

# Economic Growth Region (EGR) 10

## LOCAL PLAN

Program Year 2011 (7/1/11-6/30/12)

### Local Plan Sections

- 1) Executive Summary
- 2) Labor Market Analysis
- 3) Operational Plans
- 4) Key Partnerships
- 5) Budget
- 6) Governance and Structure
- 7) Program Contact Persons

### Local Plan Signature Page

### Local Plan Attachments

- 1) WIB/RWB Demand Occupations list or Policy
- 2) WIA Adult and Dislocated Worker Services Matrix
- 3) WIA Youth Services Matrix
- 4) Key WIB/RWB Partnership Matrix
- 5) Copy of One-Stop Partners' Memorandum of Understanding (MOU) (for WIBs only)
- 6) WIB or RWB Budget and Service Provider Budgets
- 7) Copy of Local Elected Officials' Agreement
- 8) Copy of County Chief Elected Officials' Agreement
- 9) Copy of WIB/RWB Bylaws
- 10) Executive Compensation
- 11) Organizational Chart
- 12) Employment and Payroll of Top Five Industries – EGR 10
- 13) Top 10 Job Postings in Indiana Career Connect – Region 10  
Job Postings and Starting Wages Report
- 14) Indiana Career Connect: Top 50 Occupations Predicted to Have the Most Future Job Openings in EGR 10
- 15) Indiana Department of Workforce Development:  
High Wage/High Demand Occupations 2010-2012 and 2008-2018  
Hoosier Hot 50 Jobs – Region 10
- 16) Kentuckiana Occupational Outlook: High Wage/High Demand Jobs 2008-2018
- 17) Hoosiers by the Numbers: Region 10 Industry Employment and Growth Projections
- 18) WIRED 65 Regional Competitiveness Strategy: County Profile Excerpt per County

Attachments 12-18 are pdf data sources/examples for Section 2: Labor Market Analysis

**1) Executive Summary:** The WIB, with WorkOne, is poised in the coming year (and for the longer term) to assist job seeker customers in preparing for and taking advantage of diverse job opportunities in the area labor market, and toward their obtaining a higher per capita income and a career path with higher-wage employment and competitive skills sets. As well, the WIB, with WorkOne, assists area businesses in meeting their recruiting needs and, wherever possible, meeting their company-specific and sector-based existing-workforce training needs. Labor market information/analyses as well as regional economic perspective, frame the potential, priorities and work of the Region 10 Workforce Investment Board (R10WB). A first snapshot look at current business sectors finds that, based on business size of one hundred (100) employees and up, leading areas include Manufacturing, Healthcare and Retail Trade. In terms of the top five industry areas, across all business sizes, leading areas include, in rank order, manufacturing, construction, healthcare and social services, retail trade and accommodation and food services. Based on volume, DWD indicates regional current job opportunities are ranked as follows: Food Preparation and Serving Related, Office and Administrative Support, Production, Transportation and Material Moving, Sales and Education, Training and Library. By comparison, looking to the Region 10 2018 labor market, employment growth is projected across numerous business/industry sectors, whether based on sector-based basic labor market share, per sector, and/or sector-based percentage of growth. Eleven (11) business/industry sectors, slated for minor to significant growth, include: Manufacturing, Healthcare, Transportation/Distribution/Logistics (TDL), Education, Retail Trade, Construction, Accommodation and Food Services, Utilities and Energy Technology, Information Technology (IT), Agriculture, and Professional and Business Services. Across these 11 sectors, there is broad variety evidenced in the higher waged, skilled occupations in-demand. More generally, projected growth is seen in both in-demand occupations and in-demand, higher-waged, skilled occupations. For example, Attachment 16 lists the top 50 high-wage, high-demand occupations in Region 10, with direct links, per occupation, to education level required, where related post-secondary programs are in the bi-state area, and O’Net skill requirements. Notably, the top 50 skilled, in-demand occupations are gleaned from the top 74 in-demand occupations per se. As such, 33% of the top in-demand occupations projected reflect lower wage and/or entry-level types of positions. Regarding various key demographics, the general population is expected to grow by approximately 6,500 persons, with highest percentage growth in the Hispanic population. Based on the most recent graduation data, the Region 10 High School graduate rate averages 78%. Regarding educational attainment levels and their “critical indicator” status in correlation to regional economic growth and stability, Region 10 does lag most significantly in the 4-year college degree area. More specifically, Region 10 exceeds the state and national levels for individuals not having a high school diploma; it exceeds the state and national levels for those with a High School diploma; and it lags the state level in Associate Degree attainment by .6% and the national level by .8%. In terms of BA degree attainment, the region significantly lags the state level by 5.6% and the national level by 9%. Of even greater concern is the educational attainment level overall for BA Degrees and higher: Region 10 at 13.4%, compared to a state level of 21.9% and a national level of 27.5%. The most recent unemployment rates published reveal Region 10 at a 10.3%, with the most rural counties at near a 12% unemployment level. Both Region 10 itself and its larger shared labor market, which can be referenced as : 1) the Louisville, KY Metropolitan Statistical Area (MSA), 14 counties in a bi-state configuration, inclusive of 4 of Region 10’s 6 Counties, or 2) the 26-county WIRED65 geography, inclusive of Region 10 entirely, acknowledge the education issue. The priority of increasing educational attainment, which is even more critical in the 21<sup>st</sup> century, knowledge-based globally competitive labor market, is the focus of most “big picture” collaborative endeavors in Region 10 and the larger shared bi-state labor market in which it exists. Protracted, in-depth collaborations may be viewed as a highly distinctive feature of Region 10, its seeking of and operationalizing of solutions through initiatives like WIRED65 and its recent bi-state area funding award through the National Fund for Workforce Solutions focusing on two sector strategies, the HIRE Forum, the Regional Leadership Coalition, the new Lumina Foundation grant to assist adult learners in/through college, and the 55,000 Degrees initiative. Specifically, Region 10’s workforce board has worked collaboratively with 3 other WIBs for 3+ years, based on the WIRED65 shared labor market geography. Other Region 10 “uniquenesses” that portray significant economic assets and opportunities into the future include: 1) the TDL sector (Interstates, rail, inland waterway and air (UPS, etc.)), 2) formative work around a defense corridor (shared with 3 other regions, plus areas in Kentucky, 3) a sub-sector niche of HR Management, 4) the growing niche of corporate headquarters for Aging Care service delivery companies, and the enormous bi-state Bridges project. A unique concern lies with only one Associate Degree granting institution existing in Region 10, while the next county (and state) over, have 11 more such institutions in easy commuting time for approximately 65% of the region’s population.

The regional WorkOne employment and training services system is dedicated to skills/talent development of its jobseeker customers, in keeping with DWD's WorkOne integrated services delivery policy and its new Customer Flow Policy, which delineates two principal tracks for jobseeker customers: 1) Training-to-Job, and 2) Job-to-Job. Workforce Investment Act (WIA) funding is instrumental in a wide range of services to customers, in a self-service, staff-assisted, intensive and/or formal occupational training and/or support services mode. Various other regional workforce training initiatives create more capacity to serve different customer groups and/or different sectors of business/industry in the region; for example, Project STEPs served those who were on the verge of dropping out of post-secondary training such that they were able to stay in school, persist, graduate and gain related skilled employment, and the WIRED65 IT incumbent worker training initiative. At the same time, WorkOne operates daily with business services designed to address and meet the needs of employers' hiring (through qualified WorkOne applicants), applicant or worker testing and training.

In Region 10, WorkOne has six (6) service site locations: 1 full-service center in New Albany/Floyd County and 5 Express sites, one in each of the other 5 Counties. All locations are open five days a week, full-time. In PY10, front door customer traffic was approximately 80,000 visits. Each WorkOne is equipped with high-speed internet and computers for customer use, as well as resource materials and access monthly to various WorkOne skill development workshops. The full service center in New Albany is moving to a new open-design, state-approved site in New Albany; the site will have 3 computer labs, much more than the current site permits, in order to provide more skills development opportunities, at the Core level and/or Intensive level of service, all of which is in keeping with DWD's Statement of Customer Rights. WorkOne will be providing 12 Core service workshops, in keeping with the Customer Flow Policy; workshops are available, each in 2 or more delivery modes to better insure easy access for the customer. Eight other intensive service skills development workshops are provided regularly for enrolled customers, primarily relating to the Job-to-Job track. Veterans Priority-of-Service processes are also well-established; in the past year, Veterans' services state monitoring deemed Region 10 services "exemplary". Case management staff will continue to operate as a Skills/Employment Team, with each staff person aligned to 1 of the 2 Customer Flow service tracks noted above. These staff will also link with the DWD Academic Career Counselor at the New Albany WorkOne, as that position will interface with Case managers who have customers in the Training-to-Job service track. WorkOne management and staff will also continue to build a critical services partnership, day-in, day-out with Adult Education services in the region. The region also provides Out-of-School WIA Youth services, with special programs such as Jobs for America's Graduates and special training-to certification opportunities like MOS. As well, Region 10 will operate 2 summer youth employment programs. WorkOne also operates an Employer Service team, with both inbound and outbound contact, designed to assist Employers through the array of WorkOne employer services such as ICC, OJT, WorkKeys, business seminars, incumbent Worker training when available, etc. The Board and WorkOne monitor performance against US DOL Common Measures And Local Customer skill development metrics in order to improve and maximize regional WorkOne performance with Our customers. Given the fluctuations in regional funding annually, the Board has policy and process well-established to Prioritize service to enrolled customers and to transfer funds from one WIA fund category to another.

The Local Plan describes a wide range of partnerships, from the WorkOne-specifics of One-Stop partners to "big picture" collaborations, all of which are ultimately focused on regional talent development and employment to meet the needs of area business. In terms of regional governance, most Regional Workforce Board members are agreeing to continue serving in a leadership role on the new WIB. They have been involved in this plan's development, in terms of policy, bylaws, hiring of staff, One Stop Operator designation, procurements, and an abiding focus on WorkOne operations quality and reliability, with due diligence and good stewardship. New WIB member nominees are well-informed of the WIB's purpose, work and accomplishments, and the expectation to attend meetings and to contribute to accomplishing the WIB's work effectively. Eleven industry sectors will be represented on the WIB, in keeping with labor Market analyses; WIB business representation has also been equitably determined by the Transitional Board. Local Elected Officials and the Chief Elected Official are also well engaged in the various phases of the region's reorganization and new direction, having determined an equitable and balanced approach to its assuming of liability for WIA expenditures, designation of a fiscal agent, etc. Lastly, a budget for the coming year has been crafted. All budget monitoring processes are in place, well-established and proven, given no disallowed costs in the past 10+ years. Administrative spending is kept minimal, with various cost-efficiencies well in place and a lean administrative staffing.

**2) Labor Market Analysis** – all responses should be strongly supported by available data

• **What are the area’s primary business sectors by business size?**

*(Response should not exceed one page.)*

**Primary Business Sectors and larger sized businesses (100 employees and up) in Region 10**

<b>Business Sectors→</b>	<b>Mfg.</b>	<b>Health care</b>	<b>Retail</b>	<b>Food Estab. &amp; Accommod.</b>	<b>Educational</b>	<b>Tran., Distrib., Logistics</b>	<b>Human/Social Services</b>	<b>Recreation/Hospitality</b>	<b>Construct.</b>	<b>Service Industry</b>
<b># of Businesses &amp; Total Employees</b>										
<b>1000-4999</b>	1 (1500)	2 (3300)						1 (2100)		
<b>500-999</b>	6 (3395)				1 (678)					
<b>250-499</b>	11 (3749)	2 (685)	5 (1769)		1 (280)	2 (785)	2 (687)			1 (274)
<b>100-249</b>	32 (4491)	20 (2832)	16 (2075)	17 (2246)	10 (1185)	8 (1190)	4 (649)	2 (300)	4 (450)	5 (688)
<b>Total</b>	<b>47 (13135)</b>	<b>24 (6817)</b>	<b>21 (3844)</b>	<b>17 (2246)</b>	<b>12 (2143)</b>	<b>10 (1975)</b>	<b>6 (1336)</b>	<b>3 (2400)</b>	<b>4 (450)</b>	<b>6 (962)</b>

Additional: Utilities – 1 (105); Real Estate – 1(125)

Source: Hoosiers by the Numbers/Business Look-Up Tool

**Please refer also to Attachment 11 EGR 10 Labor Market Review; January 2011, page 4.**

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

*(Response should not exceed one page.)*

**Current Job Opportunities**

**EGR 10 Current (Short-Term Projections) Employment Opportunities Within the Local Area**

<b>SOC Code Occupational Title</b>	<b>1Q 2010 Employment</b>	<b>1Q 2012 Project.</b>	<b>Total Growth</b>	<b>Percent Change</b>	<b>Replacements</b>	<b>Total Openings</b>	<b>2009 Annual Wage</b>
00-0000 Total, All Occupations	104,428	107,249	2821	2.7%	5,052	7,873	\$28,215
11-0000 Management	3,589	3,657	68	1.9%	159	227	\$74,636
13-0000 Business and Financial Operations	2,204	2,289	85	3.9%	79	164	\$45,506
15-0000 Computer and Mathematical	846	882	36	4.3%	33	69	\$55,010
17-0000 Architecture and Engineering	1,041	1,077	36	3.5%	41	77	\$50,637
19-0000 Life, Physical, and Social Science	185	196	11	5.9%	11	22	\$46,712
21-0000 Community and Social Services	1,108	1,144	36	3.2%	48	84	\$33,349
23-0000 Legal	394	407	13	3.3%	13	26	\$48,510
25-0000 Education, Training, and Library	6,023	6,223	200	3.3%	264	464	\$33,573
27-0000 Arts, Design, Entertainment, Sports, and Media	1,158	1,185	27	2.3%	55	82	\$36,079
29-0000 Healthcare Practitioners and Technical	5,578	5,783	205	3.7%	210	415	\$49,293
31-0000 Healthcare Support	2,757	2,878	121	4.4%	50	171	\$24,061
33-0000 Protective Service	1,485	1,521	36	2.4%	92	128	\$30,161
35-0000 Food Preparation and Serving Related	10,190	10,544	354	3.5%	863	1,217	\$17,334
37-0000 Building and Grounds Cleaning and Maintenance	3,009	3,132	123	4.1%	93	216	\$22,470
39-0000 Personal Care and Service	3,204	3,302	98	3.1%	200	298	\$18,895
41-0000 Sales and Related	11,028	11,097	69	0.6%	766	835	\$20,871
43-0000 Office and Administrative Support	18,365	18,712	347	1.9%	765	1,112	\$27,497
45-0000 Farming, Fishing, and Forestry	214	219	5	2.3%	10	15	\$23,230
47-0000 Construction and Extraction	4,708	4,995	287	6.1%	146	433	\$33,856
49-0000 Installation, Maintenance, and Repair	4,096	4,203	107	2.6%	140	247	\$35,227
51-0000 Production	12,576	12,917	341	2.7%	507	848	\$29,045
53-0000 Transportation and Material Moving	10,670	10,886	216	2.0%	507	723	\$29,510

**Green highlights** indicate a higher percentage of employment opportunity and/or a greater real number of job openings in a particular occupational area. Please refer also to ATTACHMENT 12: Current Indiana Career Connect Job Postings & Starting Wages Report, and the most recent Job Order Reports - by O\*NET Occupation Code

**Projected Job Opportunities**

**1. EGR 10 Long-Term/Projected Employment Opportunities Within the Local Area**

SOC Code	2008 Occupational Title	2018 Employment	Projection	Total Growth	Percent Change	Replacements 1	Total Openings	2009 Annual Wage
00-0000	Total, All Occupations	110,278	118,923	8,645	7.8%	26,258	34,903	\$28,215
11-0000	Management	3,821	3,979	158	4.1%	920	1,078	\$74,636
13-0000	Business and Financial Operations	2,251	2,600	349	15.5%	454	803	\$45,506
15-0000	Computer and Mathematical	781	894	113	14.5%	168	281	\$55,010
17-0000	Architecture and Engineering	1,116	1,208	92	8.2%	242	334	\$50,637
19-0000	Life, Physical, and Social Science	179	216	37	20.7%	53	90	\$46,712
21-0000	Community and Social Services	1,101	1,339	238	21.6%	255	493	\$33,349
23-0000	Legal	395	465	70	17.7%	69	139	\$48,510
25-0000	Education, Training, and Library	5,886	6,764	878	14.9%	1,365	2,243	\$33,573
27-0000	Arts, Design, Entertainment, Sports, Media	1,206	1,352	146	12.1%	296	442	\$36,079
29-0000	Healthcare Practitioners and Technical Occupations	5,292	6,482	1,190	22.5%	1,121	2,311	\$49,293
31-0000	Healthcare Support	2,593	3,256	663	25.6%	291	954	\$24,061
33-0000	Protective Service	1,511 1,	688	177	11.7%	435	612	\$30,161
35-0000	Food Preparation and Serving Related	10,655	11,636	981	9.2%	3,871	4,852	\$17,334
37-0000	Building and Grounds Cleaning and Maintenance	3,106	3,221	115	3.7%	523	638	\$22,470
39-0000	Personal Care and Service	3,305	3,996	691	20.9%	967	1,658	\$18,895
41-0000	Sales and Related	11,496	11,929	433	3.8%	3,517	3,950	\$20,871
43-0000	Office and Administrative Support	18,189	19,332	1,143	6.3%	3,828	4,971	\$27,497
45-0000	Farming, Fishing, and Forestry	275	261	-14	-5.1%	71	71	\$23,230
47-0000	Construction and Extraction	5,738	6,485	747	13.0%	985	1,732	33,856
49-0000	Installation, Maintenance, and Repair	4,665	4,982	317	6.8%	913	1,230	\$35,227
51-0000	Production	14,489	14,180 -	309	-2.1%	2,922	2,922	\$29,045
53-0000	Transportation and Material Moving	12,228	12,658	430	3.5%	2,992	3,422	\$29,510

**Green highlights** indicate a higher percentage of employment opportunity and/or a greater real number of job openings in a particular occupational area.

2. The top 50 fastest growing occupations in Region 10 are listed via Indiana Career Connect in ATTACHMENT 13.

The bi-state area Community Workforce Audit database, Kentuckiana Occupational Outlook, provides a “Projected Net Growth in Jobs 2008-2018” profile for Region 10, Indiana specifically at:

<http://www.kentuckianaworks.org/outlook/default.asp> The profile looks across 742 occupations based on Bureau of Labor Statistics data; the research group includes experts from IU Kelly School of Business and counterparts from the University of Louisville and University of Kentucky. The top 50 Projected Job Opportunities are also listed ATTACHMENT 13.

**• What are the area’s high-demand, high-wage occupations, and what job skills and educational attainment are needed for those occupations? (Please attach area’s “demand occupation” list or policy.)**  
*(Response should not exceed one page, not including attachment.)*

Several reference points for profiling this critical information in the context of high-demand and high-wage occupations and education requirements and skill requirements for each occupation. Each is utilized in crafting Region 10’s “Demand Occupation” listing, as well as ATTACHMENT 13.

1. Indiana DWD’s Research and Analysis (RA) division supplies a regional profile of High Wage/High Demand Occupations, both Short-Term (2010-2012) projections and Long Term (2008-2018) projections. Each occupation listed includes the Annual Wage average and its BLS Education/Training Classification, i.e. for

example, Bachelor’s Degree, or “work experience in a related occupation”, Post-Secondary Vocational Training, or Long-Term on-the-Job Training. The Region 10 profile is presented in ATTACHMENT 14.

2. The Hoosier Hot 50 Jobs for Region 10 is also presented in ATTACHMENT 14. This presents region-specific higher-wage and in-demand occupations, which can generally be described, as well, as “skilled” to “highly skilled”.
3. Indiana Career Connect (<https://www.indianacareerconnect.com/>) (ICC) provides A region-specific listing of in-demand occupations (“**the top 50 occupations that are predicted to have the most future job openings in Economic Growth Region 10**”). **Higher-waged occupations can be gleaned from this listing. Each occupation listed includes a wealth of occupational detail including skill requirements, based on O’Net information.**
4. The Kentuckiana Occupational Outlook (<http://www.kentuckianaworks.org/outlook/default.asp>) provides a listing of all occupations, with a rank order listing of the labor market’s 742 occupations, based on net growth in jobs (2008-2018). For each occupation listed, educational requirements are referenced, as well as primary skill requirements via the national O\*NET system (<http://online.onetcenter.org/>). A Region 10-specific listing of high-wage (skilled)/high-demand occupations, with links to a) educational attainment, b) skill requirements per occupation and c) links to Related Occupations, is provided in ATTACHMENT 15. For this customized listing, the base wage cut-off is \$28,533, for Protective Service Workers, as listed in DWD’s RA profile noted above; all occupations listed below have at least that annual wage level.

• **What industries and occupations within the local area’s economy are expected to grow or decline within the next three years and within the next ten years?** *(Response should not exceed one page.)*

Based on the most current STATS Indiana data for Region 10, as presented below, as well as Attachment 11, the present business/industry growth and decline composition indicates the manufacturing sector leads in industry and job market share, despite its relative decline over the past 10+ years.

In rank order, given the \* disclaimer below and the “Other Private” category, which has the highest labor market share:

- 1) Manufacturing, 2) Retail Trade, 3) Healthcare, 4) Construction, 5) Accommodation and Food Services, and 6) Transportation/Warehousing**

Employment and Earnings by Industry, 2008	Pct Dist. in		Earnings (\$000)	Pct Dist. In		Avg. Earnings Per Job
	Employment	Region		Region	Region	
<b>Total by place of work</b>	144,106	100.0%	\$5,266,108	100.0%	\$36,543	
<b>Wage and Salary</b>	112,401	78.0%	\$3,792,444	72.0%	\$33,740	
<b>Farm Proprietors</b>	3,216	2.2%	\$38,211	0.7%	\$11,882	
<b>Nonfarm Proprietors</b>	28,489	19.8%	\$497,022	9.4%	\$17,446	
<b>Farm</b>	3,514	2.4%	\$45,637	0.9%	\$12,987	
<b>Nonfarm</b>	140,592	97.6%	\$5,220,471	99.1%	\$37,132	
<b>Private</b>	120,175	83.4%	\$4,224,385	80.2%	\$35,152	
Accommodation, Food Serv.	8,714*	6.0%*	\$149,228*	2.8%*	\$17,125*	
Arts, Ent., Recreation	1,617*	1.1%*	\$17,533*	0.3%*	\$10,843*	
Construction	9,093*	6.3%*	\$332,957*	6.3%*	\$36,617*	
Health Care, Social Serv.	9,941*	6.9%*	\$410,838*	7.8%*	\$41,328*	
Information	1,089*	0.8%*	\$37,675*	0.7%*	\$34,596*	
Manufacturing	20,095*	13.9%*	\$1,084,237*	20.6%*	\$53,956*	
Professional, Tech. Serv.	4,423*	3.1%*	\$147,270*	2.8%*	\$33,296*	
Retail Trade	17,154	11.9%	\$407,544	7.7%	\$23,758	
Trans., Warehousing	7,487*	5.2%*	\$435,449*	8.3%*	\$58,161*	
Wholesale Trade	3,162*	2.2%*	\$167,306*	3.2%*	\$52,911*	
Other Private (not above)	29,019*	20.1%*	\$786,404*	14.9%*	\$27,100*	
<b>Government</b>	20,417	14.2%	\$996,086	18.9%	\$48,787	

Source: U.S. Bureau of Economic Analysis \* These totals do not include county data that are not available due to BEA non-disclosure requirements.

In effect, the sectors of healthcare, retail trade, transportation/warehousing and accommodations and food service, education (included under “Other Private” in the STATs Indiana format above) are currently in a growth mode. While manufacturing retains the largest market share and, more recently, is again in a new job creation, i.e. “adding jobs” mode, it represents statistically as “flat” or “in decline” relative to the other sectors noted. Additionally, manufacturing companies operating competitively in the global economic environs are 1) more advanced in the skills sets and credentials required of its workforce, and 2) more lean, efficient and productive, utilizing a) fewer workers with more “advanced” skill sets/ credentials and b) more automated, precise and technical/technology-based processes.

Data is not available for a “look” three years out (2014). However, Bureau of Labor Statistics data is available for the “look” out to 2018, based on the ten year range 2008-2018.

Per Hoosiers by the Numbers Industry Projections to 2018, the business/industry sectors growth-decline dynamic shows a further industry shifting. See ATTACHMENT 16, with charts available in terms of 1) The change in the real number of jobs, per sector, in a more detailed sector/sub-sector format, and 2) the percentage of growth from 2008 to 2018 projected in the same more detailed sector/sub-sector format. Growth in the real numbers of jobs is led by the general sectors of Education, Healthcare, Trade, Transportation(s) and Utilities, and Government. In terms of percentage growth in jobs per sector, the chart indicates the greatest growth projected in Healthcare, Professional and Business Services, Education and Construction. From with vantage point, the manufacturing sector shows industry loss in employment, though it remains a top sector in employment share, along with the Trade and Transportation sector and the Education sector.

For an overview of Industry Growth and Decline by primary business sector, comparing 2008 and projected 2018 industry employment change in terms of number of jobs and percentage growth, the following chart is provided, based on the 2010 WIRED65 Talent-Innovation-Place comprehensive (workforce audit+) report, with data specific to Region 10. See ATTACHMENT 17 for an excerpt from County Data Profiles (Source BLS, based on EMSI model).

	Sector Employment Amts. and Change →	Employment in 2008	Employment Projected in 2018	Change in Number Employed	Change in Percentage of Growth
<b>Business/Industry Sectors</b>					
Trade and Transportation		24924	27583	+2659	10.67%
Manufacturing		20638	20522	-116	-.6%
Government		19238	21015	+1777	9.2%
Leisure and Hospitality		12435	13880	+1445	11.6%
Education and Healthcare		8998	11243	+2245	25%
Professional Services		8393	10427	+2034	24%
Construction		6025	7081	+1056	17.5%
Financial Services		4555	5735	+1180	26%
Personal Services		2672	2602	-70	-2.2%
Information		746	690	-56	-7.5%
Agriculture and Mining		901	934	+33	3.6%

According to this model, economic growth is approximately 12,000 jobs. The Hoosiers-by-the-Numbers format/charting projects 8,645 in growth. In either case, job growth is notable and reaffirms the strong movement toward a knowledge-based economy wherein post-secondary training to degree/credential reflects approximately 60+% of the occupations

composing the labor market. Notably, job growth is seen across different data formats, in the context of a regional (and national) workforce that is shrinking in volume.

When Region 10 is viewed through the shared 26-County bi-state economy and shared labor market, sector and occupational projections are generally indicating growth in the following primary business/industry sectors (not in rank order): 1) Manufacturing, 2) Transportation/Distribution and Logistics, 3) Healthcare, 4) Education, 5) Information Technology, 6) Tourism, 7) Energy (Technologies), 8) Human Capital/Human Resources Management, and 9) Agriculture. Additionally, diverse entrepreneurial growth is forecast. Whether viewing Region 10 as a distinct regional economy, or viewing Region 10 as part of a larger shared labor market, diversity, strength and growth prospects across business/industry sectors is identified as a regional asset.

**• Does the area have any “targeted” business sectors that are unique from other areas within the State? If so, describe the information and process utilized to establish the “targeted” sector. (Response should not exceed one page.)**

Four (4) areas are offered tentatively, for the purposes of a local/regional (long-term) planning perspective. They each incorporate Region 10 in a broader multi-regional context. The scope and composition of the “targeted” sectors are of more significance than the sector itself, given a well-established sector identifier.

1. Transportation/Distribution/Logistics (TDL): Region 10, as part of a larger shared labor market, is included in a 5-Star rating regarding this sector. This rating level is also held by the Indianapolis area and the area near/around Chicago. For Region 10, this sector includes not only three (3) converging Interstates (I-65, I-64, and I-71, but also extensive railway, a regional/international airport, inclusive of the UPS Worldport (with UPS’s approximately 20,000 employees alone), and the Ohio River, a major inland waterway in the U.S. Along with UPS in Louisville, KY, the region has its own ship-building industry, the largest inland ship-builder (“JeffBoat”) in the country. This significant TDL strength directly fuels economic development, in 1) new businesses associated with the UPS asset; for example, in the sector areas of information technology and consumer electronics and in the area of specialty healthcare lab testing, just to name two, and 2) the new growth of the manufacturing sector on “both sides of the river”.

In Region 10, in Clark County, two (2) key economic and job-creating assets need be noted:

- a. The Clark Maritime Center (see <http://portsofindiana.com/>; <http://www.portsofindiana.com/poi/jeffersonville/>), and
- b. River Ridge Commerce Center, with 6,000 prime acres for industrial and commercial development, on the river, near Interstates and minutes from the Louisville airport and the UPS Worldport. Please see the 4 minute video on River Ridge; it speaks volumes in terms of economic development, education, quality of place, and “workforce”: [http://www.riverridgecc.com/index.php?/about\\_overview](http://www.riverridgecc.com/index.php?/about_overview)

Of import, this “targeted” sector asset is near approximately 65% of the Region 10 population in Clark and Floyd Counties.

2. Human Resource Management: With the emergence and establishing of the Ft. Knox Base Realignment (BRAC) in Radcliff, KY, with its new Human Resources Center of Excellence, focused on the entire Human Resources aspect of the US Army worldwide, the WIRED65 region has gained critical mass building toward HR management as a unique niche, target sub-sector in the Country, with Region 10 projected to garner some positive impact therein.
3. Similarly, Region 10, along with Region 8, Regions 5 and 9 and areas in Kentucky near/around Ft. Knox, forms the nexus of a significant defense industry corridor, composed of:
  - a. NSWC Crane (<http://www.navsea.navy.mil/nswc/crane/default.aspx>) (Region 8),
  - b. Muscatatuck Urban Training Center (<http://www.mutc.in.ng.mil/>) (Region 9),
  - c. Camp Atterbury (<http://www.campatterbury.in.ng.mil/>) (Region 5 and 9), and
  - d. Ft. Knox (<http://www.knox.army.mil/>).

The general center of this corridor lies in the Washington County, Indiana, in Region 10. Very recently, the brand new Mid-America Science Park (MASP), a state-certified Technology Park in Scott County (the county adjacent to Washington County), is creating infrastructure useful to/for the defense industry. Overall, the prospect and potential for various types of defense contracting is significant not only for Region 10, but other Regions noted also.

- The Louisville, KY metro area has recently been identified, via economic research through the University of Louisville, as having more corporate headquarters for the Aging Care industry than any other area of the U.S., with expectations that this niched sub-sector will indeed grow and have a unique, positive economic impact on/in Region 10.

