policies. Direct supervision of staff. Ensures that costs are in line with funding streams and policies.

Business Services Manager – Supervises Business Team members. Responsible for business services marketing and employer contact. Promotes WorkOne and its products to business customers.

Executive Compensation Chart

See Attachment J

### Organizational Chart

See Attachment L

### Who is the area's One-Stop Operator (OSO), describe roles and responsibilities, OSO designation process.

The WIB Executive Staff will serve as the One Stop Operator of WSA 7. The transitional WIB voted unanimously to operate the regional system in this matter, after carefully considering the all available options. Responsibilities of the One-Stop Operator include, but may not be limited to, administering the daily operations of the WSA's workforce investment system and all its inherent programs; coordinating with mandatory partners to deliver services; assuring implementation of SWIC and state directives; assuring service providers and training providers meet the high standards to which they should be held; and assuring highest quality, efficiency and effectiveness in delivery of services as a trustee of public funds.

### 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 used within each competition.

- One-Stop Operator – It is planned that the CEO of the WSA and the governor will enter into a formal agreement allowing the Executive Staff of the WIB to function as the One-Stop Operator. There will be no competitive process as the individuals who are Executive Staff to the WIB will perform these duties.
- WIA Adult, Youth, and Dislocated Worker Service Provider – The WIA Adult, Youth, and Dislocated Worker Service Provider will be selected through a competitive procurement process.
- Other - The WIB will follow federal, state, and local procurement regulations, policies and procedures regarding the purchase of equipment, supplies, services, etc.

### Describe the process the WIB utilizes to monitor any services/activities it procures, including WIA service provider.

The WIB will monitor any services/activities it procures in accordance with the guidelines established under the terms of the grant or agreement issued, and any federal, state, local policies.

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

WIB executive staff and board members receive information regarding conflicts of interest related to their involvement with such activity. An explanation of the conflict of interest statement and a discussion regarding conflicts and discipline should a violation occur are part of the orientation process for new board and staff members. Also, prior to any person participating in the scoring of proposals, they must sign a statement acknowledging that they have no conflict in the matter.

**Section 7 Program Contact Person and Signature Page**

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

- WIA Adult and Dislocated Worker Programs – Lisa Lee/Linda Morley
- WIA Youth Programs – Linda Morley
- Fiscal Management – Tim Kelley
- Electronic /Information Systems –Tim Kelley
- Data Collection – Linda Morley
- Performance – Lisa Lee
- WIA Equal Opportunity Officer – Tim Kelley
- WIA Program Complaints – Lisa Lee

Contact information for all: 630 Wabash Avenue, Suite 205, Terre Haute, IN 47807  
Telephone 812-238-5616 / FAX 812-238-2466  
[lisalee@workforcenet.org](mailto:lisalee@workforcenet.org)  
[lmorley@workforcenet.org](mailto:lmorley@workforcenet.org)  
[tkelley@workforcenet.org](mailto:tkelley@workforcenet.org)

Signature Page, with contact information

See Attachment N

## **Addendum One – Submitted 08-26-11**

### **Governance Structure**

#### **Explanation as to Why the Western Indiana Workforce Investment Board, in conjunction with the Region's Chief Local Elected Official, Selected to Procure the WIA Service Provider**

To fully understand how the Western Indiana Workforce Investment Board and the WSA 7 Chief Elected Official arrived at the decision to competitively procure the WIA Service Provider for the region, one must first understand the journey that brought them to their current status. The fact is, the WIB and CEO did indeed initially act to have the WIB Executive Staff, as One Stop Operator, conduct the function of WIA Service Provider in the delivery of WIA programs for the region.

On April 19, 2011 the transitional WIB met to review and approve the operational structure and related items in preparation for the submission of the Local Plan to the SWIC and DWD officials. On that day, the board approved the appointment of WIB Executive Staff as One-Stop Operator and in turn staff would conduct the function of the WIA Service Provider in the delivery of all programs. The reasons behind such action were; to eliminate the additional administrative costs associated with the contracting of such services and to establish direct control and ownership over day-to-day WIA program operations.

Shortly after submitting a request for state approval of the proposed regional governance structure, the board was informed that federal regulations forbid the WIA Youth program from being included in such an arrangement and that a competitive procurement would have to occur. The board then immediately recognized that with a total PY'11 WIA Formula allocation of \$1,870,62.00 and a full 34% (or \$629,264.00) of that allocation being WIA Youth funding, there was not practical way to deliver remaining WIA program services.

As a consequence, the decision was made to competitively procure a WIA Service Provider or Providers to deliver the three WIA programs throughout the region. The result of the procurement process was that three bids were received. Every proposal included deliver of all three WIA programs. After careful review, scoring, and negotiations, Vincennes University was awarded a two year contract, with a third year option. Through negotiations, Vincennes University did reduce their administrative costs to a point where it is felt that efficiencies were gained.

It should be stated that by virtue of the fact that the regional WIA formula allocation has progressively become much smaller over the course of the past years, consolidation and cost efficiencies are continually sought and applied by the Western Indiana Workforce Investment Board. One example is the fact that the WIB Executive staff will continue to function as the One-Stop Operator for the region (pending approval by the Governor).

**Attachment A**  
**EGR 7 DEMAND OCCUPATIONS - July 1, 2011**

**AGRICULTURE**

BIO-TECH CAREERS  
ALL OTHER MECHANICS, INSTALLERS, REPAIRERS

**ENGINEERING, SCIENCE, & TECHNOLOGIES**

COMPUTER AIDED DESIGN  
COMPUTER & MATH OCCUPATIONS  
COMPUTER PROGRAMMERS  
COMPUTER SYSTEMS ANALYSIS, ENGINEER, SCIENTIST  
DATA PROCESSING EQUIPMENT REPAIR  
DRAFTERS  
ELECTRONIC ENGINEERING TECHNICIAN  
LIFE SCIENCE OCCUPATIONS  
OPERATING ENGINEERS  
PROFESSIONAL ENGINEERS  
ROBOTICS TECHNICIAN  
SYSTEMS ANALYST  
ALL OTHER COMPUTER SCIENTIST

**MANUFACTURING AND PROCESSING**

BOILERMAKERS  
CASER OPERATOR  
CHEMICAL TECHNICIAN  
COAL MINER  
EXPEDITING CLERKS  
EXTRUDING & DRAWING SETTERS/OPERATORS, METALS & PLASTICS  
EXTRUDING & FORM MACHINE OPERATORS/TENDERS  
HAND WORKERS, INDUSTRIAL ASSEMBLY & FABRICATION  
HELPERS, LABORERS, MOVERS  
MACHINERY MAINTENANCE  
MAINTAINENANCE AND REPAIR, GENERAL  
METAL & PLASTICS, PROCESS MACHINE OPERATORS  
PRODUCTION WORKERS  
INVENTORY/PROCUREMENT AND PURCHASING /MATERIAL MANAGERS  
PLASTIC MOLDING MACHINE OPERATORS/TENDERS  
PRECISION TURNED PRODUCT MANUFACTURING  
SALES REPRESENTATIVES, WHOLESALE & MANUFACTURING  
STEEL PRODUCTION WORKERS  
TOOL AND DIE MAKER  
WAREHOUSE WORKER  
WELDERS & CUTTERS, SOLDERS AND BRAZIER  
ALL OTHER ASSEMBLERS & FABRICATORS  
ALL OTHER METAL AND PLASTIC SETTERS  
**MECHANICAL REPAIR & PRECISION CRAFTS**

HEATING, A/C, REFRIGERATION MECHANICS  
INDUSTRIAL MACHINERY MECHANICS  
INDUSTRIAL MAINTENANCE  
MACHINE SETTERS, SET-UP OPERATORS/TENDERS  
MACHINE TOOL CUTTING & FORMING SETTERS/OPERATORS  
MACHINERY MAINTENANCE  
MAINTENANCE & REPAIR WORKERS, GENERAL  
MAINTENANCE MECHANICS  
NUMERICAL CONTROL MACHINE OPERATORS  
PIPE TRADES/PLUMBERS & FITTERS  
VEHICLE & MOBILE EQUIPMENT MECHANICS  
SHEET METAL WORKERS  
METAL FABRICATORS  
BOILER PRESSURE VESSEL INSPECTOR  
ALL OTHER MECHANICS, INSTALLERS, REPAIRERS

### **BUSINESS, MANAGEMENT & FINANCE**

ACCOUNTANTS  
ADMINISTRATIVE ASSISTANT  
ADMINISTRATIVE SUPPORT, SUPERVISORS  
AUDITORS  
BUSINESS OPERATIONS SPECIALISTS  
BOOKKEEPING, ACCOUNTING, AUDIT CLERKS  
CLERICAL SUPERVISORS  
COMPUTER SUPPORT SPECIALIST  
FINANCIAL MANAGERS  
FINANCIAL ADVISORS  
GENERAL MANAGERS & TOP EXECUTIVES  
GENERAL OFFICE CLERKS  
LEGAL SECRETARY  
OFFICE MANAGER  
RECEPTIONIST & INFORMATION CLERKS  
EXECUTIVE SECRETARIES  
SECURITIES AND FINANCIAL SALES

### **BUILDING & CONSTRUCTION**

BRICKLAYERS  
BUILDING TECHNOLOGY  
CARPENTERS, ROOFERS & OTHER CONSTRUCTION TRADES  
ELECTRICAL WORKERS  
SURVEY TECHNICIAN  
GLAZIERS  
HELPERS, CONSTRUCTION & TRADES

PLASTERERS & CEMENT MASONS  
PAINTERS & PAPERHANGERS  
IRONWORKERS

### **EDUCATIONAL SERVICES**

EDUCATION ADMINISTRATORS  
SPECIAL EDUCATION TEACHERS  
SECONDARY SCHOOL TEACHERS  
POST SECONDARY SCHOOL TEACHERS  
EDUCATIONAL, VOCATIONAL, SCHOOL COUNSELOR

### **HEALTH SERVICES**

BIO-TECH CAREERS  
CERTIFIED NURSING ASSISTANT  
COMMUNITY SOCIAL SERVICES OCCUPATIONS  
DENTAL ASSISTANTS  
DENTAL HYGIENISTS  
EMERGENCY MEDICAL TECHNICIANS  
HEALTH ASSESSMENT & TREATMENT  
HEALTH DIAGNOSING OCCUPATIONS  
HEALTH INFORMATION MANAGEMENT  
HEALTH PRACTITIONERS, TECHNICIANS, TECHNOLOGISTS  
HEALTH SERVICE OCCUPATIONS  
LASER AND ELECTRO OPTICS  
LICENSED PRACTICAL NURSE  
MEDICAL RECORDS & HEALTH INFO TECHNICIANS  
MEDICAL SECRETARIES  
MEDICAL & HEALTH SERVICE MANAGER  
OCCUPATIONAL THERAPIST  
PHARMACISTS & PHARMACY TECHNICIANS  
PHLEBOTIMISTS  
PHYSICAL & CORRECTIVE THERAPY ASSISTANTS  
PHYSICAL THERAPISTS  
PHYSICAL THERAPY AIDS  
PHYSICIANS  
RADIOLOGICAL TECHNICIANS  
REGISTERED NURSES  
RESIDENTIAL COUNSELORS  
RESPIRATORY THERAPIST  
SPEECH PATHOLOGIST/AUDIOLOGIST  
SUBSTANCE ABUSE COUNSELING TREATMENT  
SURGICAL TECHNOLOGIST  
THERAPIST  
ALL OTHER HEALTH PROFESSIONAL, PARAPROFESSIONALS

## **PERSONAL & COMMERCIAL SERVICES**

FOOD SERVICE & LODGING MANAGERS  
SOCIAL RECREATIONAL WORKERS

## **LEGAL, SOCIAL & RECREATION SERVICES**

LIBRARIANS, ARCHIVISTS, CURATORS  
PARALEGAL & LEGAL ASSISTANTS  
POLICE OCCUPATIONS  
SOCIAL WORKERS

## **PROTECTIVE SERVICES**

POLICE AND SHERIFF'S PATROL OFFICERS  
FIRE FIGHTERS

## **MARKETING, SALES & PROMOTION**

MARKETING, ADVERTISING, PUBLIC RELATIONS MANAGER  
MARKETING & SALES SUPERVISORS

## **TRANSPORTATION AND WAREHOUSING**

AUTOMOTIVE SERVICE TECHS & MECHANICS  
BUS & TRUCK MECHANICS & DIESEL ENGINE SPECIALISTS  
TRUCK DRIVERS, HEAVY/INDUSTRIAL TRUCKS & TRACTOR OPERATORS  
OTHER LOGISTICS RELATED OCCUPATIONS

**Western Indiana Workforce Investment Board has identified demand and growth occupations within the Western Indiana Labor Market Area. These occupations are the focus of the Board's efforts for training. While this list is not all inclusive of occupations that may be in demand it represents those occupations with the wages that will afford self-sufficiency and the potential to increase income over time. It is not intended to limit client choice and other occupations will be considered for training purposes as appropriate.**

