

## **Joint Workforce Investment Board**

Indiana Government Center South  
Conference Room B  
10 N. Senate Ave, Indianapolis  
November 10, 2011  
11:30 a.m. Eastern Time

### **Minutes**

**Members Present:** Linda Bennett, Beth Blasdel, Jim Bossley, Steve Bryant, Jean Crowe, Brad DeReamer, Pam Fox, Michael Gooch, Paul Green, Robert Hayes, Jr., John Kaufman, Chris Kinnett, Jim Krampen, Jim Lardin, Betty Lonis, Greg Mahuron, Jennifer Osterholt, Paula Pinkstaff, Marilyn Pitzulo, David Reitnauer, Rusty Shade, Dennis Sterling, Derrick Stewart, Patricia Sutton, Brent Tilson, Tom Washburne, Jeff Williams, Dennis Wimer, Russ Winck.

**Members in attendance through electronic means:** Tim Flesch, Mark DeFabis

**Members Absent:** TJ Brink, Natalie Hardin, Mike Heffner, Chris Leininger, Gene McCracken, Doug Poe

**Guests:** Department of Workforce Development: Nancy Manley, Director of Budget; Nancy Davisson, Director of Field Operations; Dawn Axsom, Field Representative; Region 5: Tony Cross, Kirk Kuhn, Lance Ratliff; Region 8: John Corcoran; Region 11: Jim Heck; Regions 5 and 9: Alison Cole; Region 9: Bart Brown; Fiscal Agent for regions 8 and 11: Nancy Begle, Crowe Horwath.

Jeff Williams called the meeting to order at 11:04 a.m. and recognized a quorum was present. He asked the members and guests to introduce themselves.

### **Approval of Minutes**

Mr. Williams asked the members to review the minutes for the July 19, 2011 meeting. He entertained a motion for approval, Jim Lardin made the motion and Paula Pinkstaff seconded; the motion was approved unanimously.

### **Public Comment Period**

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

### **Report from the Department of Workforce Development**

Nancy Manley, Director of Budget, presented a PowerPoint presentation showing regional performance metrics. This information was provided to the State Workforce Innovation Council ("SWIC") in September.

The first installment consists of budget information. The next installment will contain expenditure data. The goal is to give the State Workforce Innovation Council a general idea of how the regions are spending funds. At its December meeting, the State Workforce Innovation Council will receive a report on the expenditure data.

Examples of fiscal and program data include:

- Total cost per participant
- Average cost by region per workshop
- Average cost by region for each staff assisted service
- Cost by facility (leases, rents)
- Management cost incurred per client served and services provided

These data will allow cross-regional comparisons of the cost of service providers, fiscal agents, administrative staff, and will calculate the average cost for each person enrolled in training.

Ms. Manley discussed a recent Department of Labor directive to calculate efficiency measures and the effort to obtain this information and present it to the State Workforce Innovation Council on December 15, 2011.

Mr. Krampen asked about a Return on Investment. Ms. Manley said this calculation is in development in response to the Department of Labor directive.

Members discussed the supportive services the law allows.

### **Report from Region 5**

Tony Cross, the Executive Director, presented on behalf of Region 5. He explained the population growth in the region, making it equal in size to Marion County. He informed the members that two new WorkOne facilities have opened recently. One is located in Plainfield and the other is in Johnson County.

Ms. Blasdel questioned the grant process. Mr. Wimer explained that as a new board, this process is still in development and that this board will determine the procedures for grants.

Mr. Williams stated he had asked the other regions to make presentations and Region 11 will do so at the next meeting.

### **Chair Jeff Williams Presentation**

Chair Williams stated the number one focus is job creation. He drew a link between the resources we are spending and the connection with actual jobs as opposed to training focused on conferring a degree or certificate. He stated a desire to have greater focus on the needs of employers in order to train the workforce for jobs in demand. To achieve this goal, the WorkOne office should be an indispensable asset to employers, in addition to helping individuals find jobs.

Chair Williams suggested the four regions find common issues and problems to attack to move metrics in the right direction. He challenged the board and regions to find solutions that go across regional lines and that create efficiencies. He emphasized that funding cuts are coming which creates an opportunity for efficiency. Chair Williams asked the Executive Director to find “best practices” to share with the board.