• **What does the area’s workforce look like statistically along the following categories?**

**Demographics (Age, Gender, Race)**

Population over Time	Number	Rank in State	Percent of State	Indiana
Yesterday (2000)	262,546	10	4.3%	6,080,485
Today (2009)	282,515	10	4.4%	6,417,276
Tomorrow (2015 projection)	289,059	10	4.4%	6,581,875
Percent Change 2000 to Today	7.6%	2		5.5%

Sources: U.S. Census Bureau; Indiana Business Research Center

Components of Population Change, 2008-2009	Number	Rank of 11 in Region	Percent of State	Indiana
Net Domestic Migration	1,197	2		-6,805
Net International Migration	155	10		9,194
Natural Increase (births minus deaths)	848	9	2.6%	32,591

Source: U.S. Census Bureau

Population Estimates by Age, 2009	Number	Rank of 11 in Region	Pct Dist. in State	Pct Dist. in State
Preschool (0 to 4)	18,155	9	6.4%	6.9%
School Age (5 to 17)	48,765	9	17.3%	17.8%
<b>College Age (18 to 24)</b>	<b>22,498</b>	<b>11</b>	<b>8.0%</b>	<b>10.0%</b>
<b>Young Adult (25 to 44)</b>	<b>77,387</b>	<b>9</b>	<b>27.4%</b>	<b>26.3%</b>
<b>Older Adult (45 to 64)</b>	<b>78,609</b>	<b>9</b>	<b>27.8%</b>	<b>26.0%</b>
Seniors (65 and older)	37,101	10	13.1%	12.9%

Sources: U.S. Census Bureau; Indiana Business Research Center

Population Estimates by Race and Hispanic Origin, 2009	Pct Dist.		Pct Dist.	
	Number	Rank of 11 in Region	in State	in State
American Indian or Alaska Native Alone	695	10	0.2%	0.3%
Asian Alone	1,770	11	0.6%	1.5%
Black Alone	12,715	8	4.5%	9.2%
Native Hawaiian and Other Pac. Isl. Alone	105	10	0.0%	0.1%
White	263,963	10	93.4%	87.8%
Two or More Race Groups	3,267	9	1.2%	1.2%
<b>Hispanic or Latino Origin (can be of any race)</b>				
Non-Hispanic	276,019	10	97.7%	94.5%
Hispanic	6,496	8	2.3%	5.5%

Source: U.S. Census Bureau

Gender: Females- 15 Years and Older 114,654 Males- 15 Years and Older 107,887 SOURCE: Data 2005-2009 American Community Survey

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

Educational Attainment Amt. and Percentage Rates and Comparisons, based on "Population 25 Years and Over"

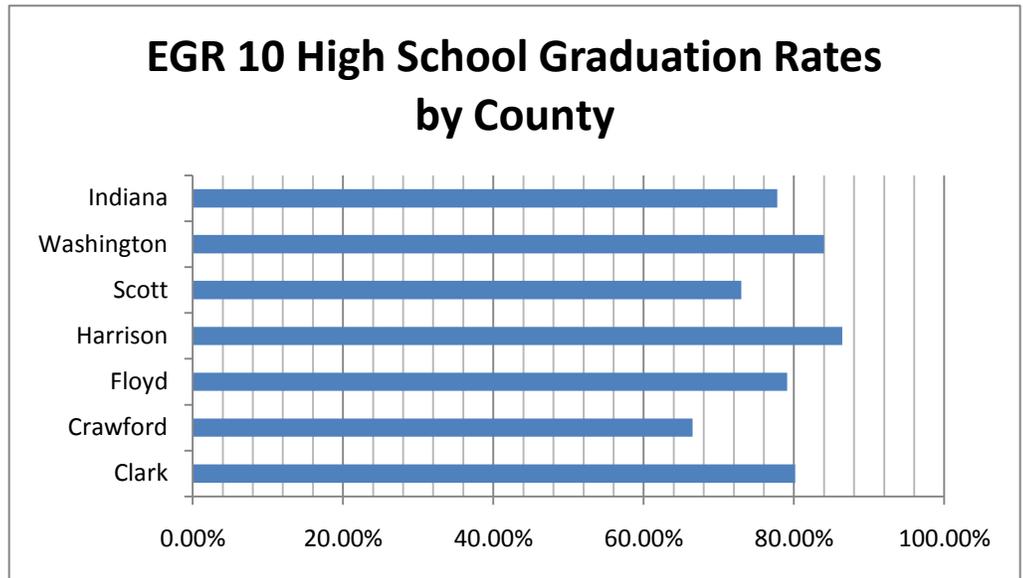
Attainment Level	Clark County	Crawford County	Floyd County	Harrison County	Scott County	Washington County	Region 10 Rate	Indiana Rate	USA Rate
Less than 9 <sup>th</sup> grade	(3,333) <b>4.6%</b>	(416) <b>5.6%</b>	(2,063) <b>4.2%</b>	(885) <b>3.5%</b>	(1,720) <b>10.7%</b>	(1,252) <b>6.7%</b>	(9,669) <b>5.88%</b>	(183,283) <b>4.4%</b>	<b>6.4%</b>
9 <sup>th</sup> -12 <sup>th</sup> grade, no Diploma	(8,214) <b>11.4%</b>	(1,063) <b>14.2%</b>	4,389 <b>9.0%</b>	(2,252) <b>8.9%</b>	(2,528) <b>15.7%</b>	(2,293) <b>12.3%</b>	(20,739) <b>11.9%</b>	(404,985) <b>9.8%</b>	<b>9.1%</b>
High School Graduate (includes equivalency)	(26,462) <b>36.7%</b>	(3,735) <b>50%</b>	17,498 <b>35.7%</b>	(11,351) <b>45%</b>	(7,032) <b>43.7%</b>	(8,891) <b>47.6%</b>	(74,969) <b>43.1%</b>	(1,504,570) <b>36.5%</b>	<b>29.3%</b>
Some College, no degree	(16,207) <b>22.5%</b>	(1,035) <b>13.9%</b>	(10,870) <b>22.2%</b>	(5,742) <b>22.8%</b>	(2,380) <b>14.8%</b>	(3,400) <b>18.2%</b>	(39,634) <b>19.06%</b>	(825,853) <b>20.1%</b>	<b>20.3%</b>
Associate's Degree	(5,707) <b>7.9%</b>	(468) <b>6.3%</b>	(3,737) <b>7.6%</b>	(1,654) <b>6.6%</b>	(902) <b>5.6%</b>	(1,045) <b>5.6%</b>	(13,513) <b>6.6%</b>	(296,691) <b>7.2%</b>	<b>7.4%</b>
Bachelor's Degree	(8,022) <b>11.1%</b>	(401) <b>5.4%</b>	(6,608) <b>13.5%</b>	(2,293) <b>9.1%</b>	(971) <b>6.0%</b>	(952) <b>5.1%</b>	(19,247) <b>8.36%</b>	(577,889) <b>14.0%</b>	<b>17.4%</b>
Graduate or Professional Degree	(4,084) <b>5.7%</b>	(351) <b>4.7%</b>	(3,824) <b>7.8%</b>	(1,020) <b>4.0%</b>	(547) <b>3.4%</b>	(864) <b>4.6%</b>	(10,690) <b>5.03%</b>	(325,515) <b>7.9%</b>	<b>10.1%</b>
Percent HS Graduate or higher	<b>84%</b>	<b>80.2%</b>	<b>86.8%</b>	<b>87.6%</b>	<b>73.6%</b>	<b>81.0%</b>	<b>82.2%</b>	<b>85.7%</b>	<b>84.6%</b>
Percent Bachelor's Degree or higher	<b>16.8%</b>	<b>10.1%</b>	<b>21.3%</b>	<b>13.1%</b>	<b>9.4%</b>	<b>9.7%</b>	<b>13.4%</b>	<b>21.9%</b>	<b>27.5%</b>

Source: Data Set 2005-2009 American Community Survey

**Current HS Graduation Rate: Economic Growth Region 10**

Source: Kids Count in Indiana 2010 Data Book Most current year published 2008

County	# Grads.	Grad Rate
Clark	899	80.13%
Crawford	118	66.50%
Floyd	750	79.10%
Harrison	446	86.43%
Scott	270	73.00%
Washington	308	84.00%
<b>Total</b>	<b>2791</b>	
Margin of Error		+/- 3%
State Rate		77.80%



Note: For Region 10, 256 public school drop-outs total reported in 2008

**Employed/Unemployed numbers and percentages (Response should not exceed one page.)**

The Labor Force Charts below represent the most data from the Indiana Department of Workforce Development, published in April 2011.

**Labor Force Estimates (not seasonally adjusted), February 2011**

Area	Labor Force	Employed	Unemployed	Feb 2011 Rate	Jan 2011 Rate
U. S.	152,635,000	138,093,000	14,542,000	9.5%	9.8%
Indiana	3,083,282	2,794,942	288,340	9.4%	9.5%
EGR 10	140,061	125,638	14,423	10.3%	10.3%
Clark Co.	54,719	49,293	5,426	9.9%	10.0%
Crawford Co.	5,150	4,495	655	12.7%	12.8%
Floyd Co.	36,929	33,478	3,451	9.3%	9.3%
Harrison Co.	19,126	17,092	2,034	10.6%	10.5%
Scott Co.	10,583	9,365	1,218	11.5%	11.5%
Washington Co.	13,554	11,915	1,639	12.1%	11.7%
Corydon	1,383	1,232	151	10.9%	10.6%
Jeffersonville	16,320	14,821	1,499	9.2%	9.2%
New Albany	17,826	15,965	1,861	10.4%	10.5%
Salem	2,829	2,473	356	12.6%	12.4%
Scottsburg	2,725	2,380	345	12.7%	12.3%

**Unemployment Rate Ranking (high to low)**

Rank Feb 2011	County	Rate Feb 2011
2	Crawford	12.7
11	Washington	12.1
19	Scott	11.5
30	Harrison	10.6
48	Clark	9.9
58	Floyd	9.3

Source: Indiana Department of Workforce Development, Research and Analysis, Local Area Unemployment Statistics

n/a = Not available State Release Date: 3/25/2011 Source: Indiana DWD, Research and Analysis, Local Area Unemployment Statistics

• **Based upon labor market information and demographics, what makes the area unique to its contiguous areas and within the State as a whole? (Response should not exceed one page.)**

From an earlier Labor Market Analysis query: *Does the area have any “targeted” business sectors that are unique from other areas within the State? If so, describe the information and process utilized to establish the “targeted” sector,* four distinctive Region 10 economic drivers are noted:

- Transportation/Distribution/Logistics (Interstates, Rail, air and inland waterway along with a) The Clark Maritime Center and b) River Ridge Commerce Center,
- The Human Resource (HR) Management sub-sector, given the mass of HR expertise and labor force associated with the Ft. Knox Base Realignment, several corporate headquarters in the Louisville Metropolitan area, various post-secondary institutions offering new/expanded HR-related degree programs, robust Society for HR Management (SHRM) chapters, for example, and a sizable related labor force in/of itself,
- The Defense Corridor, given a) NSWC Crane, b) Camp Atterbury, c) Muscatatuck Urban Training Center, d) Ft. Knox, and
- The Aging Care industry in the metropolitan area.

Each of these examples references a Region 10 uniqueness to and with its continuous area and within the State of Indiana as a whole. While Region 10, Indiana is a distinct and well-validated economic region, the full region is also an integral part of a larger bi-state economic area and shared labor market, inclusive of Jefferson County, Indiana and nineteen (19) Counties in Kentucky, from the city of Louisville, KY (16<sup>th</sup> largest city in the US) south to Elizabethtown (50 miles south of Louisville) and beyond. The Louisville Economic Monitor (<http://monitor.louisville.edu/>), area Chambers of Commerce, especially the 1st (Clark and Floyd Counties, IN) and Greater Louisville, Inc. (GLI: <http://www.greaterlouisville.com/GLI/>), and the Regional Leadership Coalition (<http://rlco.org/>) have exhibited leadership and consensus-building, i.e. “Strategic Doing” in open, civic networks, based on an ongoing wealth of economic research and business/commerce interactions over time. As such, “southern Indiana” and Louisville, KY, also known for years as “Kentuckiana”, have forged a more and more in-depth partnership economically, along with a growing ‘single bi-state economic region’ identity that has begun to also incorporate numerous facets of the rich, historic and asset-laden area, now known as WIRED65 (<http://www.wired65.com/>). Within that larger economic identity, each region therein retains its own distinct identity.

The “Regions” that compose this WIRED65 area can be seen also through the workforce investment lens of four (4) Workforce Boards working together first around the three-year US DOL WIRED initiative, and, currently, in the post-grant term collaborating, for example on a new funding opportunity through the National Fund of Workforce Solutions. In effect, the Region 10 participates in a leadership mode along with Kentuckian Works (<http://www.kentuckianaworks.org/>), the Lincoln Trail Area Development District (LTADD) (<http://www.ltadd.org/>) and a portion of the Lake Cumberland Development District (<http://lcadd.org/manager/>). Region 10 is fully recognized and integrated also, both in terms of data, trends, and strategic planning/priorities, with WIRED65. The WIRED65 geography represents, day in-out, the labor shed in which business and community occur. Region 10 has been impacted positively by WIRED65 investments.

During WIRED65 and in the post-grant “era”, the four Workforce Boards have taken the educational attainment priority therein and worked from the perspective of “regional talent development”. Region 10, in particular, first utilized WIRED65 funding to help in the positioning of its WorkOne service system around skills and talent development services. DWD’s state plan, emphasizing skills development and successful educational and career attainment, resonates with the WIRED65 priority and strategies around educational attainment, given its criticality in a knowledge-based global economic environment. For example, DWD’s support for Region 10’s Project STEPs permitted area college students to stay in school (instead of dropping out) and persist to degree completion

Three (3) further examples are offered, in addition to WIRED65, both of which speak to the operationalizing and “living” of this larger unique economic and area identity that is a part of the Region 10’s workforce investment work:

- Region 10 has “Educational Attainment” in relation to the current and future labor market demand, as a strategic priority. Labor market information, research and trending point consistently to the continuing growth of skilled occupations in the regional economy (As well as state and national economies), to the level of 60%+ of the labor market in general. Most of these jobs require at least some post-secondary training and credentialing up to an Associate Degree and/or Bachelor’s Degree. When one views the current level of educational attainment in Region 10 or in the larger shared labor market, the critical importance of that strategic priority is well evidenced. Both Ivy Tech/Sellersburg and Indiana University Southeast have record-breaking enrollment levels in recent years. A notable portion of that enrollment reflects students commuting from Louisville to southern Indiana to take advantage of quality education/training opportunities and specific course/degree offerings.

Unique to this region is that, in the context of educational attainment priorities, especially at the Associate Degree level which is a primary WorkOne target in assisting customers through education/training, the Region has only one Associate Degree granting institution: Ivy Tech. As noted, Ivy Tech courses and degree programs exhibit capacity constraints. However, in this larger regional identity ‘landscape’, in the bi-state area setting, there are 30+ quality post-secondary institutions, of which eleven (11) are primarily Associate Degree-granting, and they are located in the Louisville, KY area. As such, Region 10 has a unique set of educational assets, most of which, given the ‘market’, are located in the next county over, in Jefferson County, Kentucky. At times, this uniqueness poses challenges for the Region to access the needed post-secondary education/training nearby, since the institutions are technically in the next/neighborhood state and Ivy Tech program access is not available. Region 10’s position is one of being, first and foremost, WorkOne customer-focused, so that the customer can, in fact, realistically pursue and complete post-secondary training, appropriate to his/her needs and occupational/career goals. As often as is possible, customers do access Ivy Tech. However, there are instances in which Ivy Tech enrollment is not available, yet 1 or more nearby institutions do have availability. It becomes imperative and quite reasonable to access those institutions in order to serve the WorkOne customer.

- The Bridges project, which includes 2 new bridges across the Ohio River, as well as the restructuring of “spaghetti junction” where 3 Interstates converge.
- The HIRE Forum (<http://www.greaterlouisville.com/hire/>), which includes eight (8) Indiana post-secondary institutions amongst an overall membership of 30+ post-secondary institutions in the WIRED65 geography. HIRE developed prior to WIRED65. Even prior to the HIRE Forum, the seven (7) largest post-secondary institutions had established a reciprocity agreement permitting in-state tuition rates to be accorded to area residents in Indiana or Kentucky attending one of these colleges. Louisville residents make up a notable portion of the student population at both Indiana University Southeast and Ivy Tech/Sellersburg (20%+). A significant number of Indiana residents also attend the University of Louisville, Jefferson Community College, Sullivan University, Spalding University, Bellarmine College, Spencerian College, Galen Health Institute, and so on. This unique level of post-secondary bi-state collaboration has been nationally recognized and been instrumental in producing new capacity designed to increase the bi-state area’s educational attainment; for example, a new Lumina Foundation grant and the 55,000 Degrees initiative.

### **3) Operational Plans**

***State Goal: Achieve a cohesive workforce investment system.***

Provide a workforce investment system whose education and support programs articulate with the state’s public, private, nonprofit and community-based institutions to insure the delivery of highest-quality opportunities for career development and re(employment).

***State Goal: Ensure Hoosiers understand and achieve occupational goals that advance Indiana’s economy.*** Provide relevant, reliable and visible career development for Hoosier adults and at-risk youth that includes career exploration, occupational training, workplace-skill development, and (re) employment assistance, with a focus on high wage/high-demand jobs.

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

**WorkOne Locations**

**Floyd County – WorkOne Full Service**

2125 State Street (New Site) July-2011  
 New Albany, IN 47150  
 (812) 948-6102  
 (812) 948-6118 Fax  
 Toll Free 1-866-948-WORK  
 Hours M-F 8:00AM-5:00PM  
 Self-Directed Services 4:30-5:00PM Daily

**Clark County-WorkOne Express**

Community Action Southern IN  
 1613 E. Eighth Street  
 Jeffersonville, IN 47130  
 (812-283-6595 (812) 283-6835 Fax  
 Hours M-F 8:30AM-4:30PM

**Crawford County-WorkOne Express**

304 Indiana Avenue  
 English, IN 47118  
 (812) 338-4980 (812) 338-4985 Fax  
 Hours M-F 8:30AM-4:30PM

**Harrison County-WorkOne Express**

101 Hwy 62 W. Ste 101  
 Corydon, IN 47112  
 (812) 738-8811 (812) 738-8873 Fax  
 Hours M-F 8:30AM-4:30PM

**Scott County-WorkOne Express**

Lifelong Learning Center  
 1092 Community Way  
 Scottsburg, IN 47170  
 (812) 752-3886 (812) 752-5197 Fax  
 Hours M-F 8:30AM-4:30PM

**Washington County-WorkOne Express**

1707 N. Shelby Street  
 Salem, IN 47167  
 (812) 883-2283 (812) 883-1544 Fax  
 Hours M-F 8:30AM-4:30PM

- Does the WIB/RWB use any performance metrics in addition to Common Measures? If so, describe those metrics. (Response should not exceed one-half page.)

***Performance Metrics***

Common Measures are utilized to measure overall WIA Performance. Performance information is provided to the board on a monthly basis for WIA services. Board members are also provided with information on services provided (intensive and core) as well as other program/project information such as (WAG) Workforce Acceleration Grant, Project Steps, Adult Basic Education, Veteran Services, the Jobs for America’s Graduates (JAG) program, Rapid Response and customer Workshop participation. The Board also receives information on the number of credentials that are received by WorkOne customers.

Some of the highlights of Intensive WorkOne Workshop participation as of 3-31-2011 are as follows:

<b>Computer Basics (Cert.)</b>	<b>Microsoft Office (Cert.)</b>	<b>WorkPlace Readiness (Cert.)</b>	<b>Job Search</b>	<b>Resume &amp; Cover Letter</b>	<b>Interviewing</b>
303	181	29	153	179	208
<b>Mindleaders Orientation</b>	<b>ICC Orientation</b>	<b>Mavis Beacon Typing</b>	<b>Application</b>	<b>Conflict Resolution (New)</b>	<b>Rosetta Stone (Span./Eng.) (New)</b>
34	217	46	179	40	79

\*Certificates provided in accordance with a valid assessment tool. Work Place Readiness certificate is ACT.

- Describe how the WIB/RWB will track actual performance against performance goals. (Response should not exceed one-half page.)

The board will evaluate WIA performance metrics at-least quarterly against progress being made. Goals will continue to be monitored for individual program/projects such as ABE, Veteran Services, JAG, and client workshop participation. Goals for WorkOne client participation will be reviewed, evaluated and realigned, if needed, in consideration the new WorkOne Customer Flow Policy and its operational start date of 7/1/11.

**WIA Adult and Dislocated Worker Services**

- Complete WIA Adult and Dislocated Worker Services Matrix

(A sheet of directions and a formatted template sheet to complete in Excel are available at this link: [WIA Adult and Dislocated Worker Services Matrix.](#))

See ATTACHMENT 2.

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

***WIA Adult Priority Ranking System***

Any WIA Adult participant that requests training services must be assessed for the presence of certain indicator characteristics to determine the priority for limited funds. Once it has been determined that the participant has met the other training criteria as outlined in policy, the Adult participant is assigned points based on the following characteristics:

Score	Points	Criteria Category
	10 points	Economically disadvantaged individuals not eligible for TANF/Food Stamps
	10 points	The working poor (economically disadvantaged and employed).
	10 points	Former or current TANF recipients who are working
	10 points	Former food stamp recipients who are working
	10 points	Veteran, documented and veteran spouses
	10 points	WIA DW or TAA participant currently enrolled in training or participated in training during the previous 6 month period
	5 points	Unemployed - with unlikely to return status
	2 points	Resident of the Region 10 Workforce Service Area
	1 point	Single parent household with dependent(s) under age 18
	1 point	Age 18-21 or over 54 years of age
	1 point	Long-term unemployed (12 out of past 26 weeks) or poor work history
	1 point	Individual with physical or mental impairment which constitutes or results in a substantial barrier to employment
	1 point	No education beyond high school diploma or GED
	1 point	Individual with family income below WIA self-sufficiency
	1 point	Currently employed 10 or more hours per week
	<b>TOTAL</b>	

The following three levels indicate the priority for training services. The High and Medium level is the current priority in effect unless otherwise communicated in writing by the Region 10 Workforce Board at anytime during the program year:

- High priority            8 > points
- Medium priority        5-7 points
- Low priority             0-4 points

**Info to be considered when determining if criteria is necessary:**

**Has the area requested additional WIA funds/discretionary funds for Adult programs in previous three program years?**

Region 10 had a small discretionary grant "Project Steps", Sept. 2008 – Dec. 2010. The project goal was to assist individuals, who were on the verge of dropping out for financial reasons, to persist and complete a post-secondary associate degree relating to a skilled, in-demand occupational field. Fifty-two (52) participants participated in training under this grant. Thirty-Three (33) individuals completed a degree of study to date. Twenty-eight (28) individuals have attained employment to date. Six (6) participants are anticipated to complete studies and gain their degree by May, 2011. These six participants were unable to complete classes as anticipated due to capacity of class schedules. The fields of study included LPN, RN, Healthcare Technology, Info Technology, Graphic Design, Business/Accounting, Mechanical Engineering, HVAC, and Criminal Justice/Paralegal.

**Has the area transferred any WIA Dislocated Worker Funds into the WIA Adult program within previous three program years?**

The area has not transferred any WIA Dislocated Worker funds to Adult program within the last 3 years.

**Does the area regularly expend over 90% of its WIA Annual Adult Funds?**

The area has not regularly expended over 90% of its WIA Adult Funds.

**Describe how the WIB/RWB will be involved in the process of determining when WIA Adult Funds are "limited."  
(Response should not exceed one page.)**

The WorkOne Operator reviews financial reports of the service provider each month with the fiscal agent. A fiscal meeting is also conducted semi-monthly with the service provider to discuss any fiscal and expenditure rate issues. Within the review process, if client projections are reflective of the need for additional funds, a financial review is conducted of all regional funds to determine if additional funds can be transferred or made available for client services. If funds are available, then a budget modification is presented to the Board, with all due justification, and the formal request made for formal Board action to provide additional funds for client services.

If/when Adult funds to be obligated for client expenditures become limited (i.e. \$25,000 or less) and no additional funds are available, then the service provider is notified that adult funds are limited to "high priority" customer ranking status.

Financial reports for the Region are reviewed with the Workforce Board each month, and therefore, the board is apprised of any situation that impacts client services.

If necessary, the Board will authorize the WorkOne Operator to submit a funding request to the Grants Committee of the State Workforce Innovation Council (SWIC) as outlined in DWD Policy 2010-15.

**• Describe the process that the WIB/RWB will use to ensure priority is provided to veterans and veterans' spouses, low income individuals, and recipients of public assistance when WIA Adult Funds become "limited." (Response should not exceed one-half page.)**

***Priority of Service- Veterans***

Customers are asked to identify as veteran eligible upon entering the WorkOne by a greeter or receptionist. Large, framed standing posters are located at the entrance of the main WorkOne and at each Express site location to notify veteran customers of their eligibility for Priority of Service.

Customers are requested to complete a brief sign-in sheet to assist WorkOne staff to identify particular customer needs and/or attributes, which includes veteran services. A customer who identifies as veteran-eligible is provided priority (or next available service) in accordance with the particular service requested.

A ranking system is in place for WIA training services to determine the priority when funds are limited. The point total for individuals documented as a veteran is categorized eligible for 10 points, which is among the highest ranking scores for training services. An individual identified as a veteran, who has requested training funds will be considered and ranked as next eligible for such services, in the event that funds are limited.

<b>High priority * 8 &gt;points</b>	<b>Medium priority * 5-7 points</b>	<b>Low priority * 0-4 points</b>
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Score	Points	Criteria Category
	10 points	Economically disadvantaged individuals not eligible for TANF or Food Stamps
	10 points	The working poor (economically disadvantaged and employed).
	10 points	Former or current TANF recipients who are working
	10 points	Former food stamp recipients who are working
	10 points	<b><i>Veteran, documented or veteran spouse</i></b>
	10 points	WIA DW or TAA participant currently enrolled in training or participated in training during the previous 6 month period

**WIA Youth Services**

• **Complete WIA Youth Services Matrix.**

(A sheet of directions and template sheet to complete in Excel are available at this link: [WIA Youth Services Matrix.](#))

See ATTACHMENT 3

• **Indicate the number of WIA Youth service staff persons located within the area.**

Region 10 currently has fifteen (15) staff members that provide services to WIA eligible youth. Two (2) staff members are full-time youth service representatives, and one (1) Manager and twelve (12) Youth/Employment Advisors provide youth services in Region 10.

• **Describe specific outreach activities targeted to Youth within the area.**

*(Response should not exceed one-half page.)*

The youth service representatives initiate and/or participate in targeted monthly community outreach activities meetings with organizations/groups such as Community Action of Southern Indiana, St. Elizabeth Catholic Charities, Child Place Foster Care, and a Monthly Case Management Forum (hosted by WorkOne with, on average 15 area organizations being represented). In addition, staff participates in career and transition fairs, as opportunities permit, at area high schools and various college sites. Youth representatives provide WorkOne information at Adult Education orientations and classes regularly throughout the region to encourage participation in Jobs for America’s Graduate’s (JAG) program and other youth service opportunities at WorkOne. Region 10’s Summer Work Experience Program, the Major Opportunities Youth Experience program, and Region 10 Youth Training Programs have been promoted through flyers distributed to community and faith based organizations and through distribution of signage throughout the area.

• **How does WIB/RWB measure the success of Youth service providers?**

*(Response should not exceed one-half page.)*

Youth performance is evaluated based on common measures, and other metrics as established by the Region 10 Board. Performance information is provided to the board on a monthly basis for WIA youth services. Board members are also provided with program information on JAG and customer Workshop participation (which includes WIA youth participants). The Board also receives information on the number of credentials that are received by WIA youth customers.

The board will evaluate WIA youth performance metrics at-least quarterly against progress being made. Goals will continue to be monitored as established in the Regional Youth Strategy, JAG Program, and youth customer workshop participation to determine the success of youth providers.

## **Other Services**

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

**Securing and sharing information when there is a possibility of a mass layoff (50 or more workers)?**

**Coordinating activities where a layoff involves a company that is Trade certified?**

*(Response should not exceed one page.)*

An atmosphere of open communication between State and Local staff allows for the coordination of services during Rapid Response/Mass lay off events. Local staff, which consist of DWD and Service Provider staff, work within an integrated system allowing for one team to administer Rapid Response services to the employers and employees that find themselves in a layoff situation. Local Staff share information with State staff through a single point of contact at DWD. The program manager for the Dislocated Worker team (currently Randy Frye) works with local staff in several capacities.

Information flows both from state to local, and local to state. Information on WARN notices and TAA certification funnel from State to Regional Operator/One-Stop Operator Staff and is then disseminated to the WorkOne leadership/system management team. The leadership determines which appropriate frontline staff are need for the particular situation, and begins developing the proper action and response. Contact is made with employer in order to offer WorkOne services. If local staff is made aware of a mass layoff by an employer, employee, or local media, they, in turn, share that information with DWD. Staff also directs the employer to DWD site for information on WARN notices and TAA certification. Local staff communicates with State Unemployment Insurance staff as well as Randy Frye. State staff assists in contacting employers to help secure names and contact information on affected employees.

Rapid Response events can be held at the layoff site, WorkOne offices, or a third party facility. All known 'mass layoff' employers are contacted and extended an offer for WorkOne staff to present a Rapid Response orientation. If the orientation is refused by the employer, then WorkOne staff will offer informational packets, which the employer can distribute to affected employees. The packet consists of "Surviving a Layoff," regional WorkOne product calendar, overview of Region 10 WorkOne products and services, UI handbook, contact information for the Region 10 WorkOne system, Website information (<http://www.workoneregion10.com/>), Veterans services overview, and Rapid Response flyer. A minimum of three (3) staff members attend a Rapid Response event (DWD, Veterans Services, and WIA Service Provider). The orientation consists of a WorkOne overview of services, explanation of UI benefits, and community resource information, and typically last an hour. After presentation attendees are able to ask question of WorkOne staff, set up individual appointments, and begin taking advantage of WorkOne services. The TAA orientation is the same with the addition of a TAA overview of benefits and initial TAA paperwork being executed. During a Rapid Response event, employees are informed of TAA eligibility guidelines and receive US Department of Labor website information.