Section	Instructions
<b>Activity</b>	<ul style="list-style-type: none"> <li>The pre-entered activities (i.e., Orientation Workshop, Resume Workshop) are those activities that are required in all local areas.</li> <li>WIBs or RWBs should add rows for any additional activities (Core, Intensive, or Other) that are offered at WorkOnes within the local area in the appropriate section of the matrix.</li> </ul>
<b>Description</b>	<ul style="list-style-type: none"> <li>WIBs or RWBs should follow instructions provided on matrix.</li> <li>For all workshops, WIBs or RWBs should include the frequency (in times per week) that the workshop is offered in the local area, the delivery mechanism of the workshop (whether it's face-to-face, online, recorded, or other), and a one sentence description of the objective of the workshop and the anticipated learning outcomes of the workshop.</li> <li>For Case Management and Counseling, the WIB or RWB should indicate the number of case managers and briefly (one or two sentences) describe the responsibilities of the case managers.</li> <li>For Prevocational Training, the WIB or RWB should briefly describe any prevocational (intensive-level) training that is regularly funded in the local area, and should describe the rationale for offering the service (response should not exceed three or four sentences).</li> <li>For Individual Training Accounts (ITAs) and On-the-Job Training (OJT), the WIB or RWB should briefly describe the key principles of its policy, including any restrictions on in-demand occupations, level of education, costs (both tuition/fees and books/supplies), and/or length of time (response should not exceed five or six sentences).</li> <li>For Supportive Services, the WIB or RWB should briefly (two or three sentences) describe the key principles of its supportive service policy, including any restrictions or eligibility or cost.</li> <li>For Business Services, the WIB or RWB should briefly describe the services it makes available to business. It should also indicate the number of staff persons solely dedicated to serving businesses (response should not exceed three or four sentences).</li> <li>For Staff Development, the WIB or RWB should briefly (three or four sentences) describe any staff development activities undertaken in the area. The description should include how regularly staff are provided with development opportunities.</li> </ul>
<b>% WIA Funds to be Utilized</b>	
<b>Adult</b>	WIBs or RWBs should enter the percentage of WIA Adult funds it intends to utilize for the corresponding activity.
<b>DW</b>	WIBs or RWBs should enter the percentage of WIA Dislocated Worker funds it intends to utilize for the corresponding activity.
<b>Other Funds to be Utilized</b>	WIBs or RWBs should identify any other funds that are utilized for the corresponding activity. Identification should include the fund(s) source and the amount of funds that are utilized.
<b>Annual Participation Targets</b>	
<b>Adult</b>	WIBs or RWBs should enter the number of WIA Adult participants that will be provided the corresponding activity on an annual basis.
<b>DW</b>	WIBs or RWBs should enter the number of WIA Dislocated Worker participants that will be provided the corresponding activity on an annual basis.
<b>Co-Enrolled Out-of-School Youth</b>	WIBs or RWBs should enter the number of co-enrolled WIA Out-of-School Youth participants that will be provided the corresponding activity on an annual basis.
<b>Totals</b>	
<b>Total Core Services</b>	WIBs or RWBs should enter the totals for all Core Services.
<b>Total Intensive Services</b>	WIBs or RWBs should enter the totals for all Intensive Services.
<b>Total Training Services</b>	WIBs or RWBs should enter the totals for all Training Services.
<b>Total Other</b>	WIBs or RWBs should enter the totals for Supportive Services, Business Services, Staff Development, and Other Services.
<b>Grand Total</b>	All percentages should equal 100%.

WIA Adult and Dislocated Worker Services Matrix

Board Name:		Western Indiana Workforce Investmetn Board								
Activity	Description	WIA Funds to be Utilized			Annual Participation Target			Service Target		
		Adult	DW	Other Funds to be Utilized (Type of Funds and Amount)	Adult	DW	Center of Workforce School Youth	Adult	DW	
Orientation Workshop	<ul style="list-style-type: none"> <li>Frequency: minimum 3 times per week (or as needed)(Express 1X)</li> <li>Delivery Mechanism: generally face to face</li> <li>Objective: Provide overview of available services</li> <li>Anticipated Learning Outcomes Customer will be aware of WorkOne self and full service options.</li> </ul>	1%	0.30%	WP	1100	450	45	1215	585	
Resume Workshop	<ul style="list-style-type: none"> <li>Frequency: 1 times per week Express 1X/mo</li> <li>Delivery Mechanism : Face to face or recorded</li> <li>Objective: Types of resumes, how to customize, online resume development.</li> <li>Anticipated Learning Outcomes :Tailoring resume to job to highlight skills needed by the employer.</li> </ul>	0.30%	0.10%	WP	425	205	19	467	226	
Interviewing Workshop	<ul style="list-style-type: none"> <li>Frequency: 1 time per week Express 1X/mo</li> <li>Delivery Mechanism :face to face with customer recorded.</li> <li>Objective : Create awareness of appropriate interview techniques</li> <li>Anticipated Learning Outcomes: Ability to appropriately answer interview questions, present self in best possible light.</li> </ul>	0.70%	0.10%	WP	802	384	34	883	423	
Career Interest Workshop	<ul style="list-style-type: none"> <li>Frequency: 1 times per week Express 1X/mo</li> <li>Delivery Mechanism Career Assessment will be delivered in group setting, results one on one</li> <li>Objective:Determine areas of interests and skills to open career discussion</li> <li>Anticipated Learning Outcomes :Awareness of transferable skills and new career opportunities.</li> </ul>	0.20%	0.06%	WP	225	109	30	240	119	
Job Search Workshop	<ul style="list-style-type: none"> <li>Frequency: 1 times per week Express 1X/mo</li> <li>Delivery Mechanism Face to face</li> <li>Objective: provide job leads and openings, offer employer insights</li> <li>Anticipated Learning Outcomes:Awareness of current openings and employer specific hiring requirements.</li> </ul>	0.60%	0.20%	WP	713	343	26	769	378	
UI Workshop	<ul style="list-style-type: none"> <li>Frequency: Daily</li> <li>Delivery Mechanism:recorded online</li> <li>Objective :instruction on the use Uplink customer system</li> <li>Anticipated Learning Outcomes: Customer will complete UI application and vouchers Independently</li> </ul>	0.30%	0.20%	WP/UI	345	310	15	371	332	
Healthy Lifestyles Workshop	<ul style="list-style-type: none"> <li>Frequency: 1X per month</li> <li>Delivery Mechanism : face to face and recorded</li> <li>Objective :Awareness of affordable healthy lifestyle alternatives</li> <li>Anticipated Learning Outcomes: Basic information on nutrition, exercise and stress management.</li> </ul>	0.05%	0.02%	WP	60	37	7	66	42	
Digital Literacy Workshops	<ul style="list-style-type: none"> <li>Frequency: 2X per week (Express 2X/mo)</li> <li>Delivery Mechanism:Computer based tutorials and face to face</li> <li>Objective: Introduction to basic computer skills and usage</li> <li>Anticipated Learning Outcomes:Keyboarding skills, Internet and email skills, and basic word processing.</li> </ul>	0.15%	0.15%	WP	188	270	0	207	295	

WIA Adult and Dislocated Worker Services Matrix

Activity	Description	% WIA Funds to be Utilized			WIA Participation Target			Service Target	
		Adult	DW	Other Funds to be Utilized (Type of Funds and Amount)	Adult	DW	Co-enrolled Out-of-School Youth	Adult	DW
Core Workshops	Financial Literacy Workshop	0.03%	0.04%		45	72	28	54	79
	Work Readiness Workshop	0.18%	0.06	WP	225	109	30	121	39
	Indiana Career Connect Workshop	0.60%	0.20%	WP	757	366	41	803	397
	Other Core Services	10.99%	3.76%	WP	50	35	12		
Intensive Services	Case Mgmt	51%	52	WP	693	525	56		
	Counseling	0	0	WP	168	139	7		
	Prevocational Training	0	0		0	0	0		
	Intensive Level Workshops	1.50%	0.80%	WP	168	139	7		
Training	ITA	15%	12%		20	16			
	OJT	12%	25%	TAA, NEG	5	24			

**WIA Adult and Dislocated Worker Services Matrix**

Activity	Description	WIA Funds to be Utilized		Other Funds to be Utilized (Type of Funds and Amount)	Annual Participation Target			Service Target	
		Adult	DW		Adult	DW	Controlled Outcome Subunit	Adult	DW
Other Activities of Programs	Supportive Services Supportive services are determined after completion of a budget and counseling. A supportive service cap may be determined based on budget constraints.	3%	3%						
	Business Services There are 3 FTE business service staff. They provide employers with ICC consultation and training, information on Work Keys, OJT, NCRC. They work with the LVER and present WorkOne information to community organizations.	0.50%	0.50%	WOTC,RR,DISC, WP					
	Staff Development In addition to training opportunities presented by DWD, staff participate in training provided by the ABE consortium partners, community partner training. Other state and national training opportunities are made available if budget allows.	1.50%	1.50%	WP					
Other Activities of Programs	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.								
	Insert additional rows, if needed.								
Totals	Total Core Services	15.10%	5.20%						
	Total Intensive Services	52.50%	52.80%						
	Total Training Services	27.40%	37.00%						
	Total Other	5%	5%						
	<b>Grand Total</b>	<b>100%</b>	<b>100%</b>		<b>30</b>				

Section	Instructions
Program/Activity	<ul style="list-style-type: none"> <li>•The pre-entered activities/programs (i.e., JAG, Employment Programs) are those that are required or recommended.</li> <li>•WIBs or RWBs should add rows for any additional Youth programs/activities that are offered in conjunction with WIB/RWB.</li> </ul>
Description	<ul style="list-style-type: none"> <li>•WIBs or RWBs should follow instructions on the matrix to complete the description section.</li> <li>•In cases where additional description is requested, WIBs or RWBs should keep the descriptions between three and four sentences at a maximum.</li> </ul>
Program Elements	WIBs or RWBs should enter an X or a check mark (✓) within the cell to identify which of the required ten program elements the program or activity offers (most programs or activities offer more than one of the ten required program elements).
<b>% WIA Youth Funds to be Utilized</b>	
In-School	WIBs or RWBs should enter the percentage of WIA In-School Youth Funds that it intends to utilize for the corresponding program/activity.
Out-of-School	WIBs or RWBs should enter the percentage of WIA Out-of-School Youth Funds that it intends to utilize for the corresponding program/activity.
Other Funds/Resources to be Utilized	WIBs or RWBs should identify any other funds or resources it intends to utilize for the corresponding activity. Identification should include the funding source and the amount of any additional funds to be utilized.
<b>Annual Participation Target</b>	
In-School	WIBs or RWBs should enter the number of WIA In-School Youth participants that will be enrolled in the corresponding activity/program.
Out-of-School	WIBs or RWBs should enter the number of WIA Out-of-School Youth participants that will be enrolled in the corresponding activity/program.
Totals	WIBs or RWBs should total the % of WIA Youth Funds to be utilized for In-School and Out-of-School Youth, the total amount of other funds/resources, and the number of participants to be served.



# Key Workforce Investment

## ATTACHMENT D

Board Name:	Western Indiana Workforce Investment Board	
Name of Partner	Description of Partnership	Shared Customers/Interests
Accelerate West Central Indiana Economic Development	Regional partnership dedicated to the growth and prosperity of Region 7. Support existing employers and participate in new workforce intelligence and development.	Accelerate is supplied with labor market data, WorkOne programs and services to assist with current and new employers. Accelerate shares and involves Region 7 to assist customer needs.
Wabash Valley Advanced Manufacturing Cluster	Outreach of WorkOne services to manufacturing partners. Focus is on workplace readiness skills.	A continual exchange of information between partners in an ever changing economic climate. The WIB serves as a convener of business leaders and education, training, and employment professionals to address issues such as the regional workforce pipeline in relationship to the aging workforce, certifications, and work readiness skills.
CTE Advisory Boards	Bring WorkOne experience, communicate business needs, Labor Market Information, and advise partners of new programs and opportunities.	Grow relationship and knowledge of all partners. Being at the table with educators as secondary programs and curriculum are selected and developed gives the WIB a keen understanding of youth skills development and business priorities that educators are addressing.
Local Elected Officials	These relationships enable WorkOne programs and service to be known throughout Region 7 and promoted by leaders of the community.	The WIB is seen as a key resource that LEOs call in when major economic change is occurring. This change may be meeting with new companies to help ensure their workforce needs will be met, or those situations when a company is closing and an LEO sits at the table with the WIB to discuss dislocated worker services.
AHEC - Area Health Education Center	Working to meet Regions health and health workforce needs by providing educational programs in partnership with business and education.	AHEC is a great partner to the WIB. AHEC provides vital information regarding healthcare career opportunities and programs related to both the urban and rural areas of the region. AHEC presents workshops to both job seekers and staff regarding career requirements and unique workplaces, and has taught youth career camps.
Chamber of Commerce's	Inform all members of opportunities with the WorkOne system.	Continue to bring workforce programs and services to meet the needs of Chamber members. The WIB has served as a source to numerous Chambers for important local labor market information. The WIB also, on a regular basis, does presentations to Chamber members so they are up-to-date on WIB activities and resources.
DAWG - Disability Awareness Work Group	Meet to discuss the problems and solutions of individuals with disabilities.	As a partner at the table with the DAWG group, the WIB is continually updated on the resources available to assist our customers with disabilities. Conversely, the WIB continually updates the DAWG members on resources the WorkOne system offers to assist those facing unique challenges.
IEDC, Terre Haute Economic Development Corp., Greencastle/Putnam Co. Dev., Parke Co. Ec. Dev., Vermillion Co. Reuse Authority	All groups receive data and work together to achieve economic development goals.	Often the WIB staff is called upon to provide workforce intelligence requested by a site selection organization. The WIB also sometimes meets with prospective employers to discuss the skill levels of the local workforce.
ABE Partners - Vigo Co. School Corp., Area 30, Parke Vermillion Interlocal, Vincennes University.	Partnership to develop and strengthen adult basic education needs in region.	Have common goal of educational and employment attainment. This partnerships provides shared customers with the opportunity to meet their educational goals, while concurrently planning and moving forward to meet key employment goals.