Mr. Krampen stated that the board’s number one focus should be on job growth. Chair Williams emphasized that the regions have the ability to reach out to employers using the business development staff. This allows staff to discover employer needs in order to create job growth. Ms. Pinkstaff agreed that job growth in existing business is important. She emphasized job retention by relaying that the skill set that employees had when first hired may not be the same skills needed now. To retain these jobs, re-training of existing employees is needed. The development of new skills for the workforce as a whole to obtain these highly technological jobs is an area where focus is needed.

The members agreed that bringing business into the state is just as fundamental as providing training for existing employees and educating the unemployed. Mr. Wimer discussed being demand driven in outlook to attract jobs to the state. He emphasized the need to be partners to employers, to show that we are listening, and to provide training as key to achieving job creation. Ms. Pinkstaff agreed with Ms. Blasdel's statement about the need to promote the WorkOne offices and partner with regional staff, leveraging resources to remove barriers and bring all partners to the table.

Mr. Krampen expressed the need for accurate numbers that show a return on investment. Mr. Krampen said the return on investment data would give the board information showing funds are spent to achieve defined objectives.

Mr. Lardin suggested the board discover what other states are doing and set goals based on that information. He suggested the board set goals early by answering these questions: what is our goal, and what is our purpose here--in addition to signing off on spending the money? Mr. Lardin is concerned that the board know whether it is spending money in the right way or are training for fields not in demand. He suggested that time is of the essence, expressing a desire that it arrive at this point in less than four quarters.

Chair Williams stated that the board has the ability to ask for performance measurements from the Department of Workforce Development. This includes return on investment data. He emphasized that part of the board's challenge is determining what metrics it wants to see. He expressed an interest in metrics that show leading and lagging indicators.

Ms. Blasdel discussed the Department of Workforce Development's role in selecting training programs. She explained that the state selects certain high skill/high wage jobs for training promotion, tying the delivery of this training to the regional performance measurements. She cited the state's selection of training for recreational vehicle workers as an example. She relayed that this training does not fit the employment needs of her area in southeastern Indiana. Ms. Blasdel feels this action by the state leads to distortion of return on investment data because a region may not train any people in the selected industry. She stated that the board cannot come up with a "black and white plan" emphasizing that the regions run things very differently. As examples of the differences, Ms. Blasdel listed fiscal agents, expenses, and training for each individual person.

Ms. Shade stated she understood the current focus is "on the job training" in the WorkOne offices. She feels that there are other options and that the board must look at them.

The discussion moved to the question: What have other states done? Mr. Wimer related that Indiana compares its performance to other states and shared that the Department of Labor is coming to develop common measures. Mr. Wimer stated that the department is reviewing what other states are doing, including developing training for jobs of the future, clarifying that regions can select from those jobs, choosing what works for the region.

## **Action Items**

### **1. Elect Vice-Chair**

Chair Williams stated Art Sterken resigned. **Jim Lardin nominated Beth Blasdel who declined.** Chair Williams entertained a motion to nominate Paula Pinkstaff. Mr. DeReamer motioned for approval and Dennis Wimer seconded. The motion was approved unanimously.

## **2. Committee assignments**

Youth Council: a list of the members was presented to the board. The first meeting was on October 18; the next meeting is on December 2. The Council hopes to seek additional grants and to promote employment opportunities for youth. Interested board members may join. This Council is a requirement of the Workforce Investment Act.

Members discussed the need to develop the “Vision, Mission, Strategy” of the board. It was suggested that the next meeting define these along with arriving at guiding principles about where the dollars go for which the board has responsibility.

A Steering Committee was proposed to develop goals and a business plan. The point was raised that the Steering Committee and the board should work with the regions to establish these. This was followed with discussion that the board may need to be supportive of what is happening already by defining the goals to fit into what is happening in the regions. A suggestion was made for a set of guidelines within which the board must work in order to drive the process.

The Chair noted that the by-laws call for an Executive Committee and that this committee will define “purpose”. Chair Williams asked that interested members contact him or the Executive Director for the new committees: Executive, Finance, and Metrics. He will also reach out to members directly. Further suggestions on additional committees are also welcome.

Chair Williams asked all four regions to review their plans and develop a vision statement for this board.