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

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

In general, the integrated work flow procedure facilitates the coordination between all programs within the WorkOne. Customers are greeted by the Welcome team and demographic information is collected. Staff evaluates the educational level and job work history of customers, provides a brief orientation of WorkOne services, and gives to the customer a folder containing information on WorkOne services and product line, and along with the customer makes an initial assessment on the next step the customer will take to receive services. Customers are routed to self-help (ICC Registration, job search, UI registration, and core informational services) or to the Skills and Employment team to complete a full application for all programs for which they are eligible.

### **Unemployment insurance**

Those registering for unemployment insurance are first accessed by the Welcome team and have received information on WorkOne services. They are required to register in Indiana Career Connect and can access core informational services such as Mindleaders, Indiana Career Explorer, WorkKeys, and informational workshops. Claimants drawing unemployment insurance require coordination between WorkOne programs to occur. When Trade eligible claimants enroll or become eligible for TRA-B or TRA-A, during required check-ins, and during each new quarter change coordination is required between the Trade Act program and unemployment insurance; when claimants start school while drawing unemployment insurance they are required to fully register with the WorkOne and maintain their eligibility with the WIA program or other eligible programs by submitting monthly check-ins to demonstrate progress in school as a requirement to maintain their work search waiver, and unemployment insurance provides the foundation for basic living needs as they use WIA funding to obtain needed career advancement skills; coordination between unemployment insurance and the REA and WPRS programs is derived in the initial selection of claimants who are selected to participate in the programs designed to lower the unemployment rates by helping those individuals to obtain employment by requiring the demonstration of a systematic and documented job search.

### **Trade Act**

Besides the close coordination between Unemployment Insurance and the Trade Act mentioned above, the WorkOne staff ensures the customer is enrolled in both the WIA dislocated worker program and Veterans programs if eligible. While they have a primary case manager, customers may receive specialized services to improve the level of services they receive. Enrollment of Trade Act eligible customers into WIA programs allows the WorkOne to assist with some supportive service needs which are not covered by the Trade Act (some transportation costs and childcare services). Many of the intensive products in the WorkOne are funded through WIA dollars and dual enrollment allows access to more intensive service tools and products. Enrollment into all programs for which customers are eligible is encouraged and monitored to ensure compliance. Trade Act primary case management is performed by both State and Local staff.

Trade Act eligible customers who are veterans are eligible to receive the specialized services of the Local Veterans Employment Representative (LVER) for job placement assistance and by the Disabled Veterans Outreach Program (DVOP) staff to help solve major barriers to employment. Case Managers participate in the bi-weekly Skills and Employment team meetings to share and gather information on the needs of WorkOne customers.

### **Title 38 Veterans' Programs (LVER, DVOP)**

Our common intake procedures with the Welcome team allow the veteran to receive the same services as non-veterans with the addition of the priority of services benefit. Those veterans, who are needing/wanting only core self services after receiving their WorkOne orientation and informational packet, are directed to register in Indiana Career Connect, UI, ICE, Mindleaders, and other core services. Those veterans who either based on their education or work experience desire additional assistance are seen by a member of the Skills and Employment Team. Skills and Employment staff complete the full enrollment and explain WorkOne services and products, and assist the veteran to make decisions and develop a plan for services.

Skills and Employment staff make referrals to LVER's when the veteran is job ready and wants/needs assistance with his/her job search. Skills and Employment Team members make referrals to DVOP staff when barriers to employment are discovered and when Chapter 31 eligible applicants have applied for services. Veterans receive the services of both Veteran staff and the Skills and Employment staff as needed.

Coordination between staff is facilitated by bi-weekly Team meetings with the Skills and Employment Team which includes the DVOP's and LVER, and by the Business Services Team meeting of which the LVER is a member. Being enrolled in all programs the veterans are eligible for allows access to all services and products in the WorkOne.

### **Worker Profiling and Reemployment Services (WPRS) and Reemployment and Eligibility Assessment (REA)**

During the past year the WorkOne enrolled and served over 1000 REA customers. REA Coordinators select and schedule the customers for the REA and WPRS orientation. Our enrollment process has been to fully enroll those customers in core, REA, and WIA programs on the day of the orientation. All Skills and Employment team members participate to fully enroll participants prior to the orientation. Appointments are made with the REA participants to complete the development of the Academic and Career Plan by their REA Coordinator. Case management is provided for REA participants by the Skills and Employment Team.

WPRS participants are enrolled by Skills and Employment Team members prior to the group orientation. Skills and Employment Team members meet with WPRS participants to complete their Academic and Career Plan. Most REA and WPRS participants will report their work search results and WorkOne product use on their bi-weekly reports. REA Coordinators participate in the bi-weekly Skills and Employment team meetings to share information on customers and report success stories.

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

*(Response should not exceed one page.)*

In Region 10, business services operate through the WorkOne system's Employer Services Team (EST), in keeping with the State's integrated services delivery model. The team consists of two Business Consultants, two Community Employment Associates, one Local Veteran Representative, one OJT Specialist, a representative from Manpower, WorkOne management representation, and Regional Operator representation. Team meetings occur monthly and core members of the working team "huddle" weekly to insure coordination of employer contact, services and activities. The WorkOne Employer Service team assists employers in locating, hiring and retaining the most suitable candidates for job openings, utilizing WorkOne tools and resources, along with promoting awareness and use of regional and state workforce initiatives, as available and when applicable. Draft team performance metrics include: increasing market penetration, increasing usage of primary and other WorkOne tools and resources for employers, and a high level of employer customer satisfaction.

Team functions and responsibilities are highlighted below:

- Promote WorkOne as a) business driven and employer-centered, and b) a regional employment and training service system designed to help build worker skills and talents to better meet the needs of employers and the area labor market in general
- Promote WorkOne employer services products. The promotion is designed to increase the "value-adding" usage of these services, across more area businesses, through quality products and services and "premier" customer service
- Disseminate information about services via inbound (promotional phone calls) and outbound (visits) contacts, i.e. formal business retention visits, with employers

- Provide assistance in effectively accessing and using the various services: Indiana Career Connect (ICC), WorkKeys, On-the-Job Training (OJT), Veterans services, etc.
- Assist employers specifically with labor exchange via Indiana Career Connect
- Customized recruitment
- Interact with Skills and Employment team, sharing new job orders, i.e. employment opportunities, particularly with “Star” jobs
- Feature and coordinate employer seminars on a variety of workforce topics
- Develop relationships and network with area Chambers of Commerce, economic development organizations, technology parks, urban enterprise zones, Ivy Tech and other colleges having an economic development division, small business development centers, business incubators/accelerators, etc. The overarching aim is to be of assistance in business retention and business attraction.
- Offer presentations on WorkOne training programs, products and resources to various groups and entities.
- Attend and operate booths at job fairs, career fairs, business conferences
- Utilize the Executive Pulse database to gather and manage business intelligence; conduct workforce surveys during visits; record business retention visits; record promotional calls and make referrals to team members to share action-based items resulting from visits or other contacts
- Provide weekly list of job openings that is disseminated to various community organizations and throughout our six county region

• **Describe how the WIB/RWB will ensure that veterans’ priority of service will be carried out within the local area. (Response should not exceed one-half page.)**

The Priority of Service Policy will be reviewed periodically in staff trainings, and priority of service is included in the regional customer flow procedures in development as a result of the DWD Customer Flow Policy 2010-13. WorkOne Regional Managers will provide on-going monitoring of priority of service issues with all WorkOne Teams and Processes. The WIB will include Priority of Service in its internal monitoring processes for service providers and WorkOne Operations.

**4) Key Partnerships**

• **Complete Key Workforce Investment Board/Regional Workforce Board Partnership Matrix (The template to complete in Excel is available at this link: [Key WIB/RWB Partnership Matrix.](#))**

See ATTACHMENT 4.

• **Attach One-Stop Partners’ Memorandum of Understanding (MOU). WIBs only need to respond. (Must follow guidance contained within DWD MOU Policy – sample MOU provided in policy.)**

See ATTACHMENT 5 for Partner Memorandums of Understanding.

• **Describe how the WIB/RWB partners with economic development entities within the local area and at the state level. (Response should not exceed one-half page.)**

The WIB/WorkOne partner, as needed, in a workforce development/training project or in business attraction team mode with particular economic development entities and Local Economic Development Officials (LEDO). Generally, the WIB and WorkOne act as a partner and/or ambassador for workforce investment. The WIB provides in-depth labor market information and analyses, upon request, such as the “pipeline” (labor supply, access to related educational offerings and credentialings, etc.) and availability of workers in a given industry sector, sub-sector or company staffing pattern. For example, analyses can also include:

- 1) The number of workers in occupations closely related to a sub-sector or company staffing pattern,

- 2) The geographical distribution of that labor supply and related commuting patterns, and
- 3) Related skill sets for those specified occupations and data perspectives therein based on skills transfer analysis.

Both Chambers of Commerce and Economic Development (LEDOs) advocate to/with the WIB for incumbent worker training in various sectors and to address specific company needs.

Local Economic Development Officials (LEDO) also provide business leads for WorkOne business consultants and are instrumental in realizing/completing opportunities for education/training infrastructure, such as the Purdue Technology Park in New Albany, the Jeffersonville Technology Park, and the Scottsburg Technology Park (Mid-America Science Park).

LEDOs and the WIB partner in a joint leadership mode in regional workforce, business sector, economic and broad community strategic planning (and related research) and development initiatives, such as the 2006-2009 Strategic Skills Initiative, county and bi-county "Visioning" processes, the Bridges Project, and WIRED65.

Regarding partnering with economic development entities at the state level, i.e. the Indiana Economic Development Corporation (IEDC), the workforce board and Regional Operator have typically focused on: a) the business attraction teaming referenced above, on occasion, and 2) possibilities and opportunities for incumbent worker training, which have largely become unavailable due to no long-term funding base in Indiana.

The shared interests of the WIB and LEDOs lie in retaining and strengthening current businesses (and jobs therein), and attracting new business (new jobs; new hiring needs), given also a shared perspective of the fundamental ongoing changes in occupations and their requirements; that is, changing worker skill sets and the area labor supply therein so a current or new company can compete well in this 21<sup>st</sup> century, global, knowledge-based market and work-place.

## **5) Budget**

- **Attach a copy of the WIB's or RWB's, and its WIA service providers' proposed budgets for Program Year 2011 using 2010 allocation information.**

(The budget template sheets are available to complete in Excel at this link:

[WIB or RWB Budget and Service Provider Budgets.](#))

See ATTACHMENT 6

- **Describe how the WIB/RWB monitors its annual budget and the budget of its service providers. (Response should not exceed one page.)**

The Fiscal Agent for the Board provides financial information for the board on a monthly basis to allow monitoring of budgetary expenditures for all service providers and contracts, staffing, overhead, etc. Two separate reports are provided for review: 1) Revenue and Expense to Total Budget; and 2) Grant Breakdown and Current Standing of Remaining Funds. These tools allow the Board to monitor and analyze expenditures by funding source, as well as by contract and/or category. The fiscal agent provides projections and additional reports and analysis upon request by the board.

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

The Board is provided with financial information and reports monthly, which includes administrative fund sources, and any administrative funded service contracts. This information is analyzed as a part of the region's overall budget. Human Resource Services will be conducted through a Professional Employer Organization (PEO) to reduce administrative costs and increase efficiency for a small staff. The administration of Fiscal Services will be handled under contract with Crowe Horwath LLP, as designated by the Chief Elected Official. The Board will retain a small, lean and qualified, staff to handle board and Workone administrative functions as required under the Workforce Investment Act.

The goal of the Region 10 Board is to maximize funding for client services, which is especially important with the level of allocation received.

**Explain how WIA administrative funds will be utilized, including projected expenditures for the following categories: Staffing (Administrative Cost)** WIA administrative funds are allocated for fiscal agent services, and for WIB staff duties categorized as administrative in nature.

**Travel:** WIA administrative funds will be allocated for travel related to duties categorized as administrative in nature.

**Outreach:** WIA administrative funds, if available and unobligated, will be utilized to support programmatic and client needs.

**Other (describe):** WIA administrative funds, if available and unobligated, will be utilized to support programmatic and client needs.

**Provide any policies/procedures the WIB/RWBs will utilize to approve the following:**  
*(Response should not exceed two pages, not including any attached policies.)*

### **Regional Policy: Hiring of staff**

## **REGION 10 WORKFORCE BOARD, Inc.**

### **Personnel Solicitation Policy:**

It is the policy of The Region 10 Workforce Board, Inc. to provide an open and competitive hiring process to solicit employees.

The Workforce Board officers will be responsible for recruitment and evaluation of the Executive Director that is charged with the key administrative functions for the organization.

The position will be solicited by using 1) Indiana Career Connect – the recruitment tool for the Indiana Workforce System, and 2) Other job boards at the discretion of the Board officers.

The Executive Director will be responsible for the recruitment and evaluation of the administrative staff as determined necessary for the key functions of the Workforce Board operations. The hiring process to solicit employees will be competitive. The positions will be solicited by using, 1) Indiana Career Connect – the recruitment tool for the Indiana Workforce System and 2) other job boards at the discretion of the Executive Director.

Records of all competitive hiring processes are required to be maintained at the Workforce Board administrative office.

*Applicants will be afforded the opportunity to appeal hiring recommendations. Applicants have the right to appeal any action or decision related to this policy. Appeals will be reviewed and investigated with the Region 10 Workforce Board. The decision of the Board in such situations shall be final. Bidders wishing to make a formal appeal should do so in writing to: Attention: Ed Carpenter, Region 10 Workforce Board, Inc., P O Box 6712, New Albany, IN 47150.*

Questions regarding this policy contact:

Ed Carpenter, Chair  
Region 10 Workforce Board, Inc.  
P O Box 6712  
New Albany, IN 47150  
Phone: 812-944-7793  
Fax: 812-944-4056  
[ed.carpenter@gknsintermetals.com](mailto:ed.carpenter@gknsintermetals.com)  
April, 2011

## **Regional Policy: Travel**

### **REGION 10 WORKFORCE BOARD, Inc.**

#### **POLICY: Business Reimbursement Guidelines**

Required Action: Region 10 Workforce Board members and staff must adhere to this policy.

The following guidelines must be followed for board business reimbursement of costs:

The Business Reimbursement rates will be as follows:

- Mileage:** Reimbursement rate shall be in accordance with standard mileage rates established by the Internal Revenue Service.
- Other:** Meal reimbursement for business travel will include a meal reimbursement rate maximum up to \$50.00 per day, except for areas where a higher cost of living standard applies, and the per day rate will not exceed \$85.00 per day in those areas.
- Procedures:** Board members and staff who attend meetings outside the region for Region 10 Workforce Board business may elect to seek reimbursement for reasonable and necessary mileage/travel expenses. Board and staff members should complete the mileage form as provided by the administrative office (electronic form available via contacting the Regional Workforce Board Office), and submit the form, along with printouts from map quest for travel from/to each location. Receipts for any meal, travel, parking or lodging reimbursement must be submitted.

For questions regarding this policy contact:

Ed Carpenter, Chair  
Region 10 Workforce Board, Inc.  
P O Box 6712  
New Albany, IN 47150  
Phone (812) 944-7793  
Fax (812) 944-4056  
[Ed.Carpenter@gknsintermetals.com](mailto:Ed.Carpenter@gknsintermetals.com)

April, 2011

## **6) Governance and Structure**

- **Describe how the WIB/RWB consulted with members of the public, including local elected officials, representatives of business, labor, and economic development prior to the submission of this plan (Response should not exceed one-half page.)**

In the process of the region determining to operate as a formal Workforce Service Area (WSA) and Workforce Investment Board (WIB) and to devise its Local Plan going forward into the next Program Year, consultation with members of the public, including local elected officials, representatives of business, labor, and economic development, has occurred/is occurring in the following ways:

- A. Workforce Board meetings that include representatives as listed above. Examples of Transitional WIB involvement in the Local Plan's development are provided:
  - Board members crafted Bylaws for the new WIB. This includes due emphasis on Member Conflict-of-Interest, Open Door Law, etc., that the Plan requires. The Bylaws have been approved by the Transitional WIB in April 2011.
  - Board members reviewed, revised and approved Policies regarding the hiring of personnel, travel, etc.
  - Board members have been instrumental in determining the level of business representation per County on the new WIB, as well as business/industry representation, per Transitional WIB meetings in 2011.
  - Board members will participate in the review and scoring of proposals for WIA services, given the competitive procurement process involved. As well, Board members will lead a final candidate interview session for WIA services provider selection.
  - Board members have taken formal action to designate the One-Stop Operator function, which is described in this Plan document.
  - Board members have exhibited regular regional leadership through initiatives like WIRED65, which is referenced in Section 2 of the Local Plan. They also have advocated for discretionary funding for Project STEPs (now concluded successfully), referenced in Section 3 of the Local Plan.
- B. Formal Local Elected Official meetings, with Workforce Board Officers and staff present to inform, report on, and seek input and perspective about the future of the region's workforce, short-term and long-term, especially as relates to workforce-based funding resources and opportunities that have come and will come to the region.
- C. County level meetings involving Local Elected Officials (Mayors, County Commissioners, etc.) and a workforce board representative(s) and the Regional Operator
- D. Meetings with WIB nominees, as submitted by his/her area Chamber of Commerce, about:
  - The reorganization process and its rationale,
  - The governance responsibilities of the WIB,
  - Information and idea-sharing on the status and evolution of WorkOne operations and next direction (describing examples such as Adult Education linkages, integrated services, new Customer Flow, new resources like Indiana Career Explorer, Indiana Career Connect, Mindleaders, Career Readiness training, etc.),
  - Various regional and meta-regional initiatives that have provided/ will provide new capacity and opportunity for WorkOne to serve its customers, i.e. Workforce Acceleration grants (WAG), Project STEPs, WIRED65, and employer services (such as formal business retention visits with area companies, (customized) hiring, testing, and incumbent worker training services) and business/industry sector services, etc.)
  - Needs and opportunities associated with industry sector strategies and capacity-building, esp. as relates to incumbent worker training needs.

From this orienting and informing process, more cogent dialogue has occurred, permitting nominees to offer their inputs, perspective and local priorities.

- E. Similarly, such discussions have occurred, prior to the meetings above, with a) Chambers of Commerce, b) LEDOs, c) Ivy Tech (Chancellor) and the regional High School devoted to the school-to-career model, and d) Organized Labor, leading to both general workforce status/direction discussion, mutual information-sharing and inputting as well as to WIB member nominations.
- F. These exchanges have continued between current workforce board members, future WIB members and LEOs, including the Chief Elected Official (CEO), James Goldman.

Key inputs from the parties referenced above center on:

- The long-term importance of and value for the region in governing and operating as a WSA and WIB (having considered and analyzed WIB and Regional Workforce Board (RWB) options, with the WIB utilizing balanced and cohesive infrastructure, inclusive of “checks and balances”, on behalf of the LEOs and CEO.
- Workforce (talent development) leadership and advocacy at the local/regional, meta-regional and state levels.
- A core priority of a sound County-based WorkOne employment and training service center system, focused on a) the Job-to-Job and b) Education/training to Job service tracks, in a manner that adds value for the customer: employers and job-seekers, with WorkOne being “solidly rooted in clearly demonstrating a positive return on workforce investments for both job seekers and local/regional businesses.”
- A core priority of educational attainment (“Moving up one level”), per a local phrasing: “From GEDs to PhDs”, understanding the continuum/types of attainment and its manifestation in/for each individual served, given his/her particular lie, academic and work history factors/dynamic, and the needs/demands of the current and future job market, as expressed through volumes of labor market information, business/employer surveying, etc., and, consequently a) more individuals who are qualified, skilled and can perform, meeting employer needs and expectations, and c) more customers gaining (better) employment through WorkOne services.

In each case, comprehensive information packets on workforce board work, WorkOne and various initiatives is provided as well as information regarding a) state plan goals and specific DWD initiatives and b) the workforce board’s strategic plan.

These formative discussions lead to the crafting of the Local Workforce Investment Plan. The DRAFT Plan document is being submitted by April 29, 2011 and will likewise be distributed to the CEO, all LEOs, current Transitional WIB members, and new WIB nominees. The Plan will be available for public review and comment, with legal notices, etc. notifying such, per DWD Policy 2010-11. Board members will also send the plan to others, in a relevant manner, in their respective networks, urging review and comment. Board members and LEOs will have 11-12 days in which to review the entire document and have discussion at the May 10, 2011 Transitional WIB meeting. At that meeting, clarifications can be requested and/or revisions can be recommended and agreed, with formal Board action then being taken regarding the DRAFT Plan.

Thereafter, Board members, other key regional stakeholders and the public may continue to review and comment for another nineteen (19) days, as well as DWD’s Plan review team, all of which leads to a revised, final plan, as appropriate, to be submitted, on behalf of the Board, to DWD in early June 2011.

**• Describe the role of the local elected officials in the governance and implementation of WIA programs in the local area. (Attach a copy of the Local Elected Officials’ Agreement and the County Chief Elected Officials’ Agreement.) (Description should not exceed one-half page.)**

The respective Agreements are provided in ATTACHMENT 7 and ATTACHMENT 8. The County Local Elected Officials (LEO) Agreement is based on state/DWD language. On Page 1, Section II, designated County-based Chief LEO duties are listed, essentially being to:

- A. Enter into a regional Chief Elected Official (CEO) Agreement regarding a) the Workforce Investment Act (WIA), its presence and operation in the region, and b) the purpose and work of the region’s Workforce Investment Board (WIB)
- B. Provide guidance to the WIB as a member of the County CEO Executive Council
- C. Communicating key updates and changes to other county LEOs and
- D. Select a regional Chief Elected Official

Per Section III of the Agreement, the designated LEO from each county and the CEO are encouraged to attend WIB meetings and CEO Executive Council meetings. At both types of meetings, financial, service, system, project initiative(s) and legislative updates occur. The designated LEOs engage in informed discussion, giving inputs and guidance to Board officers and members, as well as the Regional Operator (and/or WIB staff), regarding a) WorkOne in the region, b) related WIA Adult, Dislocated Worker and Youth programs: their priorities/goals, strategies, and results such as employment, career development or career change, etc., and c) local and/or regional workforce and community needs and priorities.

Similarly, informal Exchanges occur between LEOs and their county business representatives, who then represent the designated LEO also at WIB meetings.

LEOs periodically visit their local WorkOne centers and the full service center in New Albany.

The special roles of the CEO are depicted in the region’s CEO agreement; for example, designating a fiscal agent, how liability is assumed in the region, appointing WIB members, designating the One Stop Operator function, approving the budget developed by the WIB, etc.

**• Who is the chief elected official for the area, and how is liability for the misuse of WIA funds assumed by the local elected officials? WIBs only need to respond.**  
*(Response should not exceed one-half page.)*

The Chief Elected Official (CEO) is James Goldman, President, Harrison County Board of County Commissioners.

Per the CEO Agreement, pages 1-2:

**II. Liability for Misuse of Workforce Investment Funds in Region 10**

In Region 10, financial liability for the misuse of workforce investment funds shall be handled in the following manner: Liability will be shared by each of the thirteen (13) Units of Local Government (ULG) that compose Region 10, under Indiana Department of Workforce Development (DWD) Policy 2010-08, which is aligned to core federal legislation, the Workforce Investment Act of 1998, as administered by the US Department of Labor. The thirteen ULGs include:  
 Six (6) County Governments: Clark, Crawford, Floyd, Harrison, Scott, and Washington  
 Five (5) cities: Charlestown, Jeffersonville, New Albany, Salem, and Scottsburg, and  
 Two (2) towns: Clarksville and Sellersburg.

Liability for misused workforce investment funds will be shared by these 13 ULGs, proportionally, based on population of each ULG, with ULGs having greater population thus having proportionally more liability. The County government share is based on the County population, subtracting any cities and/or towns in that same county, as listed above. ULG populations will be listed in rank order, with a percentage of the whole regional population thus attached to each ULG. The percentage-based amount of misused funds, per ULG population, when totaled will equal the total amount of Region 10’s misused funds.

Misused funds are defined as a misuse, per state and federal regulations, not otherwise or earlier resolved through the Region 10 Workforce Investment Board or its various contractors and finally determined as misused by the Indiana

Department of Workforce Development and/or US Department of Labor, or other funding authority as may apply, per financial monitoring and/or audit.

Note: It is of critical importance to indicate, in this Agreement, that the Local Elected Officials and the Chief Elected Official stipulate a regional infrastructure for governance, financial management and operations/services that inherently provides both internal and external monitoring and audit “checks and balances”. Specifically, the fiscal agent is a separate entity, as designated by the CEO; it is not part of the WIB’s staffing. Furthermore, the WIA services provider(s) are contractors to the WIB, not direct service staff of the WIB. Additionally, state monitoring each Program Year and third party audits of the WIB, as a Corporation, and Service Provider(s), at a minimum, provide further, external “checks and balances”. Such “checks and balances” emphasize due-diligence through proactive, objective analyses and consequent understanding and recommendations regarding of workforce investment regional expenditures, both through the course of each Program Year, as well as at year-end. As such, issues regarding any expenditure can be resolved properly, with guidance from state monitors utilized as needed, at its earliest and first level of liability, not at its final level of liability, which is the shared liability of the Region 10 Units of Local Government.

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

**Name:** Jackie Zangrilli, CPA

**Organization:** Crowe Horwath LLP [www.crowehorwath.com](http://www.crowehorwath.com)

**Address:** 3815 River Crossing Parkway, Suite 300; Indianapolis, IN 46240

**Telephone Numbers:**

Direct 317.208.2511

Cell 317.514.8701

Fax 317.706.2660

**E-mail Address:** [jacqueline.zangrilli@crowehorwath.com](mailto:jacqueline.zangrilli@crowehorwath.com)

• **Describe the nomination and selection process used to appoint members to the workforce investment board. WIBs only need to respond. (Response should not exceed one-half page.)**

The Transitional WIB is following DWD Policy 2010-09. In each case, nominations have been sought from the institution or entity prescribed by DWD Policy. For example, regarding the Rehab Act Title I Program, a nomination was solicited through Greg McAloon, the Executive Director of Vocational Rehabilitation. Regarding a representative of DWD, a nomination was solicited from the DWD Commissioner, Mark Everson, or designee directly. In instances where a nomination could be ‘self-nominating’, that process occurred or the nominee deferred to the Chief Elected Official; for example, the Center for Women and Families (A One-Stop partner representative of a Community-Based Organization with workforce development services, “with expertise and effectiveness in the field of workforce investment”).

All nominations come from a “local business organization and/or business trade organization”; that is, the County area Chambers of Commerce, each of which has close ties also to the County economic development entity(ies). For example, the Harrison County Chamber Executive Director nominated two current Regional Workforce Board members and then nominated a new member to the WIB. Three business/industry sectors are represented therein for the regional board.

Depending on the particular Chamber’s preference, the current Regional Operator meets with a business representative candidate before or after a nomination has been placed formally by the area Chamber:

- a. The Regional Operator staff provides comprehensive information on the purpose, roles and responsibilities, obligations and functions of the workforce board and its members. When possible, this meeting occurs with 1-2 Board members, such as a current Board business representative from that same County.

- b. The Boards Bylaws and Strategic Plan are provided, along with examples of regional allocation figures, budget formats, WorkOne services and operations, including the integrated services delivery model (and products), and various a) regional workforce initiatives and b) state initiatives. Progress and outcomes on various workforce/human capital-architecting fronts is presented. Conflict-of-Interest aspects to being a member are explored and exemplified, especially given the particular nature of this public sector-anchored board, the Workforce Investment Act legislation, and the appointments being approved by an elected official.
- c. The orientation also looks at the current/existing workforce and the emergent/future workforce and its more commonly expressed issues, needs and opportunities.
- d. *This information-sharing and solid examples of issues therein, of operations and initiatives, and of Board work leads to discussion and inputs, in the first exchange, regarding the global, knowledge-based marketplace, employer skills needs: academic skills, technical skills and soft skill issues and concerns, and inputs/opinions on how these concerns might be addressed in the region, via the Board. The candidate is engaged.*

In light of the breadth and depth of workforce issues, regional leadership, ambassador, advocacy and partnership models are also highlighted and emphasized as ways for the Board to achieve more in a cost-efficient, leveraging manner.

The Board has several basic criteria expressed to each Chamber of Commerce Executive Director in its nomination process and then to each candidate:

- An expressed interest in (or passion for) workforce development/investment
- Assuming a business-led and civic-based regional leadership role. Moreover, while one represents a County, the Board table is dedicated to the regional economy and workforce first, while local/County needs are seen as meaningful, powerful parts of the regional landscape. Similarly, the business member acknowledges also the importance of representing a sector of business/industry, yet he/she focuses as well on the more general expressed needs of employers.
- The ability and commitment to attend Board meetings and contribute to the Board’s various activities, such as a regional Youth Council, or being tasked to review, score and interview those entities making proposals in a competitive procurement process.

The candidate is then able to make an informed choice, whether at the conclusion of this first meeting, or in a few days. For example, he/she may choose to have informal discussion on the Board’s work and member experience; thus, he/she may contact another Board member(s), before making a final decision on membership. Or the candidate may wish to attend one Board meeting first and see/experience first-hand. Once the candidate has stated his/her commitment to be on the workforce board, the County designated LEO is notified. (Often, the LEO is already aware of the nomination made by the Chamber of Commerce.)

**• Using available workforce data, describe how business representatives that serve on the WIB are appointed to accurately reflect the employment opportunities (primary industries, business size) and the geographic diversity of the local workforce service area. WIBs only need to respond.**  
*(Response should not exceed one-half page.)*

Business representatives are appointed to reflect the diverse industries that compose this Region 10 economy and its projected areas of sector growth, which, per labor market analyses, are diverse also.

In part the Section 1 question: “What industries and occupations within the local area’s economy are expected to grow or decline within the next three years and within the next ten years?” and it’s answer, drive the process. The answer, in Section 2 of this Plan document references the following data sources:

STATS Indiana

DWD labor analysis Attachment: Employment and Payroll of Top Five (5) Industries – EGR 10 (January 2011) Hoosiers by the Numbers, Industry Projections by Employment and Growth, and

The WIRED65 Talent-Innovation-Place (TIP) Report and Regional Competitiveness Strategy 2010

From cross analyses of these data sources, the following business/industry sectors are projected to show growth, large market share and/or sector stability, and are thus to be represented on the WIB:

1. **Manufacturing**
2. **Healthcare**
3. **Transportation/Distribution/Logistics (TDL)**
4. **Education**
5. **Retail Trade**
6. **Construction,**
7. **Accommodation and Food Services**
8. **Utilities and Energy Technology**
9. **Information Technology (IT)**
10. **Agriculture**
11. **Professional and Business Services**

Connectivity of business/industry sectors to be represented with Counties is exemplified below:

- Clark County has the largest industry/employment share of TDL; thus, that sector's business representative is sought from Clark County and the area Chamber: One Southern Indiana. Clark County also has the largest industry/employment share of Retail Trade; thus, that sector's business representative is sought from Clark County and the area Chamber: One Southern Indiana.
- Harrison County has the largest industry/employment share of Agriculture; thus, that sector's business representative is sought from Harrison County and the area Chamber: Harrison County Chamber of Commerce.
- Manufacturing has a large market share of employment regionally, and it has larger share of County-level employment in more rural Counties; thus, sector representation is sought from major manufacturing firms in Crawford and Washington Counties, for example.
- Floyd County has a large and growing share of employment in the healthcare industry; Thus, that sector's business representative is sought from a major healthcare employer in Floyd County.