ATTACHMENT E  
WORKFORCE INVESTMENT AREA 7  
MEMORANDUM OF UNDERSTANDING

**I. Identifying Information**

The following organizations are entering into this Memorandum of Understanding (MOU) with the Workforce Investment Board serving Region 7.

- Indiana Department of Workforce Development; Wagner-Peyser Act Programs, Trade Act Programs, Title 38 Veterans' Programs, Unemployment Compensation Programs
- Title I of the Rehabilitation Act; Vocational Rehabilitation Act Programs
- WIA Adult, Dislocated Worker, and Youth Grant Recipient
- Title V of the Older Americans Act; Senior Community Service Employment Programs
- Indiana Department of Workforce Development; Adult Education and Family Literacy Programs
- Ivy Tech Community College (Carl Perkins Post-secondary Vocational Education Programs)
- Indian and Native American Program Representative
- Local Area Community Action Program; Community Service Block Grant Programs
- Housing and Urban Development Employment Program

**II. Provision of Services**

The attached chart identifies the services provided by each partner through the one-stop delivery system.

The partners entering this MOU agree to continue to work with the WIB to develop new access or improve the existing access to their services through the one-stop system. Each partner will work with the WIB to analyze available services and identify areas where access to services through the one-stop system could be improved. The partners agree to work with the WIB on continuous improvement of the one-stop system.

**III. Operating Expenses for the Local One-Stop System**

The one-stop system will be funded primarily through the local Workforce Investment Act funds and funds allocated to the local Department of Workforce Development programs. As other partners elect to negotiate with the WIB to locate staff in the 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.

**IV. Referral of Clients**

All one-stop partners agree to establish a mechanism that facilitates the referral of individuals

between WorkOne offices and the one-stop partners. Referral may include electronic access to and transmittal of information, personal visits, telephone contact, referral cards, or coordinated orientation sessions where all partner services are explained and representatives are present.

#### **V. Duration**

This MOU will be in effect for two years for the period July 1, 2011 – June 30, 2013.

#### **VI. Procedures for Amending**

A partner may submit a written request to the WIB for an amendment to the Memorandum of Understanding at any time. Such amendments will require the signatures of all partners and the WIB indicating agreement with the proposed changes on an amended MOU document.

#### **VII. Goals**

The partners will assist the Board in being successful by doing the following:

- The partners will provide direct access to services through the One-stop system and will cooperate with the WIB in efforts to continually improve the referral and service delivery system.
- Appropriate applicants for services through the One-stop will be referred to the One-stop system.
- The partners will coordinate with other partners to develop a holistic, seamless regional workforce development service delivery system.

The WIB will assist the partners in being successful by doing the following:

- Board members will promote the services of the One-stop system to employers and job seekers. The WIB will assist the partners in developing outreach strategies for reaching potential One-stop customers.
- The WIB will continually strive to improve customer access through the monitoring of services and their availability.
- The WIB will promote the orientation and continuing education of staff to all partner resources and services.
- By signing this MOU, the partners are entitled to representation on the WIB, which will permit the full exchange of information to enhance the ability of the WIB to help partners be successful.

#### **VIII. Equal Opportunity Assurances**

The partners assure that they will fully comply with the nondiscrimination and equal opportunity provisions of Section 188 of WIA and its implementing regulations at 29CFR Part 37. These regulations prohibit discrimination because of race, color, religion, sex, national orientation, age, disability, or political affiliation or beliefs in both participation and employment. In the case of participation only, it prohibits discrimination based on citizenship, or his or her participation in any Title I financially assisted program activity.

Discrimination Complaint Procedure

The partners assure that complaints alleging discrimination on any of the above bases will be processed in accordance with 29CFR Part 37.76 and related sections and all Department of Workforce Development policies related to such.

Accessibility and Reasonable Accommodation

The partners will assure, pursuant to 29CFR Part 37.7 through 37.10 that the following is provided in the One-stop delivery system:

- a. Facilities and programs that are architecturally and programmatically accessible;
- b. Reasonable accommodations for individuals with disabilities;
- c. The method by which costs will be allocated for making reasonable accommodations (i.e. shared or paid by one entity).

Obligation to Provide Notice

The partners assure that they will provide ongoing and continuing notification that they do not discriminate on any of the prohibited basis in accordance with 29CFR Part 37.29 through 37.34 of the implementation regulations for Section 188 of the Workforce Investment Act.

**IX. Signatures**

(Signatures are being collected as appointments are made to the WIB.)

**Attachment F – Budget Narrative**  
**Region 7 Western Indiana Workforce Investment Board, Inc.**

The attached budget is a revision, which now includes the preliminary PY 11 WIA allocation as well as the WIA Carry-In Grant and funds from a DISC grant that have been approved for use in PY 11 through the establishment of DISC-1-07. Total funding under this budget is \$2,883,484. Current projections indicate we will be required to use nearly all of this allocation in the course of the current program year. We have drafted a plan to cut spending by 2% in order that we might be able to plan for a small carry-in to start the next program year. That would represent 2% of our PY 11 funding, or \$36,654. The distribution of this planned carry-in would be \$8,840 WIA Adult, \$12,822 from WIA Dislocated Worker funds, \$11,327 from WIA Youth and WIA Admin. of \$3,665.

The area has one comprehensive WorkOne Center and five WorkOne express sites. All facility and communications costs for the five express sites are funded by WIA dollars. Only the Terre Haute WorkOne receives Wagner Peysner and Unemployment Insurance funding. Express sites are staffed with an average of 2 FTE's per location.

All leases for the region's six WorkOne facilities are held by the WIB. All communications and utilities are also the responsibility of the WIB.

This budget includes funding for 3 JAG coordinators and 2 Business Consultants. Administrative staff includes the Executive Director, Chief of Operations and a Business Services Manager. Financial services are provided through a contract with Crowe Horwath, LLC.

No service provider budget has been submitted at this time. Detail specific to that arrangement may be found under the "total contracted". Currently the service provider has received only 25% of their PY 11 WIA allocation. The WIA carry-in grant and DISC-1-07 grant are both in the signature process with the state and have not been submitted to the service provider. A detailed budget report will be prepared once those contracts are in place.

**Western Indiana Workforce Investment Board Region 7**

Budget PY 11	WIA Admin (Adult/Dislocated Worker/Youth)				Other From DWD	TOTAL
	Adult	Dislocated Worker	Youth In-School      Out-of School			
<b>Administration</b>						
Wages & Benefits	\$		153,559		\$ 30,841	\$ 184,400
Travel - In-State	\$		3,812			\$ 3,812
Travel - Out-of-State	\$		3,812			\$ 3,812
Supplies	\$		3,638			\$ 3,638
Equipment (Purchase)	\$		-			\$ -
Equipment (Rental)	\$					\$ -
Overhead (Rent, Utilities, etc.)	\$		50,000		\$ 30,000	\$ 80,000
Meeting Expense	\$		350			\$ 350
Contractual (Fiscal Agent, Legal, etc.)	\$		26,500			\$ 26,500
<b>TOTAL Allocated ADMINISTRATION</b>	\$	\$ 65,254	\$ 94,257	\$ 57,521	\$ 24,639	\$ 60,841
<b>Program</b>						
<b>Internal Costs</b>						\$ -
Wages & Benefits	\$	44,984	\$ 64,926	\$ 39,652	\$ 16,994	\$ 31,831
Travel - In-State	\$	3,706	\$ 5,352	\$ 3,266	\$ 1,399	\$ -
Travel - Out-of-State	\$	3,706	\$ 5,352	\$ 3,266	\$ 1,399	\$ -
Supplies	\$	2,291	\$ 3,310	\$ 2,020	\$ 866	\$ -
Equipment (Purchase)	\$	-	\$ -	\$ -	\$ -	\$ -
Equipment (Rental)	\$					\$ -
Overhead (Rent, Utilities, etc.)	\$	73,937	\$ 105,457	\$ 58,289	\$ 24,981	\$ 53,000
Meeting Expense	\$	851	\$ 1,229	\$ 750	\$ 320	\$ -
Other						\$ -
<b>TOTAL Internal - Program</b>	\$	129,475	\$ 185,626	\$ 107,243	\$ 45,958	\$ 84,831
<b>TOTAL Contracted</b>	\$	455,743	\$ 658,295	\$ 401,729	\$ 172,169	\$ 339,903
<b>TOTAL PROGRAM</b>	\$	585,218	\$ 843,921	\$ 508,972	\$ 218,127	\$ 424,734
<b>TOTAL AGENCY</b>	\$	650,472	\$ 938,178	\$ 566,493	\$ 242,766	\$ 485,575

Notes:

On row 1 please identify your RWB or WIB.

In this worksheet enter PY10 Budget data as of July 1, 2010.

This Revised Budget Page is based upon the Region 7 PY 11 WIA allocation of \$1,832,663, WIA Carry-In Grant of \$565,246 and DISC 1-07 Grant of \$485,575 for a total of \$2,883,484.

**WIB/Regional Workforce Board:**

Balance at	WIA Admin (Adult/Dislocated Worker/Youth)				Other From DWD	TOTAL	
<b>Administration</b>							
Wages & Benefits	\$			153,559	\$ 30,841	\$ 184,400	
Travel - In-State	\$			3,812	\$ -	\$ 3,812	
Travel - Out-of-State	\$			3,812	\$ -	\$ 3,812	
Supplies	\$			3,638	\$ -	\$ 3,638	
Equipment (Purchase)	\$			-	\$ -	\$ -	
Equipment (Rental)	\$			-	\$ -	\$ -	
Overhead (Rent, Utilities, etc.)	\$			50,000	\$ 30,000	\$ 80,000	
Meeting Expense	\$			350	\$ -	\$ 350	
Contractual (Fiscal Agent, Legal, etc.)	\$			26,500	\$ -	\$ 26,500	
		Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
<b>TOTAL Allocated ADMINISTRATION</b>	\$	65,254	\$ 94,257	\$ 57,521	\$ 24,639	\$ 60,841	\$ 302,512
<b>Program</b>							
<b>Internal Costs</b>	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
Wages & Benefits	\$	44,984	\$ 64,926	\$ 39,652	\$ 16,994	\$ 31,831	\$ 198,387
Travel - In-State	\$	3,706	\$ 5,352	\$ 3,266	\$ 1,399	\$ -	\$ 13,723
Travel - Out-of-State	\$	3,706	\$ 5,352	\$ 3,266	\$ 1,399	\$ -	\$ 13,723
Supplies	\$	2,291	\$ 3,310	\$ 2,020	\$ 866	\$ -	\$ 8,487
Equipment (Purchase)	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment (Rental)	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
Overhead (Rent, Utilities, etc.)	\$	73,937	\$ 105,457	\$ 58,289	\$ 24,981	\$ 53,000	\$ 315,664
Meeting Expense	\$	851	\$ 1,229	\$ 750	\$ 320	\$ -	\$ 3,150
Other	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL Internal - Program</b>	\$	129,475	\$ 185,626	\$ 107,243	\$ 45,959	\$ 84,831	\$ 553,134
<b>TOTAL Contracted</b>	\$	455,743	\$ 658,295	\$ 401,729	\$ 172,169	\$ 339,903	\$ 2,027,839
<b>TOTAL PROGRAM</b>	\$	585,218	\$ 843,921	\$ 508,972	\$ 218,128	\$ 424,734	\$ 2,580,973
<b>TOTAL AGENCY</b>	\$	650,472	\$ 938,178	\$ 566,493	\$ 242,767	\$ 485,575	\$ 2,883,485

## **Local Elected Officials Agreement (Clay County)**

This Agreement is made and entered into by and between the Local Elected Officials (LEOs) in Clay County of Region 7 to set forth the procedures that shall govern LEOs 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.

A Local Elected Official is defined as "the chief elected executive official of a unit of general local government, or any general purpose political subdivision of a State that has the power to levy taxes and spend funds, as well as general corporate and police powers." In Clay County of Region 7, the units of general local government are the following counties and incorporated cities with populations of 5,000 or greater: Clay County and the City of Brazil.

