1) Executive Summary

The Executive Summary should provide a concise description of the entirety of the plan. It should be able to function as a stand-alone document that describes the key themes, initiatives, and actions to be taken by the workforce investment board or regional workforce board during Program Year 2011 (July 1, 2011 – June 30, 2012).

In support of the Indiana state workforce development system, Region 11 Regional Workforce Board (RWB) focuses on three priorities:

(1) growing jobs in Indiana
(2) increasing personal income of Indiana residents
(3) delivering premier customer service

Region 11 RWB will meet these priorities through activities that reinforce four goals:

(1) to ensure Hoosiers understand and achieve occupational goals that advance Indiana's economy
(2) to identify, align, and connect Indiana employers with qualified workers
(3) to achieve a cohesive workforce investment system
(4) to deliver optimal high quality and efficiency statewide

Region 11 believes that collaboration among economic development, workforce development, and education partners is necessary in planning for the economic success of a community, region or state. Regional economic development is driven largely by a region's ability to create and attract talent needed by current employers and by prospective employers who will be attracted to the region if it demonstrates the ability to provide a consistent talent supply. To support job growth, Region 11:

(1) builds relationships with the business community to identify barriers to employment opportunities
(2) works with business and training providers to support business attraction, expansion, and retention
(3) utilizes accurate and timely labor market analyses to identify primary business sectors, regional in-demand and high wage occupations, and target employment sectors in Region 11
(4) utilizes such labor market information to select and prepare for appropriate occupational goals that will advance both Region 11 and Indiana's economy and increase personal income of residents in southwestern Indiana.

Region 11 continues to manage a cohesive workforce investment system through a delivery model that appears seamless to the customer and achieves all state and federal performance measures. To achieve this goal, Region 11:

(1) delivers premier customer service while integrating all workforce services, regardless of funding source
(2) documents the skills of Southwest Indiana's workforce in order to measure successful alignment of Indiana employers and qualified workers
(3) ensures high quality and efficiency through continuous review and update of operating policy and procedures, training, and performance monitoring
(4) pinpoints trends and corrects system processes through continuous performance monitoring and reporting of both programmatic and fiscal activities

DRAFT

In addition, successful regional partnerships contribute to a cohesive workforce investment system and provide relevant, reliable, and visible career development for Indiana adults. In 2010, the RWB was instrumental in building a consortium to discuss Adult Basic Education within the Region and how it might be improved. EGR-11 submitted a plan to the Indiana Department of Workforce Development (DWD) for funding that focused on developing career pathways for clients along with obtaining a GED or enhancement of basic skills. The program incorporates real world experiences into the classrooms and counsels students on employment opportunities beyond entry level positions to assist participants in providing a livable wage for their families. When appropriate, WorkOne customers are referred to other agencies and community organizations for wraparound social services; regular scheduled partner meetings maintain this vital network.

In 2011, statewide workforce development revitalizes its commitment to customer service. A new Customer Flow policy provides for access to multi-level services that meet the needs of the consumer and streamline client enrollment based on additional and suitable assessment and counseling. Region 11 contributed to the creation and advancement of this new policy including restructure of the enrollment process and performance metrics.

Region 11 presents a comprehensive approach to workforce development in the following pages of Region 11 Local Workforce Investment Plan for Program Year 2011.

2) Labor Market and Demographic Analysis

- **What are the area's primary business sectors by business size?**

Regional statistics show there is a labor force of 217,460 and an unemployment rate of 7.7%, only slightly higher than the previous month, and down .9% from January 2010. Region 11's primary business sectors are Manufacturing with employment level of 37, 996 (19.3%); Healthcare and Social Assistance with employment level of 27,727 (14.1%); Public Administration with employment level of 23,854(12.1%); and Retail Trade with employment level of 21,791 (11.0%).

- **What are the area's high-demand, high wage occupations, and what job skills and educational attainment are needed for those occupations?**

The Region's top 10 high-demand, high wage occupations, and educational attainment required include:

1. Management Analyst- Bachelor's Degree plus work experience
2. Construction Laborer- Moderate on-the-job training
3. Boilermakers- Long term on-the-job training
4. Registered Nurse- Associate's Degree
5. Heating, Air Conditioning and Refrigeration Mechanics and Installers- Long term on-the-job training

DRAFT

6. Operating Engineers and other Construction Equipment Operators- Moderate on-the-job training
7. First-Line Supervisors/Managers of Construction Trades and Extraction Workers- Work experience in related field
8. Truck Drivers- Moderate on-the-job training
9. Accountants/Auditors- Bachelor's Degree
10. Human Relations, Training and Labor Relations Specialists- Bachelor's Degree

- **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? Does the area have any "targeted" employment sectors? If so, describe the information and process utilized to establish the "targeted" sector.**

All Region 11 industries are projected to experience some growth with added job openings due to the need to replace retirees or persons making job changes. During the three year period of 2010 through 2012, there are an estimated 15,000 net job openings with one-third from new job creation. Five industries are expected to have total openings for more than 1,000 for the three year period. These industries include Food Preparation and Serving Related Occupations, Production Occupations, Office and Administrative Support Occupations, Sales and Related Occupations, and Transportation and Material Moving Occupations.

Region 11 currently targets industry sectors of Advanced Manufacturing; Energy; Healthcare and Bio-medical; and Transportation, Distribution, and Logistics. Through studies performed during the State's Strategic Skills Initiative and the WIRED grant, Region 11 identified these industries as key to the region for job growth and creation as well as requiring a highly skilled workforce.

Advanced Manufacturing: The sector has experienced radical change in recent years, but is beginning to rebound, and will still provide one of the strongest pathways to earning an income above the state average. During 2010, 30 percent of all jobs lost were in the manufacturing sector and occupations in this industry were listed as the occupations most desired by dislocated workers. However, as manufacturers begin to rehire, they are in need of a workforce with more enhanced skills than those previously employed. Plastics and Chemical manufacturing are strong sub-sectors for Region 11. These sectors have continued to grow when other manufacturers reported job loss in 2010. From the fourth quarter of 2009 to the first quarter of 2010, Chemical manufacturing grew by 265 employed; Plastics manufacturing grew by 30 employed. For the second quarter of 2010, total employment for Chemical Manufacturing had reached 4,171 from 4,110 in the first quarter; Plastics manufacturing had reached 4,725 from 4,403 in the first quarter. These sub-sectors display growth in Region 11 and continue to be important resources for the region.

Transportation, Distribution and Logistics: Closely related to the manufacturing of goods is the transportation of these goods. Manufacturers rely heavily upon a robust transportation infrastructure to bring raw materials to production facilities and to deliver finished products to consumers. Transportation and Logistics is not only the moving of goods from one site to another, but is the refined orchestration of delivery at the optimum time for production or sale known as "just in time delivery" and the overall management of the entire supply chain. A 2009 Inland Intermodal Feasibility

DRAFT

Study completed under the direction of the region's WIRED Intermodal Task Force revealed the potential for 12,000 direct and indirect jobs in logistics by 2023, but private sector investment in the Intermodal facility and recovery in the manufacturing industry need to occur before this growth will be realized. GSIW continues to work with economic development professionals and training providers to identify skills sets and their corresponding training programs for the logistics industry.

Healthcare/Bio Med/Bio Tech: A shortage of healthcare professionals exists nationwide. Both two-year and four-year postsecondary educational institutions have upgraded training facilities and added staff to increase training opportunities in the healthcare industry. Training institutions are layering training modules to allow persons to enter the industry, continue education and to move up the ladder to higher skilled and higher paying jobs in this sector. The health cluster includes core services such as doctors' offices, hospitals, testing labs, and health-related manufacturing industries.

Energy: The energy industry is one of the few readily accepted, long-term growth sectors of the national economy. Global energy demand is projected to grow by 44% by 2030 (EIA, International Energy Outlook 2009), as the global economy continues to expand. To meet this increased demand, every sector of the energy industry is expected to see growth. Developing economic and workforce opportunities, Region 11 advisory groups are active in each of these areas of concentration.

- **How and to what extent do the current and projected employment opportunities within the local area/region differ? What actions is the area undertaking to respond to that anticipated divergence?**

In comparing targeted sectors versus positions projected to be in-demand, there are some differences in the represented industries. On the Hoosier Hot 50 Jobs- Region 11 list, there are many differences in job listing versus the State Hoosier Hot 50 Jobs list. Of the top 10 Region 11 Hot Jobs, only four of those positions are found in the State's Top 10. These positions are Management Analysts ranked first for Region 11 and second for the State; Construction Laborers ranked second for Region 11 and sixth for the State; Registered Nurses ranked fourth for Region 11 and fifth for the State; and Accountants and Auditors ranked ninth for Region 11 and tenth for the State. After further investigation of the top 10, three resounding differences are Boilermakers ranking third for Region 11 and forty-ninth for the State; Truck Drivers, Heavy and Tractor-Trailer Operators ranking eighth for Region 11 and forty-seventh for the State; and the largest difference is First-Line Supervisors/Managers of Construction Trades and Extraction Workers ranking seventh for Region 11 and absent on the State list.

Many of the occupations that are listed in the Region's top 10 are skilled labor occupations and many require on-the-job training. Local staff members work with clients to develop their skill sets based on previous work experience through TORQ (Talent Occupation Relationship Quotient), a tool used to determine an individual's skill gaps between two occupations. TORQ has allowed staff to successfully place individuals into On-the-Job Training contracts with eligible employers.

Local staff also provided clients interested in training the opportunity to explore the positions on the Hoosier Hot 50 Jobs- Region 11 list as well as a local training list outlining areas in which they may seek training and explore labor market information to determine if the industry will experience growth

DRAFT

or decline. To maximize success, This exploration must be completed before a client may be placed in training.

- **Please attach the policy (including the "demand occupation" list) currently used in allocating occupational training funds. Given the responses to the questions above, does the current policy require modification? If not, why; if so, in what way?**

See attachments (A) SOP 06-04, (B) SOP 09-04, (C) Hoosier Hot 50 Job-Region 11, and (D) Region 11 Training List. These policies and documents provide the paradigm for allocation for occupational training in Region 11.

Attachment (A) SOP 06-04 specifies training selection must be an in-demand occupation, and training will be limited to occupations on the regional and/or local in-demand list.

Attachment (B) SOP-09-04 prescribes the process for development, ongoing review, and update of the local in-demand occupation list. This list was compiled through a review of various reports for long and short term hot jog, occupational projections, and labor market statistics. Reviewed annually, the list was not changed in 2010; under current review, minimal or no changes are anticipated in 2011.

Based upon the answers to previous questions, current training allocation policies do not need modification at this time. In-demand occupations listed on both the Attachment (D) Region 11 local list and Attachment (C) Hoosier Hot 50 Jobs – Region 11 list correspond with labor market growth indicators and targeted industry sectors including advanced manufacturing, medical, science/technology and engineering, and business administration occupations.

- **Analyze statistically the area's workforce according to the following categories and evaluate it against the employment needs described above.**
    - **Demographics (Age, Gender, Race)**
    - **Educational Attainment (HSD/GED, Associate, Bachelor, Advanced Degree)**
    - **Employed/Unemployed numbers and percentages**

  Which demographic groups are most in need of career development, training and re(employment) services?

Region 11 has a population of 271,690 residents 25 years and older. The graph below reflects the education attainment in 1990 as well as 2000. While the Region greatly decreased the number of residents with less than ninth grade education, the number of High School graduates fell slightly in the 10 year period. This is the only sector of population that decreased and makes up the largest section of the population. The population groups in most need of WIA services are those with less than a ninth grade education and those that hold no diploma. For the section of the population that has less than a ninth grade education, research shows these individuals will struggle to find employment and may earn $8,000 less annually than those with a High School Diploma or equivalent. Individuals with High School Diploma or equivalent will earn $5,000 less annually than those with some college and $14,900 less annually than those with a Bachelor's degree. These two population groups are most in need of

DRAFT

services in order to raise the region's standards to create a highly-skilled, versatile, and globally competitive workforce.