At the March 2011 Transitional WIB meeting, the Board determined the geographic representation of WIB members. In light of the new WIB having fifteen (15) business representatives, at a minimum, across a six (6) County area, the Board decided formally to have the three more highly populated Counties (Clark, Floyd and Harrison Counties) be represented by three (3) business members each; the three (3) less populated Counties (Crawford, Scott and Washington Counties) to be represented by two (2) business members each. Any of the three less populated Counties may add a third business representative, if desired.

#### • **Attach a copy of the WIB/RWB Bylaws**

The following information, at minimum, is required in the bylaws:

- **Quorum rules, establishing that at least 50% of members attending in-person constitutes a quorum** [See Region 10 WIB Bylaws Section 9.3](#)
- **Attendance rules** [See Region 10 WIB Bylaws Section 9.2](#)
- **Membership terms** [See Region 10 WIB Bylaws Section 3.4 and 4.2 \(Officers\)](#)
- **Identification of board officers and election procedures** [See Region 10 WIB Bylaws Article IV](#)
- **Description and duties of any WIB/RWB subcommittees (Youth Council mandatory for WIBs)**

See [Region 10 WIB Bylaws Article V](#)

- **Voting rules** See [Region 10 WIB Bylaws Section 6.1](#)
- **Describe what constitutes a conflict of interest to a board member and what actions will be taken by the board member in the event of a conflict of interest** See [Region 10 WIB Bylaws Section 6.2](#)
- **Describe how the WIB/RWB and any of its subcommittees comply with Open Door Laws, including the requirement that WIB or RWB and subcommittees' minutes will be posted online for public inspection.**  
See [Region 10 WIB Bylaws Article VII](#)
- **Rules for amending bylaws** See [Region 10 WIB Bylaws Article X and Section 11.2](#)

Each of the nine (9) areas identified above is linked to its appropriate section in the Region 10 Workforce Board Bylaws (Attachment 9 in Local Plan), formally approved by the Transitional Workforce Investment Board (WIB) in April 2011.

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

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

The WIB has a small administrative staff to oversee strategic and compliance functions and operations on behalf of the board and WSA as summarized below:

**Human Resource/Fiscal:** Human Resource Services will be conducted through a Professional Employer Organization (PEO) to reduce administrative costs and increase efficiency for a small staff. The administration of Fiscal Services will be handled under contract with Crowe Horwath LLP, as designated by the Chief Elected Official.

**Executive Director:** Chief Executive Officer is the chief executive officer, responsible for strategic implementation of policies and directives, board governance, system building, fiscal and administrative oversight and compliance of the WIB and Region 10 WSA, external and internal partner relations.

**Dir. Operations/Administration:** Operations Director responsible for planning, implementation and management of WorkOne operations, procurement and contract management; coordination, monitoring and review of fiscal operations; development and implementation of service/compliance policy; oversight of monitoring and data management processes, performance/quality assurance.

**Data Management/Monitoring Coordinator:** Data Management/Monitoring Coordinator, responsible for review and reporting of WSA data for federal, state, and board purposes; data system and compliance training for staff; internal program compliance monitoring and data evaluation monitoring for quality assurance and compliance.

**Business Consultant:** The Business Consultant is responsible for outreach and coordination of employer services for the WorkOne System; planning/coordination of business outreach seminars with employer service team members; marketing of employer service products/usage in accordance with goals; collecting and reporting business intelligence for workforce solutions development; communication and coordination of services with state, regional and local workforce and economic development professionals in business retention/expansion.

**Administrative Assistant:** The administrative assistant is responsible for maintaining all files and documents in accordance with procedures; perform general office duties (typing/word processing correspondence and documents, filing, faxing and copying, maintaining mailing and distribution lists; management of purchase order system

and office supplies; office receptionist.

For the Compensation Chart, see Attachment 10.

**Attach a WIB/RWB Organizational Chart, and provide a brief description of the key responsibilities of all WIB or Regional Operator staff persons. (Response should not exceed one page.)**

See Attachment 11.

**• Who is the area's One-Stop Operator (OSO), what are its roles and responsibilities, and describe the OSO designation process. WIBs only need to respond. (Response should not exceed one page.)**

On March 2, 2011, the Local Elected Officials (LEO) convened formally to transact business regarding the region's determination to operate as a Workforce Service Area (WSA) formally, with governance, in part delegated to the new regional Workforce Investment Board (WIB) to be in place by July 2011, as part of the WSA status. In reviewing and analyzing the three (3) One Stop Operator (OSO) options, presented by Indiana DWD, the LEOs determined a preference for future WIB staff to be responsible for that function. Their recommendation was shared with the new Transitional WIB on March 8, 2011. On April 12, the Transitional WIB for Region 10 had similar discussion and review of the three options regarding OSO functions and then took formal action to enact that option, contingent on the hiring of WIB Executive Staff who have OSO-related experience and expertise. It was understood by the Board that, if the Executive Staff selected do not have OSO experience and expertise, then another option may need to be selected.

If the Executive Staff hiring does provide for that experience and competency, the Chief Elected Official, James Goldman, will submit correspondence, per State Policy 2010-12, pages 4-5, to the Governor's Office justifying and requesting the OSO designation as such.

The Transitional WIB has selected a Board member team responsible for the hiring of Executive staff for the WIB. Following lawful hiring practices, the team is led by a business representative who is an HR director. The team will review resumes and conduct candidate interviews. An Executive Session is scheduled for May 10, 2011; a candidate is expected to be selected then.

Once the hiring process has been completed for executive staff, the Board can determine if the OSO function can be handled effectively by that staffing. If so, Executive staff will hire subsequent staff who have similar background and competency in that function, as well as other needed WIB administrative and management functions.

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

***WIA Services Competitive Grants***

<b>Grant</b>	<b>Competitive Process</b>
One Stop Operator	Designated by CEO and Region 10 Board per DWD Policy #2010-12
WIA Youth Service Provider	<b>Competitive RFP Process:</b> Legal Notice Published in Newspaper and on Website, RFP Distributed to providers throughout Indiana and Louisville, KY area. Proposals will be received by a specific day/time. Proposals will be reviewed and scored in a blind rater mode. Scores and comments will be sent to the RO (Board staff) for totals and summation. The team receives the scoring summary, with comments from raters. Based on the scoring, a provider is selected, or, if the team chooses, final candidates are interviewed by the team and then a provider selection is made

	and presented to the Board for formal action.
WIA Adult/DW Service Provider	<b>Competitive RFP Process:</b> Legal Notice Published in Newspaper and on Website, RFP Distributed to providers throughout Indiana and Louisville, KY area. Proposals will be received by a specific day/time. Proposals will be reviewed and scored in a blind rater mode. Scores and comments will be sent to the RO (Board staff) for totals and summation. The team receives the scoring summary, with comments from raters. Based on the scoring, a provider is selected, or, if the team chooses, final candidates are interviewed by the team and then a provider selection is made and presented to the Board for formal action.
Other	Depends on the nature and scope of work for the grant. It is the intent to provide a competitive process and environment, unless the timeline and/or scope of work is more conducive to modifying the contract of the current service provider.

- **Describe the process the WIB/RWB utilizes to monitor any services/activities it procures, including WIA Service Provider** *(Response should not exceed one page.)*

***Monitoring of Service Provider***

The Board monitors the expenditure rate and reviews fiscal reports monthly, in comparison to a line-item budget for the service provider. The service provider also provides expenditure projection reports quarterly. A meeting is conducted bi-monthly with the service provider management and fiscal staff to discuss any issues and address plans.

A monthly report is prepared for the board to review and analyze current performance trends in accordance with common measures reporting. Reports are also prepared and analyzed monthly on credentials attained, WorkOne product and workshop usage, in addition to program specific reports such as WAG, JAG, and Adult Basic Education (ABE) Grant outcomes.

The Board conducts a comprehensive programmatic monitoring for compliance at-least once during each contract year to ensure that the service provider is adhering to federal regulations and policy as defined by Indiana Workforce Development and the Region 10 Workforce Board. This monitoring also provides insight on areas of staff training needs. A response, and resolution of any compliance issues are required of the provider, as well as recommendations for program improvement. A report is provided to the board for review, discussion, and further recommendation.

- **How does the WIB/RWB eliminate real or perceived conflict of interest in developing RFPs, scoring proposals, and issuing grant awards?** *(Response should not exceed one-half page.)*

The new Bylaws, specifically Section 6.2, acts as a foundation for Board member Conflicts of Interest.

The Board utilizes a Conflict of Interest Form for the rating process for RFP’s to determine if any raters have a conflict of interest with RFP and/or entities submitting proposals. A Conflict of Interest Form is included in RFP documents.

The Board will have a process at the beginning of each Board meeting for members present to review agenda items for potential conflicts of interest, and will be reminded that they must abstain from voting on issues that could present a real or perceived conflict of interest.

## **7) Program Contact Persons**

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

### **WIA Adult and Dislocated Worker Programs**

Tony Waterson

WIA Adult and Dislocated Worker Programs Director

JobWorks, Inc.

Phone: 812-941-6437

E-mail: Tony Waterson [twatersonjobworks@gmail.com]; [twaterson@jobworksinc.org](mailto:twaterson@jobworksinc.org)

### **WIA Youth Programs**

Tony Waterson

WIA Adult and Dislocated Worker Programs Director

JobWorks, Inc.

Phone: 812-941-6437

E-mail: Tony Waterson [twatersonjobworks@gmail.com]; [twaterson@jobworksinc.org](mailto:twaterson@jobworksinc.org)

### **Fiscal management**

Jackie Zangrilli, CPA

Crowe Horwath LLP

3815 River Crossing Parkway, Suite 300, Indianapolis, IN 46240

Direct 317.208.2511

Cell 317.514.8701

Fax 317.706.2660

E-Mail: [jacqueline.zangrilli@crowehorwath.com](mailto:jacqueline.zangrilli@crowehorwath.com)

[www.crowehorwath.com](http://www.crowehorwath.com)

### **Electronic/Information Systems**

Anita McNallin

Workforce Development Associates, Inc.

Phone: 812-490-7824

E-mail: [am@wda-inc.org](mailto:am@wda-inc.org)

### **Data Collection/Performance**

Jackie James

Workforce Development Associates, Inc.

812-944-7793

[jj@wda-inc.org](mailto:jj@wda-inc.org)

Anita McNallin

Workforce Development Associates, Inc.

Phone: 812-490-7824

E-mail: [am@wda-inc.org](mailto:am@wda-inc.org)

### **WIA Equal Opportunity Officer and WIA Program Complaints**

Ron McKulick

Workforce Development Associates, Inc.

812-944-7793

[rm@wda-inc.org](mailto:rm@wda-inc.org)



- **The PY 2011 Local Workforce Investment Plan must be signed and dated by the following (include printed name and title, and contact information):**

Workforce Investment Board/Regional Workforce Board Chairperson

**Ed Carpenter, SPHR**  
**RWB Chair, Region 10**  
Interim WIB Chair, Region 10

Human Resource Manager  
GKN Sinter Metals - Salem  
198 S. Imperial Drive  
Salem, IN 47167

ed.carpenter@gknsintermetals.com  
812-883-8915 - Direct Line  
812-896-5323 - Cell  
812-883-8995 - Fax



Ed Carpenter

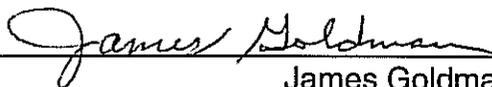


Date

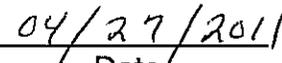
Chief Elected Official

**James Goldman**  
**Region 10 Chief Elected Official**  
President, County Commissioners  
Harrison County, Indiana

5990 Loudens Chapel Road  
Depauw, Indiana 47115  
812 738-2740  
j-goldman@hotmail.com



James Goldman



Date

July 1, 2011

**ADMINISTRATIVE, EXECUTIVE AND MANAGERIAL**

Administrative Services Manager  
 Advertising, Marketing & Public Relations Manager  
 Community & Social Services Manager  
 Computer, Information & Network Systems Administrator & Mgr  
 Construction Manager  
 Education Administrator  
 Engineer, Math & Natural Science Mgr  
 Food Service and Lodging Manager  
 Health & Medical Services Manager  
 Labor Relations, Personnel & Training Manager  
 Manager, Financial, Property, Real Estate, Sales, Social Service

**PARAPROFESSIONAL, PROFESSIONAL AND TECHNICAL**

Accountant & Auditor  
 Audiologist  
 Biomedical Technologist  
 Building & Construction Inspector  
 Business Operations Specialists, All Other  
 Cardiovascular Technician  
 Civil Engineer  
 Clinical & Medical Lab Technician  
 Clinical, Counseling & School Psychologist  
 Commercial & Graphic Designers  
 Compliance & Inspector Officer  
 Computer Aide  
 Computer Network Systems Analyst  
 Computer Network Administrator  
 Computer System Engineer (Hardware/Software)  
 Computer Support Specialist/Technician  
 Correctional Jailer & Officer  
 Counselor  
 Credit Analyst  
 Database Administrator  
 Dentist  
 Dental Hygienist  
 Dental Assistant  
 Development & Training Specialist  
 Dietitian  
 Electrical and Electronic Engineer  
 Emergency Medical Technician  
 Employment Interviewer  
 Fire Fighter  
 Graduate Assistant, Teaching  
 Health Diagnosing & Treating Practitioner  
 Healthcare Practitioner & Tech Worker  
 Human Service Worker  
 Industrial Engineer  
 Instructional Coordinator  
 Lawyer  
 Licensed Practical Nurse  
 Loan Counselor & Officer  
 Management Analyst  
 Mapping & Survey Technician  
 Massage Therapist  
 Mechanical Engineering Technician  
 Mechanical Engineer  
 Medical Records Technician  
 Medical Assistant

Nursing Instructor  
 Nurses Aides, Orderlies & Attendants  
 Occupational Therapist  
 Operations Research Analyst  
 Paralegal  
 Pharmacist  
 Pharmacist Technician  
 Physical Therapist  
 Physical Therapy Assistants  
 Physician  
 Police & Sheriff's Patrol Officer  
 Psychiatric Technician  
 Psychologist  
 Public Relations Specialist  
 Radiology Technologist  
 Registered Nurse  
 Respiratory Therapist  
 Social Worker  
 Speech Pathologist  
 Surgical Technician  
 Systems Analyst  
 Teacher

**MARKETING AND SALES**

First-Line Supervisor, Retail Sales  
 Sales Representative  
 Sales Representative, Advertising, Business Services, Insurance

**ADMINISTRATIVE SUPPORT & CLERICAL**

Account & Bill Collector  
 Administrative Assistant  
 Adjustment Clerk  
 Cost Estimator  
 Dispatcher: Ambulance, Fire, Police  
 Expediting & Production Planning Clerk  
 First Line Supervisor, Clerical  
 General Office Clerk  
 Healthcare Support Worker  
 Real Estate Clerk  
 Residential Counselor  
 Secretary, Executive, Legal, Medical, **Only**

**SERVICE**

Bus Driver, School  
 Chef and Head Cook  
 Physical Therapy Assistant  
 Detective & Investigator  
 First-Line Supervisor, Food Prep & Serve  
 First-Line Supervisor, Personal Services  
 Gaming Surveillance/Investigator

**CRAFT, PRECISION, PRODUCTION, & REPRODUCTION**

Automotive Body Repairer  
 Brick & Stone Mason  
 Carpenter  
 Concrete, Cement Mason & Finisher  
 Construction Trades Worker  
 Drywall Technician & Taper  
 Electrician  
 First Line Supervisor

Grader, Inspector, Sampler, Sorter, Tester & Weigher  
 Heating, Air Conditioning and Refrigeration Mechanics/Installers  
 Industrial Machinery Mechanic  
 Insulation Worker  
 Machinist  
 Maintenance Repairer  
 Mechanic, Automotive  
 Mechanic, Bus, Diesel, Heavy Equipment, Truck Engine Mechanic  
 Painter & Paperhanger  
 Paving, Surfacing, Tamping, Operator  
 Pipe Fitter, Pipe Layer, Plumber & Steamfitter  
 Roofer  
 Waste Treatment Operator  
 Sheet Metal Duct Installer

**FABRICATORS, LABORERS & OPERATORS**

Combination Machine Tool Set/Op  
 Cutter & Welder  
 Fiberglass Fabricator & Laminator  
 Helper: Brick & Mason  
 Helper: Carpenter & Roofer  
 Helper: Pipe Fitter, Pipe Layer, Plumber & Steamfitter  
 Refuse Collector  
 Sheet Metal Fabricator/Fitter  
 Shipping, Receiving, Warehouse  
 Truck Driver, Heavy & Light

**ATTACHMENT 2**  
**WIA Adult and Dislocated Worker Service Matrix**

Activity	Description	% WIA Funds to be Utilized		Other Funds to be Utilized (Type of Funds and Amount)	Annual Participation Target		
		Adult	DW		Adult	DW	Co-Enrolled Out-of-School Youth
<b>Orientation Workshop</b>	<ul style="list-style-type: none"> <li>•<b>Frequency:</b> Staff Assisted once weekly. Self service options are also available.</li> <li>•<b>Delivery Mechanism:</b> face-to-face workshop, recorded, on-line, etc.</li> <li>•<b>Objective:</b> Outreach/Promotion of WorkOne Products and Services</li> <li>•<b>Anticipated Learning Outcomes:</b> The client will learn about WorkOne products and services available to assist them to achieve skills/employment goals.</li> </ul>	0.53			525	*	*
<b>Resume Workshop</b>	<ul style="list-style-type: none"> <li>•<b>Frequency:</b> Staff Assisted once weekly. Self service options are available.</li> <li>•<b>Delivery Mechanism:</b> Face-to-face, recorded</li> <li>•<b>Objective:</b> Provide individuals with basic overview of required elements to create a professional resume and cover letter.</li> <li>•<b>Anticipated Learning Outcomes</b> The client will learn basic elements of a resume and cover letter.</li> </ul>	1			375	*	*
<b>Interviewing Workshop</b>	<ul style="list-style-type: none"> <li>•<b>Frequency:</b> Self service options are available.</li> <li>•<b>Delivery Mechanism</b> Recorded</li> <li>•<b>Objective</b> Provide individuals with tools to conduct a successful interview process.</li> <li>•<b>Anticipated Learning Outcomes</b> The client will learn how to be better prepared for the interview process and basic employer expectations.</li> </ul>	0.15			200	*	*
<b>Career Interest Workshop</b>	<ul style="list-style-type: none"> <li>•<b>Frequency:</b> Self-service options available.</li> <li>•<b>Delivery Mechanism</b> Recorded</li> <li>•<b>Objective</b> Provide individuals with information and tools to explore various careers.</li> <li>•<b>Anticipated Learning Outcomes</b> The client will learn how to assess their interests and skills, how to research and plan for a career choice.</li> </ul>	0.15			150	*	*

**ATTACHMENT 2**  
**WIA Adult and Dislocated Worker Service Matrix**

<b>Core Services</b>	<b>Job Search Workshop</b>	<ul style="list-style-type: none"> <li>•<b>Frequency:</b> Self service options are also available.</li> <li>•<b>Delivery Mechanism:</b> Recorded</li> <li>•<b>Objective:</b> Provide individuals with tools to conduct a successful job search process.</li> <li>•<b>Anticipated Learning Outcomes:</b> The client will learn various job search methods and the importance of good job search skills.</li> </ul>	<b>0.15</b>			<b>200</b>	*	*
	<b>UI Workshop</b>	<ul style="list-style-type: none"> <li>•<b>Frequency:</b> Self service options available.</li> <li>•<b>Delivery Mechanism:</b> On-line, recorded</li> <li>•<b>Objective:</b> Provide individuals with information on unemployment insurance filing and processes.</li> <li>•<b>Anticipated Learning Outcomes:</b> The individual will become familiar with the unemployment insurance filing process.</li> </ul>	<b>0.15</b>			<b>300</b>	*	*
	<b>Healthy Lifestyles Workshop</b>	<ul style="list-style-type: none"> <li>•<b>Frequency:</b> Self service options available.</li> <li>•<b>Delivery Mechanism:</b> Recorded</li> <li>•<b>Objective:</b> To provide information to assist individuals to make healthy lifestyle choices.</li> <li>•<b>Anticipated Learning Outcomes:</b> The client will learn the importance of making healthy lifestyle choices.</li> </ul>	<b>0.15</b>			<b>75</b>	*	*
	<b>Digital Literacy Workshop</b>	<ul style="list-style-type: none"> <li>•<b>Frequency:</b> Self service options are available.</li> <li>•<b>Delivery Mechanism:</b> Recorded, On-line</li> <li>•<b>Objective:</b> To provide information to assist individuals in learning basic information about computers and operations.</li> <li>•<b>Anticipated Learning Outcomes:</b> The client will learn basic information about computers, how they function, and basic operations.</li> </ul>	<b>0.15</b>			<b>125</b>	*	*

**ATTACHMENT 2**  
**WIA Adult and Dislocated Worker Service Matrix**

<p align="center"><b>Financial Literacy Workshop</b></p>	<p>•<b>Frequency:</b> Self service options are available.          •<b>Delivery Mechanism:</b> Recorded          •<b>Objective:</b> To provide information on how to manage financial resources.          •<b>Anticipated Learning Outcomes:</b> The client will learn about basic tools to manage resources.</p>	<p align="center"><b>0.15</b></p>			<p align="center"><b>75</b></p>	<p align="center">*</p>	<p align="center">*</p>
<p align="center"><b>Work Readiness Workshop</b></p>	<p>•<b>Frequency:</b> Self service option is available, NCRC.          •<b>Delivery Mechanism:</b> On-line, Written Guide          •<b>Objective:</b> To provide information on basic skills and attributes expected by employers.          •<b>Anticipated Learning Outcomes:</b> The client will learn about the skills demanded by employers in today's hiring environment, elements of the NCRC Certificate, and an overview of Region 10's Career Readiness Program.</p>	<p align="center"><b>0.15</b></p>			<p align="center"><b>75</b></p>	<p align="center">*</p>	<p align="center">*</p>
<p align="center"><b>ICC Registration</b></p>	<p>•<b>Frequency:</b> Staff Assisted once weekly. Self service option is available.          •<b>Delivery Mechanism:</b> Face-to-face, on-line with fact sheet guidance.          •<b>Objective:</b> To provide information on how to utilize Indiana Career Connect.          •<b>Anticipated Learning Outcomes:</b> The client will learn about the tools available in Indiana Career Connect and how they can register for available positions.</p>	<p align="center"><b>1</b></p>			<p align="center"><b>400</b></p>	<p align="center">*</p>	<p align="center">*</p>
<p align="center"><b>Mindleaders</b></p>	<p>•<b>Frequency:</b> Self service option is available.          •<b>Delivery Mechanism:</b> On-line          •<b>Objective:</b> To provide information on a variety of self-directed learning opportunities.          •<b>Anticipated Learning Outcomes:</b> The client will have the opportunity to pursue a large variety of self-directed learning opportunities and gain competency through course completion certificates.</p>	<p align="center"><b>0.15</b></p>			<p align="center"><b>200</b></p>	<p align="center">*</p>	<p align="center">*</p>

**ATTACHMENT 2**

**WIA Adult and Dislocated Worker Service Matrix**

<p align="center"><b>Case Mgmt</b></p>	<p><b>Case Managers: 13 ** (All sites)</b>                  Responsible for: Case managers are responsible for delivery of staff assisted core and intensive level services to include administering assessments, counseling and guidance, delivery of core and intensive level workshops, ITA and support service planning and implementation, assisting clients with job placement, proper reporting and documentation of services provided.</p>	<p align="center">41.48</p>	<p align="center">43.83</p>		<p align="center">900</p>	<p align="center">850</p>	<p align="center">50</p>
<p align="center"><b>Counseling</b></p>	<p><b>Sr. Counselor 1; Case Mgr: 13 ** (All sites)</b>  <b>Responsible for:</b> Case managers are responsible for delivery of staff assisted core and intensive level services to include administering assessments, counseling and guidance, delivery of core and intensive level workshops, ITA and support service planning and implementation, assisting clients with job placement, proper reporting and documentation of services provided.  <b>Academic Career Counselors</b> are responsible for intensive counseling, review and approval of training plans to determine if training is appropriate for the client. **Case Managers will receive training in Career Counseling and will be assigned as aptitudes are assessed by management.</p>				<p align="center">145</p>	<p align="center">180</p>	<p align="center">40</p>
<p align="center"><b>Basic Computer Training Workshops</b></p>	<p><b>Frequency:</b> Once each week- WorkOne; Once each month at each Express Site (Basic or MS Choice)  <b>Delivery Mechanism:</b> Face-to-face instructor guided  <b>Objective:</b> To instruct clients to perform basic computer navigation and operations.  <b>Anticipated Learning Outcomes:</b> The client will be able to perform basic computer operations and establish an email account and be assessed as proficient.</p>	<p align="center">1.62</p>	<p align="center">0.93</p>		<p align="center">375</p>	<p align="center">225</p>	<p align="center">50</p>

**ATTACHMENT 2**

**WIA Adult and Dislocated Worker Service Matrix**

<b>Intensive Services</b>	<b>Microsoft Choice Training Workshops</b>	<p><b>Frequency:</b> Once each week- WorkOne - Once each month at each Express Site (MS Choice or Basic)</p> <p><b>Delivery Mechanism:</b> Face-to-face instructor guided</p> <p><b>Objective:</b> To instruct clients to become proficient in Word, Excel, Powerpoint, and/or Access.</p> <p><b>Anticipated Learning Outcomes:</b> The client will be assessed as proficient in word, excel, powerpoint, or access and gain a certificate.</p>	1.63	0.93	400	250	50
	<b>Career Readiness Training</b>	<p><b>Frequency:</b> Once each month- WorkOne</p> <p><b>Delivery Mechanism:</b> Face-to-face instructor led</p> <p><b>Objective:</b> Career Readiness Skills - Six-day intensive coursework includes: NCRC Certification and Basic Computer Skills, Microsoft Word, Microsoft Excel, Business Etiquette, Team Work, Communication Skills, Customer Service, Conflict Resolution, Resume Writing, Interview Preparation, Mock Interviews.</p> <p><b>Anticipated Learning Outcomes:</b> The client will be assessed for NCRC Certification, and will have the skills to prepare for successful employment.</p>	0.75	0.4	130	80	20
	<b>Keyboarding Basics</b>	<p><b>Frequency:</b> Three times Month-WorkOne</p> <p><b>Delivery Mechanism:</b> Face-to-face instructor led</p> <p><b>Objective:</b> To assist individuals to attain and build keyboarding skills</p> <p><b>Anticipated Learning Outcomes:</b> The client will learn keyboarding skills necessary for further training and/or employment.</p>	0.15	0.08	50	35	5
	<b>Conflict Resolution</b>	<p><b>Frequency:</b> Three times Month-WorkOne</p> <p><b>Delivery Mechanism:</b> Face-to-face instructor guided</p> <p><b>Objective:</b> To assist individuals with skills to resolve conflicts that impact work and personal life issues.</p> <p><b>Anticipated Learning Outcomes:</b> The client will learn methods to deal with conflicts more effectively and lead to employment retention.</p>	0.12	0.06	40	30	15

**ATTACHMENT 2**  
**WIA Adult and Dislocated Worker Service Matrix**

<p><b>Rosetta Stone English/Spanish</b></p>	<p><b>Frequency:</b> Orientation held once each week.  <b>Delivery Mechanism:</b> Face-to-face instructor guided  <b>Objective:</b> To assist individuals to utilize Rosetta Stone Software English/Spanish to gain language skills demanded by employers.  <b>Anticipated Learning Outcomes:</b> The client will learn expanded language skills "functional and/or advanced" to allow them to be more competitive in today's job market.</p>	<p align="center">0.13</p>	<p align="center">0.08</p>		<p align="center">250</p>	<p align="center">80</p>	<p align="center">20</p>
<p><b>Financial Literacy Workshop - Advanced</b></p>	<p><b>Frequency:</b> Two times monthly.  <b>Delivery Mechanism:</b> Face-to-face  <b>Objective:</b> To provide instruction on basic financial management tools.  <b>Anticipated Learning Outcomes:</b> The client will learn how to operate a basic checking/savings account and to develop a household budget.</p>	<p align="center">0.08</p>	<p align="center">0.09</p>		<p align="center">125</p>	<p align="center">75</p>	<p align="center">25</p>
<p><b>Interviewing Workshop-Advanced</b></p>	<p><b>Frequency:</b> Two-three times monthly.  <b>Delivery Mechanism:</b> Face-to-face  <b>Objective:</b> Provide individuals with opportunities to practice interview skills and gain feedback for improvement.  <b>Anticipated Learning Outcomes:</b> The client will learn how to be better prepared for the interview process.</p>	<p align="center">0.12</p>	<p align="center">0.3</p>		<p align="center">100</p>	<p align="center">80</p>	<p align="center">20</p>
<p><b>Customer Service/Call Center Preparation Workshop</b></p>	<p><b>Frequency:</b> One-Two times weekly  <b>Delivery Mechanism:</b> Face-to-Face, and self-study modules  <b>Objective:</b> To provide instruction on basic customer service and call center skill development.  <b>Anticipated Learning Outcomes:</b> The client will learn, practice, and be evaluated on the skills needed to be successful as a call center representative. <b>Note: This is a planned initiative that is currently in development stage. This is being initiated at request of local employers, who have significant openings.</b></p>	<p align="center">0.5</p>	<p align="center">0.5</p>		<p align="center">125</p>	<p align="center">80</p>	<p align="center">20</p>

**ATTACHMENT 2**  
**WIA Adult and Dislocated Worker Service Matrix**

<b>Training</b>	<b>ITAs</b>	\$6,000 per participant provided annually, \$4,500 per ITA (Training) \$1,500(Support). Client must meet eligibility for intensive services, and justify the need for resources as unable to complete training from other sources such as (pell). Training must be documented as in-demand, in pursuit of an approved IDWD credential, and provider must be listed on approved IDWD training provider listing. Client must be assessed with ability to complete training and approved by Academic Career Counselor. <b>Follows DWD Policy 2010-13</b>	21.3	21.46		145	180	40
	<b>OJT</b>	Follows IDWD Policy 2009-07. \$OJT funds must pay a minimum of \$10/hr. for Adult/DW and Min. Wage O/S Youth participants. Reimbursements are limited to 50% or less of the wage. Maximum expenditure on an individual OJT contract is \$13,000 annually. Duration of OMT is limited to time needed for participant proficiency not to exceed six months.			RR Funds Proj. Carry-in \$42,000 - Note: Other RR/OJT Funds will be utilized if authorized/or available.		11	
<b>Other Activities or Programs</b>	<b>Supportive Services</b>	Annually, \$1,500 supportive services. Justification must be provided to show other resources are not available (budget)/documentation. See ITA Participant Payment Policy.	3.81	3.75		45	40	10
	<b>Business Services</b>	<b>Business Services include:</b> Business Consultant available to assist with employment services and job placement assistance Indiana Career Connect Access to labor market information regarding industry and economic data Workkeys, Federal Bonding Program, WOTC, OJT	4.7	5.1	Note: Other funds will be utilized to fund BC Services if made available by DWD.			
	<b>Staff Development</b>	Training is frequently conducted at staff/team meetings. Programmatic training occurs at-least quarterly, and sometimes more frequently as the need arises. Staff training for all staff members is conducted annually and/or as opportunity and funding permits for topic(s) of priority as determined by the Management Team.	0.75	0.75				

**ATTACHMENT 2  
WIA Adult and Dislocated Worker Service Matrix**

Other	WIB Activities: Personne/Benefitsl,Program Oversight and Monitoring, Travel, Supplies	18.98	19.88				
	(Insert additional rows if needed)						
Totals	Total Core Services	3.88			2,700	*	*
	Total Intensive Services	46.58	47.2		2,640	1,965	315
	Total Training Services	21.3	23.32		145	191	40
	Total Other	28.24	29.48	42,000	45	40	10
	<b>Grand Total</b>	<b>100</b>	<b>100</b>	<b>\$42,000</b>	<b>5,530</b>	<b>2,196</b>	<b>365</b>

\*Participant Eligibility status not known for core level services, therefore adult funds projected.