### **I. Selection of an County Chief Elected Official to Represent the County**

The Local Elected Officials together shall select from among them a County Chief Elected Official (CCEO) to represent their interests on the local Workforce Investment Board. The CCEO shall interact with the Local Elected Officials Executive Council and the Chief Elected Official for the Workforce Investment Service Area on matters concerning the local Workforce Investment Board. The CCEO will enter into an Agreement with other CCEOs on the Executive Council of the workforce investment service area on behalf of the County. The CCEO will act as the liaison for the county s/he represents. Nothing in this Agreement shall prohibit the CCEO from serving as the Chief Elected Official for the Workforce Investment Service Area.

### **II. Duties of the County Chief Elected Official**

The Elected Official selected to represent the County is responsible for:

- Entering into a County Chief Elected Officials Agreement with the other CCEOs within the workforce investment service area to establish responsibilities and actions as it pertains to the Workforce Investment Act and local workforce investment boards;
- Providing guidance to the local Workforce Investment Board as a member of the Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Chief Elected Official for the Workforce Investment Service Area;

In the event the Elected Official determines the need to utilize a proxy to the Executive Council on his/her behalf, such proxy shall be an individual that has the ability and/or authority to exercise the authorities granted to the County Chief Elected Official he/she represents.

The following individual has been duly selected to serve as the County Chief Elected Official for Clay County within the Region 7 workforce investment service area.

Name: Charles Brown

Title: Clay County Commissioner

Contact Information: Clay County Commissioner's Office  
609 E. National Avenue  
Brazil, IN 47834

**III. Other Responsibilities**

As their schedules permit, all Local Elected Officials are encouraged to attend local Workforce Investment Board meetings, and meet with Board members and Board chairperson for updates on progress and actions in improving workforce development for the employers and citizens for the region.

Local Elected Officials may request, individually or collectively, information from the local Workforce Investment Board and may request such information to be delivered in person and/or in writing.

**IV. Authority to Act**

Each Commissioner signing on behalf of the Board of County Commissioners shall obtain the necessary approvals from the Board to so act. Hence, this Agreement needs to be signed by only one Commissioner from the County and the Executive of each of the designated cities or towns.

By signing this Agreement, the designated County Commissioner and Mayor of each designated city or town approves the selected Elected Official specified in Section II of this Agreement to act on their behalf.

**V. Period of Agreement**

The period of this Agreement shall be from July 1, 2011 through June 30, 2013.

**VI. Amendment**

This Agreement may be amended at any time by written request to the designated Elected Official, who will set up a process of voting on the change. Changes in federal or state 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.

**SIGNATURES:**

Charles Brown

(Signature)

(Printed) CHARLES BROWN  
(Title) President, Clay County Commissioners

A. Ann Bradshaw

(Signature)

(Printed) A. Ann Bradshaw  
(Title) Mayor, City of Brazil

## **Local Elected Officials Agreement (Parke County)**

This Agreement is made and entered into by and between the Local Elected Officials (LEOs) in Parke County of Region 7 to set forth the procedures that shall govern LEOs 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.

A Local Elected Official is defined as "the chief elected executive official of a unit of general local government, or any general purpose political subdivision of a State that has the power to levy taxes and spend funds, as well as general corporate and police powers." In Parke County of Region 7, the units of general local government are the following counties and incorporated cities with populations of 5,000 or greater: Parke County.

### **I. Selection of an County Chief Elected Official to Represent the County**

The Local Elected Officials together shall select from among them a County Chief Elected Official (CCEO) to represent their interests on the local Workforce Investment Board. The CCEO shall interact with the Local Elected Officials Executive Council and the Chief Elected Official for the Workforce Investment Service Area on matters concerning the local Workforce Investment Board. The CCEO will enter into an Agreement with other CCEOs on the Executive Council of the workforce investment service area on behalf of the County. The CCEO will act as the liaison for the county s/he represents. Nothing in this Agreement shall prohibit the CCEO from serving as the Chief Elected Official for the Workforce Investment Service Area.

### **II. Duties of the County Chief Elected Official**

The Elected Official selected to represent the County is responsible for:

- Entering into a County Chief Elected Officials Agreement with the other CCEOs within the workforce investment service area to establish responsibilities and actions as it pertains to the Workforce Investment Act and local workforce investment boards;
- Providing guidance to the local Workforce Investment Board as a member of the Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Chief Elected Official for the Workforce Investment Service Area;

In the event the Elected Official determines the need to utilize a proxy to the Executive Council on his/her behalf, such proxy shall be an individual that has the ability and/or authority to exercise the authorities granted to the County Chief Elected Official he/she represents.

The following individual has been duly selected to serve as the County Chief Elected Official for Parke County within the Region 7 workforce investment service area.

Name: George Nicholas

Title: Parke County Commissioner

Contact Information: Parke County Commissioner's Office  
Courthouse, 116 W. High Street  
Rockville, IN 47872

**III. Other Responsibilities**

As their schedules permit, all Local Elected Officials are encouraged to attend local Workforce Investment Board meetings, and meet with Board members and Board chairperson for updates on progress and actions in improving workforce development for the employers and citizens for the region.

Local Elected Officials may request, individually or collectively, information from the local Workforce Investment Board and may request such information to be delivered in person and/or in writing.

**IV. Authority to Act**

Each Commissioner signing on behalf of the Board of County Commissioners shall obtain the necessary approvals from the Board to so act. Hence, this Agreement needs to be signed by only one Commissioner from the County and the Executive of each of the designated cities or towns.

By signing this Agreement, the designated County Commissioner approves the selected Elected Official specified in Section II of this Agreement to act on their behalf.

**V. Period of Agreement**

The period of this Agreement shall be from July 1, 2011 through June 30, 2013.

**VI. Amendment**

This Agreement may be amended at any time by written request to the designated Elected Official, who will set up a process of voting on the change. Changes in federal or state 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.

**SIGNATURE:**

George Nicholas  
(Signature)

(Printed) GEORGE NICHOLAS  
(Title) President, Parke County Commissioners

## **Local Elected Officials Agreement (Putnam County)**

This Agreement is made and entered into by and between the Local Elected Officials (LEOs) in Putnam County of Region 7 to set forth the procedures that shall govern LEOs 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.

A Local Elected Official is defined as "the chief elected executive official of a unit of general local government, or any general purpose political subdivision of a State that has the power to levy taxes and spend funds, as well as general corporate and police powers." In Putnam County of Region 7, the units of general local government are the following counties and incorporated cities with populations of 5,000 or greater: Putnam County and the City of Greencastle.

### **I. Selection of an County Chief Elected Official to Represent the County**

The Local Elected Officials together shall select from among them a County Chief Elected Official (CCEO) to represent their interests on the local Workforce Investment Board. The CCEO shall interact with the Local Elected Officials Executive Council and the Chief Elected Official for the Workforce Investment Service Area on matters concerning the local Workforce Investment Board. The CCEO will enter into an Agreement with other CCEOs on the Executive Council of the workforce investment service area on behalf of the County. The CCEO will act as the liaison for the county s/he represents. Nothing in this Agreement shall prohibit the CCEO from serving as the Chief Elected Official for the Workforce Investment Service Area.

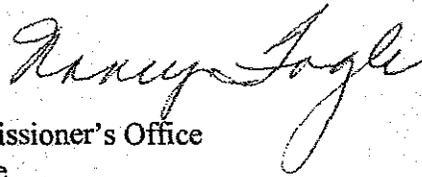
### **II. Duties of the County Chief Elected Official**

The Elected Official selected to represent the County is responsible for:

- Entering into a County Chief Elected Officials Agreement with the other CCEOs within the workforce investment service area to establish responsibilities and actions as it pertains to the Workforce Investment Act and local workforce investment boards;
- Providing guidance to the local Workforce Investment Board as a member of the Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Chief Elected Official for the Workforce Investment Service Area;

In the event the Elected Official determines the need to utilize a proxy to the Executive Council on his/her behalf, such proxy shall be an individual that has the ability and/or authority to exercise the authorities granted to the County Chief Elected Official he/she represents.

The following individual has been duly selected to serve as the County Chief Elected Official for Putnam County within the Region 7 workforce investment service area.

Name: Nancy Fogle -   
Title: Putnam County Commissioner  
Contact Information: Putnam County Commissioner's Office  
One Courthouse Square  
Greencastle, IN 47834

**III. Other Responsibilities**

As their schedules permit, all Local Elected Officials are encouraged to attend local Workforce Investment Board meetings, and meet with Board members and Board chairperson for updates on progress and actions in improving workforce development for the employers and citizens for the region.

Local Elected Officials may request, individually or collectively, information from the local Workforce Investment Board and may request such information to be delivered in person and/or in writing.

**IV. Authority to Act**

Each Commissioner signing on behalf of the Board of County Commissioners shall obtain the necessary approvals from the Board to so act. Hence, this Agreement needs to be signed by only one Commissioner from the County and the Executive of each of the designated cities or towns.

By signing this Agreement, the designated County Commissioner and Mayor of each designated city or town approves the selected Elected Official specified in Section II of this Agreement to act on their behalf.

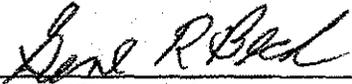
**V. Period of Agreement**

The period of this Agreement shall be from July 1, 2011 through June 30, 2013.

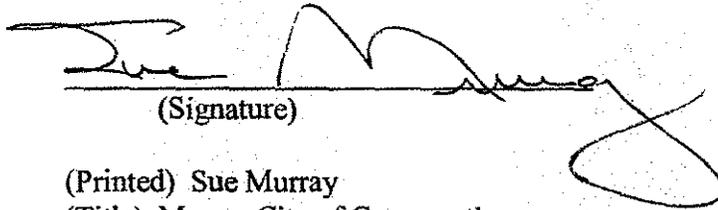
**VI. Amendment**

This Agreement may be amended at any time by written request to the designated Elected Official, who will set up a process of voting on the change. Changes in federal or state 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.

**SIGNATURES:**

  
\_\_\_\_\_  
(Signature)

(Printed) *Gene R Beck*  
(Title) President, Putnam County Commissioners

  
\_\_\_\_\_  
(Signature)

(Printed) Sue Murray  
(Title) Mayor, City of Greencastle

## **Local Elected Officials Agreement (Sullivan County)**

This Agreement is made and entered into by and between the Local Elected Officials (LEOs) in Sullivan County of Region 7 to set forth the procedures that shall govern LEOs 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.

A Local Elected Official is defined as "the chief elected executive official of a unit of general local government, or any general purpose political subdivision of a State that has the power to levy taxes and spend funds, as well as general corporate and police powers." In Sullivan County of Region 7, the units of general local government are the following counties and incorporated cities with populations of 5,000 or greater: Sullivan County.

### **I. Selection of an County Chief Elected Official to Represent the County**

The Local Elected Officials together shall select from among them a County Chief Elected Official (CCEO) to represent their interests on the local Workforce Investment Board. The CCEO shall interact with the Local Elected Officials Executive Council and the Chief Elected Official for the Workforce Investment Service Area on matters concerning the local Workforce Investment Board. The CCEO will enter into an Agreement with other CCEOs on the Executive Council of the workforce investment service area on behalf of the County. The CCEO will act as the liaison for the county s/he represents. Nothing in this Agreement shall prohibit the CCEO from serving as the Chief Elected Official for the Workforce Investment Service Area.

### **II. Duties of the County Chief Elected Official**

The Elected Official selected to represent the County is responsible for:

- Entering into a County Chief Elected Officials Agreement with the other CCEOs within the workforce investment service area to establish responsibilities and actions as it pertains to the Workforce Investment Act and local workforce investment boards;
- Providing guidance to the local Workforce Investment Board as a member of the Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Chief Elected Official for the Workforce Investment Service Area;

In the event the Elected Official determines the need to utilize a proxy to the Executive Council on his/her behalf, such proxy shall be an individual that has the ability and/or authority to exercise the authorities granted to the County Chief Elected Official he/she represents.

The following individual has been duly selected to serve as the County Chief Elected Official for Sullivan County within the Region 7 workforce investment service area.

Name: Luke Misner  
Title: Sullivan County Commissioner  
Contact Information: Sullivan County Commissioner's Office  
Courthouse, 100 Courthouse Square  
Sullivan, IN 47882

**III. Other Responsibilities**

As their schedules permit, all Local Elected Officials are encouraged to attend local Workforce Investment Board meetings, and meet with Board members and Board chairperson for updates on progress and actions in improving workforce development for the employers and citizens for the region.

Local Elected Officials may request, individually or collectively, information from the local Workforce Investment Board and may request such information to be delivered in person and/or in writing.

**IV. Authority to Act**

Each Commissioner signing on behalf of the Board of County Commissioners shall obtain the necessary approvals from the Board to so act. Hence, this Agreement needs to be signed by only one Commissioner from the County and the Executive of each of the designated cities or towns.

By signing this Agreement, the designated County Commissioner approves the selected Elected Official specified in Section II of this Agreement to act on their behalf.

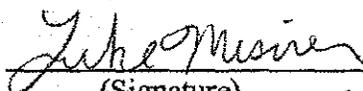
**V. Period of Agreement**

The period of this Agreement shall be from July 1, 2011 through June 30, 2013.