Educational Attainment in 1990 and 2000				
	1990	Pct. of Pop. 25+	2000	Pct. of Pop. 25+
Total Population 25+	255,875	100.00%	271,690	100.00%
Less than 9th Grade	27,429	10.70%	16,020	5.90%
9th to 12th Grade, No Diploma	38,232	14.90%	32,096	11.80%
High School Graduate (incl. equivalency)	99,991	39.10%	104,169	38.30%
Some College, No Degree	40,452	15.80%	53,976	19.90%
Associate's Degree	16,041	6.30%	19,898	7.30%
Bachelor's Degree	19,931	7.80%	28,518	10.50%
Graduate or Professional Degree	13,799	5.40%	17,013	6.30%

Source: US Census Bureau

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

Learning new things and acquiring new skills are basic elements of success in today's work environment. However, there are certain segments of Region 11's population that are more in need of intervention than others as they look to climb the ladder to success or to even become gainfully employed. Southwest Indiana's educational attainment rate for those graduating from high school is higher than the state or national rate, but the rate decreases for those going to and completing college. Training opportunities by themselves will be insufficient in raising skill levels. There must be a systematic approach in assisting both the emerging and existing workforce with identifying a career path, assessing skills and implementing activities that assist them in navigating their chosen path. Through various grants and assistance from the state, Region 11 has developed several initiatives to help build workforce pipelines as well as educating dislocated workers about the training opportunities for which they may be eligible. Through the outcry for industry-specific filled pipelines, Region 11 has successfully held many Skills Summits to reinforce the idea that skill attainment is the most important attribute in a competitive job market. To echo these efforts, industry and post-secondary institutions inform attendees of what skills are needed for these positions and how to obtain those skills. This has been successful in helping dislocated workers move forward and enhance their skill sets.

Providing outreach to Region 11 employers and assisting the employers with information to build a successful internship program, Region 11 has had the opportunity to work with Indiana INTERN.net to launch Education and Experience (E^2). This program allows the Region to build strong collaboration with its post-secondary institutions and to also open the door to create other initiatives. Another

DRAFT

retention initiative that makes the Region unique is Engineer Our Future. This initiative encourages students interested in Engineering or Technical occupations to network with companies that hire for those occupations; it also provides the students with a point of contact for internships.

3) Operational Plans

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

As Region 11 plans for the future, we are mindful of the opportunities and complications inherent in grant funding. Region 11 anticipates the provision of excellent customer service; in order to provide the best customer service and maintain service levels, we may need to consider consolidation of express sites.

Vanderburgh/Warrick – Full Service
700 E. Walnut Street
Evansville, IN 47713
Ph: (812) 424-4473
Fx: (812) 421-3189
M, T, Th, F 7 am – 4:30pm
W 10am – 4:30pm

Knox – Full Service
1500 N. Chestnut Street
PO Box 430
Vincennes, IN 47951
Ph: (812) 882-8770
Fx: (812) 882-4535
M, T, Th, F 8am – 4:30pm
W 10am – 4:30pm

Gibson – Express
112 N. Prince Street
Princeton, IN 47670
Ph: (812) 386-7983
Fx: (812) 385-0431
M, T, Th, F 8am – 4:30pm
W 10am – 4:30pm

Dubois – Express
850 College Avenue
PO Box 664
Jasper, IN 47546
Ph: (812) 482-3007
Fx: (812) 634-1597
M, T, Th, F 8am – 4:30pm
W 10am – 4:30pm

Posey – Express
306 N. Kimball
Mt. Vernon, IN 47620
Ph: (812) 838-3563
Fx: (812) 838-3678
M, T, Th, F 8am – 4:30pm
W 10am – 4:30pm

Spencer - Express
319 S. 5th, Suite 5
Rockport, IN 47635
Ph: (812) 649-4077
Fx: (812) 649-9049
M, T, Th, F 8am – 4:30pm
W 10am – 4:30pm

DRAFT

Perry – Express
614 A Main Street
Tell City, IN 47586
Ph: (812) 548-4870
Fx: (812) 548-4871
M, T, Th, F 8am – 4:30pm
W 10am – 4:30pm

- **Does the WIB/RWB use any performance metrics in addition to Common Measures? If so, describe those metrics. Please attach as appendices copies of performance reports presented to the WIB/RWB for the last two quarters of calendar-year 2010 and the first quarter of calendar-year 2011.**

See Attachment (E) Performance Reports. In addition to Common Measures performance metrics collected and reported at the state level, the Region 11 RWB:

- Tracks the number of new customers by month and year-to-date
- Reviews specific customer services by month and year-to-date. Compiled through raw data extract queries, customer services include workshops, computer classes, and supportive services.
- Tracks individual training contracts year-to-date. It should be noted that training contracts are received at the beginning of each semester.
- Tracks credentials according to type and degreed credentials according to field of study. Credentials generally follow the end of each semester.
- Reviews a monthly regional youth progress report. This is a comparison report with Youth Common Measures.

- **How does the WIB/RWB measure the success of its executive staff/regional operator? In the case of an RWB seeking to transition to a WIB, how will the success of its executive staff be measured going forward?**

Representing the interests of the Grow Southwestern Indiana Workforce Board, Inc., the Regional Operator supports the RWB's vision, mission, and goals to provide services in compliance with federal, state, and local laws including but not limited to:

- Development of a budget for purposes of carrying out duties of local board
- Coordination with the RWB's Fiscal Agent to provide timely reporting
- Employment of staff to perform functions
- Solicitation and acceptance of grants and donations
- Oversight with respect to local youth activity programs
- Assistance to RWB with negotiation and agreement on local performance measures
- Coordination of workforce investment activities
- Promotion of participation of private sector employers through roles of connecting, brokering, and coaching activities to assist such employers

DRAFT

Through policy and procedure development, the Regional Operator supports the day-to-day operation of the WorkOne system in EGR Region 11. Responsibilities include but are not limited to:

- Functional oversight of all leadership staff within the region
- Development and implementation of financial plans, including budgets for all departments, to support WorkOne operations
- Oversight of all participant MIS activities in the region
- Coordination of linkages between full-service centers and express sites to ensure consistent product delivery to all customers
- Oversight of Product Line Development activities
- Solicitation of ideas and suggestions for continuous improvement to services and products from all WorkOne system staff, Department of Workforce Development, and other states and agencies
- Training opportunities for WorkOne staff
- Provision of general support to teams in the region in the form of resources, technology, and information needed to deliver high quality services and products.
- Evaluation and monitoring of all WorkOne sites
- Problem solving for implementation issues
- Development of partner services in all counties including relationships with businesses, labor unions, training organizations, educational institutions, and area social services agencies
- Liaison between the Department of Workforce Development, the service provider(s), and the RWB

The Regional Operator maintains records and submits reports, data, and information at such times and in such form as Grow Southwest Indiana Workforce Board, Inc. may require. Through structured committees including a Business Committee, Operations Committee, Financial Committee, and Executive Committee, the Grow Southwest Indiana Workforce Board, Inc. interprets all reports and determines quality, acceptability, and progress of services rendered.

<u>WIA Adult and Dislocated Worker Services</u>

- **Complete WIA Adult and Dislocated Worker Services Matrix attachment.**

  See Attachment (F) WIA Adult and Dislocated Worker Services Matrix.

- **Describe the criteria to be used by the WIB/RWB and the process followed by the board to determine if WIA Annual Adult funds shall be considered "limited." Although a WIB/RWB can generally consider WIA Adult funds as unlimited, a limitation is *required* when any of the following conditions exists:**
  - **Has the area requested additional WIA funds/discretionary funds for Adult programs in previous three program years?**
  - **Has the area transferred any WIA Dislocated Worker Funds into the WIA Adult program within previous three program years?**
  - **Does the area regularly expend over 90% of its WIA annual Adult funds?**

DRAFT

Although Region 11 has not transferred any WIA Dislocated Worker Funds into the WIA Adult program within the previous three program years, Region 11 has requested additional WIA funds for Adult programs in the previous three program years, and the area regularly expends over 90% of its WIA annual Adult funds.

While the Region 11 RWB generally considers WIA Adult funds as unlimited, the above two conditions require a limitation. Eligibility is determined in accordance with the state priority system.

- **In accordance with the process outlined above, describe the process to ensure priority is provided to recipients of public assistance if WIA Adult funds are "limited." If WIA Adult funds are not limited, please skip to the next question.**

Per DWD Policy 2007-25, Attachment B, if the RWB determines funds for the WIA Adult program to be limited, the training services must be prioritized for recipients of public assistance and other low-income individuals according to policy definition of a "low income individual" – An individual who:

(A) Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program
(B) Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of UI compensation, child support payments, payments described in subparagraph (a), and old-age and survivors insurance benefits received under section 202 of the SS Act that, in relation to family size, does not exceed the higher of_(i) the poverty line, for an equivalent period; or (ii)70% of the lower living standard income level, for an equivalent period
(C) Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977
(D) Qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart b. McKinney Homeless Assistance Act
(E) Is a foster child on behalf of who State or local government payments are made
(F) In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or (B), but who is a member of a family whose income does not meet such requirements.

WorkOne staff must verify the individual's low income status at the point of the first training service. Low income status falls under Data Element Validation (DEV). Staff will record or select low income on the application screen and select the appropriate documentation source.

- **Describe the process that the WIB/RWB will use to ensure priority is provided to veterans and veterans' spouses. Describe the process to ensure that DVOPs and LVERs serve *only* veterans and veterans' spouses.**

DRAFT

To ensure program integration and coordination of veterans' services, the majority of veterans and eligible spouses may be seen and serviced by W/P staff. However, individual veterans have the option to make an appointment to see a Veteran Representative.

All individuals that enter the WorkOne office will sign in at the front desk and self-attest veteran or eligible spouse status. Per Priority of Service guidelines, those individuals shall be moved to the front of the waiting line, the enrollment process, and initial skill assessment process.

The Welcome Team will identify those veterans and eligible spouses with barriers to employment and refer to the Disabled Veterans Outreach Program (DVOP) specialists for further assessment. Veterans without barriers to employment who request an appointment will see a Local Veterans Employment Representative (LVER).

The DVOP specialist provides intensive services to meet the employment needs of eligible veterans with the following priority: 1) special disabled veterans, 2) other disabled veterans, and 3) other eligible veterans in accordance with priorities as determined by applicable rates of unemployment and the employment emphases in Chapter 42. Intensive services include: 1) comprehensive assessment of education, skills, and abilities, 2) in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals, 3) group and individual career coaching, 4) short-term pre-vocational services, and 5) development of individual employment plan.

The LVER concentrates on job development services for veterans and eligible spouses, especially veterans determined to be job ready after receipt of intensive services from a DVOP specialist. Services include: 1) referral to other local, state, and federal agencies, 2) IndianaCareerConnect registration, 3) resume writing, 4) job search, 5) interviewing skills, and 6) assessment testing.

- **How does WIB/RWB measure the success of its service providers?**

Foundationally, success is determined by delivery of service as detailed in the service provider contract. To measure the success of its service providers, the RWB utilizes multiple reporting models for program delivery including formal scheduled monitoring, ongoing informal monitoring, monitoring reports and correction responses, financial reports, state-mandated reports for selected funding sources, and raw data queries from the management information system.

Reporting incorporates services, training, completion, and credential results. Monitoring involves accurate delivery and documentation of service provision, funding expenditure levels, and third party evaluation. Reporting and monitoring occur on a monthly, sometimes quarterly, and annual basis. A regular schedule of written and oral reporting and discussion reveals trends and need for course correction.

Per SOP 06-14, the Regional Operator is responsible for programmatic monitoring to ensure compliance with federal, state, and local regulations; the Fiscal Agent is responsible for the financial monitoring. Provision for high risk service provider determination and correction action is outlined in the SOP.

DRAFT

- **How does WIB/RWB measure the efficacy of the training providers at which recipients awarded Individual Training Accounts enroll? Under what conditions would the WIB/RWB disallow enrollment in a given institution?**

According to DWD Policy 2009-13, the Workforce Investment Act (WIA) intends for job seekers to have freedom of choice in selecting any qualified training provider. The Act also intends for job seekers to make their decisions based on performance criteria.

As a result, training providers are required to supply performance metrics for each program including but not limited to: student enrollment numbers for each program, total number of program completers, average time for completion, employment rate of individuals who complete the program and employment rate of completers who obtain employment in the occupation related to the program, and average hourly wage rate.

At a minimum, completion rates will be collected by DWD; DWD will supply employment and average earnings. Local focus includes student enrollment numbers, age of the training program, and average hourly wage rate.