\*\*Case Managers will receive training in Career Counseling and will be assigned as aptitudes are assessed by management.



**ATTACHMENT 3  
WIA Youth Services Matrix**

Program/ Activity	Description	Program Elements										% WIA Youth Funds to be Utilized		Other Funds/Resources to be Utilized (Type of Funds and Amount)	Annual Participation Target		
		Tutoring, Study Skills, Secondary School Completion	Alternative Secondary School Services	Summer Employment Opportunities	Paid or Unpaid Work Experience	Occupational Skills Training	Leadership Development Opportunities	Supportive Services/ Incentives	Adult Mentoring	Follow-up Services	Guidance and Counseling	In-School	Out-of-School		*In-School	*Out-of-School	
<b>Adult Education Programs</b>	<b>Adult/Ed.</b> - Region 10 WIA Youth Programs are closely integrated with Adult Education Programs. *Youth Advisors participate in ABE/GED Orientations and spend significant time on outreach at ABE/ESL Classes. <b>45 Participants targeted, 75% of participants targeted for GED completion</b>	X	X					X	X	X	X						45
<b>Scholarships</b>	Provide description of any scholarship programs offered with WIA funds, or by WIB/RWB.																
<b>Workshops</b>	Getting and Keeping a Good Job Workshop					X		X	X	X		0.02	0.15			12	60

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WIA Youth Services Matrix**

Program/ Activity	Description	Program Elements										% WIA Youth Funds to be Utilized		Other Funds/Resources to be Utilized (Type of Funds and Amount)	Annual Participation Target				
		Tutoring, Study Skills, Secondary School Completion	Alternative Secondary School Services	Summer Employment Opportunities	Paid or Unpaid Work Experience	Occupational Skills Training	Leadership Development Opportunities	Supportive Services/ Incentives	Adult Mentoring	Follow-up Services	Guidance and Counseling	In-School	Out-of-School		*In-School	*Out-of-School			
Other Programs	<b>Region 10 WIA Youth Svcs. General</b> - *Career Counseling and Planning of Participants to achieve goals of secondary and/or post-secondary school, occupational skills training and employment. <b>80-90 Participants Targeted</b>	X	X	X	X	X	X	X	X	X	X								
												10	24.73					12	73
Other Programs	<b>MOS Training</b> - Prevocational Microsoft Training leading to MOS Certifications to prepare participants for post-secondary and/or employment goals <b>10-12 Targeted to Participate. 75% Targeted for Certification</b>					X		X		X	X								
												0.4	5.3					1	11

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WIA Youth Services Matrix**

Program/ Activity	Description	Program Elements										% WIA Youth Funds to be Utilized		Other Funds/Resources to be Utilized (Type of Funds and Amount)	Annual Participation Target		
		Tutoring, Study Skills, Secondary School Completion	Alternative Secondary School Services	Summer Employment Opportunities	Paid or Unpaid Work Experience	Occupational Skills Training	Leadership Development Opportunities	Supportive Services/ Incentives	Adult Mentoring	Follow-up Services	Guidance and Counseling	In-School	Out-of-School		*In-School	*Out-of-School	
<b>Other Programs</b>	<b>Career Readiness Training -</b> Region 10 Training includes NCRC Certification, instruction and assessment in Basic & Microsoft Office Computer Training, Business Etiquette, Team Work, communication Skills, customer Service, Conflict Resolution, Resume Writing, Interview Preparation.					X	X	X	X	X	X		0.2				20
<b>*Totals</b>											11.42	53.58		27	283		

**\*NOTE: Youth may participate in more than one program of services.**

**ATTACHMENT 4:**

**Region 10: Key Workforce Investment Board/Regional Workforce Board Partnership Matrix**

**State Goal 2: “Identify, align and connect Indiana employers with qualified workers.**

Ensure collaborative and integrated partnerships between the workforce investment system and the employment community, focusing on high-wage/high-demand sectors, that provide reliable and visible support to employers seeking qualified workers. Reciprocally, ensure partnerships that provide input to the educational and supportive programs and services provided to youth and adult learners and workers.”

Name of Partner	Description of Partnership	Shared Customers/Interests
Indiana Workforce Development (DWD)	<p>At the local/regional level, the WorkOne service system is managed and operated daily with DWD staff. DWD is a foundational partner in integrated services delivery and the new Customer Flow, per state policy. For example, the new Flow policy incorporates provision for a Career Counselor at WorkOne. Also, The WIB and DWD work with all other One-Stop partners.</p> <p>At the state level, the WIB 1) executes various contracts with DWD, designed to deliver specified workforce-related services to various target populations, 2) communicates with DWD management and the region’s DWD liaison, i.e. inputs, updates, budget/fiscal, etc..</p>	<p>Fundamentally: Assisting job seekers to employment (the best job match to one’s skills) and/or career.</p> <p>Assisting employers to meet their hiring needs, and to address and strengthen the skills of their existing workforce when possible.</p> <p>Gaining business intelligence that can assist in meeting an employer’s needs, a business/industry sector’s needs, and using that “intelligence” to devise and implement new state or area resources.</p>
Workforce Investment Act (WIA) Service Provider(s)	<p>At the local/regional level, the WorkOne service system is managed and operated daily with WIA provider staff. The WIA provider is a foundational partner in integrated services delivery and the new Customer Flow, per state policy. For example, the WIA provider incorporates provision of a WorkOne Product Coordinator who facilitates and monitors the design and implementation of all WorkOne products. Also, the WIB and DWD work with all other One-Stop partners.</p> <p>The WIB 1) executes various contracts with the WIA provider, designed to deliver specified workforce-related services to various target populations, 2) communicates with provider management and the area provider director, i.e. inputs, updates, budget/fiscal, etc..</p>	<p>Fundamentally: Assisting job seekers to employment (the best job match to one’s skills) and/or career.</p> <p>Assisting employers to meet their hiring needs, and to address and strengthen the skills of their existing workforce when possible.</p> <p>Gaining business intelligence that can assist in meeting an employer’s needs, a business/industry sector’s needs, and using that “intelligence” to devise and implement new state or area</p>
<p>Adult Education and Area Literacy Councils</p> <p>Ex: 21<sup>st</sup> CALL</p>	<p>A new active and regular operational linkage and system cohesion therein, between Adult Education services and WorkOne in Region 10. Alignment and interactions therein that also reflect WorkOne’s new Customer Flow. For example, WorkOne and Adult Education referring clientele to each other, based on clientele’s needs/goals.</p> <p>Building a (1<sup>st</sup> time) cohesive regional network composed of the area’s literacy resources, related ‘councils’ and organizations, etc., with information/referral connectivity to/w WorkOne</p>	<p>Long-term partnership design, focused on a shared customer base. Building/developing each customer’s talents and skills or work-life and, initially, entry-level occupational certificate (relative to an in-demand bus./industry sector) With guidance also for further career-pathing and Education/Training.</p> <p>Overall: Regional talent development, so more individuals/customers are employable and can compete and succeed at a career path’s entry level job, growing their career from that foundational base.</p>

<p>Ivy Tech Community College/Sellersburg  <a href="http://www.ivytech.edu/sellersburg/">http://www.ivytech.edu/sellersburg/</a></p>	<p>Individual Training Account (ITA) process, with enrolled WorkOne customers, for post-2ndary education/training at the area community college. Training is linked to an area in-demand, skilled occupation.</p> <p>Case manager communications with Ivy Tech staff, designed to support the customer/student's progress and persistence in college.</p> <p>Input of WIB on Ed./Tr. programs at Ivy Tech; general connectivity with Ivy Tech's Workforce and Economic Development (WED) division and its usage by area businesses, i.e. incumbent worker training; Ivy Tech-WIB partnering around various workforce training projects</p> <p>Connection and dialogues the WIB and Ivy Tech share with the bi-state HIRE Education Forum (see HIRE partnership specifics below)</p>	<p>The skills, credentialing and educational attainment of WorkOne customers who are also students at Ivy Tech</p> <p>The regional economy, specific to its "human capital". In effect, the skills improvement and competitiveness of businesses in the area labor market</p>
<p>American Indian Center of Indiana (AICI)  (New WorkOne Partner)</p>	<p>"AICI promotes the empowerment of American Indians/Alaska Natives and Native Hawaiians in Indiana to achieve personal, social, cultural, and economic growth that enhances their quality of life." AICI provides culturally appropriate and high-quality workforce development, health outreach, and cultural education services to American Indians, Alaska Natives or Native Hawaiians in Indiana. Participants have been determined by AICI to be in need of employment and training services to maintain self-sufficiency.</p> <p>WorkOne services are/will be utilized by AICI participants and WorkOne customers are, on occasion, referred to AICI, based on their reported information and needs.</p>	<p>Mutual goal of assisting customers (back) to employment and/or career, increasing their skills, and educational/ occupational credentials and 'per capita income', through an effective utilizing of any/all services of each (One-Stop) partner, for which the person is eligible.</p>
<p>Experience Works</p>	<p>Experience Works (EW), the WIA Title V One-Stop partner, utilizes WorkOne service centers as sites for Experience Works clientele to gain new, formative work experience. Experience Works staff communicate with WorkOne staff, setting up and monitoring the progress of various EW participants who are assigned to specific WorkOne duties, such as receptionist, assisting in the Information Resource Areas, clerical, etc.</p>	<p>Work experience and skills development of senior (age 55+) workers who are EW participants. EW participants complete their work experience at WorkOne and move to competitive employment elsewhere in the community.</p>
<p>Community Action Program(s) (CAP): Community Action of Southern Indiana (CASI): <a href="http://www.casi1.org">www.casi1.org</a></p>	<p>CASI is a One-Stop partner. It hosts the Clark County WorkOne Express site.</p> <p>Also on site are CASI's services in weatherization (includes job training), Energy assistance, Section 8 Housing Vouchers, Head Start, and micro-enterprise and entrepreneurial training programs.</p> <p>WorkOne and CASI refer clientele to each other, based individual needs /goals.</p>	<p>Shared customer base. CASI assists individuals with a lesser/low income toward household/family self-sufficiency and a 'healthy family', while WorkOne complements via increasing its customers' skills, educational/skills/occupational credentials and per capita incomes. Thus, the common ground is self-sufficiency of the individual and his/her household.</p>

<p>Center for Women and Families (CWF):  <a href="http://www.thecenteronline.org/">http://www.thecenteronline.org/</a></p> <p>(New WorkOne Partner)</p>	<p>CWF assists its clientele, who are “victims of intimate partner abuse or sexual violence”, towards being a survivor, rebuilding/healing one’s life toward economic self-sufficiency. WorkOne services are thus utilized by CWF participants and WorkOne customers are, on occasion, referred to CWF, based on their reported information and needs.</p>	<p>Mutual goal of assisting customers (back) to employment and/or career, increasing their skills, and educational/ occupational credentials and ‘per capita income’, through an effective utilizing of any/all services of each (One-Stop) partner, for which the person is eligible.</p>
<p>Vocational Rehabilitation (VR)  <a href="http://www.in.gov/fssa/ddrs/2636.htm">http://www.in.gov/fssa/ddrs/2636.htm</a></p>	<p>VR clients are referred to WorkOne for employment/training services. Based on individual customer assessment and stated needs, a WorkOne customer is referred to VR, given their specific services.</p> <p>VR staff may also assist WorkOne, in a technical assistance (TA) mode regarding 1) relevant understanding/servicing of WorkOne customers who have specific disability, and 2) usage of assistive technology with WorkOne customers at WorkOne sites</p>	<p>Mutual goal of assisting customers (back) to employment and/or career, increasing their skills, and educational/ occupational credentials and ‘per capita income’, through an effective utilizing of any/all services of each (One-Stop) partner, for which the person is eligible.</p>
<p>New Albany Housing Authority (NAHA) <a href="http://nahain.org/">http://nahain.org/</a></p> <p>(New WorkOne Partner)</p>	<p>NAHA is the 3<sup>rd</sup> largest Public Housing Authority (PHA) in Indiana. IT operates a Family Self-Sufficiency (FSS) program and a Resident Opportunity for Self-Sufficiency (ROSS) program. NAHA tenants and Section 8 Voucher users are referred by NAHA staff to access and participate in WorkOne services.</p> <p>Based on individual need, WorkOne customers are referred to NAHA’s housing services.</p> <p>Given NAHA’s size and scope, there are instances wherein the WIB may help advocate for and support NAHA services expansion and neighborhood development/revitalization efforts, such as 1) the projected new use of the Brown-Starks center by Interfaith Community Council and its emergency services division, or 2) a projected #3 mil Community Center, all of which anchor back to family self-sufficiency efforts.</p>	<p>Mutual goal of assisting customers (back) to employment and/or career, increasing their skills, and educational/ occupational credentials and ‘per capita income’, through an effective utilizing of any/all services of each (One-Stop) partner, for which the person is eligible.</p>
<p>Manpower, Inc. (MP)  <a href="http://www.manpowergroup.com/index.cfm">http://www.manpowergroup.com/index.cfm</a></p>	<p>Given an employer’s particular needs, the employer can be referred for hiring services, either from MP to WorkOne, or from WorkOne to MP. MP jobseeker clients can be matched and referred to WorkOne jobs and vice-versa. MP posts positions on Indiana Career Connect website. MP staff is a member of the WorkOne employer services team. On occasion, MP provides access to business webinars and provides a presenter for a WorkOne business seminar. MP assists in promoting WorkOne.</p>	<p>This partnership is based on the common ground of serving the business community; penetrating the regional employer market to provide services to employers designed to meet hiring needs. While WorkOne focuses on addressing the full-time position needs of diverse employers in the region, MP focuses on temporary staffing. Both entities assist companies and jobseekers in hiring situations described as “temp to permanent/fulltime” hiring.</p>

<p><b>Area Chambers of Commerce (COC)</b>  1si: Clark and Floyd Counties  <a href="http://www.1si.org/">http://www.1si.org/</a></p> <p>Harrison County  <a href="http://www.harrisonchamber.org/">http://www.harrisonchamber.org/</a></p> <p>Crawford County  <a href="http://crawfordcountychamber.com/">http://crawfordcountychamber.com/</a></p> <p>Scott County  <a href="http://scottchamber.org/chamber/">http://scottchamber.org/chamber/</a></p> <p>Washington County  <a href="http://washingtoncountychamber.org/">http://washingtoncountychamber.org/</a></p> <p>Greater Louisville, Inc.  <a href="http://www.greaterlouisville.com/GLI/">http://www.greaterlouisville.com/GLI/</a></p>	<p>WorkOne conducts, for example, 1) formal business retention visits, 2) Veterans job development services, 3) and applicant or incumbent worker testing, with COC members in each county.</p> <p>WorkOne Business Consultants and Workforce Board Executive Mgt. attend various COC networking events: Business After Hrs., Conferences, Annual Mtg., etc. WorkOne staff communicates/collaborates with COC staff about hiring needs of new businesses, notable business (hiring) expansions, and usage of WorkOne products, like WorkKeys or OJT, with specific employers.</p> <p>COC staff provides business leads for the Business Consultants on occasion; for example, the I.T. incumbent worker training available through a WIRED65 grant in 2010. COCs also promote WorkOne initiatives and survey research through their member e-letter publications.</p>	<p>Both WorkOne and each area COC serve the business community. A COC provides a menu of value added services to its members; WorkOne provides value added services to employers, who are often members of a COC, through Indiana Career Connect and/or, when possible, access to various types of incumbent worker training at a reduced cost.</p>
<p><b>Area Economic Development Agencies (highlights)</b></p> <p>1si: Clark and Floyd Counties  <a href="http://www.1si.org/">http://www.1si.org/</a>  Harrison County  <a href="http://www.hcedcindiana.org/">http://www.hcedcindiana.org/</a></p> <p>Crawford County  <a href="http://selectcrawfordcounty.com/">http://selectcrawfordcounty.com/</a></p> <p>Scott County  <a href="http://scottcountyin.com/">http://scottcountyin.com/</a></p> <p>Washington County  <a href="http://www.wcegp.org/">http://www.wcegp.org/</a></p> <p>Radius Indiana  <a href="http://radiusindiana.com/about.php">http://radiusindiana.com/about.php</a></p> <p>Louisville/Jefferson County, KY  <a href="http://www.greaterlouisville.com/EconomicDevelopment/">http://www.greaterlouisville.com/EconomicDevelopment/</a></p>	<p>The WIB/WorkOne partner, as needed, in a workforce development/training project or in business attraction team mode. The WIB and WorkOne act as a partner and/or ambassador for workforce investment. The WIB provides in-depth labor market information and analyses, upon request, such as the “pipeline” (labor supply, access to related educational offerings and credentialings, etc.) and availability of workers in a given industry sector, sub-sector or company staffing pattern. For example, analyses can also include:</p> <ol style="list-style-type: none"> <li>1) The number of workers in occupations closely related to a sub-sector or company staffing pattern,</li> <li>2) The geographical distribution of that labor supply and related commuting patterns, and</li> <li>3) related skill sets for those specified occupations and data perspectives therein based on skills transfer analysis.</li> </ol> <p>Both COCs and Economic Development (LEDOs) advocate to/with the WIB for incumbent worker training in various sectors and to address specific company needs.</p> <p>Local Economic Development Officials (LEDO) also provide business leads for WorkOne business consultants and are instrumental in realizing/completing opportunities for education/training infrastructure, such as the Purdue Technology Park in New Albany, the Jeffersonville Technology Park, and the Scottsburg Technology Park (Mid-America Science Park).</p> <p>LEDOs and the WIB partner in a joint leadership mode in regional workforce, business sector, economic and broad community strategic planning (and related research) and development initiatives, such as the 2006-2009 Strategic Skills Initiative, county and bi-county “Visioning” processes, and WIRED65.</p>	<p>The shared interests of the WIB and LEDOs lie in retaining and strengthening current businesses (and jobs therein), and attracting new business (new jobs; new hiring needs), given also a shared perspective of the fundamental ongoing changes in occupations and their requirements; that is, changing worker skill sets and the area labor supply therein so a current or new company can compete well in this 21<sup>st</sup> century, global, knowledge-based market and work-place.</p>

<p>Prosser School of Technology</p>	<p>Prosser interacts with WorkOne Youth services through WIA in general. Prosser students are referred, as appropriate, for WorkOne services.</p> <p>On occasion, Prosser and the WIB take leadership positions, advocating to meet HS student needs better through operational models reflective of Student Career Preparation, Career Academies, active/applied learning practices, dual credit; as well, that the WIB supports grants Prosser seeks, given the descriptors above.</p>	<p>Prosser is the one (1) regional High School, serving HS students in each Region 10 County. Prosser is dedicated to a career academy/module/path model. It emphasizes school-to-work/career, gaining skills to step toward/into an in-demand, skilled occupation and career pathway. Prosser has paths for IT, Healthcare, Aviation, Business, Auto Technician, etc.</p> <p>Prosser's approach resonates with the WIB position of school-to-career and the import of Student Career Preparation. Both Prosser and the WIB are working to help prepare the area's future workforce to meet in-demand, skilled occupational needs.</p>
<p>Lifelong Learning Centers (LLLC)</p> <p><b>Harrison County</b> <a href="http://harrisonlifelonglearning.com/">http://harrisonlifelonglearning.com/</a></p> <p><b>Scott County</b> <a href="http://scottcountypartnership.org/lifelonglearningcenter.html">http://scottcountypartnership.org/lifelonglearningcenter.html</a></p> <p><b>Washington County</b></p>	<p>LLLCs provide/host rental space for three (3) Region 10 WorkOne Expresses in: Harrison, Scott and Washington Counties. Express sites access ADA-Accessible building space, high-speed internet connectivity. An LLLC computer lab is also used periodically to provide WorkOne product workshops at the Express sites. WorkOne customers are referred to LLLC services "down the hall", and LLLC customers are referred likewise for WorkOne services. The co-location fosters less need for actual referral, with relatively more customers coming to the site to meet one need then going naturally to see about other services offered in the Center.</p> <p>WIB leadership has generally supported the added value of LLLCs in their respective locales.</p>	<p>LLLCs and the WIB have shared interests in a county-by-county, regional infrastructure operating to fuel the value of educational attainment relating to work-life. LLLCs endeavor to offer GED classes, short-term occupational trainings, college-credit courses while WorkOne facilitates Education/training access with WorkOne customers.</p>
<p>WIRED65 <a href="http://wired65.org/">http://wired65.org/</a></p> <p>Bi-State Community Workforce Audit: Talent, Innovation and Place (TIP) Report and Regional Competitiveness Strategy: <a href="http://wired65.org/overview.php">http://wired65.org/overview.php</a></p> <p>"Catalytic grants awarded: <a href="http://wired65.wordpress.com/2009/12/07/catalytic-grants-awarded/">http://wired65.wordpress.com/2009/12/07/catalytic-grants-awarded/</a></p> <p>"Quantum Project: <a href="http://wired65.wordpress.com/2010/06/29/wired65-quantum-fund-initiative/">http://wired65.wordpress.com/2010/06/29/wired65-quantum-fund-initiative/</a></p> <p>Regional Leadership Coalition: <a href="http://rlco.org/">http://rlco.org/</a></p> <p>Kentucky-Indiana Exchange: <a href="http://www.kix.com/">http://www.kix.com/</a></p> <p>National Fund for Workforce Solutions: <a href="http://www.nfwsolutions.org/">http://www.nfwsolutions.org/</a></p>	<p>Four (4) workforce boards, and Economic Development reps., communicating and collaborating, in a regional leadership mode, around regional workforce/talent development in the bi-state area shared labor market.</p> <p>Stakeholder meetings have occurred in every county, looking at county, sub-regional and WIRED65-wide issues and potential. The 300+ page TIP report provides in-depth looks at all Region 10 Counties, plus 19 Counties in KY; it offers 5 principal recommendations and priorities, which resonate deeply with IN priorities; in effect, Educational Attainment. Ten Catalytic investment grants occurred; Region 10 Workforce Board was awarded a grant for Talent Development campaign in Region 10, and I.T. incumbent worker training, based on the strong demand trending of IT occupations in the region. 8 of the 10 grants had direct or indirect positive impact on Region 10.</p> <p>The Quantum grant produced the 1st regional comprehensive talent and business website of its kind: kix. It presently lists over 25,000 jobs in/around</p>	<p>Four workforce service areas that compose a bi-state (IN and KY), 26 county labor market, inclusive of all Region 10. Interstate 65 is the region's 'spine'. The TIP report (see link in left column) provides a comprehensive in-depth analyses of the shared labor market, its trending, the shared regional assets, weaknesses, issues, potential and opportunities. PostWIRED65 DOL grant period, the 4 Boards continue to convene and take next steps to sustain the talent development effort.</p>

	<p>the 26 County area, and tells the area's 'rich' story. Also provides much LMI and business survey information.</p> <p>More recently: The WIRED65 group is crafting an affiliation with the business-led Regional Leadership Coalition, as its workforce platform. See link. The leadership group collaborated to gain sector strategy funding from the National Fund for Workforce Solutions, focusing on the new Auto Industry and Aging Care industry. See link.</p>	
<p><b>HIRE Education Forum</b> <a href="http://www.greaterlouisville.com/hire/">http://www.greaterlouisville.com/hire/</a> <a href="http://www.graduategreaterlouisville.com/">http://www.graduategreaterlouisville.com/</a> <a href="http://55000degrees.com/">http://55000degrees.com/</a></p> <p>Lumina Foundation Grant: <a href="http://www.bizjournals.com/louisville/stories/2010/09/27/daily26.html">http://www.bizjournals.com/louisville/stories/2010/09/27/daily26.html</a> <a href="http://55000degrees.com/pdfs/Lumina_Grant_news_release.pdf">http://55000degrees.com/pdfs/Lumina_Grant_news_release.pdf</a></p>	<p>General connectivity of WIB and WorkOne to the 30+ Educational institution members that compose HIRE (Higher Income Requires Education), with 16 of its members offering Associates Degree (AD) programs. In the past, WorkOne customers have accessed 10+ of the AD-granting institutions through ITAs and/or WIA support services; as such, staff at these institutions communicates with WorkOne case managers regarding the customer's fees, progress, etc. Moreover, these institutions are accessed each semester by Region 10 residents and by Kentucky area residents, all of which connects back to the regional theme of Educational Attainment.</p> <p>WIB and/or institution leadership can seek, form, design, and implement educational investment opportunities, i.e. new programs and courses that will be accessed by One Stop customers and area residents in general.</p>	<p>Shared labor market, and shared regional assets, such as 30+ post-secondary institutions, which does not include other proprietary schools. These schools are critical to the building of a skilled and competitive workforce in Region 10 and the larger shared labor market. HIRE itself emerged out of the first seminal bi-state workforce development &lt; &gt; education efforts, facilitated by the southern Indiana and Louisville WIBs and the Regional Leadership Coalition in 2003. These first informal 'think-tank' efforts, through 06-07, were known as the WE Initiative, and included WIBs, Chamber of Commerce, Community College, HS representative, Adult Education, etc. Through WE work, the educational institutions convened around current and future workforce needs and issues. HIRE was later formed and, from those efforts, subsequent and more recent initiatives have emerged, such as the Lumina Foundation grant (system-building to assist working adults with "some college" to gain their degrees, and 55,000 Degrees initiatives, both relatively new and to have positive impact in/on Region 10.</p>
<p><b>Indiana University Southeast</b> <a href="http://ius.edu/">http://ius.edu/</a></p>	<p>IUS School of Business, and its Sanders Fellowship, provides economic and labor market trending research periodically, for the express purposes of the WIB, i.e. research and sector strategy work in the past. Also provides occasional business seminar presentation(s). Has served on WIRED65 leadership for 3 years.</p>	<p>The Region 10 Labor Market, the regional economy, and the larger shared labor market and its relationship to the stability and multi-dimensional prosperity of the region, i.e. business, schools, arts, quality of life, etc.</p>
<p><b>Small Business Development Center (SBDC)</b> <a href="http://www.isbdc.org/partners/">http://www.isbdc.org/partners/</a></p> <p><b>State Certified Technology Parks:</b> <b>Jeffersonville</b></p> <p><b>New Albany (Purdue Research Park)</b></p> <p><b>Scottsburg (Mid-America Science Park)</b></p>	<p>General information-sharing and more specific partnering around WorkOne employer services assistance with incubating-accelerating/young businesses.</p> <p>WorkOne Employer services staff attend business networking events sponsored by SBDC. SBDC staff attending WorkOne business events.</p>	<p>The shared interests are hiring qualified applicants to meet the needs of young, growing businesses in Region 10, businesses that have been so supported by Tech. Parks, according to the Park's purpose, and/or the SBDC.</p> <p>Economic Development, in the form of businesses incubating or accelerating in growth at Tech. Park sites and/or with SBDC help, such that new jobs are created, leads to assistance via WorkOne (customized) recruitment services, skills testing, and/or workforce training for newly created jobs.</p>

<p>Region 10 Local Elected Officials (LEO)</p> <p>Chief Elected Official (CEO) for Region 10</p>	<p>Regional leadership, governance, and liability for the publicly funded workforce development system, per WIA and state policy/requirements, respectively.</p> <p>Periodic LEO governance and WIB-updating meetings.</p> <p>Any county LEO or the CEO may attend any WIB meeting.</p>	<p>Developing and sustaining a viable and robust base of businesses and jobs (with career paths) regionally and in their respective locales (cities, towns and/or County), in the new context of a largely skilled occupation-based, global economy.</p>
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**Footnotes:**

1. **It is important to note that each partnership the WIB has with One-Stop partners is customer centered. The WIB and WorkOne, and its various partners, are dedicated to learning about and addressing the needs and goals of individual customers, with any two (2) or more partners collaborating to assist the customer toward meeting his/her own employment and/or career goals. Thus, the One Stop partners form a functional and purposeful network: talent development and economic success of each customer served.**
2. **A critical and abiding issue in the region is the dynamics of:**
  - a. **The well-predicted volume shrinkage of the workforce**
  - b. **Various skills gaps at all labor market levels( entry-level, intermediate and advanced), academic, technical and/or soft –skilled in nature, and, thus, the lessened availability of properly skilled workers to meet employer needs and, consequently, permit their more successful competing in the global marketplace, and**
  - c. **The under-employed, and those whose talents are not being developed.**

# **PUBLIC NOTICE**

## **NOTICE OF AVAILABILITY REGION 10 LOCAL PLAN Program Year 2011**

### **FOR REVIEW AND PUBLIC COMMENT**

***THE REGION 10 WORKFORCE BOARD, INC. IS MAKING AVAILABLE FOR REVIEW AND PUBLIC COMMENT 'THE REGION 10 LOCAL PLAN PY2011'.***

***THE PLAN IS AVAILABLE UPON REQUEST AT THE REGION 10 WORKFORCE BOARD OFFICE, 3310 GRANTLINE ROAD, NEW ALBANY, IN 47150, OR BY CONTACTING THE OFFICE BY PHONE (812) 944-7793, WRITTEN FAX REQUEST AT (812) 944-4056, OR EMAIL TO ATTENTION: RON MCKULICK AT [rm@wda-inc.org](mailto:rm@wda-inc.org)***

***THE PLAN WILL BE AVAILABLE FOR PUBLIC COMMENT AND RECOMMENDATION FROM THE PERIOD APRIL 29, 2011 THROUGH MAY 28, 2011. WRITTEN COMMENTS AND RECOMMENDATIONS REGARDING THE PLAN MUST BE SUBMITTED NO LATER THAN 5:00PM ON MAY 28, 2011 TO:***

***REGION 10 WORKFORCE BOARD, INC.  
P O BOX 6712  
NEW ALBANY, IN 47150***

***OR MAY BE SUBMITTED VIA FAX TO (812) 944-4056***

***OR EMAIL TO [rm@wda-inc.org](mailto:rm@wda-inc.org)***

# **ATTACHMENT 5**

**Copy of One-Stop Partners' Memorandum of understanding (MOU)  
(for WIBs only)**

## **Region 10 Local Plan**

**Program Year 2011 (July 1, 2011---June 30, 2012)**

**Submitted: April 2011**

**Note:**

**All On-Stop Partner MOUs are in this Attachment, with the exception of Vocational Rehabilitation. Per Kevin Blevins, Director of Field Operations, Vocational Rehabilitation Services: The MOU is beign reviewed and analyzed by VR Legal Counsel, and a One-Stop Partner MOU is not available at this time for any workforce region.**

**All MOUs herein are fully signed.**

ECONOMIC GROWTH REGION 10

ONE-STOP/WORKONE PARTNERS

**MEMORANDUM OF AGREEMENT (MOU)**

Between

**Indiana Department of Workforce Development**

And

**Region 10 Workforce Board**

Reference: Section 121 of the Workforce Investment Act (WIA)

**A. Identifying Information:**

The Indiana Department of Workforce Development (DWD), as it represents Wagner-Peyser Act Programs, Trade Act Programs, Veterans' Programs (chapter 41 of Title 38, United States Code) and Unemployment Compensation Programs, is entering into this Memorandum of Understanding (MOU) with the Region 10 Workforce Investment Board and each of the "One Stop" system service partners listed below:

1. Workforce Investment Act (WIA) Adult, Dislocated Worker and Youth Programs, as administered by Region 10 Workforce Investment Board (R10WB)
2. Adult Education and Literacy programs and activities, as authorized under Title II of WIA (Adult Education and Family Literacy Act)
3. Vocational Rehabilitation (VR) Services, as authorized under Title I of the Rehabilitation Act and administered by the Indiana Family Social Services Administration (IFSSA)
4. Senior Community Service Employment Programs, as authorized under Title V of the Older Americans Act and administered by IFSSA
5. Ivy Tech Community College and Ivy Tech as the recipient of Carl Perkins Post-Secondary Vocational Education programs (Carl D. Perkins Vocational and Applied Technology Act)
6. Community Action of Southern Indiana (CASI) as a Local Area Community Action Program (CAP) and Community Services Block Grant (CSBG) recipient, carrying out employment and training activities
7. The New Albany Housing Authority (NAHA), with employment and training activities carried out by/through the Department of Housing and Urban Development (HUD)
8. ManpowerGroup (MP)
9. Center for Women and Families (CWF), a Community Based Organization (CBO), who provides employment and training services to victims of intimate partner abuse or sexual violence
10. The American Indian Center of Indiana, representative of programs authorized under WIA Title I (Indian and Native American Programs)

**B. Provision of Services:**

The attached chart identifies the services provided by each partner through the One-Stop services delivery system: **WorkOne.**

The partners entering into this MOU agree to work with the R10WB regularly to maintain current access, develop new access, and/or improve upon existing access to their respective services through the On-Stop services delivery system.