**VI. Amendment**

This Agreement may be amended at any time by written request to the designated Elected Official, who will set up a process of voting on the change. Changes in federal or state 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.

**SIGNATURE:**

  
\_\_\_\_\_  
(Signature)

(Printed)   
(Title) President, Sullivan County Commissioners

## **Local Elected Officials Agreement (Vermillion County)**

This Agreement is made and entered into by and between the Local Elected Officials (LEOs) in Vermillion County of Region 7 to set forth the procedures that shall govern LEOs 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.

A Local Elected Official is defined as "the chief elected executive official of a unit of general local government, or any general purpose political subdivision of a State that has the power to levy taxes and spend funds, as well as general corporate and police powers." In Vermillion County of Region 7, the units of general local government are the following counties and incorporated cities with populations of 5,000 or greater: Vermillion County.

### **I. Selection of an County Chief Elected Official to Represent the County**

The Local Elected Officials together shall select from among them a County Chief Elected Official (CCEO) to represent their interests on the local Workforce Investment Board. The CCEO shall interact with the Local Elected Officials Executive Council and the Chief Elected Official for the Workforce Investment Service Area on matters concerning the local Workforce Investment Board. The CCEO will enter into an Agreement with other CCEOs on the Executive Council of the workforce investment service area on behalf of the County. The CCEO will act as the liaison for the county s/he represents. Nothing in this Agreement shall prohibit the CCEO from serving as the Chief Elected Official for the Workforce Investment Service Area.

### **II. Duties of the County Chief Elected Official**

The Elected Official selected to represent the County is responsible for:

- Entering into a County Chief Elected Officials Agreement with the other CCEOs within the workforce investment service area to establish responsibilities and actions as it pertains to the Workforce Investment Act and local workforce investment boards;
- Providing guidance to the local Workforce Investment Board as a member of the Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Chief Elected Official for the Workforce Investment Service Area;

In the event the Elected Official determines the need to utilize a proxy to the Executive Council on his/her behalf, such proxy shall be an individual that has the ability and/or authority to exercise the authorities granted to the County Chief Elected Official he/she represents.

The following individual has been duly selected to serve as the County Chief Elected Official for Vermillion County within the Region 7 workforce investment service area.

Name: Tim Wilson  
Title: Vermillion County Commissioner  
Contact Information: Vermillion County Commissioner's Office  
Courthouse, 255 S. Main Street  
Newport, IN 47966

**III. Other Responsibilities**

As their schedules permit, all Local Elected Officials are encouraged to attend local Workforce Investment Board meetings, and meet with Board members and Board chairperson for updates on progress and actions in improving workforce development for the employers and citizens for the region.

Local Elected Officials may request, individually or collectively, information from the local Workforce Investment Board and may request such information to be delivered in person and/or in writing.

**IV. Authority to Act**

Each Commissioner signing on behalf of the Board of County Commissioners shall obtain the necessary approvals from the Board to so act. Hence, this Agreement needs to be signed by only one Commissioner from the County and the Executive of each of the designated cities or towns.

By signing this Agreement, the designated County Commissioner approves the selected Elected Official specified in Section II of this Agreement to act on their behalf.

**V. Period of Agreement**

The period of this Agreement shall be from July 1, 2011 through June 30, 2013.

**VI. Amendment**

This Agreement may be amended at any time by written request to the designated Elected Official, who will set up a process of voting on the change. Changes in federal or state 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.

**SIGNATURE:**

Tim Wilson  
(Signature)

(Printed) Tim Wilson  
(Title) President, Vermillion County Commissioners

## **Local Elected Officials Agreement (Vigo County)**

This Agreement is made and entered into by and between the Local Elected Officials (LEOs) in Vigo County of Region 7 to set forth the procedures that shall govern LEOs 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.

A Local Elected Official is defined as "the chief elected executive official of a unit of general local government, or any general purpose political subdivision of a State that has the power to levy taxes and spend funds, as well as general corporate and police powers." In Vigo County of Region 7, the units of general local government are the following counties and incorporated cities with populations of 5,000 or greater: Vigo County and the City of Terre Haute.

### **I. Selection of an County Chief Elected Official to Represent the County**

The Local Elected Officials together shall select from among them a County Chief Elected Official (CCEO) to represent their interests on the local Workforce Investment Board. The CCEO shall interact with the Local Elected Officials Executive Council and the Chief Elected Official for the Workforce Investment Service Area on matters concerning the local Workforce Investment Board. The CCEO will enter into an agreement with other CCEOs on the Executive Council of the workforce investment service area on behalf of the County. The CCEO will act as the liaison for the county s/he represents. Nothing in this Agreement shall prohibit the CCEO from serving as the Chief Elected Official for the Workforce Investment Service Area.

### **II. Duties of the County Chief Elected Official**

The Elected Official selected to represent the County is responsible for:

- Entering into a County Chief Elected Officials Agreement with the other CCEOs within the workforce investment service area to establish responsibilities and actions as it pertains to the Workforce Investment Act and local workforce investment boards;
- Providing guidance to the local Workforce Investment Board as a member of the Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Chief Elected Official for the Workforce Investment Service Area;

In the event the Elected Official determines the need to utilize a proxy to the Executive Council on his/her behalf, such proxy shall be an individual that has the ability and/or authority to exercise the authorities granted to the County Chief Elected Official he/she represents.

The following individual has been duly selected to serve as the County Chief Elected Official for Vigo County within the Region 7 workforce investment service area.

Name: Paul E. Mason

Title: Vigo County Commissioner

Contact Information: Vigo County Commissioner's Office  
650 S. First Street  
Terre Haute, IN 47807

### **III. Other Responsibilities**

As their schedules permit, all Local Elected Officials are encouraged to attend local Workforce Investment Board meetings, and meet with Board members and Board chairperson for updates on progress and actions in improving workforce development for the employers and citizens for the region.

Local Elected Officials may request, individually or collectively, information from the local Workforce Investment Board and may request such information to be delivered in person and/or in writing.

### **IV. Authority to Act**

Each Commissioner signing on behalf of the Board of County Commissioners shall obtain the necessary approvals from the Board to so act. Hence, this Agreement needs to be signed by only one Commissioner from the County and the Executive of each of the designated cities or towns.

By signing this Agreement, the designated County Commissioner and Mayor of each designated city or town approves the selected Elected Official specified in Section II of this Agreement to act on their behalf.

### **V. Period of Agreement**

The period of this Agreement shall be from July 1, 2011 through June 30, 2013.

### **VI. Amendment**

This Agreement may be amended at any time by written request to the designated Elected Official, who will set up a process of voting on the change. Changes in federal or state 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.

**SIGNATURES:**

  
\_\_\_\_\_  
(Signature)

(Printed) Michael Ciolli  
(Title) President, Vigo County Commissioners

  
\_\_\_\_\_  
(Signature)

(Printed) Duke A. Bennett  
(Title) Mayor of City of Terre Haute

## **County Chief Elected Officials Agreement (Region 7)**

This Agreement is made and entered into by and between the designated County Chief Elected Officials (CCEOs) from the counties of Clay, Parke, Putnam, Sullivan, Vermillion and Vigo, comprising Region 7, to set forth the procedures that shall govern the CCEOs and their responsibilities and actions pursuant to the provisions of the Workforce Investment Act (WIA), and all federal and state statutes, rules, and regulations promulgated hereunder. The Local Elected Official Executive Council includes one designated CCEO from each County as set forth in each Local Elected Official (LEO) Agreement.

### **I. Duties and Responsibilities of County Chief Elected Officials**

The County Chief Elected Officials selected by the LEOs of their county to represent the County are responsible for:

- Entering into a Elected Officials Agreement with the Local Elected Officials in Region 7 to establish responsibilities and actions as it pertains to the Workforce Investment Act and local Workforce Investment Board;
- Providing guidance to the Workforce Investment Board as a member of Local Elected Officials Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Chief Elected Official (CEO) for the Workforce Investment Service Area (Region 7).
- Establishing an agreement on the designation of financial liability for any misuse of workforce investment act funds granted to Region 7.

In Region 7, financial liability for the misuse of workforce investment funds shall be handled in the following manner:

Liability equally shared by the counties of Clay, Parke, Putnam, Sullivan, Vermillion and Vigo. However, the counties will seek reimbursement from the party or parties responsible for the misuse of Workforce investment funds. Said liability shall cover program activities occurring on or after July 1, 2011.

### **II. Duties and Responsibilities of the Chief Elected Official for the Workforce Investment Service Area**

The Chief Elected Official (CEO) for the Workforce Investment Area (Region 7) 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:

- Serve as, or designate, the grant recipient for WIA funds for Region 7;
- Appoint members to the local Workforce Investment Board (WIB) serving Region 7, following the criteria established by the State and WIA Section 117(b);
- Cooperate with the local WIB to appoint members to the Youth Council;
- Partner with the local WIB to develop and submit a local plan for WIA activities;
- Approve the budget developed by the local WIB;
- Negotiate local performance measures with the local WIB and the Governor;
- Agree to the selection of the One Stop Operator by the local WIB;
- Provide agreement to the local WIB to establish an MOU for the operation of the WorkOne system in the local area;
- Consult with local WIB to conduct oversight of WIA youth programs.

In addition, the CEO for the Workforce Investment Service Area will be responsible for interacting with the designated Local Elected Officials Executive Council on matters concerning the Workforce Investment Board. The CEO shall be authorized to act as a contact person for all CEO business and to sign all contracts/grant agreements not requiring the approval of all County Chief Elected Officials. Additionally, the CEO has the authority to sign all necessary documents representing the actions approved by the Local Elected Official Executive Council.

The following individual has been duly selected to serve as the Chief Elected Official for Region 7 workforce investment service area.

Name: Paul E. Mason

Title: Vigo County Commissioner

Contact Information: Vigo County Commissioner's Office  
650 S. First Street  
Terre Haute, Indiana 47807

### **III. Designation of Grant Recipient / Fiscal Agent**

The CEO for the Local Workforce Investment Service Area is responsible for serving as, or designating the grant recipient/fiscal agent for WIA Funds.

If the CEO opts to designate another entity, such as the local workforce investment board, to act as the grant recipient/fiscal agent, a majority of the Local Elected Official Executive Council must agree in writing to the designation of the grant recipient/fiscal agent.

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 Chief Elected Official, as required by the Workforce Investment Act and specified in Section I of this agreement.

### **IV. Selection of Local Elected Officials Executive Council**

The County Chief Elected Officials selected by the Local Elected officials will operate as an Executive Council who will serve a two-year term. There is no limit on the number of consecutive or non-consecutive terms a chief elected official may serve on the Executive Council.

Any chief elected official may designate, in writing, a proxy to act on his/her behalf at an Executive Council meeting. The proxy shall be an individual that has the ability and/or authority to exercise the authorities granted to the County Chief Elected Official he/she represents.

The Chief Elected Official for the Workforce Service Area (Region 7) will be selected by the members of the Executive Council and will serve a two-year term. There is no limit on the number of consecutive or non-consecutive terms the CEO may serve.

### **V. Duties of the Executive Council**

Duties of the Executive Council include, but are not limited to, the following:

- Provide guidance to the local Workforce Investment Board;

- Communicate updates and changes to the Local Elected Officials of each county contained within the Workforce Service Area (Region 7);
- Select a Chief Elected Official for the Workforce Service Area;
- Ensure that members of the local Workforce Investment Board are appointed following the criteria established by the State and WIA Section 117(b).

**VI. Frequency of Executive Council Meetings**

The Executive Council will meet at least once a year to perform the duties as outlined above. There is no limit to the number of times the Executive Council may meet to address the issues brought to their attention.

**VII. Other Responsibilities**

As their schedules permit, members of the Executive Council are encouraged to attend Workforce Investment Board meetings, and meet with WIB members and the WIB Chairperson for updates on the progress and actions in improving workforce development for the employers and citizens of their community.

Local Elected Officials may request, individually or collectively, information from the Workforce Investment Board and may request such information to be delivered in person and/or in writing.

**VIII. Authority to Act**

Each County Chief Elected Official signing on behalf of a given county shall obtain the necessary approvals from the Local Elected Officials to so act. Hence, this Agreement shall be signed by only one County Chief Elected Official from each County.

**IX. 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.

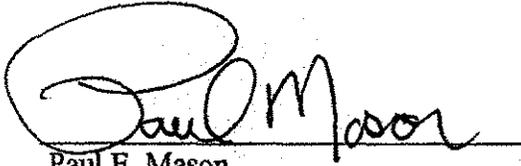
**X. Period of Agreement**

The period of this Agreement shall be from July 1, 2011 through June 30, 2013.

**XI. Amendment**

This Agreement may be amended at any time by written request to the Chief Elected Official, 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 Executive Council.

