

Workforce Investment Board for Regions 5, 8, 9, and 11

Indiana War Memorial

Spruance Hall

431 N. Meridian Street, Indianapolis

July 19, 2011

11:00 a.m. Eastern Time

Minutes

Members Present: Beth Blasdel, Jim Bossley, Steve Bryant, Jean Crowe, Brad DeReamer, Tom Ertel, Pam Fox, Paul Green, Natalie Hardin, Robert Hayes Jr., Mike Heffner, John Kaufman, Chris Kinnett, Jim Krampen, Jim Lardin, Greg Mahuron, Gene McCracken, Rebecca Nickoli, Jennifer Osterholt, Marilyn Pitzulo, Doug Poe, David Reitnauer, Rusty Shade, Art Sterken, Brent Tilson, Tom Washburne, Jeff Williams, Dennis Wimer, Russ Winck

Members Absent: Linda Bennett, TJ Brink, Tim Flesch, Michael Gooch, Betty Lonis, Paula Pinkstaff, Derrick Stewart, Patricia Sutton

Department of Workforce Development Staff: Chief Financial Officer Randy Gillespie, Policy Director Nate Klink, Youth Council Executive Director Leslie Crist, Director of Budget Nancy Manley

Workforce Investment Board Staff: Cheryl Musgrave, Executive Director

Acting Secretary: Lindsey Byers, Region 11

Regional Operators: Tony Cross, Region 5; John Corcoran, Region 8; Jim Heck, Region 11; Alison Cole, Regions 5 and 9; Connie Berry, Regions 5 and 9.

Guest: Kim Placek, IVY Tech

Member Gene McCracken called the meeting to order at 11:04 a.m. and members introduced themselves.

Public Comment Period

Mr. McCracken asked if there were any public comments; there were none.

Overview of Workforce Board and Board Member Roles and Responsibilities and Conflict of Interest: What Board Members need to know

Nate Klink gave an overview of Board member roles responsibilities and using a Power Point presentation. Duties of the Workforce Investment Board have been established through the Workforce Investment Act (WIA).

Mr. Klink described the main goal of the new board: to provide strategic direction and insight to develop and implement programs to help the unemployed and employers. He described a public-private partnership helping individuals find work and learning what employers are looking for in today's workforce.

In order to accomplish this goal, the Workforce Investment Board and the four Regional Workforce Boards need strong collaboration. The delivery of services at the WorkOne offices was described as where "the rubber hits the road."

He introduced the four members of the board who are also members of the Regional boards: Beth Blasdel (Region 9), Gene McCracken (Region 8), Paula Pinkstaff (Region 11), and Jeff Williams

(Region 5). He offered the assistance of Department of Workforce Development staff to board members.

Through its grants to the regional boards, the board funds training for eligible persons. The goal is to identify the skills needed to gain self-sufficient employment that can provide for a family. One program is the On the Job Training (OJT) program that pays 50% of an eligible individual's pay during training. Mr. Klinck offered further details and urged members to contact him directly if this program is of interest to the member's business.

The board has the discretion to use the traditional formula to distribute funds to the regions, but may deviate from the formula, as it is not mandated in any law. The board may establish performance metrics. The board is required to establish a Youth Council.

The Conflict of Interest policy was explained to Board members. Any Board member who has a financial interest in an outcome or vote should abstain from voting. Board members hold the responsibility for disclosing these conflicts and are required to sign a Conflict of Interest form.

Overview of Budgets: Randy Gillespie, Department of Workforce Development, Chief Financial Officer

Randy Gillespie gave an overview of federal Workforce Investment Act funding. Mr. Gillespie discussed the susceptibility of Workforce Investment Act funds to federal funding reductions as it is in the discretionary spending portion of the federal budget. He explained funding has been cut significantly for Program Year (PY) 2011 and that anticipated cuts for 2012 will be known when the federal budget is approved.

Mr. Gillespie stated that the board will distribute \$11.5 million this year, if no further changes are made, and called for financial oversight by the board. He explained that state funding is allocated through a formula and that the board may choose to follow the same formula in allocating funds to each Region or may choose its own method.

A member asked if data was collected to determine a Return on Investment for the Workforce Investment Act funds. Mr. Gillespie stated there are no such numbers, but that metrics tracking the number of those who enter employment, retain the job, and the level of earnings are in place. He noted that there is lack of consistency between the regions in the state and discussed that the board can set performance measures for its service area. He suggested the board establish policies to drive consistency.

Election of Officers

The floor was opened to nominations for Board Chair and Vice-Chair.

<i>Art Sterken made a motion to nominate himself as Board Chair candidate. Jim Krampen seconded. Motion passed.</i>

WIB-2011-01

<i>Beth Blasdel made a motion to nominate Jeff Williams as Board Chair candidate. Dennis Wimer seconded. Motion passed.</i>

WIB-2011-02

An overview of the candidates' background and experience was given.