Each partner will work with the R10WB to analyze available services and identify areas where access to services through the One-Stop services delivery system could be improved.

The partners agree to work with the R10WB on the continuous improvement of the One-Stop system.

**C. Operating Expenses for the Local/Regional One-Stop services delivery system, WorkOne:**

The One-Stop system will be funded primarily through regional Workforce Investment Act (WIA) funds and funds allocated to area Indiana DWD programs, i.e. Wagner-Peyser, Veterans, Unemployment Compensation, and Trade Act. As other partners elect to negotiate with the R10WB to locate staff and/or share other types of resources at WorkOne service sites, financial agreements with those individual partners may be negotiated.

All One-Stop/ WorkOne partners assure that they will work with the R10WB and the Indiana DWD to work out funding of operational costs pursuant to federal and state regulations and guidelines.

**D. Referral of Clients:**

All One-Stop service system partners agree to establish a mechanism that facilitates the referral of individuals for various needed services between WorkOne and the One-Stop partners.

Possible methods of referral may include electronic access to and transmittal of information, personal visits with staff, telephone contact, referral cards and/or coordinated orientation sessions where partner services are explained and representatives are present.

The One-Stop partners agree to have a referral mechanism established within one year of this MOU, and that the MOU will be modified, as needed, once the mechanism has been established.

**E. Duration:**

This MOU will be in effect for two (2) years for the period July 1, 2011 – June 30, 2013.

**F. Procedures for Amending:**

A partner may submit a written request to the R10WB for an amendment to this Memorandum of Understanding at any time.

The amendment must be approved through discussion and a majority vote of the partners.

Any amendment so instituted will require the signatures of all partners and the R10WB indicating agreement with the proposed change(s) on an amended MOU document.

**One-Stop/ WorkOne Partner Signatures:**

The undersigned agree to enter into this Memorandum of Understanding for the period July 1, 2011 to June 30, 2013.



Ed Carpenter  
Chairperson

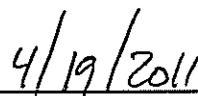
Region 10 Workforce Investment Board



Date



Randy Gillespie  
DWD Partner Representative



Date

ECONOMIC GROWTH REGION 10

ONE-STOP/ WorkOne PARTNERS

**MEMORANDUM OF AGREEMENT (MOU)**

Between

**Adult Education and Literacy Programs**

And

**Region 10 Workforce Board**

Reference: Section 121 of the Workforce Investment Act (WIA)

**A. Identifying Information:**

Adult Education and Literacy programs and activities, as authorized under Title II of WIA (**Adult Education and Family Literacy Act**) is entering into this Memorandum of Understanding (MOU) with the Region 10 Workforce Investment Board and each of the "One Stop" system service partners listed below:

1. Workforce Investment Act (**WIA**) Adult, Dislocated Worker and Youth Programs, as administered by Region 10 Workforce Investment Board (R10WB)
2. The Indiana Department of Workforce Development (**DWD**), as it represents Wagner-Peyser Act Programs, Trade Act Programs, Veterans' Programs (chapter 41 of Title 38, United States Code) and Unemployment Compensation Programs
3. Vocational Rehabilitation (**VR**) Services, as authorized under Title I of the Rehabilitation Act and administered by the Indiana Family Social Services Administration (IFSSA)
4. **Senior Community Service Employment** Programs, as authorized under Title V of the Older Americans Act and administered by IFSSA
5. **Ivy Tech Community College** and **Ivy Tech** as the recipient of Carl Perkins Post-Secondary Vocational Education programs (Carl D. Perkins Vocational and Applied Technology Act)
6. Community Action of Southern Indiana (CASI) as a Local Area Community Action Program (**CAP**) and Community Services Block Grant (CSBG) recipient, carrying out employment and training activities
7. The New Albany Housing Authority (NAHA), with employment and training activities carried out by/through the Department of Housing and Urban Development (**HUD**)
8. ManpowerGroup (**MP**)
9. Center for Women and Families (CWF), a Community Based Organization (**CBO**), who provides employment and training services to victims of intimate partner abuse or sexual violence
10. The **American Indian Center of Indiana**, representative of programs authorized under WIA Title I (Indian and Native American Programs)

**B. Provision of Services:**

The attached chart identifies the services provided by each partner through the One-Stop services delivery system: **WorkOne**.

The partners entering into this MOU agree to work with the R10WB regularly to maintain current access, develop new access, and/or improve upon existing access to their respective services through the On-Stop services delivery system.

Each partner will work with the R10WB to analyze available services and identify areas where access to services through the One-Stop services delivery system could be improved.

The partners agree to work with the R10WB on the continuous improvement of the One-Stop system.

**C. Operating Expenses for the Local/Regional One-Stop services delivery system, WorkOne:**

The One-Stop system will be funded primarily through regional Workforce Investment Act (WIA) funds and funds allocated to area Indiana DWD programs, i.e. Wagner-Peyser, Veterans, Unemployment Compensation, and Trade Act. As other partners elect to negotiate with the R10WB to locate staff and/or share other types of resources at WorkOne service sites, financial agreements with those individual partners may be negotiated.

All One-Stop/ WorkOne partners assure that they will work with the R10WB and the Indiana DWD to work out funding of operational costs pursuant to federal and state regulations and guidelines.

**D. Referral of Clients:**

All One-Stop service system partners agree to establish a mechanism that facilitates the referral of individuals for various needed services between WorkOne and the One-Stop partners.

Possible methods of referral may include electronic access to and transmittal of information, personal visits with staff, telephone contact, referral cards and/or coordinated orientation sessions where partner services are explained and representatives are present.

The One-Stop partners agree to have a referral mechanism established within one year of this MOU, and that the MOU will be modified, as needed, once the mechanism has been established.

**E. Duration:**

This MOU will be in effect for two (2) years for the period July 1, 2011 – June 30, 2013.

**F. Procedures for Amending:**

A partner may submit a written request to the R10WB for an amendment to this Memorandum of Understanding at any time.

The amendment must be approved through discussion and a majority vote of the partners.

Any amendment so instituted will require the signatures of all partners and the R10WB indicating agreement with the proposed change(s) on an amended MOU document.

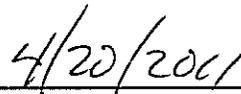
**One-Stop/ WorkOne Partner Signatures:**

The undersigned agree to enter into this Memorandum of Understanding for the period July 1, 2011 to June 30, 2013.

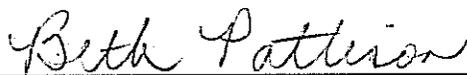


Ed Carpenter  
Chairperson

Region 10 Workforce Investment Board



Date



Beth Pattison

Region 10 Adult Education Coordinator



Date

ECONOMIC GROWTH REGION 10

ONE-STOP/ WorkOne PARTNERS

**MEMORANDUM OF AGREEMENT (MOU)**

Between

**Ivy Tech Community College**

And

**Region 10 Workforce Board**

Reference: Section 121 of the Workforce Investment Act (WIA)

**A. Identifying Information:**

Ivy Tech Community College and Ivy Tech as the recipient of Carl Perkins Post-Secondary Vocational Education programs (Carl D. Perkins Vocational and Applied Technology Act) is entering into this Memorandum of Understanding (MOU) with the Region 10 Workforce Investment Board and each of the "One Stop" system service partners listed below:

1. Workforce Investment Act (WIA) Adult, Dislocated Worker and Youth Programs, as administered by Region 10 Workforce Investment Board (R10WB)
2. The Indiana Department of Workforce Development (DWD), as it represents Wagner-Peyser Act Programs, Trade Act Programs, Veterans' Programs (chapter 41 of Title 38, United States Code) and Unemployment Compensation Programs
3. Adult Education and Literacy programs and activities, as authorized under Title II of WIA (Adult Education and Family Literacy Act)
4. Vocational Rehabilitation (VR) Services, as authorized under Title I of the Rehabilitation Act and administered by the Indiana Family Social Services Administration (IFSSA)
5. Senior Community Service Employment Programs, as authorized under Title V of the Older Americans Act and administered by IFSSA
6. Community Action of Southern Indiana (CASI) as a Local Area Community Action Program (CAP) and Community Services Block Grant (CSBG) recipient, carrying out employment and training activities
7. The New Albany Housing Authority (NAHA), with employment and training activities carried out by/through the Department of Housing and Urban Development (HUD)
8. ManpowerGroup (MP)
9. Center for Women and Families (CWF), a Community Based Organization (CBO), who provides employment and training services to victims of intimate partner abuse or sexual violence
10. The American Indian Center of Indiana, representative of programs authorized under WIA Title I (Indian and Native American Programs)

**B. Provision of Services:**

The attached chart identifies the services provided by each partner through the One-Stop services delivery system: **WorkOne.**

The partners entering into this MOU agree to work with the R10WB regularly to maintain current access, develop new access, and/or improve upon existing access to their respective services through the On-Stop services delivery system.

Each partner will work with the R10WB to analyze available services and identify areas where access to services through the One-Stop services delivery system could be improved.

The partners agree to work with the R10WB on the continuous improvement of the One-Stop system.

**C. Operating Expenses for the Local/Regional One-Stop services delivery system, WorkOne:**

The One-Stop system will be funded primarily through regional Workforce Investment Act (WIA) funds and funds allocated to area Indiana DWD programs, i.e. Wagner-Peyser, Veterans, Unemployment Compensation, and Trade Act. As other partners elect to negotiate with the R10WB to locate staff and/or share other types of resources at WorkOne service sites, financial agreements with those individual partners may be negotiated.

All One-Stop/ WorkOne partners assure that they will work with the R10WB and the Indiana DWD to work out funding of operational costs pursuant to federal and state regulations and guidelines.

**D. Referral of Clients:**

All One-Stop service system partners agree to establish a mechanism that facilitates the referral of individuals for various needed services between WorkOne and the One-Stop partners.

Possible methods of referral may include electronic access to and transmittal of information, personal visits with staff, telephone contact, referral cards and/or coordinated orientation sessions where partner services are explained and representatives are present.

The One-Stop partners agree to have a referral mechanism established within one year of this MOU, and that the MOU will be modified, as needed, once the mechanism has been established.

**E. Duration:**

This MOU will be in effect for two (2) years for the period July 1, 2011 – June 30, 2013.

**F. Procedures for Amending:**

A partner may submit a written request to the R10WB for an amendment to this Memorandum of Understanding at any time.

The amendment must be approved through discussion and a majority vote of the partners.

Any amendment so instituted will require the signatures of all partners and the R10WB indicating agreement with the proposed change(s) on an amended MOU document.

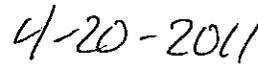
**One-Stop/ WorkOne Partner Signatures:**

The undersigned agree to enter into this Memorandum of Understanding for the period July 1, 2011 to June 30, 2013.

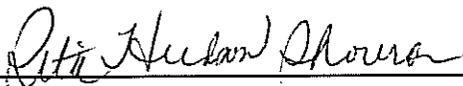


Ed Carpenter  
Chairperson

Region 10 Workforce Investment Board

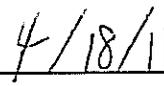


Date



Rita Hudson-Shourds  
Chancellor

Ivy Tech Community College, Sellersburg Campus



Date

ECONOMIC GROWTH REGION 10

ONE-STOP/ WorkOne PARTNERS

**MEMORANDUM OF AGREEMENT (MOU)**

Between

**Senior Community Service Employment Programs**

And

**Region 10 Workforce Board**

Reference: Section 121 of the Workforce Investment Act (WIA)

**A. Identifying Information:**

Senior Community Service Employment Programs, as authorized under Title V of the Older Americans Act and administered by IFSSA is entering into this Memorandum of Understanding (MOU) with the Region 10 Workforce Investment Board and each of the "One Stop" system service partners listed below:

1. Workforce Investment Act (**WIA**) Adult, Dislocated Worker and Youth Programs, as administered by Region 10 Workforce Investment Board (R10WB)
2. The Indiana Department of Workforce Development (**DWD**), as it represents Wagner-Peyser Act Programs, Trade Act Programs, Veterans' Programs (chapter 41 of Title 38, United States Code) and Unemployment Compensation Programs
3. Vocational Rehabilitation (**VR**) Services, as authorized under Title I of the Rehabilitation Act and administered by the Indiana Family Social Services Administration (IFSSA)
4. Adult Education and Literacy programs and activities, as authorized under Title II of WIA (**Adult Education and Family Literacy Act**)
5. **Ivy Tech** Community College and **Ivy Tech** as the recipient of Carl Perkins Post-Secondary Vocational Education programs (Carl D. Perkins Vocational and Applied Technology Act)
6. Community Action of Southern Indiana (CASI) as a Local Area Community Action Program (**CAP**) and Community Services Block Grant (CSBG) recipient, carrying out employment and training activities
7. The New Albany Housing Authority (NAHA), with employment and training activities carried out by/through the Department of Housing and Urban Development (**HUD**)
8. ManpowerGroup (**MP**)
9. Center for Women and Families (CWF), a Community Based Organization (**CBO**), who provides employment and training services to victims of intimate partner abuse or sexual violence
10. The **American Indian** Center of Indiana, representative of programs authorized under WIA Title I (Indian and Native American Programs)

**B. Provision of Services:**

The attached chart identifies the services provided by each partner through the One-Stop services delivery system: **WorkOne**.

The partners entering into this MOU agree to work with the R10WB regularly to maintain current access, develop new access, and/or improve upon existing access to their respective services through the On-Stop services delivery system.

Each partner will work with the R10WB to analyze available services and identify areas where access to services through the One-Stop services delivery system could be improved.

The partners agree to work with the R10WB on the continuous improvement of the One-Stop system.

**C. Operating Expenses for the Local/Regional One-Stop services delivery system, WorkOne:**

The One-Stop system will be funded primarily through regional Workforce Investment Act (WIA) funds and funds allocated to area Indiana DWD programs, i.e. Wagner-Peyser, Veterans, Unemployment Compensation, and Trade Act. As other partners elect to negotiate with the R10WB to locate staff and/or share other types of resources at WorkOne service sites, financial agreements with those individual partners may be negotiated.

All One-Stop/ WorkOne partners assure that they will work with the R10WB and the Indiana DWD to work out funding of operational costs pursuant to federal and state regulations and guidelines.

**D. Referral of Clients:**

All One-Stop service system partners agree to establish a mechanism that facilitates the referral of individuals for various needed services between WorkOne and the One-Stop partners.

Possible methods of referral may include electronic access to and transmittal of information, personal visits with staff, telephone contact, referral cards and/or coordinated orientation sessions where partner services are explained and representatives are present.

The One-Stop partners agree to have a referral mechanism established within one year of this MOU, and that the MOU will be modified, as needed, once the mechanism has been established.

**E. Duration:**

This MOU will be in effect for two (2) years for the period July 1, 2011 – June 30, 2013.

**F. Procedures for Amending:**

A partner may submit a written request to the R10WB for an amendment to this Memorandum of Understanding at any time.

The amendment must be approved through discussion and a majority vote of the partners.

Any amendment so instituted will require the signatures of all partners and the R10WB indicating agreement with the proposed change(s) on an amended MOU document.

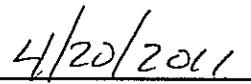
**One-Stop/ WorkOne Partner Signatures:**

The undersigned agree to enter into this Memorandum of Understanding for the period July 1, 2011 to June 30, 2013.



Ed Carpenter  
Chairperson

Region 10 Workforce Investment Board

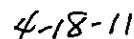


Date



Pam Fox

Senior Community Services Employment  
Employment Director



Date

ECONOMIC GROWTH REGION 10

ONE-STOP/ WorkOne PARTNERS

**MEMORANDUM OF AGREEMENT (MOU)**

Between

**Community Action of Southern Indiana (CASI)**

And

**Region 10 Workforce Board**

Reference: Section 121 of the Workforce Investment Act (WIA)

**A. Identifying Information:**

Community Action of Southern Indiana (CASI) as a Local Area Community Action Program (CAP) and Community Services Block Grant (CSBG) recipient, carrying out employment and training activities, is entering into this Memorandum of Understanding (MOU) with the Region 10 Workforce Investment Board and each of the "One Stop" system service partners listed below:

1. Workforce Investment Act (WIA) Adult, Dislocated Worker and Youth Programs, as administered by Region 10 Workforce Investment Board (R10WB)
2. The Indiana Department of Workforce Development (DWD), as it represents Wagner-Peyser Act Programs, Trade Act Programs, Veterans' Programs (chapter 41 of Title 38, United States Code) and Unemployment Compensation Programs
3. Adult Education and Literacy programs and activities, as authorized under Title II of WIA (Adult Education and Family Literacy Act)
4. Vocational Rehabilitation (VR) Services, as authorized under Title I of the Rehabilitation Act and administered by the Indiana Family Social Services Administration (IFSSA)
5. Senior Community Service Employment Programs, as authorized under Title V of the Older Americans Act and administered by IFSSA
6. Ivy Tech Community College and Ivy Tech as the recipient of Carl Perkins Post-Secondary Vocational Education programs (Carl D. Perkins Vocational and Applied Technology Act)
7. The New Albany Housing Authority (NAHA), with employment and training activities carried out by/through the Department of Housing and Urban Development (HUD)
8. ManpowerGroup (MP)
9. Center for Women and Families (CWF), a Community Based Organization (CBO), who provides employment and training services to victims of intimate partner abuse or sexual violence
10. The American Indian Center of Indiana, representative of programs authorized under WIA Title I (Indian and Native American Programs)

**B. Provision of Services:**

The attached chart identifies the services provided by each partner through the One-Stop services delivery system: **WorkOne.**

The partners entering into this MOU agree to work with the R10WB regularly to maintain current access, develop new access, and/or improve upon existing access to their respective services through the On-Stop services delivery system.

Each partner will work with the R10WB to analyze available services and identify areas where access to services through the One-Stop services delivery system could be improved.

The partners agree to work with the R10WB on the continuous improvement of the One-Stop system.

**C. Operating Expenses for the Local/Regional One-Stop services delivery system, WorkOne:**

The One-Stop system will be funded primarily through regional Workforce Investment Act (WIA) funds and funds allocated to area Indiana DWD programs, i.e. Wagner-Peyser, Veterans, Unemployment Compensation, and Trade Act. As other partners elect to negotiate with the R10WB to locate staff and/or share other types of resources at WorkOne service sites, financial agreements with those individual partners may be negotiated.

All One-Stop/ WorkOne partners assure that they will work with the R10WB and the Indiana DWD to work out funding of operational costs pursuant to federal and state regulations and guidelines.

**D. Referral of Clients:**

All One-Stop service system partners agree to establish a mechanism that facilitates the referral of individuals for various needed services between WorkOne and the One-Stop partners.

Possible methods of referral may include electronic access to and transmittal of information, personal visits with staff, telephone contact, referral cards and/or coordinated orientation sessions where partner services are explained and representatives are present.

The One-Stop partners agree to have a referral mechanism established within one year of this MOU, and that the MOU will be modified, as needed, once the mechanism has been established.

**E. Duration:**

This MOU will be in effect for two (2) years for the period July 1, 2011 – June 30, 2013.

**F. Procedures for Amending:**

A partner may submit a written request to the R10WB for an amendment to this Memorandum of Understanding at any time.

The amendment must be approved through discussion and a majority vote of the partners.

Any amendment so instituted will require the signatures of all partners and the R10WB indicating agreement with the proposed change(s) on an amended MOU document.

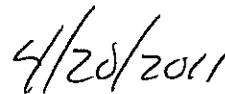
**One-Stop/ WorkOne Partner Signatures:**

The undersigned agree to enter into this Memorandum of Understanding for the period July 1, 2011 to June 30, 2013.



Ed Carpenter  
Chairperson

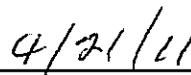
Region 10 Workforce Investment Board



Date



Fred Mitchell  
Executive Director, CASI



Date

ECONOMIC GROWTH REGION 10

ONE-STOP/ WorkOne PARTNERS

**MEMORANDUM OF AGREEMENT (MOU)**

Between

**Center for Women and Families**

And

**Region 10 Workforce Board**

Reference: Section 121 of the Workforce Investment Act (WIA)

**A. Identifying Information:**

Center for Women and Families (CWF), a Community Based Organization (CBO), who provides employment and training services to victims of intimate partner abuse or sexual violence, is entering into this Memorandum of Understanding (MOU) with the Region 10 Workforce Investment Board and each of the "One Stop" system service partners listed below:

1. Workforce Investment Act (WIA) Adult, Dislocated Worker and Youth Programs, as administered by Region 10 Workforce Investment Board (R10WB)
2. The Indiana Department of Workforce Development (DWD), as it represents Wagner-Peyser Act Programs, Trade Act Programs, Veterans' Programs (chapter 41 of Title 38, United States Code) and Unemployment Compensation Programs
3. Adult Education and Literacy programs and activities, as authorized under Title II of WIA (Adult Education and Family Literacy Act)
4. Vocational Rehabilitation (VR) Services, as authorized under Title I of the Rehabilitation Act and administered by the Indiana Family Social Services Administration (IFSSA)
5. Senior Community Service Employment Programs, as authorized under Title V of the Older Americans Act and administered by IFSSA
6. Ivy Tech Community College and Ivy Tech as the recipient of Carl Perkins Post-Secondary Vocational Education programs (Carl D. Perkins Vocational and Applied Technology Act)
7. Community Action of Southern Indiana (CASI) as a Local Area Community Action Program (CAP) and Community Services Block Grant (CSBG) recipient, carrying out employment and training activities
8. The New Albany Housing Authority (NAHA), with employment and training activities carried out by/through the Department of Housing and Urban Development (HUD)
9. ManpowerGroup (MP)
10. The American Indian Center of Indiana, representative of programs authorized under WIA Title I (Indian and Native American Programs)

**B. Provision of Services:**

The attached chart identifies the services provided by each partner through the One-Stop services delivery system: **WorkOne.**

The partners entering into this MOU agree to work with the R10WB regularly to maintain current access, develop new access, and/or improve upon existing access to their respective services through the On-Stop services delivery system.

Each partner will work with the R10WB to analyze available services and identify areas where access to services through the One-Stop services delivery system could be improved.

The partners agree to work with the R10WB on the continuous improvement of the One-Stop system.

**C. Operating Expenses for the Local/Regional One-Stop services delivery system, WorkOne:**

The One-Stop system will be funded primarily through regional Workforce Investment Act (WIA) funds and funds allocated to area Indiana DWD programs, i.e. Wagner-Peyser, Veterans, Unemployment Compensation, and Trade Act. As other partners elect to negotiate with the R10WB to locate staff and/or share other types of resources at WorkOne service sites, financial agreements with those individual partners may be negotiated.

All One-Stop/ WorkOne partners assure that they will work with the R10WB and the Indiana DWD to work out funding of operational costs pursuant to federal and state regulations and guidelines.

**D. Referral of Clients:**

All One-Stop service system partners agree to establish a mechanism that facilitates the referral of individuals for various needed services between WorkOne and the One-Stop partners.

Possible methods of referral may include electronic access to and transmittal of information, personal visits with staff, telephone contact, referral cards and/or coordinated orientation sessions where partner services are explained and representatives are present.

The One-Stop partners agree to have a referral mechanism established within one year of this MOU, and that the MOU will be modified, as needed, once the mechanism has been established.

**E. Duration:**

This MOU will be in effect for two (2) years for the period July 1, 2011 – June 30, 2013.

**F. Procedures for Amending:**

A partner may submit a written request to the R10WB for an amendment to this Memorandum of Understanding at any time.

The amendment must be approved through discussion and a majority vote of the partners.

Any amendment so instituted will require the signatures of all partners and the R10WB indicating agreement with the proposed change(s) on an amended MOU document.

**One-Stop/ WorkOne Partner Signatures:**

The undersigned agree to enter into this Memorandum of Understanding for the period July 1, 2011 to June 30, 2013.

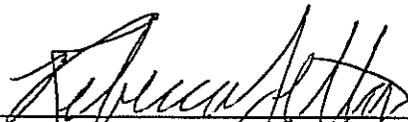


Ed Carpenter  
Chairperson

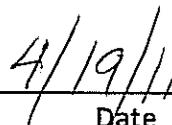
Region 10 Workforce Investment Board



Date



Rebecca Jetton  
Center for Women and Families  
Director, Southern Indiana



Date

ECONOMIC GROWTH REGION 10

ONE-STOP/ WorkOne PARTNERS

**MEMORANDUM OF AGREEMENT (MOU)**

**Between**

**New Albany Housing Authority (NAHA)**

**And**

**Region 10 Workforce Board**

Reference: Section 121 of the Workforce Investment Act (WIA)

**A. Identifying Information:**

The New Albany Housing Authority (NAHA), with employment and training activities carried out by/through the Department of Housing and Urban Development (**HUD**) is entering into this Memorandum of Understanding (MOU) with the Region 10 Workforce Investment Board and each of the "One Stop" system service partners listed below:

1. Workforce Investment Act (**WIA**) Adult, Dislocated Worker and Youth Programs, as administered by Region 10 Workforce Investment Board (R10WB)
2. The Indiana Department of Workforce Development (**DWD**), as it represents Wagner-Peyser Act Programs, Trade Act Programs, Veterans' Programs (chapter 41 of Title 38, United States Code) and Unemployment Compensation Programs
3. Adult Education and Literacy programs and activities, as authorized under Title II of WIA (**Adult Education and Family Literacy Act**)
4. Vocational Rehabilitation (**VR**) Services, as authorized under Title I of the Rehabilitation Act and administered by the Indiana Family Social Services Administration (IFSSA)
5. **Senior Community Service Employment** Programs, as authorized under Title V of the Older Americans Act and administered by IFSSA
6. **Ivy Tech** Community College and **Ivy Tech** as the recipient of Carl Perkins Post-Secondary Vocational Education programs (Carl D. Perkins Vocational and Applied Technology Act)
7. Community Action of Southern Indiana (CASI) as a Local Area Community Action Program (**CAP**) and Community Services Block Grant (CSBG) recipient, carrying out employment and training activities
8. ManpowerGroup (**MP**)
9. Center for Women and Families (CWF), a Community Based Organization (**CBO**), who provides employment and training services to victims of intimate partner abuse or sexual violence
10. The **American Indian** Center of Indiana, representative of programs authorized under WIA Title I (Indian and Native American Programs)

**B. Provision of Services:**

The attached chart identifies the services provided by each partner through the One-Stop services delivery system: **WorkOne**.