**SIGNATURES:**



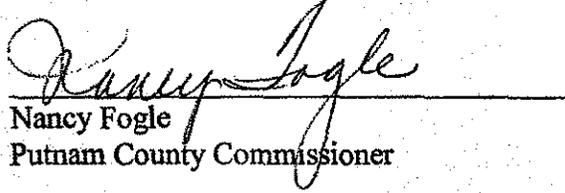
Paul E. Mason  
Vigo County Commissioner



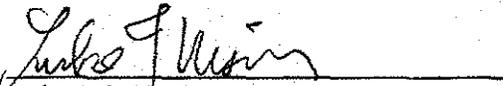
Charlie Brown  
Clay County Commissioner



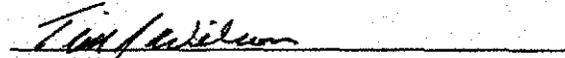
George Nicholas  
Parke County Commissioner



Nancy Fogle  
Putnam County Commissioner



Luke Misner  
Sullivan County Commissioner



Tim Wilson  
Vermillion County Commissioner

## **Attachment I**

### **BY-LAWS OF WESTERN INDIANA WORKFORCE INVESTMENT BOARD, INC.**

#### **ARTICLE I. NAME**

The name of the organization shall be the Western Indiana Workforce Investment Board, Inc.

The organization shall do business as the Western Indiana Workforce Investment Board, Inc. and Workforce Investment Board or such other name from time to time as is approved by the Board.

#### **ARTICLE II. OFFICES**

The Corporation shall provide WIA and WorkOne oversight within the Counties of Clay, Parke, Putnam, Sullivan, Vermillion and Vigo, State of Indiana, as Board of Directors may designate or as the business of the Corporation may require from time to time.

#### **ARTICLE III. PURPOSES**

Section 1. To structure a multitude of workforce development programs into an integrated workforce investment system that can better respond to the employment needs of its customers, current workers, unemployed workers, workers laid off due to restructuring or downsizing, and new entrants to the labor force, as well as to employers who service the workforce investment area composed of Clay, Parke, Putnam, Sullivan, Vermillion and Vigo Counties in the State of Indiana (hereinafter the "Workforce Investment Area"), making available to the citizens in the Workforce Investment Area the opportunities provided by the Workforce Investment Act of 1998, any supplemental federal legislation and rules implementing said Act (hereinafter "the Act").

Section 2. To comply with and do all things necessary to be eligible as a not-for-profit corporation in carrying out the program, functions, and responsibilities of a "Workforce Investment Board" as defined in the Act and/or the Indiana Department of Workforce Development State Plan within the Workforce Investment Area.

Section 3. To provide coordination for community effort focused on the employment needs of the Corporation's customers as identified by the Act.

Section 4. To seek and receive funds from all appropriate sources to support the programs instituted for the achievement of the purposes so designated by the Corporation.

Section 5. To acquire (by purchase, exchange, lease, hire otherwise), hold, own, improve, manage, operate, lease as lessee, let as lessor, sell, convey or mortgage, either alone or in

conjunction with others, real estate of every kind, character and description whatsoever and wheresoever situated, and any interest herein.

Section 6. To interact with state agencies in coordinating and facilitating all other purposes of the Corporation.

Section 7. Subject to any limitations or restrictions imposed by law, the Articles of Incorporation, or these By-Laws, to have and exercise all the general rights privileges and powers specified in or permitted under the Indiana General Corporation Act and the Indiana Nonprofit Corporation Act of 1991.

Section 8. To do everything necessary, proper, advisable or convenient for the accomplishment to any of the purposes, or the attainment of any of the objects or the furtherance of any of the powers herein set forth, and to do every other act and thing incidental thereto or connected therewith, which is not forbidden by the laws of the State of Indiana, or by the provisions of the Articles of Incorporation, or by these By-Laws.

Section 9. The foregoing sections shall be construed as powers as well as purposes, and the matters expressed in each section shall, unless otherwise expressly provided, be in no way limited by reference to, or inference from, the terms of any other section, each of such sections being regarded as creating independent powers and purposes, the enumeration shall not be construed as limiting or restricting in any manner either the meaning of general terms used in any of the sections or scope of the general powers of the Corporation created thereby; nor shall the expression of one thing be deemed to exclude another not expressed, whether or not it be of like nature. The Corporation shall not, however, carry on in any state, territory, district, possession or country and business, or exercise any powers, which a Corporation organized under the laws thereof could not carry on or exercise.

#### ARTICLE IV. MEMBERS

All members shall be Directors, and all Directors shall be members. Members of the Corporation, members of the Board of Directors of the Corporation, and members of the Western Indiana Workforce Investment Board, Inc., as defined by the Act and/or the Indiana Department of Workforce Development State Plan shall be deemed to be one and the same for all purposes of compliance with applicable laws and regulations.

The acts of Directors in accordance with the By-Laws shall, where appropriate or necessary, constitute the acts of members of the Corporation, and the Workforce Investment Board under the Act and/or the Indiana Department of Workforce Development State Plan.

#### ARTICLE V. BOARD OF DIRECTORS

Section 1. Powers. The business and affairs of the Corporation shall be managed by, and all corporate powers shall be exercised by or under the authority of, the Board of Directors ("the Board or the "Workforce Investment Board") subject to the limitations imposed by law, the Articles of Incorporation, or these By-Laws. The Board powers shall include the following:

- A. The Board shall have the power to enter into legally binding agreements with any Federal, State, or local agency, or with any private funding organization for the purpose of running programs or providing services.
- B. The Board shall appoint the Executive Director of the Corporation.
- C. The Board shall approve personnel, organizational and fiscal policies.
- D. The Board shall enforce compliance with all conditions of grants and contracts.
- E. The Board shall determine rules and procedures for the Board.
- F. The Board shall have all powers granted to the Corporation by all applicable Federal and state laws and assure compliance with the Act.

Section 2. Number and Terms. The Board shall consist of at least twenty-five (25) persons and no greater than forty-seven (47) persons. The number of Directors may be increased or decreased by amendment of these By-Laws. All new Directors shall be nominated and appointed in accordance with the procedures set forth in these By-Laws. In relation to terms which are expiring, the President of the Corporation shall certify the directors to be appointed by the Chief Local Election Official upon recommendation by the Board.

All Directors shall be appointed for a three (3) year term with an option to renew said membership by a recommendation by the Governance Committee and approval by the full Board.

Section 3. Removal for Cause/Non Voting Status: Members of the Board may be removed by the Board for cause, which includes, but is not limited to, failure to attend three (3) consecutive Board meetings without justifiable cause as determined by the Board. A Member of the Board should be on non-voting status until the Board receives a current Statement of Economic Interests by said Member.

Section 4. Vacancies on the Board: There is a vacancy on the Board when a member has died, been removed for cause by action of the Board, or when a member resigns. When a seat is vacant, the Chief Local Elected Official, upon recommendation by the Board, shall appoint the successor within ninety (90) days

Section 5. Conflict of Interest Policy: The following conflict of interest standards shall apply to all Board members (voting and non-voting):

- A. A Workforce Investment Board member with a conflict of interest regarding any matter is prohibited from discussion and voting in connection with that matter.
- B. Any Workforce Investment Board member (or specific entity represented

by that member) who significantly participates in the development of contract specifications or standards is prohibited from receiving any direct financial benefit from any resulting contract.

1. Any Workforce Investment Board member who significantly participates in a Board discussion or decision relating to specific terms of a contract, the determination of specific standards for performance or a contract, the development of Invitations for Bid (IFB) or Request for Proposals (RFP) or other such bid processes leading to a contract, or any similar discussions or decisions is prohibited from receiving any direct financial benefit from any resulting contract. In addition, no corporation, partnership, firm, association, or other entity shall receive the contract if it would create a conflict of interest for the Workforce Investment Board member who significantly participated in the manner described above.
  2. Any Workforce Investment Board member, including One-Stop partner, who significantly participates in the development of contract specifications, is prohibited from bidding on those contracts or supervising staff who are paid from funding awarded under such contracts.
- C. Each Workforce Investment Board member shall file a statement of economic interest with the Workforce Investment Board at the time he/she becomes a Board member and every year thereafter. Such statements must include, at a minimum the member's:
1. current position(s) of employment;
  2. current position(s) as a paid director, officer, or agent of a corporation or similar entity;
  3. financial interests that are defined in the By-Laws as potential sources of conflict of interest; and
  4. similar information concerning the Workforce Investment Board member's spouse and immediate family members if the economic interests of such spouse and/or immediate family could present a potential conflict of interest issue.
- D. Any Workforce Investment Board member with a potential or actual conflict of interest must disclose that fact to the Workforce Investment Board as soon as the potential conflict is discovered and, to the extent possible, before the agenda for a meeting involving the matter at issue is prepared. If it should be determined during a meeting that a conflict of interest exists, the member must verbally declare such conflict of interest exists, such declaration must be clearly noted in the minutes, and such

member must excuse him-herself from the remainder of the discussion and the voting.

Each Board member is responsible for determining whether any potential or actual conflict of interest exists or arises during his/her service on the Board. Board members are also responsible for reporting such potential or actual conflict of interest as soon as it is discovered that such a condition exists.

- E. If a contract or purchase is made by the Workforce Investment Board involving its own member with a conflict of interest, the Workforce Investment Board shall justify the terms and conditions of the contract of purchase. When a contract or purchase is made by the Board involving its own member or an entity with which the Board member is associated, the Board must establish and document to the reasonable satisfaction of the Department of Workforce Development that the contract or purchase was adequately bid or negotiated and that the terms of the contract or price of the purchase are fair and reasonable to the Workforce Investment Board.
- F. The Workforce Investment Board shall adopt procedures that serve to minimize the appearance of conflicts of interest. Workforce Investment Board members who are also One-Stop partners should not serve on any committees that deal with oversight of the One-Stop system or allocation of resources that would potentially be allocated to that member's program.
- G. The Workforce Investment Board shall discipline a Board member who violates this Conflict of Interest Policy which discipline shall be up to and including termination from the board.

Section 6. Meetings:

- A. An Annual Meeting of the Board shall be held in the second quarter of each year at such place as shall be designated by the Executive Committee of the Board of Directors. Adequate notice of the annual meeting shall be given to the area served for the residents of the community.
- B. Election of officers, establishment of Board membership and establishment of standing committee memberships for the proceeding year shall be three (3) items of business transacted at the Annual Meeting.
- C. The Board of Directors shall meet at least quarterly at such place as shall be designated by the Executive Committee of the Board. The President shall be empowered to call special meetings of the Board.
- D. A notice and agenda shall be sent in writing to all Board members for any meeting at least five (5) days in advance. If mailed, such notice shall be

deemed to be given when mailed. Any Director may waive notice of any meeting.

- E. Written minutes shall be kept at each meeting and shall include a record of the passage or failure of all motions. Minutes of the previous meeting shall be distributed to all members before the next meeting, and shall be made available to the public upon request.
- F. All meetings of the Board and Committees shall be in accordance with Robert's Rules of Order, latest edition, unless otherwise provided for by the Articles of Incorporation or the By-Laws of this Corporation.

Section 7. Compensation. Directors shall receive no compensation for their services as directors or as officers, but by Resolution of the Board expenses of attendance may be allowed for attendance of a Director at each annual, regular or special meeting of the Board, or officers, or of committees of the Board or for authorized expenses incurred while conducting the business of the Corporation.

## ARTICLE VI. OFFICERS

Section 1. The Officers: The officers of the Corporation shall be a President, Vice-President, Secretary and Treasurer, each of whom shall be elected by the Board. Such other officers and assistant officers, as may be deemed necessary, may be elected by the Board. A Director may serve in more than one office, such as Secretary-Treasurer.

Section 2. Election and Term of Office: The Officers of the Corporation shall be elected annually by the Board during the Annual Meeting, and they shall serve commencing July 1 for a period of one year or until their successors are elected and qualified.

Section 3. Removal: Any officer may be removed by the Board whenever in its judgment, the best interest of the Corporation shall be thereby served. Such removal shall be without prejudice to contract rights, if any, of the person so removed. Election or appointment of an officer shall not grant contract rights.

Section 4. Vacancies: A vacancy in any office because of death, resignation, removal, disqualification or otherwise shall, except in the case of the President, be filled by the Executive Committee for the unexpired portion of the term. A vacancy in the office of President shall be filled by the Board.

Section 5. President: The President shall preside at all meetings of the Board and the Executive Committee. The President shall serve ex-officio as member of all Board Committees and shall perform all duties that may pertain to the position. The President shall, on behalf of the Corporation, execute such notes, deeds, contracts or other documents as the Board may direct. The President shall make Committee appointments. The President shall be elected from Board members who are representative of the business community.

Section 6. Vice President: The Vice President shall have all of the authority and perform all of the duties of the President in the absence of the President or, in the event of the inability of the President to act.

Section 7. Secretary: The Secretary shall record all minutes of the Board and the Executive Committee. Also, the Secretary shall have prepared and sent out all notices of the meetings as well as other public notices and announcements from the Board of Directors. All official records and minutes shall be kept and maintained on behalf of the Secretary by the Corporation, in the principal office of the Corporation.