A vote was taken and Jeff Williams received 18 votes and Art Sterken received 5 votes. Jeff Williams is the Board Chair.

Jim Krampen made a motion to nominate Art Sterken for Vice-Chairperson candidate. Dennis Wimer seconded. Motion passed. **WIB-2011-03**

The Board voted unanimously to elect Art Sterken as Vice-Chair of the Board.

Action Items

1. Select the name for the new Workforce Investment Board

Cheryl Musgrave will send out a list of suggestions for the board name to be considered at the next meeting.

Jim Larden made a motion to table the decision of the name of the Board until the next meeting. Pam Fox seconded. Motion passed unanimously. **WIB-2011-04**

2. Introduction of Partners

The representatives of the Regional Operators of Region 5, 8, 9 and 11 introduced themselves.

3. By-laws

The Board reviewed the draft by-laws. The Department of Workforce Development was sent a copy for their review as well. Committees were not created in the by-laws as they can be added at a later date.

A change to Article VIII Section 2 will be made to read: A *New Name of WIB* member who misses more than one meeting without prior notice *may* have their attendance reviewed by the Executive Committee for removal from the council.

The Board asked for clarification of Article XII Indemnification. Cheryl Musgrave will seek legal advice on how this article should read and clarify the definition of “negligence” and investigate the necessity of a bond.

Beth Blasdel made a motion to accept the by-laws with the change in Article VIII Section 2 and to consider changes to Article XII at the next meeting. Jim Larden seconded. Motion passed unanimously. **WIB-2011-05**

4. Resolution to Adopt Protocols for Vetting and Contracting with Regional Operators and Youth Service Providers.

This was re-drafted using Indiana’s current policy and represents a continuation of that policy.

Jim Krampin made a motion to adopt the Resolution to Adopt Protocols for Vetting and Contracting with Regional Operators and Youth Service Providers. Steve Bryant seconded. Motion passed unanimously. **WIB-2011-06**

5. Budget

The Board reviewed a summary of current allocations. The contracts are for the entire year, with the amounts being allocated through September 30, 2011.

*Gene McCracken made a motion to approve the proposed budget. Pam Fox seconded. Motion passed unanimously. **WIB-2011-07***

6. Calendar

Cheryl Musgrave will send a new survey to poll members on their availability and preferences for future meetings. A meeting needs to be held in September, but the date will be determined after survey results are collected.

7. Youth Committee

State Youth Council Executive Director Leslie Crist explained that federal law for workforce investment boards requires a Youth Council. There are several requirements to fulfill when forming this Committee. It may include both Board members and non-members. Nominations for the Youth Committee should be sent to Cheryl Musgrave. The Governor will make the appointments.

8. Memorandum of Understanding

The Board reviewed the Memorandum of Understanding.

*Steve Bryant made a motion to approve the Memorandum of Understanding. Gene McCracken seconded. Motion passed. **WIB-2011-08***

9. Approve Youth Service Provider Contract for Region 9

The Board reviewed the Youth Service Provider contract for Region 9.

*Jim Larden made a motion to approve the Youth Service Provider contract for Region 9. Gene McCracken seconded. Beth Blasdel abstained. Motion passed. **WIB-2011-09***

10. Approve Regional Workforce Board Regional Operator Contracts as Sole-Source procurement

The Board reviewed the documents supporting the sole-source procurement for Region 9 and Region 11 Regional Operators.

*Gene McCracken made a motion to approve Region 9 and Region 11 Regional Operators through sole-source procurement. Pam Fox abstained. Beth Blasdel and Mayor Brad DeReamer abstained. Motion passed. **WIB-2011-10***

11. Certify membership of Regional Workforce Boards

Documents need to be filed to certify the membership of the Regional Workforce Board by August 31, 2011.

*Doug Poe made a motion to authorize Cheryl Musgrave to finalize and file the documents to certify the membership of the Regional Workforce Boards. David Reitmauer seconded. Motion passed. **WIB-2011-11***

12. Regional Workforce Board and Workforce Investment Board Interim Plans

The Regional Workforce Boards will be revising the local plans with advice from the Department of Workforce Development. The State Workforce Innovation Council (SWIC)

will be reviewing these plans in September. At the next meeting the plans will be reviewed and consolidated into one plan.

Adjournment

Jean Crowe made a motion to adjourn the meeting at 1:17 p.m. Eastern Time. Beth Blasdel seconded. Motion passed.

WIB-2011-12

**Next meeting of the
Workforce Investment Board for Regions 5, 8, 9, and 11
To Be Determined**

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