The partners entering into this MOU agree to work with the R10WB regularly to maintain current access, develop new access, and/or improve upon existing access to their respective services through the On-Stop services delivery system.

Each partner will work with the R10WB to analyze available services and identify areas where access to services through the One-Stop services delivery system could be improved.

The partners agree to work with the R10WB on the continuous improvement of the One-Stop system.

**C. Operating Expenses for the Local/Regional One-Stop services delivery system, WorkOne:**

The One-Stop system will be funded primarily through regional Workforce Investment Act (WIA) funds and funds allocated to area Indiana DWD programs, i.e. Wagner-Peyser, Veterans, Unemployment Compensation, and Trade Act. As other partners elect to negotiate with the R10WB to locate staff and/or share other types of resources at WorkOne service sites, financial agreements with those individual partners may be negotiated.

All One-Stop/ WorkOne partners assure that they will work with the R10WB and the Indiana DWD to work out funding of operational costs pursuant to federal and state regulations and guidelines.

**D. Referral of Clients:**

All One-Stop service system partners agree to establish a mechanism that facilitates the referral of individuals for various needed services between WorkOne and the One-Stop partners.

Possible methods of referral may include electronic access to and transmittal of information, personal visits with staff, telephone contact, referral cards and/or coordinated orientation sessions where partner services are explained and representatives are present.

The One-Stop partners agree to have a referral mechanism established within one year of this MOU, and that the MOU will be modified, as needed, once the mechanism has been established.

**E. Duration:**

This MOU will be in effect for two (2) years for the period July 1, 2011 – June 30, 2013.

**F. Procedures for Amending:**

A partner may submit a written request to the R10WB for an amendment to this Memorandum of Understanding at any time.

The amendment must be approved through discussion and a majority vote of the partners.

Any amendment so instituted will require the signatures of all partners and the R10WB indicating agreement with the proposed change(s) on an amended MOU document.

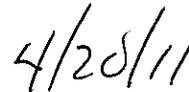
**One-Stop/ WorkOne Partner Signatures:**

The undersigned agree to enter into this Memorandum of Understanding for the period July 1, 2011 to June 30, 2013.

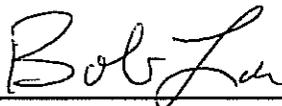


Ed Carpenter  
Chairperson

Region 10 Workforce Investment Board



Date



Bob Lane  
Executive Director, NAHA



Date

ECONOMIC GROWTH REGION 10

ONE-STOP/ WorkOne PARTNERS

**MEMORANDUM OF AGREEMENT (MOU)**

Between

**ManpowerGroup**

And

**Region 10 Workforce Board**

Reference: Section 121 of the Workforce Investment Act (WIA)

**A. Identifying Information:**

Manpower, Inc. (**MP**) is entering into this Memorandum of Understanding (MOU) with the Region 10 Workforce Investment Board and each of the "One Stop" system service partners listed below:

1. Workforce Investment Act (**WIA**) Adult, Dislocated Worker and Youth Programs, as administered by Region 10 Workforce Investment Board (R10WB)
2. The Indiana Department of Workforce Development (**DWD**), as it represents Wagner-Peyser Act Programs, Trade Act Programs, Veterans' Programs (chapter 41 of Title 38, United States Code) and Unemployment Compensation Programs
3. Adult Education and Literacy programs and activities, as authorized under Title II of WIA (**Adult Education and Family Literacy Act**)
4. Vocational Rehabilitation (**VR**) Services, as authorized under Title I of the Rehabilitation Act and administered by the Indiana Family Social Services Administration (IFSSA)
5. **Senior Community Service Employment** Programs, as authorized under Title V of the Older Americans Act and administered by IFSSA
6. **Ivy Tech** Community College and **Ivy Tech** as the recipient of Carl Perkins Post-Secondary Vocational Education programs (Carl D. Perkins Vocational and Applied Technology Act)
7. Community Action of Southern Indiana (CASI) as a Local Area Community Action Program (**CAP**) and Community Services Block Grant (CSBG) recipient, carrying out employment and training activities
8. The New Albany Housing Authority (NAHA), with employment and training activities carried out by/through the Department of Housing and Urban Development (**HUD**)
9. Center for Women and Families (CWF), a Community Based Organization (**CBO**), who provides employment and training services to victims of intimate partner abuse or sexual violence
10. The **American Indian** Center of Indiana, representative of programs authorized under WIA Title I (Indian and Native American Programs)

**B. Provision of Services:**

The attached chart identifies the services provided by each partner through the One-Stop services delivery system: **WorkOne**.

The partners entering into this MOU agree to work with the R10WB regularly to maintain current access, develop new access, and/or improve upon existing access to their respective services through the On-Stop services delivery system.

Each partner will work with the R10WB to analyze available services and identify areas where access to services through the One-Stop services delivery system could be improved.

The partners agree to work with the R10WB on the continuous improvement of the One-Stop system.

**C. Operating Expenses for the Local/Regional One-Stop services delivery system, WorkOne:**

The One-Stop system will be funded primarily through regional Workforce Investment Act (WIA) funds and funds allocated to area Indiana DWD programs, i.e. Wagner-Peyser, Veterans, Unemployment Compensation, and Trade Act. As other partners elect to negotiate with the R10WB to locate staff and/or share other types of resources at WorkOne service sites, financial agreements with those individual partners may be negotiated.

All One-Stop/ WorkOne partners assure that they will work with the R10WB and the Indiana DWD to work out funding of operational costs pursuant to federal and state regulations and guidelines.

**D. Referral of Clients:**

All One-Stop service system partners agree to establish a mechanism that facilitates the referral of individuals for various needed services between WorkOne and the One-Stop partners.

Possible methods of referral may include electronic access to and transmittal of information, personal visits with staff, telephone contact, referral cards and/or coordinated orientation sessions where partner services are explained and representatives are present.

The One-Stop partners agree to have a referral mechanism established within one year of this MOU, and that the MOU will be modified, as needed, once the mechanism has been established.

**E. Duration:**

This MOU will be in effect for two (2) years for the period July 1, 2011 – June 30, 2013.

**F. Procedures for Amending:**

A partner may submit a written request to the R10WB for an amendment to this Memorandum of Understanding at any time.

The amendment must be approved through discussion and a majority vote of the partners.

Any amendment so instituted will require the signatures of all partners and the R10WB indicating agreement with the proposed change(s) on an amended MOU document.

**One-Stop/ WorkOne Partner Signatures:**

The undersigned agree to enter into this Memorandum of Understanding for the period July 1, 2011 to June 30, 2013.



Ed Carpenter  
Chairperson

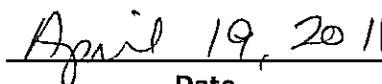
Region 10 Workforce Investment Board



Date



Marsha Eberhardt  
Manpower, Inc.



Date

ECONOMIC GROWTH REGION 10

ONE-STOP/ WorkOne PARTNERS

**MEMORANDUM OF AGREEMENT (MOU)**

Between

**American Indian Center of Indiana**

And

**Region 10 Workforce Board**

Reference: Section 121 of the Workforce Investment Act (WIA)

**A. Identifying Information:**

The American Indian Center of Indiana, representative of programs authorized under WIA Title I (Indian and Native American Programs), is entering into this Memorandum of Understanding (MOU) with the Region 10 Workforce Investment Board and each of the "One Stop" system service partners listed below:

1. Workforce Investment Act (WIA) Adult, Dislocated Worker and Youth Programs, as administered by Region 10 Workforce Investment Board (R10WB)
2. The Indiana Department of Workforce Development (DWD), as it represents Wagner-Peyser Act Programs, Trade Act Programs, Veterans' Programs (chapter 41 of Title 38, United States Code) and Unemployment Compensation Programs
3. Adult Education and Literacy programs and activities, as authorized under Title II of WIA (Adult Education and Family Literacy Act)
4. Senior Community Service Employment Programs, as authorized under Title V of the Older Americans Act and administered by IFSSA
5. Ivy Tech Community College and Ivy Tech as the recipient of Carl Perkins Post-Secondary Vocational Education programs (Carl D. Perkins Vocational and Applied Technology Act)
6. Community Action of Southern Indiana (CASI) as a Local Area Community Action Program (CAP) and Community Services Block Grant (CSBG) recipient, carrying out employment and training activities
7. Vocational Rehabilitation (VR) Services, as authorized under Title I of the Rehabilitation Act and administered by the Indiana Family Social Services Administration (IFSSA)
8. The New Albany Housing Authority (NAHA), with employment and training activities carried out by/through the Department of Housing and Urban Development (HUD)
9. ManpowerGroup (MP)
10. Center for Women and Families (CWF), a Community Based Organization (CBO), who provides employment and training services to victims of intimate partner abuse or sexual violence

**B. Provision of Services:**

The attached chart identifies the services provided by each partner through the One-Stop services delivery system: **WorkOne.**

The partners entering into this MOU agree to work with the R10WB regularly to maintain current access, develop new access, and/or improve upon existing access to their respective services through the On-Stop services delivery system.

Each partner will work with the R10WB to analyze available services and identify areas where access to services through the One-Stop services delivery system could be improved.

The partners agree to work with the R10WB on the continuous improvement of the One-Stop system.

**C. Operating Expenses for the Local/Regional One-Stop services delivery system, WorkOne:**

The One-Stop system will be funded primarily through regional Workforce Investment Act (WIA) funds and funds allocated to area Indiana DWD programs, i.e. Wagner-Peyser, Veterans, Unemployment Compensation, and Trade Act. As other partners elect to negotiate with the R10WB to locate staff and/or share other types of resources at WorkOne service sites, financial agreements with those individual partners may be negotiated.

All One-Stop/WorkOne partners assure that they will work with the R10WB and the Indiana DWD to work out funding of operational costs pursuant to federal and state regulations and guidelines.

**D. Referral of Clients:**

All One-Stop service system partners agree to establish a mechanism that facilitates the referral of individuals for various needed services between WorkOne and the One-Stop partners.

Possible methods of referral may include electronic access to and transmittal of information, personal visits with staff, telephone contact, referral cards and/or coordinated orientation sessions where partner services are explained and representatives are present.

The One-Stop partners agree to have a referral mechanism established within one year of this MOU, and that the MOU will be modified, as needed, once the mechanism has been established.

**E. Duration:**

This MOU will be in effect for two (2) years for the period July 1, 2011 – June 30, 2013.

**F. Procedures for Amending:**

A partner may submit a written request to the R10WB for an amendment to this Memorandum of Understanding at any time.

The amendment must be approved through discussion and a majority vote of the partners.

Any amendment so instituted will require the signatures of all partners and the R10WB indicating agreement with the proposed change(s) on an amended MOU document.

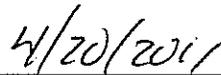
**One-Stop/ WorkOne Partner Signatures:**

The undersigned agree to enter into this Memorandum of Understanding for the period July 1, 2011 to June 30, 2013.

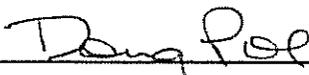


Ed Carpenter  
Chairperson

Region 10 Workforce Investment Board



Date



Doug Poe

American Indian Center of Indiana



Date

**ATTACHMENT 6**

**Service Provider: Jobworks**

<b>Budget FY: 2010</b>	<b>WIA Admin (Adult/Dislocated Worker/Youth)</b>				<b>Other From DWD</b>	<b>TOTAL</b>
<b>Administration</b>						
Wages & Benefits						\$ -
Travel						\$ -
Supplies						\$ -
Equipment (Purchase)						\$ -
Equipment (Rental)						\$ -
Overhead (Rent, Utilities, etc.)						\$ -
Contractual						\$ -
	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Youth</b>		<b>Other From DWD</b>	<b>TOTAL</b>
			<b>In-School</b>	<b>Out-of School</b>		
<b>TOTAL Allocated ADMINISTRATION</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program</b>						
<b>Internal Costs</b>						\$ -
Wages & Benefits	\$ 230,322	\$ 213,121	\$ 20,000	\$ 179,599	\$ 270,882	\$ 913,924
Travel	\$ 3,840	\$ 3,550	\$ 300	\$ 327	\$ 10,743	\$ 18,760
Supplies	\$ 500	\$ 500	\$ 50	\$ 150		\$ 1,200
Equipment (Purchase)						\$ -
Equipment (Rental)						\$ -
Overhead (Rent, Utilities, etc.)	\$ 1,000	\$ 1,000	\$ 100	\$ 900	\$ 1,700	\$ 4,700
Other	\$ 13,853	\$ 8,710	\$ 1,650	\$ 8,156	\$ 1,698	\$ 34,067
<b>TOTAL Internal - Program</b>	\$ 249,515	\$ 226,881	\$ 22,100	\$ 189,132	\$ 285,023	\$ 972,651
<b>Contractual</b>						
Core Services						\$ -
Orientations						\$ -
Workshops						\$ -
Individual Intensive Services						\$ -
Direct Training Services	\$ 115,161	\$ 110,560	\$ 9,000	\$ 95,800	\$ 744,494	\$ 1,075,015
Supportive Services	\$ 19,194	\$ 17,760	\$ 3,000	\$ 13,633	\$ 61,255	\$ 114,842
<b>TOTAL Contracted</b>	\$ 134,355	\$ 128,320	\$ 12,000	\$ 109,433	\$ 805,749	\$ 1,189,857
<b>TOTAL PROGRAM</b>	\$ 383,870	\$ 355,201	\$ 34,100	\$ 298,565	\$ 1,090,772	\$ 2,162,508
<b>TOTAL AGENCY</b>	\$ 383,870	\$ 355,201	\$ 34,100	\$ 298,565	\$ 1,090,772	\$ 2,162,508

**ATTACHMENT 6**

**Service Provider: JobWorks**

Expenditures Thru: <u>3-31-11</u>	WIA Admin (Adult/Dislocated Worker/Youth)				Other From DWD	TOTAL
<b>Administration</b>						
Wages & Benefits						\$ -
Travel						\$ -
Supplies						\$ -
Equipment (Purchase)						\$ -
Equipment (Rental)						\$ -
Overhead (Rent, Utilities, etc.)						\$ -
Contractual						\$ -
	Adult	Dislocated Worker	Youth In-School      Out-of School		Other From DWD	TOTAL
<b>TOTAL Allocated ADMINISTRATION</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program</b>						
<b>Internal Costs</b>						\$ -
Wages & Benefits	\$ 171,727	\$ 181,667	\$ 10,389	\$ 130,083	\$ 126,106	\$ 619,972
Travel	\$ 2,000	\$ 350	\$ 150	\$ 1,599	\$ 2,121	\$ 6,220
Supplies	\$ 349	\$ 349	\$ 13	\$ 216	\$ 141	\$ 1,068
Equipment (Purchase)						\$ -
Equipment (Rental)						\$ -
Overhead (Rent, Utilities, etc.)	\$ 789	\$ 790	\$ 48	\$ 598	\$ 643	\$ 2,868
Other	\$ 5,902	\$ 2,549	\$ 337	\$ 4,435	\$ 7,463	\$ 20,686
<b>TOTAL Internal - Program</b>	\$ 180,767	\$ 185,705	\$ 10,937	\$ 136,931	\$ 136,474	\$ 650,814
<b>Contractual</b>						
Core Services						\$ -
Orientations						\$ -
Workshops						\$ -
Individual Intensive Services						\$ -
Direct Training Services	\$ 68,020	\$ 16,964	\$ 374	\$ 10,101	\$ 348,632	\$ 444,091
Supportive Services	\$ 1,588	\$ 3,445		\$ 1,313	\$ 1,781	\$ 8,127
<b>TOTAL Contracted</b>	\$ 69,608	\$ 20,409	\$ 374	\$ 11,414	\$ 350,413	\$ 452,218
<b>TOTAL PROGRAM</b>	\$ 250,375	\$ 206,114	\$ 11,311	\$ 148,345	\$ 486,887	\$ 1,103,032
<b>TOTAL AGENCY</b>	\$ 250,375	\$ 206,114	\$ 11,311	\$ 148,345	\$ 486,887	\$ 1,103,032

**ATTACHMENT 6**

**Service Provider: JobWorks**

Balance at: _____	WIA Admin (Adult/Dislocated Worker/Youth)				Other From DWD	TOTAL
<b>Administration</b>						
Wages & Benefits						\$ -
Travel	\$ -			\$ -	\$ -	\$ -
Supplies	\$ -			\$ -	\$ -	\$ -
Equipment (Purchase)	\$ -			\$ -	\$ -	\$ -
Equipment (Rental)	\$ -			\$ -	\$ -	\$ -
Overhead (Rent, Utilities, etc.)	\$ -			\$ -	\$ -	\$ -
Contractual	\$ -			\$ -	\$ -	\$ -
	Adult	Dislocated Worker	Youth In-School      Out-of School		Other From DWD	TOTAL
<b>TOTAL Allocated ADMINISTRATION</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program</b>						
<b>Internal Costs</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wages & Benefits	\$ 58,595	\$ 31,454	\$ 9,611	\$ 49,516	\$ 144,776	\$ 293,952
Travel	\$ 1,840	\$ 3,200	\$ 150	\$ (1,272)	\$ 8,622	\$ 12,540
Supplies	\$ 151	\$ 151	\$ 37	\$ (66)	\$ (141)	\$ 132
Equipment (Purchase)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment (Rental)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overhead (Rent, Utilities, etc.)	\$ 211	\$ 210	\$ 52	\$ 302	\$ 1,057	\$ 1,832
Other	\$ 7,951	\$ 6,161	\$ 1,313	\$ 3,721	\$ (5,765)	\$ 13,381
<b>TOTAL Internal - Program</b>	\$ 68,748	\$ 41,176	\$ 11,163	\$ 52,201	\$ 148,549	\$ 321,837
<b>Contractual</b>						
Core Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Orientations		\$ -	\$ -	\$ -	\$ -	\$ -
Workshops	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Individual Intensive Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Training Services	\$ 47,141	\$ 93,596	\$ 8,626	\$ 85,699	\$ 395,862	\$ 630,924
Supportive Services	\$ 17,606	\$ 14,315	\$ 3,000	\$ 12,320	\$ 59,474	\$ 106,715
<b>TOTAL Contracted</b>	\$ 64,747	\$ 107,911	\$ 11,626	\$ 98,019	\$ 455,336	\$ 737,639
<b>TOTAL PROGRAM</b>	\$ 133,495	\$ 149,087	\$ 22,789	\$ 150,220	\$ 603,885	\$ 1,059,476
<b>TOTAL AGENCY</b>	\$ 133,495	\$ 149,087	\$ 22,789	\$ 150,220	\$ 603,885	\$ 1,059,476

# **ATTACHMENT 7**

**Copy of Local Elected Officials' Agreement**

## **Region 10 Local Plan**

**Program Year 2011 (July 1, 2011---June 30, 2012)**

**Submitted: April 2011**

# Clark County Local Elected Officials Agreement

## Economic Growth Region 10

This agreement is made and entered into by and between the Local Elected Officials (LEOs) in Clark County of Economic Growth Region (EGR) 10 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 Clark County of Region 10, the units of general local government, with populations of 5,000 or greater are:

1. City of Jeffersonville
2. City of Charlestown
3. Town of Clarksville
4. Town of Sellersburg
5. Clark County Government

### 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 Region 10 Workforce Investment Board (WIB). The CCEO shall interact with:

1. The Local Elected Officials Executive Council and
2. The Chief Elected Official for the formally designated Workforce Investment Service Area (WISA), EGR 10,

per the region's County Chief Elected Officials (CCEO) Agreement, on matters concerning the local Region 10 Workforce Investment Board (WIB).

On behalf of the County, the Clark CCEO will enter into an agreement with other CCEOs on the Executive Council of the Region 10 Workforce Investment Service Area. 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 Region 10 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 related responsibilities and actions. The Agreement pertains to:
  1. The Workforce Investment Act (WIA) and
  2. The region's workforce investment board, with its Mission, its federal and state requirements and obligations, and its various regional activities, performed on behalf of EGR 10 and the CCEOs;
- Providing guidance to the local EGR 10 Workforce Investment Board as a member of the CCEO Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Chief Elected Official (CEO) for the EGR 10 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 Clark County within the Region 10 Workforce Investment Service Area.

Name: Tom GALLIGAN

Title: Mayor of Jeffersonville

Contact Information: Phone

812-285-6400

E-mail: [tgalligan@cityofjeff.net](mailto:tgalligan@cityofjeff.net)

## II. Other Responsibilities

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

## V. 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, Mayor(s), and Town Council Presidents of each designated city or town (having a population of 5,000 or greater) in a County, as appropriate to that County, approves the selected Elected Official specified in Section II of this Agreement to act on their behalf.

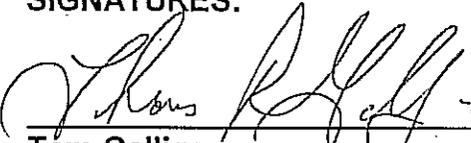
## V. Period of Agreement

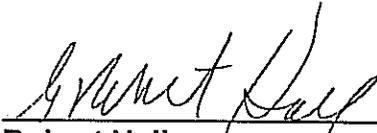
The period of this Agreement shall be from March 1, 2011 through June 30, 2013, or until such time as the Clark County Local Elected Officials must determine a new appointment.

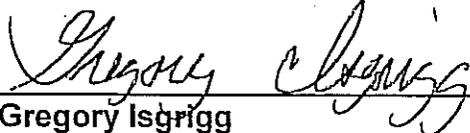
## VI. Amendment

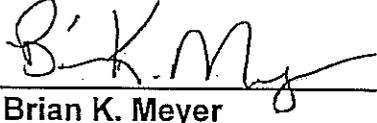
This Agreement may be amended at any time by written request to the designated Elected Official, who will set up a process of voting on the change. Changes in federal or state legislation affecting the Workforce Investment Act may require a modification to this Agreement. A modification of the Agreement requires a majority vote of the Local Elected Officials.

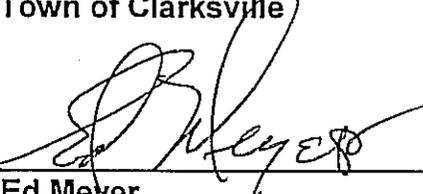
### SIGNATURES:

  
\_\_\_\_\_  
Tom Galligan  
Mayor, City of Jeffersonville

  
\_\_\_\_\_  
Robert Hall  
Mayor, City of Charlestown

  
\_\_\_\_\_  
Gregory Isgrigg  
Town Council President  
Town of Clarksville

  
\_\_\_\_\_  
Brian K. Meyer  
Town Council President  
Town of Sellersburg

  
\_\_\_\_\_  
Ed Meyer  
Clark County Commissioner  
President, Board of County Commissioners

# Crawford County Local Elected Officials Agreement

## Economic Growth Region 10

This agreement is made and entered into by and between the Local Elected Officials (LEOs) in Crawford County of Economic Growth Region (EGR) 10 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 Crawford County of Region 10, the units of general local government, with populations of 5,000 or greater are: **Crawford County Government**.

### 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 Region 10 Workforce Investment Board (WIB). The CCEO shall interact with:

1. The Local Elected Officials Executive Council and
2. The Chief Elected Official for the formally designated Workforce Investment Service Area (WISA), EGR 10,

per the region's County Chief Elected Officials (CCEO) Agreement, on matters concerning the local Region 10 Workforce Investment Board (WIB).

On behalf of the County, the Crawford CCEO will enter into an agreement with other CCEOs on the Executive Council of the Region 10 Workforce Investment Service Area. 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 Region 10 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 related responsibilities and actions. The Agreement pertains to:
  1. The Workforce Investment Act (WIA) and
  2. The region's workforce investment board, with its Mission, its federal and state requirements and obligations, and its various regional activities, performed on behalf of EGR 10 and the CCEOs;
- Providing guidance to the local EGR 10 Workforce Investment Board as a member of the CCEO Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Chief Elected Official (CEO) for the EGR 10 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 Crawford County within the Region 10 Workforce Investment Service Area.

Name: Daniel Crecelius  
County Commissioner

Contact Information: Phone: 812-633-4886

E-Mail: [dancrecelius@hotmail.com](mailto:dancrecelius@hotmail.com)

## II. Other Responsibilities

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

## V. 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, Mayor(s), and Town Council Presidents of each designated city or town (having a population of 5,000 or greater) in a County, as appropriate to that County, 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 March 1, 2011 through June 30, 2013, or until such time as the Crawford County government must determine a new appointment.

## 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)

Daniel Crecelius  
**Crawford County Commissioner**

# Floyd County Local Elected Officials Agreement

## Economic Growth Region 10

This agreement is made and entered into by and between the Local Elected Officials (LEOs) in Floyd County of Economic Growth Region (EGR) 10 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 Crawford County of Region 10, the units of general local government, with populations of 5,000 or greater are:

1. **City of New Albany**
2. **Floyd County Government**

### 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 Region 10 Workforce Investment Board (WIB). The CCEO shall interact with:

1. The Local Elected Officials Executive Council and
2. The Chief Elected Official for the formally designated Workforce Investment Service Area (WISA), EGR 10,

per the region's County Chief Elected Officials (CCEO) Agreement, on matters concerning the local Region 10 Workforce Investment Board (WIB).

On behalf of the County, the Floyd CCEO will enter into an agreement with other CCEOs on the Executive Council of the Region 10 Workforce Investment Service Area. 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 Region 10 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 related responsibilities and actions. The Agreement pertains to:
  1. The Workforce Investment Act (WIA) and
  2. The region's workforce investment board, with its Mission, its federal and state requirements and obligations, and its various regional activities, performed on behalf of EGR 10 and the CCEOs;
- Providing guidance to the local EGR 10 Workforce Investment Board as a member of the CCEO Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Chief Elected Official (CEO) for the EGR 10 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 Floyd County within the Region 10 Workforce Investment Service Area.

Name: Mark Seabrook

Title: County Commissioner; President, Board of County Commissioners

Contact Information: 812-944-6455 [m.seabrook@insightbb.com](mailto:m.seabrook@insightbb.com)

### III. Other Responsibilities

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

### V. 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, Mayor(s), and Town Council Presidents of each designated city or town (having a population of 5,000 or greater) in a County, as appropriate to that County, approves the selected Elected Official specified in Section II of this Agreement to act on their behalf.

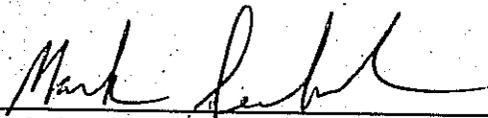
### V. Period of Agreement

The period of this Agreement shall be from March 1, 2011 through June 30, 2013, or until such time as the Floyd County Local Elected Officials must determine a new appointment.

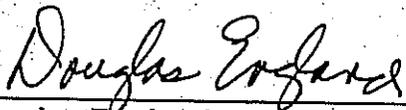
### VI. Amendment

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:



Mark Seabrook  
Floyd County Commissioner  
President, Board of County Commissioners



Douglas England  
Mayor, City of New Albany

# Harrison County Local Elected Officials Agreement

## Economic Growth Region 10

This agreement is made and entered into by and between the Local Elected Officials (LEOs) in Harrison County of Economic Growth Region (EGR) 10 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 Harrison County of Region 10, the units of general local government, with populations of 5,000 or greater are: **Harrison County government**.

### 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 Region 10 Workforce Investment Board (WIB). The CCEO shall interact with:

1. The Local Elected Officials Executive Council and
2. The Chief Elected Official for the formally designated Workforce Investment Service Area (WISA), EGR 10,

per the region's County Chief Elected Officials (CCEO) Agreement, on matters concerning the local Region 10 Workforce Investment Board (WIB).

On behalf of the County, the Harrison CCEO will enter into an agreement with other CCEOs on the Executive Council of the Region 10 Workforce Investment Service Area. 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 Region 10 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 related responsibilities and actions. The Agreement pertains to:
  1. The Workforce Investment Act (WIA) and
  2. The region's workforce investment board, with its Mission, its federal and state requirements and obligations, and its various regional activities, performed on behalf of EGR 10 and the CCEOs;
- Providing guidance to the local EGR 10 Workforce Investment Board as a member of the CCEO Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Chief Elected Official (CEO) for the EGR 10 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 Harrison County within the Region 10 Workforce Investment Service Area.

Name: James Goldman

Title: County Commissioner; President, Board of County Commissioners

Contact Information: 812-267-2738

[j-goldman@hotmail.com](mailto:j-goldman@hotmail.com)

### III. Other Responsibilities

As their schedules permit, all Local Elected Officials are encouraged to attend the regional Workforce Investment Board meetings, and meet with Board members and the Board chairperson for updates on progress and actions in improving workforce development for the employers and citizens of 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, Mayor(s), and Town Council Presidents of each designated city or town (having a population of 5,000 or greater) in a County, as appropriate to that County, 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 March 1, 2011 through June 30, 2013, or until such time as the Harrison County government must determine a new appointment.

### 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:

James Goldman  
(Name)

Commissioner Harrison Cty.  
(Title)

# Scott County Local Elected Officials Agreement

## Economic Growth Region 10

This agreement is made and entered into by and between the Local Elected Officials (LEOs) in Scott County of Economic Growth Region (EGR) 10 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 Scott County of Region 10, the units of general local government, with populations of 5,000 or greater are:

1. **City of Scottsburg**
2. **Scott County Government**

### 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 Region 10 Workforce Investment Board (WIB). The CCEO shall interact with:

1. The Local Elected Officials Executive Council and
2. The Chief Elected Official for the formally designated Workforce Investment Service Area (WISA), EGR 10,

per the region's County Chief Elected Officials (CCEO) Agreement, on matters concerning the local Region 10 Workforce Investment Board (WIB).

On behalf of the County, the Scott CCEO will enter into an agreement with other CCEOs on the Executive Council of the Region 10 Workforce Investment Service Area. 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 Region 10 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 related responsibilities and actions. The Agreement pertains to:
  1. The Workforce Investment Act (WIA) and
  2. The region's workforce investment board, with its Mission, its federal and state requirements and obligations, and its various regional activities, performed on behalf of EGR 10 and the CCEOs;
- Providing guidance to the local EGR 10 Workforce Investment Board as a member of the CCEO Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Chief Elected Official (CEO) for the EGR 10 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 Scott County within the Region 10 Workforce Investment Service Area.

Name: Larry Blevins

Title: County Commissioner

Contact Information: 812-752-8408

[ldblevins@hotmail.com](mailto:ldblevins@hotmail.com)

**II. Other Responsibilities**

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

**V. 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, Mayor(s), and Town Council Presidents of each designated city or town (having a population of 5,000 or greater) in a County, as appropriate to that County, approves the selected Elected Official specified in Section II of this Agreement to act on their behalf.