Section 8. Treasurer: The Treasurer shall serve as chairperson of the Budget and Finance Committee and shall be a member of any Auditing Committee. The Treasurer shall monitor the Corporation's revenue and expenditures and shall countersign all payment vouchers or checks together with the signature of the Executive Director. In the absence of either the Treasurer or the Executive Director, the President and/or Vice President shall sign said payment instruments. All persons authorized to sign or countersign payment instruments shall post security bond in an amount determined by the Board. Bond premium shall be paid by the Corporation

#### ARTICLE VII. COMMITTEES

Section 1. Executive Committee: The Executive Committee shall be comprised of the President, Vice-President, Secretary, Treasurer and the chairperson of the standing committees (i.e. Personnel, Budget, Finance and Distribution, Planning and Evaluation, and Governance, if applicable) Said committee shall report on the actions it takes at the next meeting of the full Board. The committee shall be charged with the following responsibilities:

- A. Establish agenda for Board Meeting.
- B. Assign matters on the Board committees.
- C. Act on behalf of the Board between meetings of the Board. Actions of the Executive Committee shall be reported at the next meeting of the Board.

Section 2. Personnel Committee: The committee shall be charged with the following responsibilities:

- A. Annually review Personnel Policies and recommend changes to the full Board including classifications, compensation and benefits.
- B. Review and recommend to the full Board the organizational structure of the Corporation.
- C. Serve as the review committee when hiring the Executive Director. The committee shall also recommend an applicant for Executive Director to the Board for approval.

- D. Hear employee grievances in accordance with a Board approved grievance procedure.
- E. Recommend personnel budgets to the Budget and Finance Committee.

Section 3. Budget, Finance and Distribution Committee: The committee shall be charged with the following responsibilities:

- A. Review the financial reports.
- B. Furnish brief reports to the full Board on the highlights of all financial affairs.
- C. Review in detail the annual audits of all programs.
- D. Provide advice and counsel to the Executive Director on financial problems.
- E. Identify community resources to supplement federal funding and to generate local match of federal funds, if available.
- F. Review and recommend total budget to the Board for approval.
- G. Recommend to Board an independent financial auditor to audit and/or monitor the operations for the Corporation.
- H. Recommend to Board banks, trust companies, or other depositories for the funds of the Corporation.
- I. Serve as the Board's chief liaison with the program auditors assigned to the Corporation.
- J. The creation of a distribution timetable maximizing the effectiveness of the grants endowed by the Board.
- K. The timely approval for distribution of grant funds to training providers certified by the Board.

Section 4. Planning and Evaluation Committee: The committee shall be charged with the following responsibilities:

- A. Develop and recommend action to the full Board on planning documents, including, but not limited to, updating the organizational strategic plan and the Local Workforce Investment Plan
- B. Establish review and/or review, and recommend WIA program policy to the full

board.

- C. Assure that procedures exist for presenting objectives to the Board.
- D. Develop and recommend marketing activity of the WIWIB.
- E. Ensure Board development/training takes place as needed.
- F. Monitor and evaluate Workforce Investment Act program performance.
- G. Work to ensure that local programs are aligned with regional needs and Workforce Investment Board goals.
- H. Review and recommend for approval all One-Stop Partner Memoranda of Understanding.
- I. Receive and review oversight reports of WIA-funded providers, if applicable.

Section 6. Committee Composition and Operation: The committee shall be charged with the following responsibilities:

- A. Committee members shall be members of the Board. Each committee shall be comprised of members from a minimum of three (3) counties, if practical.
- B. Committee membership shall be established annually by the President with approval of the Board during the Annual Meeting. However, the President shall maintain committee membership as necessary between annual meetings. All terms of committee membership shall commence July 1 for a period of one year or until successors are appointed and qualified.
- C. The individual committees shall advise, assist and report to the Board, and shall act for the Board when directed by the Board or the Executive Committee of the Board. Each committee shall report periodically to the Board concerning its advice and recommendations.
- D. Each committee may establish its own rules in accordance with Robert's Rules of Order and/or these By-Laws.
- E. Committee members may be removed by a majority of the Board.
- F. Each standing committee shall consist of at least four (4) members.
- G. The President shall appoint a chairperson for each committee from the membership of that committee. The President may remove the chairperson of the committee, subject to approval by the Executive Committee.

- H. Committees may establish subcommittees with approval of the Executive Board. Subcommittees may be composed of Members or other persons in the Community.

Section 7. Ad Hoc Committees: Ad Hoc Committees may be established approval of the Board. The following Ad Hoc Committee is hereby established:

Governance Committee: The committee shall be charged with the following:

- A. Develop and annually review Articles of Incorporation and the By-Laws to determine that the Articles reflect the requirements of the Corporation.
- B. Develop and review other legal documents necessary to the administration and operation.
- C. Recommend to the Board and review legal representation for the Corporation.
- D. Recruit new Board members and review board composition.
- E. Recommend changes in the By-Laws and other legal documents as appropriate.

Section 8. Subcommittees: Subcommittees shall be established with the approval of the Board. The following Subcommittees are hereby established:

- A. Youth Council: The Youth Council shall be appointed by the Board:
  1. Membership: The membership may be made up of members of the Board with special interest or expertise in youth policy and/or community members with special interest or expertise in youth policy.
  2. Duties: The duties of the Youth Council include: recommending youth program and outreach activities, conducting oversight of youth activities, coordinating youth activities, establish processes to obtain input from youth in the EGR, and other duties as determined appropriate by the chair of the Board.
  3. Conflict of Interest: No person may vote, or participate in deliberations on a proposal by the Youth Council who shall receive an interest or benefit, either direct or indirect, from the proposal. A member shall make his interest known to the Youth Council prior to voting on such proposal by the Youth Council. All members shall annually sign and date a Statement of Economic Interests which shall be filed with the Board and submit a Disclosure Letter of (Potential) Conflict of Interest with the Youth Council.

## ARTICLE VIII. ADMINISTRATION

### Section 1. Executive Director.

- A. The Board shall employ an Executive Director who shall be the chief administrative official. Said Executive Director shall be selected on the basis of professional qualifications and shall serve at the pleasure of the Board.
- B. The duties of the Executive Director shall include, but not be limited to:
  - 1. Interprets regulations, and directs the overall implementation of State directives, policies, and Board directives and policies and procedures to all staff and employment and training system that is consistent with the regulations and is responsive to the needs of the identified eligible population.
  - 2. Assist the Board, and its committees in establishing long and short range goals and objectives for the organization that are designed to the maximum extent feasible to achieve the purposes and intent of the Act.
  - 3. Defines areas of responsibility and integrates the activities of the organizational units.
  - 4. Assist the Board and its committees in the development of budgets, program design, contracts and grants.
  - 5. Administers Board approved policies and procedures.
  - 6. Provides direction and staff support to the Board of Directors and its Committees.
  - 7. Acts as agency liaison to community organizations, state and federal funding sources and the business community.
  - 8. Other job related tasks as determined by the Board of Directors.
- C. In the event a member desires that the Executive Director be removed or reviewed, the member shall request that the Executive Committee review the performance of the Executive Director. The Executive Committee shall review the performance of the Executive Director and shall determine whether to bring the matter to the Board at the next Board meeting.

Section 2. Fiscal year: The fiscal year of the Corporation shall begin on the 1st day of July and end on the 30<sup>th</sup> day of June.

Section 3. Contracts: The Board may authorize any officer or officers agent or agents, to enter into any contract or execute and deliver any instrument in the name of or on behalf of the Corporation. Such authority may be general or confined to specific instances.

Section 4. Loans: No loans shall be contracted on behalf of this Corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

Section 5. Checks, Drafts, or Other Orders: All checks, drafts or other orders for payment of money, notes or evidence of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents, of the Corporation and in such manner as shall from time to time be determined by resolution of the Board and these Bylaws.

Section 6. Deposits: All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Budget and Finance Committee may select using the criteria of obtaining the appropriate financial return on said deposits.

Section 7. Records: The Corporation shall keep at its registered office a book of minutes of all meetings of Board and books of account. The book of minutes shall note the time and place of each meeting whether it is regular or special and, if special, how it was called, the notice given, the names of the directors present at the Board meeting, and the proceedings thereof. The books of account shall cover the Corporation\*s property and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and surplus. The member register shall contain the names and addresses of each member.

Section 8. Corporate Seal: The Corporation shall not use a corporate seal.

#### ARTICLE IX. INDEMNIFICATION

Section 1. The Board of Directors shall cause the Corporation to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Corporation) by reason of the fact that such person is or was a director, officer, employee or agent of the Corporation, against expenses (including attorney\*s fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit, or proceeding if that person acted in good faith and in a manner he or 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 or her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of non 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 that person reasonably believed to be in or not opposed to the best interests of the Corporation or its members and, with respect to any criminal action or proceeding, had reasonable cause to believe that person\*s conduct was unlawful.

Section 2. The Board shall cause the Corporation to indemnify any person who was or is a party to or is 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 person is or was a director, officer, employee, or agent of the Corporation, against expenses (including attorney\*s fees) actually and reasonably incurred by such person in connection with the defense or settlement of such action or suit if that person acted in good faith and in a manner that person reasonably believed to be in or not opposed to the best interests of the Corporation and except that no indemnification shall be made in respect of any claim, issue, or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of that person\*s duty to the Corporation unless and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which such court shall deem proper.

Section 3. Any indemnification under Section 1 and Section 2 immediately above shall be made by the Corporation pursuant to an order by a court or upon a determination that indemnification of the director, officer, employee, or agent is proper in the circumstances because that person has met the applicable standard of conduct set forth in Section 1 and Section 2 immediately above. Such determination shall be made by the Board.

Section 4. Expenses incurred in defending a civil or criminal action, suit, or proceeding described in Section 1 and Section 2 above shall be paid by the Corporation in advance of the final disposition of such action, suit, or proceeding as authorized in the manner provided in Section 3 immediately above upon receipt of an undertaking by or on behalf of the director, officer, employee, or agent to repay such amount unless it shall ultimately be determined that such person is entitled to be indemnified by the Corporation.

Section 5. The indemnification provided in this Section shall extend to a person who has ceased to be a director, officer, employee, or agent and in such case shall inure to the benefit of the heirs, executors, and administrators of such person.

Section 6. The Board of the Corporation shall have the authority to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, or agent of the Corporation against any liability asserted against such person and incurred by such person in any such capacity or arising out of his or her status as such, whether or not the Corporation would have power to indemnify such person against such liability under Section 1 and Section 2 above.

Section 7. For the purposes of Section 1 and Section 2 above, references to the Corporation include all constituent Corporations absorbed in a consolidation or merger and the resulting or surviving Corporation, so that a person who is or was a director, officer, employee, or agent of such constituent Corporation or is or was serving at the request of such constituent Corporation as a director, officer, employee, or agent of another Corporation, partnership, joint venture, trust, or other enterprise shall stand in the same position under the provisions

of this Section with respect to the resulting or surviving Corporation as that person would if he or she had served the resulting or surviving Corporation in the same capacity.

Section 8. The foregoing right of indemnification shall be in addition to, and not inclusive of, all other rights to which such director, officer, employee, or agent may be entitled.

#### ARTICLE X. DISTRIBUTION OF ASSETS UPON DISSOLUTION OF CORPORATION

In the event of the liquidation or dissolution of the Corporation, whether voluntary or involuntary, no Director shall be entitled to any distribution or division of its remaining assets or property or proceeds thereof, and the balance of all assets, property or proceeds received by the Corporation from any source, after payment of all liabilities and obligations of the Corporation, shall be used or distributed, subject to the provisions of the Articles of Incorporation of this Corporation, and to the provisions of the Indiana Nonprofit Corporation Act of 1991 or any other applicable law then in effect, exclusively for purposes within those set forth in Article III of these By-Laws and within the intendment of the Workforce Investment Act of 1998 and of Section 501 of the United States Internal Revenue Code of 1954 and the regulations thereunder, as the same now exist or as they may be hereafter amended from time to time.

#### ARTICLE XII. AMENDMENTS

Section 1. Amendments to the By-Laws may be proposed at any regular or called meeting of the membership of the Corporation and shall be acted upon at the next regular or called meeting, providing members have been given notice in writing of the substance of the proposed changes at least fourteen (14) days before such meeting.

Section 2. A quorum for an Amendment shall consist of over fifty percent (50%) of the membership of the Corporation, and at least a two thirds (2/3) vote of the quorum supporting the amendment shall constitute passage.

Adopted by the Western Indiana Workforce Investment Board, Inc. Board of Directors at a meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
, Secretary  
Western Indiana Workforce Investment Board, Inc.

Attachment J

Western Indiana Workforce Investment Board, Inc. Executive Compensation Chart

<b>Executive Compensation (Estimated – some positions not filled)</b>					
	<b>Staff Person Name</b>	<b>Salary</b>	<b>Benefits</b>	<b>Bonuses</b>	<b>Total Annual Compensation</b>
1	Executive Director	\$77,324.00	\$22,286.00	\$ 0	\$99,610.00
2	Chief Operations Officer	\$61,371.00	\$31,452.00	0	\$92,823.00
3	Business Services Manager	\$55,455.00	\$20,149.00	0	\$75,604.00
4					
5					

Attachment K  
Western Indiana Workforce Investment Board, Inc.