## **3. Select the name for the new Workforce Investment Board**

It was agreed by all members to name the board Joint Workforce Investment Board. Robert Hayes, Jr. motioned for approval and Linda Bennett seconded. The motion was approved unanimously.

## **4. By-laws**

Chair Williams directed attention to the proposed revisions of the by-laws.

The first change allows signature of financial documents between meetings of the board.

The second change grants Sovereign Immunity to board members. Board members commented on a question from Ms. Blasdel regarding whether board members could incur individual legal costs. The point was raised that this board is not a 501(c)(3) as are other Workforce Investment Boards in the state. This board has a connection to the state, allowing it to have Sovereign Immunity and thus not incur the cost of Indemnification insurance.

Ms. Blasdel raised a question regarding how a quorum was calculated in Article VII. Clarification was sought to require members to attend in person, not electronically. A change was made to confirm that attendees in person would count toward a quorum and only those attending in person could vote.

Ms. Blasdel referenced Article IX and questioned retention of emails to conform to applicable public record laws. Research will be undertaken to clarify this requirement. Ms. Blasdel noted an error in numbering the paragraphs.

There was discussion regarding potential conflict of interest for members who also belong to a Regional Workforce Board. Mr. Wimer reminded the members to recuse themselves when voting on decisions directly affecting that member's region.

Chair Williams entertained a motion to approve the proposed amendments by-laws contained in the written draft and noted in discussion. Paula Pinkstaff moved to approve the amendments to the by-laws; Mr. Krampen seconded the motion. Motion approved unanimously.

## **5. Memorandum of Understanding and Vocational Rehabilitation Contract**

The legal staff of the Department of Workforce Development suggested the proposed changes to the Memorandum of Understanding.

The department of Vocational Rehabilitation preferred a contract to the language in the Memorandum of Understanding.

Chair Williams entertained Mr. Stewart's motion for approval for both the Memorandum of Understanding and the Vocational Rehabilitation Contract. The motion was seconded by Mr. Lardin, and approved unanimously.

## **6. Region 8**

### **Regional Operator Contract**

Chair Williams stated that the Region 8 regional operator position is a two-year contract and it is up for renewal. Nancy Begle, Fiscal Agent for the regional operator, conducted the Request for Proposal and review of the sole response. Ms. Begle described the process, response, and quality of the bid. She asked the board for their approval of the contract with CLJ Associates. Mr. Williams entertained a motion for CLJ Associates as the Regional Operator for Region 8. Ms. Pinkstaff motioned for approval and Ms. Shade seconded; the motion was approved unanimously.

### **Single Service Provider Procurement**

John Corcoran of CLJ Associates discussed the upcoming request from Region 8 to have a Request for Proposal combining Adult, Dislocated Worker, and Youth services. The regulations permit a single provider, but require that the services be procured separately unless the Youth Council votes to allow the combination. Members discussed aspects of the request. No action was required of the board at this meeting, but it will be an action item on February 9, 2012. The Youth Council will consider the request at its December 2 meeting.

## **7. Workforce Investment Board and Regional Workforce Board Plans**

Chair Williams directed the board's attention to the Joint Workforce Investment Board and Regional Workforce Board plans. The plans have already received approval from all other appropriate levels. Due to the sequencing of the meetings, approval from this body is sought last. Ms. Osterholt motioned for approval and Mr. Stewart seconded. The plans were approved unanimously.

**8. Certification of Regional Workforce Board Membership**

The board reviewed the membership of the four Regional Workforce Boards. Mr. Krampen motioned for approval and Mr. Sterling seconded. The motion was approved unanimously with abstentions by Beth Blasdel, Paula Pinkstaff, and Jeff Williams.

**9. Consent Agenda**

The board's attention was directed to the regional funding contracts. Mr. Washburne motioned for approval and Mr. Lardin seconded; the motion was approved unanimously with abstentions by Beth Blasdel, Paula Pinkstaff, and Jeff Williams.

Electronic recording of the meeting was tested. The recording is at:

- a. Part One: <http://www.webinar.in.gov/p5vma1pb3hh/>
- b. Part Two: <http://www.webinar.in.gov/p4v3wi0tjxj/>

Chair Williams adjourned the meeting at 2pm.

**Next meeting of the Joint Workforce Investment Board  
February 10, 2012  
Location to Be Determined  
11:30 am Eastern Time**