Disallowed enrollment may occur due to failure of training provider to meet or continue eligibility through incomplete or untimely application submissions, failure to meet definition of WIA training services, lack of support of in-demand occupation, intentional submission of inaccurate information, failure to meet approval criteria established by the SWIC, delinquency in payment of taxes, unemployment insurance contributions or reimbursements, and failure to meet any other requirement for a training program under WIA.

- **Please include policies or processes to track and support learner persistence in and completion of the program in the program of study.**

Multiple policies and processes track and support learner persistence in and completion of the program of study. Attachment (A) SOP 06-04 requires pre-determination of eligibility and likelihood of success including basic skill proficiency prior to training (SOP 06-04 Addendum), career interest assessment in support of program of study, self-directed labor market research such as wage information and workplace expectations, and a personal financial plan for living expenses for the duration of training. Specific barriers to employment are identified, documented, and addressed. Learners must sign a release of information to authorize release of financial aid information, results of testing, recommendations and/or acceptance into any programs of the training institution, grades, and midterm reports and copies of all diplomas, degrees, and credentials.

Often, needs other than training funds contribute to the success or failure of the educational completion. Attachment (G) SOP 06-02 provides for supportive services including transportation assistance, specific assistance with rent/mortgage/utility expenses/car repair, and uniforms and tools needed for training purposes. Eligibility for supportive services must indicate unmet budgetary need.

DRAFT

Per Attachment (A) SOP 06-04, while in training, learner persistence and completion is tracked through required submission of class attendance and grades. Customers must provide attendance sheets at a minimum monthly; however, attendance sheets must be provided at more regular intervals if they are need as documentation for supportive services. Case management processes document 30 day contacts between the learner and case manager; inconsistencies in the customer's attendance or failure to abide by the educational institution's policies or procedures will be immediately addressed by the service provider.

Internal workshops and computer classes are available to support the customer. Appropriate community referrals to support persistence and completion may involve professional counseling referrals, other public service agency referrals, and tutoring service referrals.

WIA Youth Services

- **Complete Youth Services Matrix attachment**

See Attachment (H) Youth Services Matrix.

- **Indicate the number of WIA Youth service staff persons located within the local area/region?**

There are 10 youth staff located throughout Region 11.

- **Describe specific outreach activities targeted to Youth within the local area/region.**

In-School Program Recruitment:

Located at the high schools, each specialist is entrenched in the everyday activity of the school and is always actively looking for students who could benefit from the JAG program. Specialists hold information sessions for teachers and facilitate throughout the school year. Additionally, there are planned information sessions for students hosted by the specialist and JAG participants to recruit individuals. Students are typically recruited for semester start dates since the classes are a part of the school curriculum. Specialists complete a large amount of recruitment, intake and scheduling during the spring and summer months.

Out-of-school Program Recruitment:

High school drop outs between the age of 18 and 21 are recruited through the following means:

- Walk-ins to the WorkOne offices within the region
- Coordination with local school corporations
- Coordination with courts and probation departments
- Coordination with Adult Basic Education programs and alternative schools
- Networking with the Family and Social Services Administration
- Foster program coordination to identify those individuals who are aging out of foster care
- Faith-based organizations

DRAFT

- Homeless shelters
- Vocational Rehabilitation
- Youth homes such as Hillcrest Washington, Methodist Youth Home, etc.

The greatest numbers of youth participants are recruited through the WorkOne system and the Adult Basic Education programs.

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

Several measures demonstrate the success of the Region 11 service provider. These measures include:

- Enrollment goal attainment
- Common measure performance goals
- Accurate reporting and case system documentation
- Successful program completion rates

Monthly reporting comprises:

- Class period attendance numbers
- Guest speakers
- Field trips
- Community activities
- College applications and admission test completions
- College contacts

Follow-up mandates:

- GED/HSD completion rates
- Competency mastery
- Other credential or certificate attainment
- Full-time employment or military placement

<u>Other Services</u>

- **How does the WIB/RWB ensure that local staff coordinate activities with the State Rapid Response team/Dislocated Worker Unit to perform the following:**
    - **Secure and share information when there is a possibility of a mass layoff (50 or more workers)?**

Local staff may obtain information through media partners, WorkOne offices, or State Rapid Response team/Dislocated Worker Units of impending layoffs. If layoff notice is obtained through media or local office, local staff makes contact with company personnel and Union representative, if applicable, to schedule a meeting to gain information of layoff. Local staff also requests or helps draft a Worker Adjustment and Retraining Notification (WARN) and provides to State Rapid Response team/Dislocated Worker Unit. If notified by State Rapid Response team/Dislocated Worker Unit by

DRAFT

WARN notice contact is made to company and Union representative, if applicable, to schedule a meeting to gain information of layoff.

Information obtained is number affected if not already known, if a severance package will be offered, list of employees names, Social Security numbers, address, wage, and occupation title, and if Trade Adjustment Act is applicable. Local staff and company representative schedule date for Rapid Response Orientation to present Unemployment Insurance, Job Search, and retraining opportunities the workers may be eligible for.

Information is presented through a PowerPoint and includes UpLink Tutorial provided through Department of Workforce Development's (DWD) website; attendees are given "Resource Guide for the Unemployed" booklet and survey to complete for DWD. Completed surveys are copied and sent to Service Provider and originals mailed to Dislocated Worker Unit.

- **Coordinate activities where a layoff involves a company that is Trade Adjustment Act certified?**

Local staff notifies Trade Adjustment Act (TAA) Coordinators of all impending layoffs. If the company or Union requests TAA Coordinators attendance at Rapid Response Orientation to answer questions, TAA Coordinators are invited. The open communication ensures that TAA Coordinators are aware of all background information for layoffs.

Upon notification from company or Union that TAA petition has been filed, TAA Coordinators are notified, and local staff work to obtain a list of eligible employees from the company or Union.
If a company is certified for Trade Adjustment Act (TAA), local staff is notified by State Dislocated Worker Unit and contacts TAA Coordinators to assist in scheduling orientation session. TAA Coordinators then contact eligible workers for initial TAA orientation. At TAA Orientation, information is provided through the PowerPoint created by State Dislocated Worker Unit. Individuals are then signed up for Next Steps meeting before they leave orientation.

- **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)**
  - **Work Profiling Reemployment Services (WPRS) and Reemployment Eligibility Assessment (REA)**

UNEMPLOYMENT INSURANCE
To receive unemployment insurance (UI) benefits, an individual must register for work in Indiana Career Connect (www.indianacareerconnect.com). Registration must be completed within four (4) weeks of the filing of the unemployment insurance claim. The individual is also required to be able and available for work and actively conducting a job search during each week unemployment benefits are claimed. As a WorkOne customer increasingly utilizes additional WorkOne services, staff

DRAFT

members coordinate the appropriate services through informational, educational, and case management activities.

UI services are offered in the Evansville, Tell City, Mt. Vernon, Vincennes, Jasper, and Princeton offices.

REEMPLOYMENT SERVICES

Based on recent filing for unemployment insurance benefits, a number of individuals are chosen to participate in a special program, Reemployment Services, which is designed to assist unemployed individuals in locating employment and/or job training. This federally funded program has been designed to improve the ability to obtain employment.

As part of this Reemployment Services program, the State of Indiana and the Department of workforce Development have implemented a selection and referral system. This system reviews certain demographics for each claimant to gauge the person's ability to secure employment without assistance. Reemployment specialists coordinate with other WorkOne programs to validate existing customer engagement with WorkOne services. For those who need assistance, Reemployment Services offers assistance through Indiana's WorkOne offices. Such assistance may include job search workshops, individual job search assistance, employment counseling, job training, and other services as needed.

Reemployment Services are offered in the Evansville and Vincennes offices.

TRADE ADJUSTMENT ACT

The Trade Adjustment Act (TAA) offers up to 104 weeks of cash payments (Trade Readjustment Allowance or TRA) for workers enrolled in full-time training and up to 130 weeks of cash payments if the worker is also enrolled in remedial training. These cash payments are coordinated with unemployment insurance benefits and TAA training enrollment deadlines to ensure the customer maximizes coverage of training dollars (TAA) with income support (TRA).

Alternative Trade Adjustment Assistance (ATAA) is available to workers 50 years of age and older and requires full-time employment within 26 weeks of separation. This option does not include TAA-approved training. ATAA is coordinated with UI for maximum benefit.

TAA/TRA services are available in the Evansville and Vincennes offices. Limited scheduled services are available at the Princeton and Jasper office.

VETERANS

To ensure program integration and coordination of veterans' services, the majority of veterans are serviced by W/P staff. The Welcome Team identifies those veterans with barriers to employment and refers these veterans to the Disabled Veterans Outreach Program (DVOP) specialists. However, individual veterans may exercise the option to make an appointment to see a Veteran Representative. Veterans without barriers to employment who request an appointment will see a Local Veterans' Employment Representative (LVER).

DRAFT

Per DWD Policy 2008-15, DVOP specialists provide intensive services to veterans with barriers to employment and/or special training needs. A documented plan of action coordinates supportive services, referrals to training, and job development contacts. LVERs are mandated to provide job development referrals and referrals to training and supportive services.

Veteran representatives are located in both the Vincennes and Evansville offices.

- **What strategies does the WIB/RWB employ to conduct outreach to and serve ex-offenders? With which partner organizations does the WIB/RWB work in serving ex-offenders?**

The WIB/RWB has seen a real deficiency in serving ex-offenders, and through the Business Services Committee, has embraced Churches Embracing Offenders (CEO) as a member to help address this deficiency. Through Paul Medcalf, a consultant for CEO www.churchesembracingoffenders.org , a job readiness certificate program is currently under development to help ex-offenders become "job ready." This program also includes training per industry request entitled "Workplace Ethics" and is based on the book by Rabbi Wayne Dosick titled The Business Bible- Ten Commandments for Creating an Ethical Workplace.

The WIB/RWB has begun building partnerships with Ivy Tech Community College and USI in cooperation with Churches Embracing Offenders and CAJE (Congregations Acting for Justice and Empowerment) - a powerful, well-networked grouping of 17 congregations made up of Baptists, Catholics, Lutherans, Methodists, etc. - who are coordinating research and work already existing inside and outside the prison system in Region 11 to assist ex-offenders seeking assistance, including employment, and with Volunteers of America to inform residents of services available to them.

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

Through Indiana Career Connect, Indiana's job matching system, employers and individuals can find and match jobs specifically by matching skills. Since this system matches solely based on individuals' skills, it perfectly aligns with the Customer Bill of Rights for the WorkOne system to: know your skills; improve your skills; and find the best job matching your skills. Individuals may also access labor market information if interested in a career change or to know where to improve their skills. Labor market information is also available to provide information for high-wage and high-growth careers to assist in career changes and also provides wage information for those new to the job market.

Employers can post jobs, find labor market information, and search for candidates meeting their skill expectations, all at no cost. Employers may access the job posting wizard to help with creation of a job posting with skills generated by occupation code and the opportunity to input specific skills or certifications required for the position. Applicants are then auto-ranked by percentage of skill match, and employers may review resumes and contact information for candidates. If employers wish to find candidates, they may perform a search to filter candidates by skills, certifications held, experience, and

educational levels. If a desired candidate is found through search, the employer may still view resume and contact information for the candidate.

4) Key Partnerships

- **Complete WIB/RWB Partnership Matrix**

  See Attachment (I) Key Partnerships

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

  N/A

- **Describe the policy and process for referring clients to other agencies/organizations that provide social-services, including but not limited to: nutritional assistance, home rent/utility subsidies, domestic-violence support, personal-finance management, legal counseling, disability support, substance-abuse intervention.**

Upon entry into the WorkOne office, customers may identify specific social service needs in combination with employment assistance including food assistance, housing assistance, domestic violence support, legal counseling, substance abuse issues, and disability support. Initially, WorkOne customers receive a pocket resource guide, a community resource brochure, and/or conversational guidance regarding sources of community assistance.

WorkOne staff members are trained to assess for community service needs at the time of application. Demographic information obtained at the time of application may indicate possible areas of need to be discussed with WorkOne customer. Existing social service assistance information demonstrates client need.

If not at entry or at the time of application, clients may inquire regarding social service assistance during the job search or training period. Case managers refer customers to the appropriate social service agency in the geographical area.