**A. Hiring Policy**

**I. Equal Employment Opportunity Policy**

In accordance with the Workforce Investment Act and other applicable Federal, State and local laws and executive orders, it is the policy of Western Indiana Workforce Investment Board, Inc. (hereinafter referred to as WIWIB) to promote Equal Employment Opportunities and render any possible assistance in alleviating artificial barriers to employment and training to all of the agency's applicants, participants, staff members and subrecipients.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at WIWIB will be based on merit, qualifications, and abilities. WIWIB does not discriminate in employment opportunities, practices and training opportunities on the basis of race, color, religion, creed, sex, national origin, age, disability, political affiliation, or any other characteristic protected by law.

WIWIB will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Executive Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaged in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

**II. Restrictions on Political Activities**

All positions funded by WIWIB are covered by the provisions of the Hatch Act; a Federal law which regulates the involvement in political activity of employees of federally funded projects. The Hatch Act prohibits these employees from using their official influence for the purpose of affecting the results of an election or the nomination to a given office and further, prohibits solicitation of funds from other employees to finance political campaigns. An employee covered by the Hatch Act is also prohibited from candidacy for public elective office in a partisan election. The Hatch Act is not intended to deprive an employee from exercising his or her constitutionally protected rights of free speech, nor does it prohibit employees from participating in campaign or election activities during off duty hours.

**III. Disability Accommodation**

WIWIB is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, and seniority lists. Leave of all types will be available to all employees on an equal basis.

WIWIB is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. WIWIB will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. WIWIB is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state and local laws.

#### IV. Employment Process

##### A. Recruitment and Certification

1. **Vacancies and Announcements**  
Upon notification, the Executive Director will determine if the vacancy is to be filled. If it is determined the position is to be filled, a vacancy announcement listing the position and salary range, as set by the Personnel Committee will be prepared. All full time vacancies will be posted in-house for a period of three working days, when appropriate. If the vacancy cannot be filled by qualified permanent staff, the vacancies will be listed on Indiana Career Connect. All communication in regard to hiring shall indicate WIWIB is an Equal Employment Opportunity Employer. In those instances when it is imperative that a position be filled in a more expeditious manner, announcement of such vacancy shall be made in-house and to the public concurrently, with first consideration given to in-house applications, when appropriate. The Executive Director will determine when such a process is implemented. Temporary or Part time positions may be filled at the discretion of the Executive Director.
2. Any person desiring employment with WIWIB must submit a resume. Resumes will only be accepted for current job vacancies.
3. Application information will be kept on file for one year after the selection has been made and the resume of the person selected will be made a part of their permanent personnel file.
4. WIWIB relies upon the accuracy of information contained in the employment application cover letter and resume, as well as the accuracy of other data presented through the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result

in WIWIB's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## B. Selection and Appointment

### 1. Selection

The Executive Director or designee shall screen all applications and select those applications meeting the minimum qualifications for the position for which they applied, giving each application equal and complete consideration.

After screening the applications, the Executive Director shall interview and select from the qualified applicants to fill vacancies existing in the administrative/executive positions. Upon selection of successful candidates for the forenamed positions, the Executive Director shall notify the Personnel Committee. Applications meeting the minimum qualifications for positions other than administrative or executive shall be forwarded to the appropriate supervisor. The appropriate supervisor shall interview and recommend for selection the most qualified applicant to fill them. The Executive Director may function as an observer and consultant during these interviews. Upon completion of interviews the appropriate supervisor shall forward their recommendation to the Executive Director, who shall approve or disapprove the selection.

### 2. Appointment

After approval by the Executive Director, an offer of employment shall be tendered to the applicant and shall include the job title and rate of pay for the position. The applicant shall indicate in writing to the Executive Director if they wish to accept the position. The letter of acceptance shall become a part of the employee's personnel file. All applicants deemed unqualified and those applicants considered, but not selected, shall be notified in writing by the Executive Director.

The only exception to this policy occurs in the event that the position of the Executive Director shall be filled according to the WIWIB By-Laws.

## C. Orientation

On the date the new employee enters on duty he/she will be given an Orientation to WIWIB by his/her immediate supervisor. This orientation includes, but is not limited to the following: briefings on the organization, the life and health insurance policy, the retirement and pension policies, holidays, vacations, sick leave, general rules and regulations, orientation to the department, and to the specific occupational duties. The EEO Officer will explain the grievance procedures. In addition, the new employee will be given a copy of WNI personnel policies.

D. Probationary Period

All new and rehired employees work on a probationary basis for the first six months after their date of hire. The progress of each new employee will be reviewed, evaluated and documented by the immediate supervisor. Employees shall be evaluated at least one time during the probationary period. WIWIB reserves the right to immediately terminate any employee during this probationary period without cause or advanced notice.

V. Promotional Opportunities

Notices of staff vacancies shall be posted in-house for a period of three (3) working days, when appropriate. Staff members wishing to be considered for the posted vacancy may indicate their interest by notifying the Executive Director in writing during this period.

Selections and appointments will be made under the conditions indicated in Section IV, Subsection B set out above. Any employee who feels that he/she is not given fair consideration for promotion may request resolution of the dispute by using the grievance procedure.

B. Travel Policy

WIWIB employees shall be paid for use of their automobiles for official business only (mileage does not include transportation between home and assigned work location). The rate per mile shall be established by the Board of Directors and reviewed at their discretion. Employees will be required to record the actual miles traveled on a form provided for said purpose.

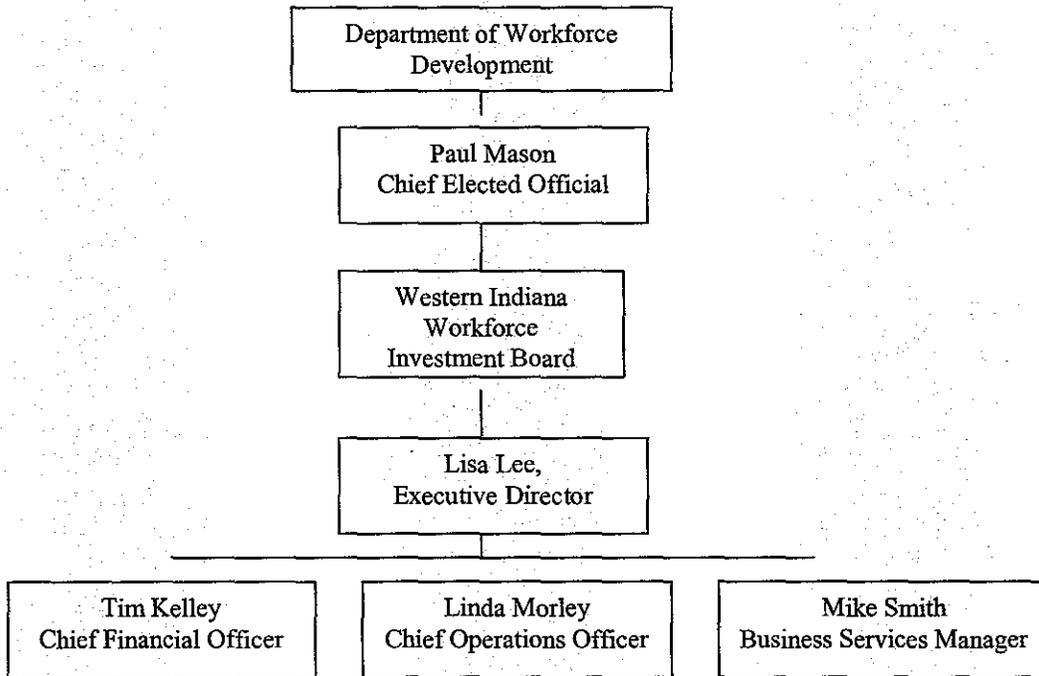
Request for travel out of the Workforce Service Area (WSA) must be submitted as far in advance as possible in order that arrangements can be made for lodging, etc. The request must be approved by the employee's immediate supervisor, the Chief Financial Officer, and the Executive Director. A copy of the request shall be forwarded to the Executive Director to become part of the employee's personnel file. Hotel, motel rates for one person shall be based on prevailing rates at the conference hotel. If not a conference, the rate shall be no more than the local medium priced hotels.

Employees shall receive a reasonable allowance for meals when traveling outside the Workforce Service Area (WSA). Reimbursement shall only be made upon submission of receipts for expenditures.

Staff members assigned to travel outside the WSA overnight are allowed to make one phone call of no more than 3 minutes in length to their residence to relay safe arrival. Any additional time or calls are the responsibility of the individual.

Attachment L

WSA 7 Organizational Chart



Executive Director - Reports directly to the WIB. Ensures compliance with all regulations. Interacts directly with local elected officials and economic development professionals.

Chief Financial Officer – Records and reports expenses for all programs. Ensures compliance with grant requirements, oversees procurement, and staff payroll and benefits administration.

Chief Operations Officer- Responsible for day to day operations and all services at Work One offices. Writes and implements policies. Direct supervision of staff. Ensures that costs are in line with funding streams and policies.

Business Services Manager – Supervises Business Team members. Responsible for business services marketing and employer contact. Promotes WorkOne and its products to business customers.

**CHIEF ELECTED OFFICIALS AGREEMENT  
DESIGNATION OF GRANT RECIPIENT/FISCAL AGENT**

This Agreement is made and entered into by and between Paul E. Mason, Chief Elected Official (CEO) of the counties of Clay, Parke, Putnam, Sullivan, Vermillion and Vigo, comprising Region 7, and Workforce Network Inc. d/b/a Western Indiana Workforce Investment Board (WIB);

WHEREAS, it is the duties and responsibilities of the Chief County Elected Officials (CCEOs) to establish responsibilities and actions as it pertains to the Workforce Investment Act (WIA), and the Local Workforce Investment Board in Region 7 and;

WHEREAS, it the duties and responsibilities of the CCEOs to select a Chief Elected Official (CEO) for the Workforce Investment Service Area (Region 7) and the CEOs have chosen Paul E. Mason, Vigo County Commissioner, as the Chief Elected Official; and

WHEREAS, it is the duty and responsibility of the Chief Elected Official (CEO) for the Workforce Investment Area Region 7 to serve as, or designate, the grant recipient/fiscal agent for WIA funds for Region 7;

NOW IT IS THEREFORE, the Chief Elected Official and the Workforce Network Inc. agree as follows:

1. The Chief Elected Official hereby designates Workforce Network Inc. as the grant recipient/fiscal agent for WIA funds for Region 7;
2. The Chief Elected Official and Workforce Network Inc. agree to partner with the transitional WIB to implement the duties and responsibilities of the Chief Elected Official for the Workforce Investment Area as outlined in the County Chief Elected Officials Agreement (Region 7);
3. The Chief Elected Official will appoint members to the transitional Workforce Investment Board (WIB) serving Region 7 following the criteria established by State and WIA Section 117(b) who shall become the Board of Directors of Workforce Network Inc., d/b/a Western Indiana Workforce Investment Board on July 1, 2011;
4. This Agreement shall be effective April 1, 2011 through June 30, 2013;
5. The parties acknowledge that changes in State or Local legislation affecting the Workforce Investment Act may require a modification of this Agreement;

6. This Agreement may be amended at any time, in writing by and between the Chief Elected Official and the Workforce Network Inc.

IT WITNESS WHEREOF, Chief Elected Official and Workforce Network Inc. have executed 29<sup>th</sup> day of ~~April~~, 2011.

CHIEF ELECTED OFFICIAL

By: *Paul Mason*  
Paul E. Mason

WORKFORCE INVESTMENT BOARD, INC.

By: *Larry Tempel*  
Larry Tempel, President

STATE OF INDIANA     )  
                                  )SS:  
COUNTY OF VIGO     )

Before me, the undersigned, a Notary Public, in and for said County and State, this 29 day of April, 2011, personally appeared the within named Paul E. Mason as Chief Elected Official of Regional 7 and Larry Tempel, President of Workforce Investment Board, Inc. in the above conveyance, and acknowledged the execution of the same to be their voluntary act and deed.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal.

*Jim J. Brown*  
Notary Public  
Printed: *Jim J. Brown*

My Commission Expires  
1 20 2018

County of Residence:  
Clay

This instrument prepared by Richard J. Shagley, Attorney, Wright, Shagley & Lowery, 500 Ohio Street, P.O. Box 9849, Terre Haute, IN 47808.



**WORKFORCE  
INVESTMENT BOARD**  
BUSINESS LED, QUALITY DRIVEN

Western Indiana Workforce Investment Board, Inc.

Workforce Investment Area 7

LOCAL PLAN

SIGNATURE PAGE

Paul Mason

Mr. Paul Mason  
Chief Local Elected Official WSA 7  
Vigo County Commissioner  
650 S. 1<sup>st</sup> Street  
Terre Haute, Indiana 47807

4-29-2011

Date

Lawrence J. Tempel

Mr. Lawrence J. Tempel  
President  
Western Indiana Workforce Investment Board, Inc.  
630 Wabash Avenue, Suite 205  
Terre Haute, IN 47807

4/29/2011

Date