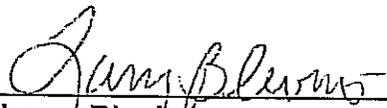
**V. Period of Agreement**

The period of this Agreement shall be from March 1, 2011 through June 30, 2013, or until such time as the Scott County Local Elected Officials must determine a new appointment.

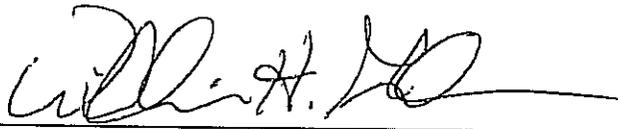
**VI. Amendment**

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:**



Larry Blevins  
Scott County Commissioner



William H. Graham  
Mayor, City of Scottsburg

# Washington County Local Elected Officials Agreement

## Economic Growth Region 10

This agreement is made and entered into by and between the Local Elected Officials (LEOs) in Washington County of Economic Growth Region (EGR) 10 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 Washington County of Region 10, the units of general local government, with populations of 5,000 or greater are:

1. **City of Salem**
2. **Washington County Government**

### **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 Region 10 Workforce Investment Board (WIB). The CCEO shall interact with:

1. The Local Elected Officials Executive Council and
2. The Chief Elected Official for the formally designated Workforce Investment Service Area (WISA), EGR 10,

per the region's County Chief Elected Officials (CCEO) Agreement, on matters concerning the local Region 10 Workforce Investment Board (WIB).

On behalf of the County, the Washington CCEO will enter into an agreement with other CCEOs on the Executive Council of the Region 10 Workforce Investment Service Area. 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 Region 10 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 related responsibilities and actions. The Agreement pertains to:
  1. The Workforce Investment Act (WIA) and
  2. The region's workforce investment board, with its Mission, its federal and state requirements and obligations, and its various regional activities, performed on behalf of EGR 10 and the CCEOs;
- Providing guidance to the local EGR 10 Workforce Investment Board as a member of the CCEO Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Chief Elected Official (CEO) for the EGR 10 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 Washington County within the Region 10 Workforce Investment Service Area.

Name:

Title:

Contact Information: Phone                      E-mail

### III. Other Responsibilities

As their schedules permit, all Local Elected Officials are encouraged to attend the regional Workforce Investment Board meetings, and meet with Board members and the Board chairperson for updates on progress and actions in improving workforce development for the employers and citizens of 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, Mayor(s), and Town Council Presidents of each designated city or town (having a population of 5,000 or greater) in a County, as appropriate to that County, approves the selected Elected Official specified in Section II of this Agreement to act on their behalf.

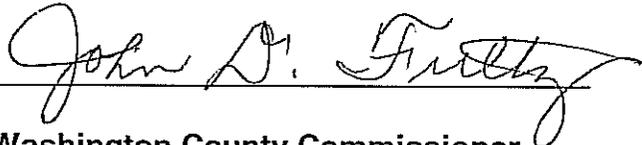
### V. Period of Agreement

The period of this Agreement shall be from March 1, 2011 through June 30, 2013, or until such time as the Washington County Local Elected Officials must determine a new appointment.

### 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:



Washington County Commissioner



David L. Bower  
Mayor, City of Salem

# **ATTACHMENT 8**

**Copy of County Chief Elected Officials' Agreement**

## **Region 10 Local Plan**

**Program Year 2011 (July 1, 2011---June 30, 2012)**

**Submitted: April 2011**

## **Economic Growth Region 10 Chief Elected Officials Agreement**

This agreement is made and entered into by and between the designated County Chief Elected Officials (CCEOs) from the counties of Clark, Crawford, Floyd, Harrison, Scott, and Washington, comprising Economic Growth Region (EGR) 10, 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 CEO 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:

- A. Entering into a Elected Officials Agreement with the Local Elected Officials in Economic Growth
- B. **Region 10** to establish responsibilities and actions as it pertains to the Workforce Investment Act and local Workforce Investment Board (WIB)
- C. Providing guidance to the Workforce Investment Board as a member of Local Elected Officials Executive Council
- D. Communicating updates and changes to the Local Elected Officials of the County
- E. Selecting a Chief Elected Official (CEO) for the Workforce Investment Service Area, Region 10
- F. Establishing an agreement on the designation of financial liability for any misuse of workforce investment act funds granted to Region 10.

### **II. Liability for Misuse of Workforce Investment Funds in Region 10**

In Region 10, financial liability for the misuse of workforce investment funds shall be handled in the following manner: Liability will be shared by each of the thirteen (13) Units of Local Government (ULG) that compose Region 10, under Indiana Department of Workforce Development (DWD) Policy 2010-08, which is aligned to core federal legislation, the Workforce Investment Act of 1998, as administered by the US Department of Labor. The thirteen ULGs include:

1. Six (6) County Governments: Clark, Crawford, Floyd, Harrison, Scott, and Washington
2. Five (5) cities: Charlestown, Jeffersonville, New Albany, Salem, and Scottsburg, and
3. Two (2) towns: Clarksville and Sellersburg.

Liability for misused workforce investment funds will be shared by these 13 ULGs, proportionally, based on population of each ULG, with ULGs having greater population thus having proportionally more liability. The County government share is based on the County population, subtracting any cities and/or towns in that same county, as listed above. ULG populations will be listed in rank order, with a percentage of the whole regional population thus attached to each ULG. The percentage-based amount of misused funds, per ULG population, when totaled will equal the total amount of Region 10's misused funds.

Misused funds are defined as a misuse, per state and federal regulations, not otherwise or earlier resolved through the Region 10 Workforce Investment Board or its various contractors and finally determined as misused by the Indiana Department of Workforce Development and/or US Department of Labor, or other funding authority as may apply, per financial monitoring and/or audit.

Note: It is of critical importance to indicate, in this Agreement, that the Local Elected Officials and the Chief Elected Official stipulate a regional infrastructure for governance, financial management and operations/services that inherently provides both internal and external monitoring and audit "checks and balances". Specifically, the fiscal agent is a separate entity, as designated by the CEO; it is not part of the WIB's staffing. Furthermore, the WIA services provider(s) are contractors to the WIB, not direct service staff of the WIB. Additionally, state monitoring each Program Year and third party audits of the WIB, as a Corporation,

and Service Provider(s), at a minimum, provide further, external "checks and balances". Such "checks and balances" emphasize due-diligence through proactive, objective analyses and consequent understanding and recommendations regarding of workforce investment regional expenditures, both through the course of each Program Year, as well as at year-end. As such, issues regarding any expenditure can be resolved properly, with guidance from state monitors utilized as needed, at its earliest and first level of liability, not at its final level of liability, which is the shared liability of the Region 10 Units of Local Government.

**III. 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 10, will be responsible for the following duties, as established in the Workforce Investment Act (WIA) of 1998 and 20 CFR Parts 661, 662, 663, and 664:

- A. Serve as, or designate, the grant recipient for WIA funds for Region 10
- B. Appoint members to the local Workforce Investment Board (WIB) serving Region10, following the criteria established by the State and WIA Section 117(b)
- C. Cooperate with the local WIB to appoint members to the Youth Council
- D. Partner with the local WIB to develop and submit a Local Plan for WIA activities
- E. Approve the budget developed by the local WIB
- F. Negotiate local performance measures with the local WIB and the Governor
- G. Agree to the selection of the One Stop Operator by the local WIB
- H. Provide agreement to the local WIB to establish an MOU for the operation of the WorkOne system in the local area
- I. Consult with local WIB to conduct oversight of WIA youth programs.

In addition: The CEO for the Workforce Investment Service Area, Region 10:

- Will be responsible for interacting with the designated Local Elected Officials Executive Council on matters concerning the region’s Workforce Investment Board
- 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
- 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 10 workforce investment service area.

Name: Mr. James Goldman

Title: President, Harrison County Commissioners

Contact Information: Phone: 812-267-2738 E-mail address: [j-goldman@hotmail.com](mailto:j-goldman@hotmail.com)

#### **IV. 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.

**As such:**

**The CEO designates the Region 10 Workforce Board, Inc., the region's Workforce Investment Board as the grant recipient of WIA funds for Region 10.**

**The CEO designates Crowe Horwath, Inc. as the region's fiscal agent, fulfilling all fiscal management responsibilities under WIA and related federal and state administrative rules and regulations, contingent on execution of a Region 10 Fiscal Agent contract, for a term of at least one (1) year, beginning July 1, 2011.**

**Per the signing of the Agreement, a majority of the Local Elected Official Executive Council herein agree to the designations stated above.**

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 II of this agreement.

#### **V. 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 County 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 10, 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.

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

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

- A. Provide guidance to the local Workforce Investment Board
- B. Communicate updates and changes to the Local Elected Officials of each county contained within the Workforce Service Area, Region 10
- C. Select a Chief Elected Official for the Workforce Service Area;
- D. Ensure that members of the local Workforce Investment Board are appointed following the criteria established by the State and WIA Section 117(b).

## **VII. Frequency of Executive Council Meetings**

The Executive Council will meet at least twice 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.

## **VIII. 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/investment for the employers and residents 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.

## **IX. 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.

## **X. 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.

## **XI. Period of Agreement**

The period of this Agreement shall be from March 3, 2011 through June 30, 2013.

## **XII. 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.

Region 10 Chief Elected Official Agreement  
Agreement Term: March 3, 2011 -- June 30, 2013

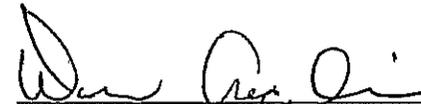
Region 10 Local Elected Officials Signatures  
SIGNATURES:

  
Signature                      3-3-11  
Date

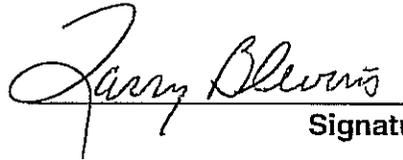
Mr. James Goldman  
President, Harrison County Commissioners  
Harrison County Designated LEO  
Region 10 Chief Elected Official (CEO)

  
Signature                      3/3/2011  
Date

Mr. Mark Seabrook  
President, Floyd County Commissioners  
Floyd County Designated LEO

  
Signature                      3-3-11  
Date

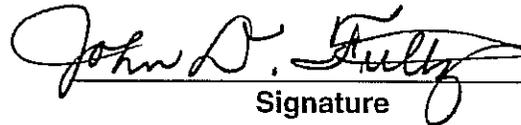
Mr. Dan Crecelius  
Crawford County Commissioner  
Crawford County Designated LEO

  
Signature                      3-3-11  
Date

Mr. Larry Blevins  
Scott County Commissioner  
Scott County Designated LEO

  
Signature                      3-4-11  
Date

Mr. Tom Galligan  
Mayor, City of Jeffersonville  
Clark County Designated LEO

  
Signature                      3/10/2011  
Date

Mr. John Fultz  
Washington County Commissioner  
Washington County Designated LEO

# BYLAWS

## REGION 10 WORKFORCE BOARD, INC.

### ARTICLE I NAME

**Section 1.1.** The organization shall be known as **Region 10 Workforce Board**.

### ARTICLE II STATEMENT OF PURPOSE

**Section 2.1.** The goal of this board organization, hereafter referred to as “R10WB”, shall be to facilitate effective planning, implementation and oversight of workforce investment programs and services and other related project/initiatives as resources permit, in and for the Indiana counties of Clark, Crawford, Floyd, Harrison, Scott and Washington. The R10WB carries the full status of a Workforce Investment Board (WIB), as recognized by the US Department of Labor and certified by the Indiana Department of Workforce Development (DWD). In order to reach this goal, it is necessary for the board’s activities to include the following core purposes:

- a. Provide programmatic and fiscal direction that establishes, improves and sustains Region 10’s One-Stop Career Center Employment and Training services system, as prescribed by the Workforce Investment Act (WIA). The One Stop Career Center system is known and branded as **WorkOne**. The region’s WorkOne system focuses on two (2) primary customers and their respective needs and goals: 1) Employers, and 2) Job Seekers, taking into account labor market needs, trends and dynamics. At a minimum, the Region 10 One Stop system must be in accordance with Indiana’s State Plan for Title I of the Workforce Investment Act (WIA), hereinafter referred to as the State Plan. (For example: R10WB bi-annual strategic planning process)
- b. To negotiate and establish Memorandums of Understanding with the Partner agencies as prescribed by the Act, which shall describe how the Partners’ services shall be provided through, or accessed through, the One Stop Center(s), and associated satellite offices.
- c. Participating in and/or monitoring of competitive procurement of contractors, and selection of contractors
- d. Designating the Regional Operator and advising same, as needed, on strategies and functions that include, at a minimum, formal Workforce Investment Board (WIB) responsibilities under WIA
- e. Monitoring the performance of service providers and various other vendors, who are under contract with the R10WB. (Examples: R10WB Plan Updates; R10WB packet data with budget updates, customer data, project and services highlights; formal internal monitoring and state monitoring of programs and financial management; audit reports, etc.)
- f. Oversight of financial status and processes (Examples: annual regional budget, monthly/quarterly budget expenditure rates, budget modifications, etc., in conjunction with service provider(s) and vendors contract performance.
- g. To maintain an effective partnership among the Chief Elected Officials, the private sector, and Partner agencies as prescribed under WIA in the planning, implementation, and evaluation of workforce

investment services delivered under WIA, other related legislation, and through various other funding opportunities.

- h. Board representation, business-driven leadership, and ambassadorship for regional Workforce Investment in various project and public venues.

## **ARTICLE III** **MEMBERSHIP**

### **Section 3.1. Board Member Appointment Process**

All appointments and reappointments to R10WB membership shall be filled using the nomination and appointment process, as prescribed by Indiana Department of Workforce Development State Policy.

Board appointments are reviewed and approved by the Chief Elected Official.

### **Section 3.2. Board Size**

The size of the board shall be a minimum of twenty-nine (29) members, with at least 51% of the Board being composed of business representatives from the region, in keeping the WIA legislation and state policy.

### **Section 3.3. Board Member Removal**

A board member may only be removed by a majority vote of the membership. Notice of intention to remove a member and appointing organization/CEO shall be given to the member at least ten (10) days prior to the meeting of the membership at which such issue of removal is to be discussed and acted upon.

A member may voluntarily withdraw by submitting written notice of his/her resignation to the chair.

### **Section 3.4. Board Member Term**

Region10 Workforce Board members may serve two or more two-year terms.

Members will be appointed to the Board during times of Board re-certification or when a Board member vacancy occurs.

## **ARTICLE IV** **OFFICERS AND DUTIES OF OFFICERS**

### **Section 4.1. Officers**

The officers of the Region10 Workforce Investment Board (R10WB) shall consist of Chair, Vice-Chair, Secretary, and Treasurer.

### **Section 4.2. Terms and Election Procedures**

- a. Officers shall be elected by the membership and shall serve one (1) year terms commencing July of each year.
- b. Officers shall serve no more than two consecutive one year terms in the same office.
- c. Officer nominations shall be presented, discussed and voted upon, in accord with voting procedures stated in Article VI and Article VII (Roberts Rules of Order).

### **Section 4.3. Presiding over Board Meetings**

- a. The **Chair**, who must be from the business sector, shall preside over meetings of the board.
- b. The **Vice-Chair**, who must be from the business sector, presides over meetings in the absence of the Chair.
- c. The **Secretary** shall preside at board meetings in the absence of the Chair and Vice-Chair.
- d. The Secretary shall be responsible for ensuring board business is recorded, reviewed and distributed.
- e. The **Treasurer** shall preside at Board meetings in the absence of the Chair, Vice Chair and Secretary. In conjunction with the region's fiscal agent, the Treasurer shall also have the authority to open/close financial accounts on behalf of the R10WB, if needed.
- f. The **Past Chair** position serves in an ex officio officer capacity during the term of the next Board Chair person.
- g. In the absence of the Chair, Vice-Chair, Secretary, and Treasurer, a member of the Executive Committee shall preside.

## **ARTICLE V COMMITTEES AND APPOINTMENTS**

### **Section 5.1. Executive Committee**

- a. The Executive Committee shall be instituted by the R10WB, per Articles VI (Voting), Article VIII (Open Door Law) and Article IX (Meetings) of these bylaws.
- b. The Executive Committee shall consist of all officers, Standing Committee and Council Chairs, at least one (1) member at large elected by the RWB membership, and the immediate Past Chair position to ensure a total of at least seven (7) Executive Committee members.
- c. At least four (4) of the Executive Committee members must be from the business sector (profit and/or non-profit).
- d. The Executive Committee will meet as needed, upon request of the Chair.
- e. The Executive Committee shall be responsible for business and policy of the board, as directed by the board, with the Committee's actions and recommendations being presented to the board for board deliberations and formal actions.

### **Section 5.2. Other Committees**

Other committees may be instituted (per Articles VI (Voting) and IX (Meetings), as needed, such as :

- A. Procurement and evaluation
- B. Planning Committee
- C. Nominating Committee
- D. Contract Compliance/Performance Committee

### **Section 5.3. Youth Council**

The R10WB shall institute and maintain a Youth Council, pursuant to the Workforce Investment Act and DWD Policy.

#### **Section 5.4 Aspects of a Committee**

A Committee may be established as: 1) standing or 2) temporary.

A Committee is established by formal Board action and/or Board Chairing person appointed.

A Committee must include a specific title, purpose(s), functions and responsibilities, and length of service. (Example: Procurement Committee: Orient specific R10WB members (and others as appropriate) to general competitive procurement process and specific Request for Proposal purpose; review and score proposals, final review and recommendation to R10WB, etc.)

Committee appointments are made by the R10WB Chair, with formal approval by the R10WB.

With the exception of the Executive Committee:

- i. A Committee shall consist of at least three (3) R10WB members. Each Committee shall include a least two (2) members representing the business/industry.
- ii. Each Committee shall have a Chair, who must be a member of the R10WB.
- iii. A Committee may also include 1-2 additional individuals from the community. Such individuals will:
  - Have verifiable knowledge, expertise and interest relevant to the Committee's purpose(s) and functions, and
  - Must be approved by Board action.

Additional individuals may be included through formal action of the Board.

Board members are expected to serve actively on Committees.

#### **Section 5.5. Appointments to Other Organizations**

Appointments as representatives of the R10WB to other organizations shall be made by the voting action of the Board membership.

### **ARTICLE VI** **VOTING**

#### **Section 6.1. Aspects of Voting**

- a. Only Board members present shall have the right to vote at R10WB meetings. The only exception is Article X, Section 1.c regarding amending of bylaws.
- b. Each member shall have one (1) vote in Board business.
- c. No proxy votes shall be permitted.
- d. Appointed members of committees and councils who are non-RWB members may vote at meetings of the council and/or committee to which they belong.

#### **Section 6.2. Member Conflict of Interest**

- a. The conflict-of-interest standards contained herein apply to all Board members, whether voting or non-voting.
- b. A Board member with a conflict of interest regarding any matter is prohibited from discussion and voting in connection with that matter.
- c. Any 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.

- i. Any 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 for a contract, the development of Invitations for Bid (IFB) or Requests for Proposals (RFP) or other such bid processes leading to a contract, or any similar discussion 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 Board member who significantly participated in the manner described above.
  - ii. Any Board member, including/or a One-Stop Partner, who significantly participates in the development of contract specifications, is prohibited from bidding on those contracts or supervision staff who are paid from funding awarded under such contracts.
- d. Each Board member shall file a Statement of Economic Interests with the Board at the time they become a board member and every year thereafter. Such statements must include, at a minimum the member's
  - i. current position(s) of employment,
  - ii. current position(s) as a paid director, officer, or agent of a corporation or similar entity,
  - iii. financial interest that are defined in the Bylaws as potential sources of conflict or interest, and
  - iv. similar information concerning the 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.
- e. Any Board member with a potential or actual conflict of interest must disclose that the fact to the R10WB 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, such declaration must be carefully noted in the Minutes, and such member must excuse him/herself from the meeting room for the remainder of the discussion and/or the voting.
  - i. 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.
- f. If a contract or purchase is made by the R10WB involving its own member with a conflict of interest, the R10WB shall justify the terms and conditions of the contract or purchase.
  - i. When a contract or purchase is made by the R10WB involving its own member or an entity with which the board member is associated, the R10WB 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 R10WB.
- g. The Board shall adopt procedures that serve to minimize the appearance of conflict of interest.
- h. Board members who are also One-Stop Partners may 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. (See Appendix A, List of Partners.)
- i. DWD staff will provide technical assistance upon request from the R10WB concerning the conflict of interest standards. DWD's intent is to assist the Board to avoid compliance violations or the

appearance of violations. Question(s), which arise regarding real or potential conflict of interest in the Region 10 area, can be referred to DWD for technical assistance.

## **Article VII OPEN DOOR LAW**

### **Section 7.1. Compliance**

The R10WB will comply with Indiana's Open Door Law: Indiana Code IC 5-14-1.5.

### **Section 7.2. Orientation**

R10WB members will receive an overview of the Open Door Law, as well as a hard copy of the Law and related guidance.

### **Section 7.3. Records**

The R10WB shall post Board meeting records and Committee records on the Region 10 WorkOne website (<http://www.workoneregion10.com/>), after the meeting records have been formally approved by the Board and/or given Committee.

## **ARTICLE VIII PARLIAMENTARY AUTHORITY**

### **Section 8.1. Rules**

The rules governing the board are those set forth in these Bylaws. In those areas not covered by the Bylaws, the **Roberts Rules of Order** shall govern.

## **ARTICLE IX MEETINGS**

### **Section 9.1. Calling for Meetings**

- a. Meetings of the board shall be held as prescribed by the board.
- b. Additional meetings shall be called as deemed necessary by the chair.
- c. A meeting may be called by a majority of the members by submitting a request in writing to the chair. The request must verify the assent therein by a majority of the members.

### **Section 9.2. Meeting Attendance**

- a. Attendance to a majority of scheduled board meetings in each Program Year (July of one year through June of the next year) shall be required for continued service.
- b. Waiver of this requirement for cause shall be granted by unanimous vote of members present at a regular R10WB meeting.

### **Section 9.3. Quorum**

- a. A majority of the membership shall constitute a quorum necessary to transact the business of the Board.
- b. The majority requirements for a quorum in Section 9.3.a may be suspended by unanimous vote of members present. Action votes under such suspension of the rules will require a minimum of affirmative votes totaling 25% of the total RWB membership, plus one for approval.
- c. The quorum requirement for Committee and Council meetings shall be the Chair plus two members.

**Section 9.4. Scheduling**

- a. The chairperson will establish dates, times and places for the meetings so as to promote maximum participation by the membership.
- b. Notices of meetings shall be given to the members at least forty-eight (48) hours prior thereto and shall conform to the State of Indiana’s Open Door meeting law, per Indiana Code IC 5-14-1.5.

**ARTICLE X  
AMENDMENTS**

**Section 10.1. Amending**

- a. The power to make, alter, amend, or repeal all or part of these Bylaws is vested in the membership of the board.
- b. Any proposed amendment to the Bylaws shall be submitted to the membership by mail ten (10) days prior to the vote being taken.
- c. Votes for Bylaws changes may be made by written ballot, and may be mailed to the membership. However, any votes made by written ballot will be made public upon request in order to comply with the Open Door Meeting Law.

**ARTICLE XI  
RATIFICATION**

**Section 11.1 Originating Bylaws**

The originating Bylaws shall become effective immediately upon concurrence by a majority of the membership of the Region 10 Workforce Investment Board. As such, the originating bylaws will be adopted formally at the first Region 10 Workforce Investment Board meeting taking place in July 2011, given the Board’s operation begins with the next Program Year 2011 (July 1, 2011-June 30, 2012).

**Section 11.2 Amended Bylaws**

The affirmative vote of two-thirds (2/3) of the entire membership shall be necessary to effect any such changes in these Bylaws.

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As approved in a preliminary manner by the Region 10 Transitional WIB, in preparation for submittal of the Region 10 Local Plan required by DWD by April 29, 2011:

\_\_\_\_\_  
(Date)

Transitional WIB Officer Signatures:

\_\_\_\_\_  
Ed Carpenter, Chair Person

\_\_\_\_\_  
Sam Uhl, Vice-Chairperson

\_\_\_\_\_  
Clarence Hulse, Secretary

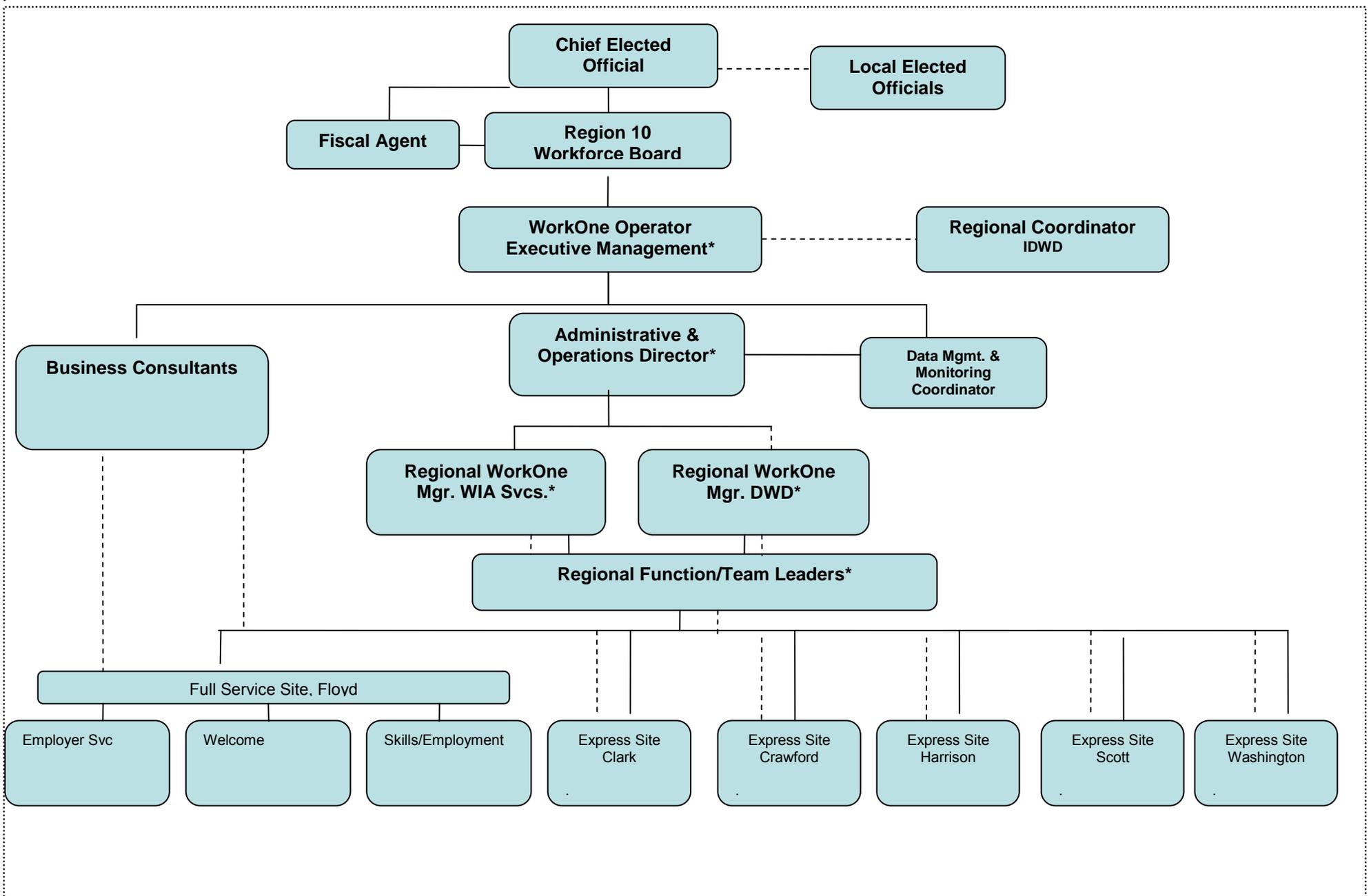
**Original: April 2011**

**ATTACHMENT 10**

• Provide a description of the WIB's/RWB's support and administrative staffing. Complete a chart available in Word at this link: [Executive Compensation](#), indicating the compensation of the top five paid individuals employed by the WIB/RWB, or employed by any entities using WIA funds to provide administrative or staff support to the WIB/RWB.

<b>Executive Compensation</b>					
	<b>Staff Person Name</b>	<b>Salary</b>	<b>Benefits</b>	<b>Bonuses</b>	<b>Total Annual Compensation</b>
1	Executive Director	\$80,004.	\$16,609	\$	\$96,613
2	Dir. Operations/Admin.	\$62,055	\$13,662		\$75,717
3	Data Mgt./Monitoring Coordinator	\$47,500	11,075		\$58,575
4	Business Consultant*	\$38,850	5,490		\$44,340
5	Admin. Assistant	\$22,880	12,162		\$35,042

**Region 10 Organizational Chart – July, 2011**



*\*Region 10 WorkOne Management Team*

## Region 10 Organizational Chart – July, 2011

<b>TITLE</b>	<b>KEY AREAS OF WIB STAFF RESPONSIBILITY</b>
<b>Executive Director</b>	Chief Executive Officer is the chief executive officer, responsible for strategic implementation of policies and directives, board governance, system building, fiscal and administrative oversight and compliance of the WIB and Region 10 WSA, external and internal partner relations.
<b>Director Operations/ Administration</b>	Operations Director responsible for planning, implementation and management of WorkOne operations, procurement and contract management; coordination, monitoring and review of fiscal operations; development and implementation of service/compliance policy; oversight of monitoring and data management processes, performance/quality assurance.
<b>Data Management/ Monitoring Coordinator</b>	Data Management/Monitoring Coordinator, responsible for review and reporting of WSA data for federal, state, and board purposes; data system and compliance training for staff; internal program compliance monitoring and data evaluation monitoring for quality assurance and compliance.
<b>Business Consultant</b>	The Business Consultant is responsible for outreach and coordination of employer services for the WorkOne System; planning/coordination of business outreach seminars with employer service team members; marketing of employer service products/usage in accordance with goals; collecting and reporting business intelligence for workforce solutions development; communication and coordination of services with state, regional and local workforce and economic development professionals in business retention/expansion.
<b>Administrative Assistant</b>	The administrative assistant is responsible for maintaining all files and documents in accordance with procedures; perform general office duties (typing/word processing correspondence and documents, filing, faxing and copying, maintaining mailing and distribution lists; management of purchase order system and office supplies; office receptionist.