For nutritional/food assistance, clients may be referred to local food banks, WIC clinics, and Food Stamp programs. Housing assistance referrals include local emergency shelters, transitional housing, low income/income based housing agencies, and homeless outreach teams. Domestic violence support may be supplied through local DV shelters; legal services may be found at the local Legal Aid office or the Indiana Legal Services Organization. Disability assistance may be referred to the local Vocational Rehabilitation office. Financial assistance may be found at local Community Action Programs (CAPE) and trustee offices; budget counseling referrals are made to local credit counseling programs, Catholic Charities, and community development fund offices that offer assistance with home and small business loans. Substance abuse referrals may be made to participating counseling service organizations that utilize an income-based pay scale.

DRAFT

Partner meetings in Knox and Vanderburgh Counties provide an opportunity for various social service agencies to educate WorkOne staff members regarding the services that are offered in each type of organization

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

Staff of the Regional Operator in Region 11 have developed a strong relationship with local and state economic development entities. The Regional Operator is co-located with the Indiana Economic Development Corporation, the Economic Development Coalition of Southwest Indiana (serving the four counties of Gibson, Posey, Vanderburgh and Warrick), as well as the Growth Alliance for Greater Evansville, the economic development entity for the city of Evansville and Vanderburgh County. The RO also shares a staff member with the Chamber of Commerce of Southwest Indiana to help serve as a liaison to Chamber members and has also shared staff with the Perry County Development Corporation. These shared staff agreements allow the RO to have a finger on the pulse of the communities while maximizing staff time.

The RO attends bi-weekly meetings with the economic developers in the four counties of Gibson, Posey, Vanderburgh and Warrick. These meetings are conducted as the Business Retention and Expansion group for these four counties and also include the Small Business Development Center. The RO is also an active participant of the Knox County Development Corporation's Knox County Partnership group. This group actively speaks about the workforce and economic needs of Knox County, actively seeks opportunities to address those needs such as grants or other funds, and tracks progress of initiatives to ensure successful delivery.

RO staff meet with each economic development director on a monthly basis to help establish the workforce needs in each of the counties. Region 11 is very diverse; each county has particular workforce needs. These meetings allow RO staff to understand the needs of the economic developers in each of the counties and assist them with those needs.

5) Budget

- **Attach a copy of the WIB/RWB's budget, including all funding streams.**

See Attachment (J) Budget.

- **Describe how the WIB/RWB will ensure that administrative spending is kept to a minimum**
  - **Explain how WIA administrative funds will be utilized, including projected expenditures for the following categories:**
    - **Staffing (Administrative Cost):**
      The RWB ensures that administrative spending is kept to a minimum through contract negotiations, minimizing duplications and monthly review of expenditures. The Fiscal Agent performs the financial duties of the RWB and the Regional

DRAFT

Operator performs the program and operational duties of the RWB. The Fiscal Agent expenditures and the Regional Operator expenditures for accounting, procurement and payroll are administration. The projected expenditures for administration are $181,000.

- **Travel:**
  Travel includes reimbursement to board members. Travel expenses include auto mileage, car rental, air fare, taxi fare, toll roads, parking, registrations and overnight lodging. The RWB travel policy is attached. The projected expenditures for travel are $10,000.
- **Outreach:**
  Outreach is not budgeted by the RWB or RO. Outreach is conducted through all Regional staff as they interact with business and clients.
- **Other (describe)-**
  NA

- **Provide any policies/procedures the WIB/RWBs will utilize to approve the following:**
  - **Hiring of staff**
    The RWB does not have staff. The Regional Operator and Fiscal Agent act as staff to the RWB. The RWB and the Regional Operator contract require that the RWB approve the hiring of the Executive Director. In addition the RWB issues a Request for Proposal for Fiscal Agent and part of the RFP requires that the key personnel are identified and the resumes are included. Hiring of staff begins with posting on Indiana Career Connect. Resumes are reviewed for related qualifications and appointments are scheduled with an interview panel. A decision is made following a second interview with the top three or four applicants. In order to provide equal employment and advancement opportunities to all individuals, employment decisions for fiscal agent and regional operator staff will be based on merit, qualifications, and abilities. The fiscal agent and the regional operator will not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.
  - **Travel**
    Reimbursements for travel expenses will only be made upon presentation of documentation of actual amounts and nature of expense. Such documentation includes vendor receipts, invoices or confirmation from vendors. Only reasonable expenses directly related to RWB, fiscal agent and service provider business will be reimbursed. No reimbursement for expenses for guests will be made.

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.**

DRAFT

Staff of the Regional Operator met with the Chief Elected Officials of each county as well as presented to the County Commissioners meetings in each of the counties to explain the development of this plan. These meetings are open to the public and fairly well attended. Staff has also met with area Chambers of Commerce, Central Labor Council and Economic Developers to let them know of this plan and to seek their input. This plan has been brought to the full RWB meeting (public meetings) and been announced to the public that this plan is in the works. Parts of the plan were distributed to through the RWB sub-committee structure (public meetings) to gain the input of sub-committee members as well as the public in attendance.

- **Describe the role of the local elected officials in the governance and implementation of WIA programs in the local area/region. (Attach a copy of the local elected official agreement)**

The Regional Operator, on an annual basis, attends the county commissioner meetings in each of the 9 counties to inform them of events in the region and seek their input. Local elected officials are invited to special bi-annual meetings to discuss the programs and outcomes of the RWB. Their input is solicited and questions are answered. The RO then meets with individual elected officials throughout the 9 counties to provide feedback on the WIA program and seek further input on local topics.

See Attachment (K) Local Elected Official Agreement.

- **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.**

N/A

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

Name: Nancy Begle
Organization: Crowe-Horwath
Address: 1149 S. Balthazar Drive
Telephone Number: (812) 544-2121
Email Address: nbegle-crowechizek@live.com

- **Describe the nomination and selection process used to appoint members to the workforce investment board. – WIBs only need to respond.**

N/A

DRAFT

- **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.**

  N/A

- **Attach a copy of the WIB/RWB bylaws (example of bylaws can be found at http://www.in.gov/dwd/files/SWIC_Bylaws-9-16-10.pdf)**
  - **The following information, at minimum, is required in the by-laws:**
    - **Quorum rules**
    - **Attendance rules**
    - **Membership terms**
    - **Identification of Board Officers and Election Procedures**
    - **Description and duties of any WIB/RWB subcommittees (Youth Council mandatory for WIBs)**
    - **Voting Rules**
    - **Description of 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**
    - **Describe how the WIB/RWB and any of its subcommittees comply with Open Door Laws**
    - **Rules for Amending Bylaws**

See Attachment (L) RWB Bylaws.

- **Provide a description of the WIB/RWB's support and administrative staffing**
  - **Complete chart below, indicating the compensation of the top five paid individuals employed/contracted by the WIB/RWB, or employed/contracted by any entities using WIA funds to provide administrative or staff support to the WIB/RWB.**

Executive Compensation					
	Staff Person Name	**Salary**	**Benefits**	**Bonuses**	**Total Annual Compensation**
1	Jimmy Wheeler	$126,000	$7,040	$	$133,040
2	Roy Vanderford	$105,792	$6,831		$112,623
3	Jim Heck	$97,850	$4,238	$1,000	$111,234
4	Brian Hueni	$82,000	$24,600		$106,600
5	Tom Miller	$72,592	$4,580		$77,172

  - **Attach WIB/RWB Organization Chart, and provide a brief description of the key responsibilities of all WIB or Regional Operator staff persons**

DRAFT

President and Vice President – Provides overall strategic planning for Region 11's RWB. Identifies national workforce development trends. Evaluates successful workforce development initiatives for applicable utilization in Region 11.

Executive Director – Manages the day to day operations of the Regional Operator. Provide staff support at Regional Workforce Board and committee meetings. Plans and directs all aspects of the organizations operational policies, objectives and initiatives.

Operation Manager – Creates and maintains a performance management system with associated metrics for all contractors of the Regional Workforce Board. Supervises Performance Monitoring Specialists. Manages day to day operations of the System Performance team. Creates and maintains standard operating procedures in compliance with state, federal and local policies.

Business Services and Communications Manager – Develops and maintains relationships with local employers. Supervises Business Services and Communication Specialists and Intern Representatives. Conducts employer outreach and coordinate activities to optimize employment opportunities and available services for customers. Builds relationships with chambers and economic development groups. Develops and maintains communication to region through newsletters and websites.

Finance Manager – Manages the Regional Operator finances, grants and contracts. Manages the Regional Operator bank account recording receipts and disbursements. Prepares budgets for grants and modifications to grants. Procures and prepares contracts and modifications. Serves as liaison to the Fiscal Agent. Serves as the Equal Employment Officer.

Administrative Assistant – Provides administrative support to the Executive Director. Plans, schedules, announces, coordinates and records meetings. Drafts and edits reports, presentations and other documents. Maintains required corporate, RWB and Local Elected Officials documents.

Business Services & Communications Specialist – Develops and maintains relationships with local employers. Performs outreach to employers to inform them of programs. Promotes Indiana Career Connect.com to employers. Maintains contacts and outcomes in Indiana Career Connect. Schedules and facilitates rapid response as needed. Contributes and assists with distribution of the newsletter to businesses

Planning Manager – Facilitates the collaboration of educators, business leaders, economic developers and workforce professionals to lead to regional solutions and programs. Builds and maintain relationship with community leaders. Identifies public and private funding sources. Develops and writes plans for funding requests. Prepares request for proposals.

Performance Monitoring Specialist – Data validation and monitoring of all service providers and subcontractors. Serves as a master user on the TrackOne data tracking system. Monitors TrackOne performance data. Conducts monitoring of the WorkOne sites

DRAFT

for TrackOne compliance. Prepares monitoring reports. Compiles monthly and year-to-date reports of TrackOne data.

Intern Representatives – Work with employers and organizations to develop and increase quality and quantity of meaningful internship opportunities. Conduct extensive follow-up with participating and prospective employers to monitor their internship postings and positions. Provide group presentations and attendance at job fairs and expos.

See Attachment (M) RWB Organization Chart.

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

N/A

- **Identify what WIA services and/or activities will be awarded through competitive grants within the local area/region, and briefly describe the competitive process that was or will be utilized within each competition?**
    - **OneStop Operator? (WIBs only)**
    - **WIA Youth Service Providers? (WIBs only)**
    - **WIA Adult Service Providers?**
    - **WIA Dislocated Worker Providers?**
    - **Other?**

For PY12, an RFP will be issued for WIA Adult, Dislocated Worker, and Youth Service providers. This RFP will cover two years with the possibility of an extension for a third year based on performance. The RWB, after consulting with DWD, will direct the RO to issue an RFP for these services. The RFP will be publicly announced and posted on both the RWB and DWD websites. A bidder's conference will be held and bidders will be given the opportunity to submit questions. The RO will vet responses to ensure the specifications set by the RWB are met. The Operations Committee of the RWB will score the proposals and make a recommendation to the full RWB. The RWB will make the final decision. All RWB meeting are open to the public.

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

All RWB members annually complete a conflict of interest document disclosing real or perceived conflict of interest including business information and personal/familial relationships. In the event conflict of interest is discovered in RFP development, proposal scoring, and contract award, such an individual will be removed from processes and will abstain from vote.

DRAFT

7) Program Contact Lists and Signature Page

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

  - **WIA Adult and Dislocated Worker Programs-**
    Jim Heck
    Grow Southwest Indiana Workforce
    318 Main St. STE 504
    Evansville, IN 47708
    (812) 492-4505
    Jim.heck@workonesw.org

  - **WIA Youth Programs**
    Jim Heck
    See above

  - **Fiscal management**
    Nancy Begle
    Crowe-Horwath
    1149 S. Balthazar Drive
    Santa Claus, IN
    (812) 544-2121
    nbegle-crowechizek@live.com

  - **Electronic/Information systems**
    TrackOne
    Kay Johnson
    Grow Southwest Indiana Workforce
    318 Main St. STE 504
    Evansville, IN 47708
    (812) 492-4508
    Kay.johnson@workonesw.org

    Indiana Career Connect
    Sara McCarty
    Grow Southwest Indiana Workforce
    318 Main St. STE 504
    Evansville, IN 47708
    (812) 492-4509
    Sara.mccarty@workonesw.org

  - **Data collection/performance**
    Kay Johnson
    Grow Southwest Indiana Workforce
    318 Main St. STE 504
    Evansville, IN 47708
    (812) 492-4508
    Kay.johnson@workonesw.org

  - **WIA Equal Opportunity Officer**
    Linda Jones
    Grow Southwest Indiana Workforce
    318 Main St. STE 504

DRAFT

Evansville, IN 47708
(812)492-4511
Linda.jones@workonesw.org

- **WIA program complaints**
  Linda Jones
  See above

- **The Local Plan must be signed and dated by the following (include printed name and title, and contact information):**
  - **Workforce Investment Board/Regional Workforce Board Chairperson**
  - **Chief Elected Official**

(Attach the signatory page in PDF format)

Attachments to be included

1) Local Area/Region List of Demand Occupations or Policy (PDF format acceptable)
2) WIA Adult and Dislocated Worker Services Matrix
3) WIA Youth Services Matrix
4) WIB/RWB Partners Matrix
5) Copy of WIB MOU (for WIBs only, in PDF format)
6) Copy of local elected officials agreement (for WIBs only, in PDF format)
7) Copy of WIB/RWB Bylaws (PDF format acceptable)
8) Copy of performance reports to the WIB/RWBs for Q3 and Q4 2010, Q1 2011. (PDF or MS Publisher format acceptable)
9) Any other attachments (PDF format acceptable, excepting spreadsheets containing numerical data)

DRAFT

Attachment (A)

SOP 06-04
Individual Training Contracts
Standard Operating Procedures
Grow Southwest Indiana Region 11
RWB Approval Date: 10/22/06
Revised: 3/26/10
Revised: 4/12/10

Purpose

To provide policy concerning the payment of training expenses to eligible training providers for the training of individuals using funds from the Workforce Investment Act. Training services shall be provided in a manner that maximizes customer choice in the selection of an eligible provider of such services.

Dollar Limitations

Each customer can be awarded up to $4500 per program year. This package will include: tuition, books, fees, tools, and additional training supplies. Exceptions may be made in writing to the Regional Operator.

Eligibility Determination

Customers must meet the gateway from core and intensive services to training. Customer must have made a concerted effort to locate employment and his/her inability to do so without further training must be clearly documented in the file.

Customers must have a comprehensive assessment and an Individual Service Strategy (ISS) developed which includes a job search plan for post-training services.

The customer needs to test at a reading and math level consistent with the requirements for the occupation chosen for training. A standardized test must be used by the service provider. Customers who are unable to test at the appropriate level may qualify for remedial training.

A standardized occupational skills assessment needs to be given to insure the customer's interests, values, and abilities match his/her stated training goal.

The training selected must be an in-demand occupation and must meet the customer's performance wage. The customer should be assessed to discover if he/she already has a marketable certification. Training can be obtained for persons who have a credential if that credential is found to be no longer marketable.

The customer should complete a self-directed labor market study to find out more about the desired occupation and to ensure there is a demand for it in his/her local labor market.

The customer must apply for all available grants and scholarships. Customers will not be asked to seek loans for educational purposes.

Dislocated Workers must show an inability to locate employment at the current DWD replacement wage.

Adults must show an inability to locate employment at the current DWD replacement wage and meet one of the following criteria:

1. Economically disadvantaged individual not eligible for TANF or food stamps
2. The working poor (economically disadvantaged and employed)
3. Former or current TANF recipients
4. Food stamp recipients
5. Single parent household with dependents who have not graduated from the 12th grade
6. Ages between 18 – 21 or over 54 years of age
7. Long-term unemployed 12 out of 26 weeks or have a poor work history as defined by DWD
8. Individual with a physical or mental impairment which is a substantial impediment to employment
9. No high school diploma or GED
10. Individual with family income below WIA self-sufficiency
11. Individual with a felony which is a substantial barrier to employment

Selecting an appropriate training goal

Training will be limited to occupations on the local in-demand occupations list. If the customer wants, and his/her assessment supports the need for training in an occupation that is not on the list, the service provider will request a solid job offer from an area employer in writing. After the service provider verifies the job offer, the program director will review the request and has the authority to allow the customer to proceed with training. All contracts must be executed with a training institution on the statewide provider list. The service provider will forward a memo for record to the Regional Operator with a copy of the contract.

Duration

The duration of the Individual Training Account will be not more than one year, not to exceed the end of the program year. Educational cost agreements will be issued either by the semester or quarter and will include the cost of books, fees, and other educational materials in addition to tuition. Exceptions to the ITC limit may be granted by the Regional Operator following a written request and justification by the service provider staff.

Unspent Funds

Unspent funds may be carried over to the next program year if applicable.

Customer Requirements

1. The customer must be enrolled in comprehensive assessment. The customer's training related financial assistance needs must be documented. This should include a budget (Attachment A). The budget should be reviewed to ensure the customer has enough personal survival income to stay in training through its duration. This budget will be updated prior to each school term to assist in re-determining need. The assessment should support the customers need for training. The assessment should also include, but not be limited to: Career Goals and Interests, Career Talents, Career Skills, Academics, Job-Seeking Skills, Job Keeping Skills, Life and Family Issues, Physical and Mental Health, Chemical Dependency Issues, and Legal Issues.
2. The customer should complete a standardized reading and math assessment. These test scores should meet the minimum requirement for the selected occupation. Customers who are unable to test at the appropriate level may qualify for remedial training.
3. The customer should complete an interest inventory to ensure their skills, values, and interest corresponds to their training goal.
4. The customer should have an IEP which supports the need for training. The IEP should have a targeted job search plan as well.
5. The customer should have applied for other grants and should be either unable to obtain these grants or the grants should be insufficient to cover the cost of the customer's education.
6. The customer must select training in a demand occupation as stated on the local In-Demand Occupation List.
7. The customer must select an educational facility on the state approved list.
8. The customer must understand and agree to the statements in the Student Training Agreement. This agreement should be reviewed with the customer at the beginning of each semester.
9. The authorization for registration form will be completed and presented to the educational institution.

Contract Procedures

1. A contract must be written for each funding source. Youth in need of training may access funds from youth dollars under classroom training or when appropriate, may be concurrently enrolled into the adult program for purposes of an ITC.
2. The use of ITC's will be explained to the registrant during the completion of the IEP.
3. A contract must be written for each funding source.
4. Each contract will appropriate a specific dollar amount to the educational institution for training.
5. The ITC will be used for all expenses associated with the training, such as tuition, books, fees, supplies, etc.
6. Supportive services, tools, uniforms and equipment will not be included in the ITC.
7. Contracts may be modified to increase or decrease the total appropriation.
8. Contracts may be written for the duration of one program year.
9. At the end of the program year, the contract must be closed out.
10. All contracts must be signed and dated on or prior to the effective date of the contract.
11. A GPA of at least a 2.0 on a 4.0 scale must be maintained in order to obligate additional funds.
12. Information about Pell Grants and other financial aid available to the registrant will be provided during the assessment process prior to the completion of the IEP. The registrant is required to file for financial aid.
13. The staff is responsible for preparing and submitting the exchange of financial aid information to the educational institution each quarter or semester.

14. One copy of the contract must be signed by the appropriate individuals. The original will be kept by the Service Provide in the client file and copies submitted to the training provider and RO.

Educational Cost Agreement

An ECA will be developed after the contract has been executed. Each ECA appropriates a portion of the total funds allocated in the contract,

Each ECA will be written for specific course work and a specific period of time.

Classroom training should be for a reasonable course load and the academic and or vocational skill should be attainable within the time frame and within the customer's abilities.

In NO instance shall an ECA be written to train a customer for a job that will pay less than performance standard objectives.

All costs associated with the training or the training environment, which is provided at no cost to the regular student, shall be the responsibility of the training institution.

An agreement must be prepared between the service provider and the customer concerning care and disposition of the tools, books, and non-consumable supplies should the customer not be employed following training or does not complete the training program.

For tools and supplies not available through the training institution, an additional training supplies form must be completed and accompanied with a check request. A copy must be sent to the Regional Operator.

When entering into an ECA, the file must have documentation listing cost of tuition/attendance per credit hour or other method of determining cost for all programs offered by an educational institution, minimum admission requirements, required achievement levels, attendance policies, refund policies, and policies concerning the cancellation or dropping of classes after enrollment.

In no instance shall the customer be required to apply for or access student loans or incur personal debt as a condition of participation.

The educational institution must inform the service provider of the amounts and disposition of any HEA Title IV award, as well as other sources of financial aid for each customer. These funds must be expended before WIA funds can be accessed.

WIA funds cannot be expended on costs that already have been paid for by PELL Grant funds or other financial aid awards. PELL grant funds can be used for tuition or other educational related expenses. If a customer is receiving TANF and PELL, the PELL must be used for tuition.

If there is a change in the status of the ECA during the course of the agreement period, the ECA must be modified.

All ECAs must be modified to be customer specific and with the goal to secure full-time employment.

All customers enrolled in WIA training services must apply for all grants and financial aid available (excluding student loans).

Each customer must sign a release of information to authorize release of financial aid information, results of testing, recommendations and/or acceptance into any programs of the training institution, grades and midterm reports and copy of all diplomas, degrees, and credentials.

Customers must provide attendance sheets at a minimum of monthly; however, attendances sheets must be provided at more regular intervals if they are needed as backup documentation for supportive services.

A copy of the customer's grade report must be placed in the contract file at the end of each semester or summer session. The grade must also be entered as part of the customer's record.

Inconsistencies in the customer's attendance or failure to abide by the educational institution's policies or procedures will be immediately addressed by the service provider.
Changes in the customer's status must be reported by the service provider staff to the Regional Operator for purpose of contract monitoring.

Billing for reimbursement will occur after the drop and add period has concluded and will be consistent with the requirements of the institution that is usual and customary for other students

An educational institution found to be abusing the program shall be examined by the staff putting a notification in writing to his/her supervisor. Management will make recommendations to the Regional Operator.

Upon completion, a copy of the certificate or diploma should be placed in the contract file. A copy of the credential will be sent to the Regional Operator for the purpose of contract monitoring.

Drug Screening

A 5 panel drug screen will be conducted prior to entering into a contract with the training institution for all ITC candidates.

Credential Incentive Program

No incentive payment will be included at this time.

Review of the ITC Process

1. The customer will receive services through staff assisted core and intensive service prior to entering an individual training contract.	2. The customer will take and pass a 5 panel drug screen.	3. The customer will participate in career exploration and meet with his/her service manager to ensure that this is a good match for his skills, abilities, interest, and the local labor market.
4. The customer will select a school from the state approved list to attend for training.	5. The customer will apply for other grants and scholarships with the help of his/her service manager and his/her chosen educational institution.	6. The service provider will make contact with the educational institution and advise them there will be a contract forthcoming. This can be in the form of an individual training contract or as an agreement for an umbrella contract already established with the educational institution.
7. The service provider will complete the educational cost agreement. This will be signed by the service provider, the educational institution, and the customer. There will be one original signature and two copies. The original will be retained by the service provider in the client file, one copy will go to the educational institution, and one copy will be sent to the Regional.	8. At the end of the semester or quarter, there may be a change in the original cost in the educational cost agreement. The service provider will modify this amount with the Educational Cost Agreement. When this modification is complete and the check is cut to pay the amount due to the educational institution, the contract will be completed.	9. This process from step 5 – 8 will be repeated for each school term.

Glossary of Terms

1. **ITC – Individual Training Contract (This is a contract between the Regional Workforce Board and a customer seeking services. It is executed by the RWB's service provider (Vincennes University) and the educational institution.**
2. **Educational Institution – Any facility of higher learning on the State of Indiana's approved training list.**
3. **State Approved List – The State of Indiana keeps a list of training institutions and their programs which have received an approval from state agencies and boards such as the Office of Vocational Rehabilitation and the Regional Workforce Boards, where customers may attend with the goal of obtaining a marketable credential.**
4. **Regional Operator – the entity which holds the contract with the Regional Workforce Board to oversee and operate WIA services. In region 11, T.P. Miller and Associates (Grow Southwest Indiana Workforce) is the Regional Operator.**
5. **Service Provider – The entity which the Regional Operator has chosen to deliver services to customers. In Region 11 this is Vincennes University.**
6. **ECA – Educational Cost Agreement – an agreement between the Service Provider, Customer, and the Educational Institution regarding the amount of money which will be paid by WIA funds.**
7. **HEA – Higher Education Award – a grant given by a school or university which assists with the cost of the training.**

Revised 10/08

Grow Southwest Indiana Region 11
WorkOne
Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh, Warrick
10/16/08

EDUCATIONAL COST AGREEMENT	
Educational Institution	Program Title
Customer Name	Social Security #
Semester	Beginning Date
Dot Code	Ending Date
Contract Number	Occupational Title
ECA Number	Issuing Office (Agency)

FUNDING SOURCE	AMOUNT	EXPENSE (Tuition, Books, Supplies, Living Expenses, etc.)
*PELL Grant		PELL Grant **must** be applied before WIA funding
*Other Financial Aid		Financial Aid **must** be applied before WIA funding
* Other Scholarships		Scholarships **must** be applied prior to WIA funding
*WIA Training Funds		TUITION: $
		BOOKS: $
		SUPPLIES: $
		CAMPUS FEES: $
		PELL GRANT: $
		SCHOLARSHIPS: $
		FINANCIAL AID: $
		ECA TOTAL: $
* Student Loan		
* Customer Contribution		
*Other Sources		
TOTAL AMOUNT:		

THE PARTIES TO THIS EDUCATIONAL COST AGREEMENT by mutual understanding agrees to the distribution of the funds as outlined above. This educational Cost Agreement has been reached through a joint discussion and negotiation between the Service Provider's representative, the Educational Institution's Representative, and the CUSTOMER. This agreement outlines how available dollars will be applied to the cost of tuition, fees, books, and living expenses. The E/I assures that the Service Provider and the CUSTOMER have been informed of the amounts and disposition of all the HEA Title IV awards and all other types of financial aid available to the CUSTOMER and that the WIA funds do not duplicate any other available funds.

The CUSTOMER acknowledges that he/she has been informed that WIA funds will not be available to repay student loans and that the decision to secure a student loan is as an independent CUSTOMER and not part of the authorized WIA commitment.

E/I's Authorized Representative	Service Provider's Authorized Representative	CUSTOMER
DATE:	DATE:	DATE:

Revised 10/08

Grow Southwest Indiana Region 11
WorkOne
Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh, Warrick
10/16/08

EDUCATIONAL COST AGREEMENT MODIFICATION	
Educational Institution	Program Title
Customer Name	Social Security #
Semester	Beginning Date
Dot Code	Ending Date
Contract Number	Occupational Title

FUNDING SOURCE	AMOUNT	EXPENSE (Tuition, Books, Supplies, Living Expenses, etc.)	
*WIA Training Funds		TUITION:	
		BOOKS:	
		SUPPLIES:	
		LAB AND/ OR CAMPUS FEES:	
		PELL GRANT:	
		SCHOLARSHIPS:	
		FINANCIAL AID:	
		Unallocated WIA Funds from prior period	
		ECA MODIFICATION TOTAL:	

The Purpose of this Modification is to (Check One)

	Increase the funds	by: $		from:$		to a total of:	
	Decrease the funds	by: $		from:$		to a total of:	
	Change the ending date	From:		To:			

This modification is an extension of the original ECA. With the exception of the information contained herein, the original provisions remain unchanged.

Signature of E/I's Authorized Representative:	Date:

Signature of Service Provider's Authorized Representative:	Date:

Revised 10/08

Grow Southwest Indiana Region 11
WorkOne
Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh, Warrick
10/16/08

EXCHANGE OF FINANCIAL AID INFORMATION

Participants Name	Program	SERVICE PROVIDER:

Participants Name		Address	
Address		Phone Number	
Social Security Number		Number of Credit Hours	Major
School Name/ City		School Phone (Optional)	
School Address			

I authorize the Service Provider named and the Financial Aide Officer at the above named school to exchange financial, academic, and other information necessary to further my training. I authorize the release of a copy of my Financial Award Letter.

Participant's Signature	Date
Service Provider Staff Signature	Date

Need analysis for (check one)	[ ]	Fall	[ ]	Winter	[ ]	Spring	[ ]	Summer	Dates:	mm/dd/yyyy	to	mm/dd/yyyy

SCHOOL OFFICIAL – COMPLETE AND RETURN THIS FORM TO THE ABOVE OFFICE

1. Is student on probation status? [ ] Yes [ ] No [ ] Academic [ ] Financial Aid
2. Has the student applied for financial aid? [ ] Yes [ ] No
3. Student has financial aid specifically designated for tuition? [ ] Yes [ ] No

NUMBER OF CREDIT HOURS ENROLLED_____		COST PER CREDIT HOUR $_____	
FINANCIAL AID – SEMESTER INFORMATION		DIRECT EDUCATIONAL EXPENSES – SEMESTER INFORMATION	
PELL	$	Tuition	$
Higher Education Award –Tuition Only	$	Books	$
Other Grants	$	Fees	$
Other Scholarships	$	Supplies	$
Other Scholarships	$	Lab	$
Supplemental Education Opportunity Grant	$	Room and Board	$
Federal Perkins Loan	$	Transportation	$
Stafford Loan	$	Personal Expenses	$
Other Loans	$	Other	$
Child of Disabled Veteran- Tuition	$		$
Work Study / On-Campus Employment	$		$
TOTAL	$	TOTAL	$

Student [ ] is a commuter [ ] is a dependant [ ] resides on campus [ ] is self supporting [ ] resides off campus	Student will attend [ ] Full-time [ ] Half-time [ ] ¾ time [ ] less than half

The training institution assures that (1) PELL/ SEOG and/or other Federal, State, and Local Grants available to the student, and WIA funds, will not be used for the same expenses; (2) all refunds, rebates, discounts, and expenses paid by the training institution are due and payable to the Service Provider upon discovery; (3) fund authorized by the Service Provider from WIA funds will be used exclusively for tuition, book, supplies, and fees as approved in accordance with the institution's published fees; If the participant, for an reason, does not complete authorized length of training the agreement becomes null and void for any charges other than those already incurred. I have read and agree to the conditions of the Occupational Skills Training Agreement.

_____ SCHOOL OFFICIAL SIGNATURE

_____ DATE

Revised 10/08

Grow Southwest Indiana Region 11
WorkOne
Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh, Warrick
10/16/08

INDIVIDUAL TRAINING CONTRACT

Contract Number: _____ Funding Source: _____	Modification Number: _____ WIA Approval #: _____
Educational Institution	**Agency**

TRAINEE'S NAME: _____ Semester: _____

SOCIAL SECURITY NUMBER: _____

TOTAL CONTRACT ALLOTMENT: _____

AGREEMENT

1. PARTIES TO THIS AGREEMENT: By mutual understanding, _____ herein known as E/I and the WIA Service Provider, hereinafter known as AGENCY, are bound to the mutual obligations and performance agreed to herein for eligible and enrolled WIA customers referred to the E/I by the AGENCY
2. PERIOD OF AGREEMENT: This agreement shall begin _____and remain valid until _____ or until such time as wither party deems it necessary to terminate and/ or modify said agreement.
3. PURPOSE: The E/I shall provide classroom training instruction which will assist WIA certified individuals in obtaining the skills necessary to secure employment. **The intent of such training shall be to secure full-time employment.**
4. ALLOTMENT: The total cost of this Contract to the Agency's WIA grant will not exceed _____. This allotment is subject to availability of funds and does not constitute a federal or AGENCY obligation.
5. MODIFICATION: This modification [ ] does not change the allotment or [ ] increases, [ ] decreases the allotment by _____. The funds previously allotted to a new total allotment of _____.
6. APPROVED COURSES: The E/I shall provide classroom instruction only in courses approved by the AGENCY.
7. EDUCATIONAL COST AGREEMENT: An Educational Cost Agreement (ECA) will be developed on a semester/ summer session basis for each customer referred to the E/I under this Contract. Modifications can make to the ECA during the period of the Educational Cost Agreement.
8. APPLICABLE LAWS: The E/I agrees to abide by all applicable Federal, State, and Local Laws governing its organization and this program during the life of this agreement which shall include, but not limited to, all levels of policy which emanate from the Workforce Investment Act of 1998.
9. PAYMENTS: Payments to the E/I shall be predicted on submission of properly completed documents. The documents shall be evidence of enrollment, tuition, fees, and appropriate adjustments, discounts, rebates and funds consistent with the policies of the E/I governing tuition, books, and fees. The handling and processing of payments for WIA customers shall be accorded the same treatment as other students attending the E/I.
10. DUPLICATION OF SERVICES: The E/I will disclose and assure that all HEA Title IV awards and all other types of financial aid available to the customer will not be used for the same expense as the WIA funds. The E/I shall inform the AGENCY of the amounts and disposition of any HEA Title IV awards as well as other sources of financial aid for each customer that is awarded after enrollment of the individual customer. The E/I and the AGENCY shall fully disclose to any WIA customer and the total financial obligations of

the training, the investment being made by WIA, Grants, Work Study, and any and all other contributions to the education to the CUSTOMER as part of the ECA.

11. NONDISCRIMINATION: The E/I shall provide WIA customers with the same conditions as other enrolled students of the E/I in similar training programs. As a condition to the award of this Agreement under WIA funded programs, the E/I assures, with respect to the execution of this Agreement, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998, including the Nontraditional Right Act of 1964, as amended section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Educational Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of the assurance.
12. NOTIFICATION TO INSTITUTION DEPARTMENTS: The E/I ensures that all departments involved in implementation of this Agreement are informed of all terms and conditions, including but not limited the Financial Aid Officer, Book Store(s), and the E/I's Business Office Controller.
13. ALLOWABLE COST: Funds available under this Agreement shall be used exclusively for tuition, books, supplies, and fess in accordance with the E/I's published fees offered to the general public as outlined in the ECA and as approved and agreed to by the AGENCY, E/I, and Customer.
14. LIMITATIONS: The AGENCY shall not be liable for the cost incurred for individuals not certified as WIA eligible prior to enrollment and participation at the E/I. All refunds, rebates, discounts, and expenses paid by the AGENCY are due and payable upon discovery. The E/I agrees to notify the AGENCY upon discovery of excessive absenteeism or withdrawal of enrolled WIA Customers.
15. ACCESS TO RECORDS: It is further agreed that the AGENCY will have access to all information the E/I compiles concerning a WIA Customer and that copies of this information will be tendered to the Workforce Training Center, the Workforce Investment Board, the Department of Labor, the Comptroller General if the United States or any of their duty authorized representatives, and other authorized Federal and State officials. The E/I shall preserve and make available records until the expiration of three (3) years from the date of final payment.
16. INTENT TO MODIFY: The AGENCY has the right to revise or modify this Agreement based on its funding and planning under the State of Indiana and WIA legislation. The AGENCY shall have the right to modify this Agreement in the instance of inadequate funding levels provided to the AGENCY upon giving 15 days of written notice to the E/I. all modifications to the Agreement must me in writing. Request from the E/I for interpretations or modifications must be made in writing to the AGENCY.
17. TERMINATION: The AGENCY has the right to terminate this Agreement in the event there are inadequate funds provided to the AGENCYTO CARRY OUT THIS Agreement upon giving 30 days written notice to the E/I. this Agreement may be cancelled in writing by either party by giving 30 days written notice to the other party in this Agreement.
18. HOLD HARMLESS: The E/I agrees to save and hold harmless the AGENCY from all loses, liabilities, claims, judgments, demands, legal proceedings, recoveries, cost, expenses, and attorney's fees brought or recovered against the E/I which may arise as a result of the acts of any of its personnel in the performance of its obligations under the Agreement.
19. COMPLETE AGREEMENT: This Agreement as set forth herein, including any subsequent modifications hereto, and along with the attachments herein set forth as attached and made a part of the agreement, constitutes the whole of the Agreement and the final expression of the intention of the parties thereto, and any other verbal or oral expression is not a part of the Agreement and is without effect herein.

SIGNATURES OF AUTHORIZATION	
Educational Institution's Signatory Official	Agency's Signatory Official
Signature: _____	Signature: _____
Typed Name: _____	Typed Name: _____
Title: _____	Title: _____
Phone Number: _____	Phone Number: _____
Date: _____	Date: _____

Revised10/08

Grow Southwest Indiana Region 11
WorkOne
Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh, Warrick
10/16/08

OCCUPATIONAL SKILLS ASSISTANCE AGREEMENT

The following items apply to my training component (please place a check mark by each item that applies):

[ ] 1) I agree to contact the service manager **at least once a month**, I understand that failure to make contact will affect my school funding. I agree to turn in my monthly tracking sheet in a timely manner.

[ ] 2) I understand that I must inform the staff immediately if I cannot start or finish my class (es) as planned.

[ ] 3) I agree to let staff know immediately if I move, change my phone number, or contact person.

[ ] 4) I understand that I must complete a Federal Financial Aid Form (FAFSA) by March 1st of each year. I also agree to apply for all available financial aid.

[ ] 5) I understand that I must provide Service Provider staff with a copy of my grades within one week of receiving them.

[ ] 6) I understand that failure to maintain a 2.0 cumulative grade point average could result in loss of all assistance.

[ ] 7) I agree to provide staff with my class schedule and anticipated expenses for the current semester in a timely manner.

[ ] 8) I agree that **before** I withdraw/ drop a class after the first week I must call to discuss the situation with staff. Failure to do so might make me responsible for reimbursing the cost of the class.

[ ] 9) I agree to contact the office if I decide to change my major.

[ ] 10) I agree to notify staff of any **additional** financial assistance I receive **each semester** such as scholarships, loans, grants, etc.

[ ] 11) By my signature below, I verify that I fully understand and agree to comply with all the items on the agreement. I also verify that a copy of this agreement has been provided to me.

_____ _____

Participant's Signature Date

Revised 10/08

Grow Southwest Indiana Region 11
WorkOne
Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh, Warrick
10/16/08

OCCUPATIONAL SKILLS TRAINING AGREEMENT/ EXCHANGE OF FINANCIAL AID INFORMATION

By mutual understanding the Service Provider _____ (hereafter referred to as the Service Provider), and the training institution agrees to the following for the Service Provider participant referred to receive classroom training to obtain the skills necessary to secure employment.

This agreement shall remain valid for the semester or training period or until either party deems it necessary to terminate or modify it. Termination of this agreement for convenience must be in writing and made with no less than thirty (30) calendar days prior to the effective date of such termination.

APROVED COURSES AND PAYMENT: Only courses and cost authorized on the Training Authorization are approved for payment. Funds shall be used exclusively for tuition, books, supplies, and fees as approved by the Service Provider in accordance with the institution's published fees as specified in course catalogues. Funds for any certified participant served under this agreement shall not exceed the amounts on T A unless modified by bilateral written agreement. The Service Provider maintains title to all tools, books, and other materials purchased. The Service Provider assumes no liability for costs not specifically authorized nor is there a commitment of subsequent training funds. Payment to the Institution shall be predicted on submission of properly completed documents as agreed to by the Service Provider.

APPLICABLE LAWS: The Institution agrees to abide by all applicable Federal, State mans Local laws governing its organization and this program during the life of this agreement which shall include, but not limited to, all levels of policy which emanate from the Workforce Investment Act of 1998 (WIA). As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Development Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, sex, religion, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/ status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity; Title VI of the civil rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against a qualified individual with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age,; Title IX of the Educational Amendments of 1972, as amended, assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed program activity, and to all agreements the grant applicant makes to carry out the WIA Title I financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of assurance.

DUPLICATION OF SERVICES: The institution assures that the Institution's financial aid officer will inform the Service Provider of the amount of disposition of any HEA Title IV award (including PELL Grant, Supplemental Education Opportunity Grant, Work-Study, and Federal loan programs) as well as other sources of financial aid for each of the participants which was awarded after enrollment unless in direct conflict with Title IV education fund refund regulations and to the limit of its ability. In the event that any or all of the tuition and fees paid to the Institution are refundable, the Institution will refund such amounts to the Service Provider up to the amount which the Service Provider has paid for this participant. The Institution further assures that it will adjust charges as appropriate to the Service Provider if eligibility for PELL grants and other forms of financial assistance is not established until after a participant referral to the Institution has occurred. The Institution assures that the financial aid office or controller is aware to this agreement. All refunds and expenses paid by the Service Provider are due and payable to the Service Provider upon discovery. The Institution agrees to notify the Service Provider upon discovery of excessive absenteeism or withdrawal of enrolled participants.

ACCESS TO RECORD: It is agreed that the RWB/Regional Operator, DWD, and DOL will have access to all information the Institution compiles concerning a participants and funds to conduct audits and examinations. This information will be tendered to the Service Provider upon presentation of a waiver concerning release of private information signed by the participant and his/ her guardian or parent, if required. This will include information on grades, the academic progress of the Service Provider participants and classroom attendance.

HOLD HARMLESS: The Institution agrees to save and hold harmless the RWB/Regional Operator/Service Providers from all losses, liabilities, claims, judgments, demands, legal proceedings, recoveries, cost, expenses, and attorney's fees brought or recovered against the Institution which may arise as a result of the acts of any of its personnel in the performance of its obligations under the Agreement. Institutions that are exempt from this clause per ruling of the Attorney General are to attach a letter of exemption.

Revised10/08

Grow Southwest Indiana Region 11
WorkOne
Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh, Warrick
10/16/08

TRAINING AUTHORIZATION

County	Program	Service Provider Address	
Participants Name			
Address		Phone Number	
Social Security Number		Number of Credit Hours	Major
School Name/ City		School Phone (Optional)	
School Address			

The Service Provider agrees to the payment of tuition of and fees for the provided instruction, fees, books, and materials indicated on this page. There is no commitment nor is it implied that the Service Provider will pay the institution for any subsequent periods of training. The Service Provider does not assume any liability for any cost not specifically authorized.

The courses listed are those described in the course catalog as is the amount charged.

The training institution certifies that it will inform the Service Provider of the amounts and disposition of any financial aid received by the named participant. This includes, but is not limited to, Higher Education Act Title IV funds.

In the event that any or all of the tuition and fees paid to the institution are refundable, the institution will refund such amounts to the Service Provider up to the amount which the Service Provider has paid for this participant.

Service Provider AUTHORIZES THE FOLOWING COURSES, TUITION, FEES, AND BOOKS

AUTHORIZED COURSES FOR ENROLLMENT FOR: Fall:_____ Winter: _____ Spring_____ Summer: _____ Dates _____ to _____

CREDIT HOURS _____ x COST PER CREDIT HOUR $_____ = (A) $ _____ TUITION

LESS THE FOLLOWING:		
SOURCE	AMOUNT	
TOTAL	(B) $	
TOTAL TUITION AUTHORIZED (A-B)		$
BOOKS AUTHORIZED		$
FEES AUTHORIZED		$
TOTAL AUTHORIZED		$
Participants Signature	Date	
Staff Signature	Date	

Director's Signature (if cost exceeds $3,000)

Revised 10/08

ATTACHMENT A

BUDGET

☐ Eligibility		☐ Supportive Service	
EXPENSES	AMOUNT	INCOME	AMOUNT
Food		Support Payments	
Housing (Rent/Mortgage)		Unemployment Checks	
Utilities		Social Security/SSI/SSDI	
Insurance		Welfare, TANF	
Support Payments		Vocational Rehabilitation	
Dental or Medical Payments		Other Family Income	
Monthly Installment Payments		HUD Housing	
Transportation		Full/Part-time Employment (Net Pay)	
Clothing		Non-Cash Assistance	
Recreation		Food Stamps	
Child Care			
Other Expenses (Please Specify)		Other Income:	
TOTAL MONTHLY EXPENSES		TOTAL MONTHLY INCOME	

Complete the following to identify how the applicant's portion of the monthly expenses was determined if living with family but claiming to be self-sufficient and a family of one

Family Expense for Food		÷		Family Members	=	
Family Expenses for Housing						
Family Expenses for Utilities						

COMMENTS:

Rev 10/08

Attachment (B)

SOP 09-04
Local Training List
Standard Operating Procedures
Grow Southwest Indiana Region 11
Approval: 12/3/09

Purpose

To provide policies and guidelines for developing a local training list of WIA eligible training for Region 11

Process for development of the local training list

The State of Indiana has developed a list of 50 Hoosier Hot Jobs. This list is intended to provide guidance on WIA eligible training; however, some jobs may not be in high demand within Region 11 or are not eligible for training assistance with WIA funds because they require advanced degrees. Therefore, Region 11 has developed an additional list of local Hot Jobs that will be eligible for WIA training assistance.

The Region 11 Local Training List was compiled after a review of various reports for long and short term hot jobs, occupational projections, labor market statistics, etc. Emphasis was given to jobs that are high demand, high wage or considered STEPPING STONE occupations to higher wage jobs. This list is not all inclusive and may be amended as needed.

Ongoing review and update

The Regional Operator will review the list and labor market information on an annual basis to determine the viability of the jobs listed. Additions and omissions will be made at that time. The updated list will be submitted to the Operations Committee of the Regional Workforce Board, the Secondary Regional Manager and DWD Local Office Managers for dissemination to all WorkOne Staff.

If, during the course of the year, information regarding the need for specific jobs comes to light due to developments in the labor market, any staff member of the Regional Operator, Service Provider or DWD or member of the RWB may petition to add to the list by submitting a written request to the Executive Director of the RO. The RO will make a determination and notify the petitioner, Operations Committee, Secondary Regional Manager and DWD Local Office Managers of any amendments.

Attachment (C)

Hoosier Hot 50 Jobs - Region 11

RANK	OCC CODE	HOT JOB	2008 EMPLOYMENT	2018 PROJECTION	2018 GROWTH	2018 % CHANGE	2018 OPENINGS	2010 EMPLOYMENT	2012 PROJECTION	2012 GROWTH	2012 % CHANGE	2012 OPENINGS	2009 WAGE
1	13-1111	Management Analysts	673	912	239	36%	354	663	712	49	7%	69	$60,470
2	47-2061	Construction Laborers	1,329	1,629	300	23%	389	1,149	1,238	89	8%	101	$34,862
3	47-2011	Boilermakers	619	787	168	27%	299	496	532	36	7%	59	$64,058
4	29-1111	Registered Nurses	4,868	5,955	1,087	22%	1,937	5,036	5,255	219	4%	363	$50,477
5	49-9021	Heating, Air Conditioning and Refrigeration Mechanics and Installers	430	593	163	38%	232	333	366	33	10%	42	$43,527
6	47-2073	Operating Engineers and Other Construction Equipment Operators	740	850	110	15%	237	621	668	47	8%	65	$45,659
7	47-1011	First-Line Supervisors/Managers of Construction Trades and Extraction Workers	1,057	1,259	202	19%	406	927	973	46	5%	77	$59,149
8	53-3032	Truck Drivers, Heavy and Tractor-Trailer	4,704	5,322	618	13%	1,460	4,162	4,404	242	6%	377	$34,067
9	13-2011	Accountants and Auditors	1,166	1,402	236	20%	433	1,126	1,192	66	6%	100	$51,121
10	13-1070	Human Resources, Training and Labor Relations Specialists	702	840	138	20%	322	688	730	42	6%	77	$46,047
11	29-2061	Licensed Practical and Licensed Vocational Nurses	1,467	1,794	327	22%	786	1,512	1,562	50	3%	143	$36,432
12	47-2152	Plumbers, Pipefitters and Steamfitters	2,342	2,682	340	15%	812	1,976	2,032	56	3%	128	$51,405
13	47-2031	Carpenters	1,968	2,234	266	14%	511	1,731	1,782	51	3%	87	$33,199
14	49-9041	Industrial Machinery Mechanics	1,431	1,547	116	8%	322	1,283	1,315	32	2%	68	$42,237
15	49-9042	Maintenance and Repair Workers, General	2,756	2,889	133	5%	557	2,606	2,653	47	2%	117	$36,375
16	29-1060	Physicians and Surgeons	871	1,046	175	20%	328	875	897	22	3%	50	$166,400
17	33-9032	Security Guards	907	979	72	8%	259	898	947	49	5%	85	$32,602
18	25-1000	Postsecondary Teachers	1,799	2,067	268	15%	582	1,867	1,939	72	4%	130	$59,403
19	21-1020	Social Workers	895	1,046	151	17%	376	915	936	21	2%	64	$34,141
20	11-9021	Construction Managers	512	645	133	26%	173	442	467	25	6%	30	$79,240
21	25-2000	Primary and Secondary School Teachers	5,046	5,765	719	14%	1,945	1,389	1,452	63	5%	135	$45,624
22	13-1051	Cost Estimators	319	406	87	27%	158	267	291	24	9%	35	$56,737
23	41-4000	Sales Representatives, Wholesale and Manufacturing	2,690	2,765	75	3%	698	2,472	2,526	54	2%	163	$46,270
24	41-3000	Sales Representatives, Services	1,800	1,946	146	8%	578	1,750	1,808	58	3%	139	$42,903
25	41-1011	First-Line Supervisors/Managers of Retail Sales Workers	2,778	2,859	81	3%	677	2,660	2,687	27	1%	135	$31,841

RANK	OCC CODE	HOT JOB	2008 EMPLOYMENT	2018 PROJECTION	2018 GROWTH	2018 % CHANGE	2018 OPENINGS	2010 EMPLOYMENT	2012 PROJECTION	2012 GROWTH	2012 % CHANGE	2012 OPENINGS	2009 WAGE
26	33-2000	Fire Fighting and Prevention Workers	426	501	75	18%	205	414	441	27	7%	50	$44,165
27	15-1081	Network Systems and Data Communications Analysts	164	244	80	49%	109	158	174	16	10%	21	$61,045
28	17-2051	Civil Engineers	258	317	59	23%	103	253	272	19	8%	26	$64,919
29	47-2111	Electricians	1,535	1,581	46	3%	417	1,274	1,303	29	2%	87	$46,314
30	15-1030	Computer Software Engineers	468	595	127	27%	166	455	479	24	5%	30	$53,096
31	29-1123	Physical Therapists	342	437	95	28%	136	348	362	14	4%	21	$63,484
32	35-1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	1,211	1,281	70	6%	185	1,154	1,187	33	3%	52	$30,936
33	43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	1,711	1,858	147	9%	533	1,648	1,670	22	1%	89	$42,664
34	27-3031	Public Relations Specialists	378	467	89	24%	179	362	382	20	6%	37	$44,503
35	47-2051	Cement Masons and Concrete Finishers	360	416	56	16%	147	286	299	13	5%	27	$44,614
36	11-9111	Medical and Health Services Managers	686	782	96	14%	227	704	726	22	3%	44	$64,554
37	31-9091	Dental Assistants	392	531	139	35%	213	386	401	15	4%	27	$30,670
38	11-9199	Managers, All Other	925	958	33	4%	272	896	912	16	2%	59	$53,290
39	47-2221	Structural Iron and Steel Workers	362	414	52	14%	111	299	324	25	8%	34	$49,458
40	29-2021	Dental Hygienists	312	419	107	34%	171	308	318	10	3%	21	$60,875
41	49-9044	Millwrights	382	437	55	14%	132	286	305	19	7%	29	$49,517
42	29-2055	Surgical Technologists	276	346	70	25%	140	284	299	15	5%	27	$39,190
43	29-1051	Pharmacists	377	424	47	12%	131	385	389	4	1%	20	$104,035
44	29-1122	Occupational Therapists	231	291	60	26%	102	237	248	11	5%	18	$61,333
45	49-3023	Automotive Service Technicians and Mechanics	1,118	1,145	27	2%	240	1,005	1,017	12	1%	47	$34,525
46	23-1000	Lawyers, Judges and Related Workers	480	551	71	15%	161	474	487	13	3%	30	$78,135
47	11-2022	Sales Managers	538	594	56	10%	172	491	504	13	3%	34	$65,832
48	23-2000	Legal Support Workers	354	432	78	22%	124	355	376	21	6%	29	$34,458
49	21-1090	Miscellaneous Community and Social Service Specialists	490	583	93	19%	197	498	514	16	3%	38	$31,046
50	37-1000	Supervisors, Building and Grounds Cleaning and Maintenance Workers	573	618	45	8%	105	572	607	35	6%	44	$33,589

Attachment (D)

Region 11 Training List

November 2009.

Field /Occupation

Administration, Office, Etc.

- Accounting
- Auditors
- Auditing Clerks
- Bookkeeping
- Business Administration
- Executive Secretaries/ Administrative Assistants
- Legal Secretaries/Paralegals/Legal Assistants
- Office Administration
- Management, General / Operations/Marketing

Industrial, etc.

- Automotive Body Repair
- Automotive Service Technician
- Construction Managers
- Electrician
- Electrical Maintenance/Repair
- Electronic Repair
- HVAC
- Welding
- Truck Drivers
- Mining
  - Heavy Equipment Operator
  - Coal Mine Technology

Medical

- Cardiovascular Techs
- Diagnostic Medical Sonographers
- Dental Assistants
- Dental Hygienists
- EMT/Paramedic
- Licensed Practical Nurses
- Licensed Vocational Nurses
- Medical Assistants
- Medical/Clinical Lab Technician
- Medical Records/Coding
- Nursing Aide, Orderlies, and Attendants
- Occupational Therapist/Therapy Assistants
- Physical Therapist/Therapy Assistants
- Radiologic Technician

Proposed Region 11 Hot Jobs List (cont.)
Page 2

Medical (cont.)

Registered Nurses
Respiratory Therapist/Therapy Technician
Surgical Technician

Public Service, Teachers, etc.

Elementary School Teachers
Middle School Teachers
Secondary School Teachers
Social Workers
Correctional Officers
Police and Patrol Officers

Science, Technology, Engineering & Math (STEM)

Computer Specialists
Computer Support Specialists
Graphic Designers
Mechanical Drafters
Chemical Engineers/Techs
Chemists
Civil Engineers/Techs
Electrical Engineers/Techs
Industrial Engineers/Techs
Mechanical Engineers/Techs/Robotics Technician

Other

*First Line Supervisor/Manager of Food Prep Workers

Attachment (E)

REGION 11 PROGRAM YEAR 2010-2011 STATISTICS
JULY 2010

NEW CUSTOMERS

	Adult	DW	Youth	Total
Carryover June 09	9,334	1,595	213	11,142
YTD Previous month	0	0	0	0
Current month	2245	41	22	2,308
YTD 2009	11,579	1,636	235	13,450

These are customers new to TrackOne for the current program year and includes customers carried over.

TRAINING AND CREDENTIALS YEAR TO DATE

County	Training					Credentials Earned
	Adult	DW	Youth	Total		
Dubois				0		0
Gibson				0		0
Knox	1			1		0
Perry				0		0
Pike				0		0
Posey				0		0
Spencer				0		0
Vanderburgh				0		0
Warrick				0		0
Total	1	0	0	1		0

SPECIFIC SERVICES PROVIDED YEAR TO DATE

Service Title	Previous YTD	Current Month	YTD
Other Supportive Services	0	23	23
Transportation Services	0	13	13
Housing Assistance & Health Care	0	0	0
Assessment Interviews	0	2,590	2,590
Initial ISS/IEP Development Sessions	0	39	39
Workshops	0	306	306
Computer Classes	0	388	388
*UI Referrals	0	5,842	5,842

*This number does not reflect the many who bypass the front desk.

YOUTH PROGRAM

	Emp. / Ed.	Degree / Cert.	Lit. /Num.
Performance Goals	71.90%	62.80%	40%
Total Program Performance	0.00%	0.00%	0.00%

REGION 11 STATS JULY 2010 CONTINUED

CREDENTIALS BREAKDOWN							
	Total	GED	C N A	LPN	CDL	Degree	Other
Dubois							
Gibson							
Knox							
Perry							
Pike							
Posey							
Spencer							
Vanderburgh							
Warrick							
Total	0	0	0	0	0	0	0

DEGREE & OTHER CREDENTIALS BREAKDOWN				
Degree	#		Other	#
AS- Adm Office Tech			IT Certification	
AS- Business Admin			Heavy Equip Op	
AS- Office Admin			Mfg Prod Tech Cert	
AS-Paralegal			Mine Safety Cert	
AS- Mech Design			HS Diploma	
Industrial Maint			Welding Oper Cert	
Registered Nurse			Medical Assist Cert	
AS- Med Admin			Substance Abuse Cert	
AS- Surgical Tech			Office Adm Cert	
Medical Assistant			RN (test)	
Pharmacy Tech			Phlebotomy Cert	
Paramedic			Accounting Cert	
AS-Comp Tech				
Law Enforcement				
Information Tech				
TOTAL	0			0

TRAINING BREAKDOWN							
	Total	C.N.A.	GED	LPN	CDL	Degree	Other
Dubois	0						
Gibson	0						
Knox	1	1					
Perry	0						
Pike	0						
Posey	0						
Spencer	0						
Vanderburgh	0						
Warrick	0						
Total	*1*	*1*	*0*	*0*	*0*	*0*	*0*

REGION 11 PROGRAM YEAR 2010-2011 STATISTICS
August 2010

NEW CUSTOMERS

	Adult	DW	Youth	Total
Carryover June 09	9,334	1,595	213	11,142
YTD Previous month	2245	41	22	2,308
Current month	2607	19	30	2,656
YTD 2009	14,186	1,655	265	16,106

These are customers new to TrackOne for the current program year and includes customers carried over.

TRAINING AND CREDENTIALS YEAR TO DATE

County	Training					Credentials Earned
	Adult	DW	Youth	Total		
Dubois				0		0
Gibson				0		0
Knox	1			1		1
Perry				0		0
Pike				0		0
Posey				0		0
Spencer				0		0
Vanderburgh				0		0
Warrick				0		0
Total	1	0	0	1		1

SPECIFIC SERVICES PROVIDED YEAR TO DATE

Service Title	Previous YTD	Current Month	YTD
Other Supportive Services	23	14	37
Transportation Services	13	55	68
Housing Assistance & Health Care	0	3	3
Assessment Interviews	2,590	2,325	4,915
Initial ISS/IEP Development Sessions	39	124	163
Workshops	306	353	659
Computer Classes	388	556	944
*UI Referrals	5,842	8,220	14,062

*This number does not reflect the many who bypass the front desk.

YOUTH PROGRAM

	Emp. / Ed.	Degree / Cert.	Lit. /Num.
Performance Goals	71.90%	62.80%	40%
Total Program Performance	100.00%	100.00%	0.00%

REGION 11 STATS AUGUST 2010 CONTINUED

CREDENTIALS BREAKDOWN							
	GED	C N A	LPN	CDL	Degree	Other	Total
Dubois							0
Gibson							0
Knox					1		1
Perry							0
Pike							0
Posey							0
Spencer							0
Vanderburgh							0
Warrick							0
Total	0	0	0	0	1	0	1

DEGREE & OTHER CREDENTIALS BREAKDOWN				
Degree	#		Other	#
AS- Adm Office Tech			IT Certification	
AS- Business Admin			Heavy Equip Op	
AS- Office Admin			Mfg Prod Tech Cert	
AS-Paralegal			Mine Safety Cert	
AS- Mech Design			HS Diploma	
Industrial Maint			Welding Oper Cert	
Registered Nurse	1		Medical Assist Cert	
AS- Med Admin			Substance Abuse Cert	
AS- Surgical Tech			Office Adm Cert	
Medical Assistant			RN (test)	
Pharmacy Tech			Phlebotomy Cert	
Paramedic			Accounting Cert	
AS-Comp Tech				
Law Enforcement				
Information Tech				
TOTAL	1			0

TRAINING BREAKDOWN							
	C.N.A.	GED	LPN	CDL	Degree	Other	Total
Dubois							0
Gibson							0
Knox	1						1
Perry							0
Pike							0
Posey							0
Spencer							0
Vanderburgh							0
Warrick							0
Total	*1*	*0*	*0*	*0*	*0*	*0*	*1*

REGION 11 PROGRAM YEAR 2010-2011 STATISTICS
SEPTEMBER 2010

NEW CUSTOMERS

	Adult	DW	Youth	Total
Carryover June 09	9,334	1,595	213	11,142
YTD Previous month	4852	60	52	4,964
Current month	1983	44	6	2,033
YTD 2009	16,169	1,699	271	18,139

These are customers new to TrackOne for the current program year and includes customers carried over.

TRAINING AND CREDENTIALS YEAR TO DATE

County	Training					Credentials Earned
	Adult	DW	Youth	Total		
Dubois				0		0
Gibson				0		1
Knox	1	2		3		1
Perry				0		0
Pike				0		0
Posey		1	1	2		0
Spencer		1		1		0
Vanderburgh		4		4		2
Warrick				0		0
Total	1	8	1	10		4

SPECIFIC SERVICES PROVIDED YEAR TO DATE

Service Title	Previous YTD	Current Month	YTD
Other Supportive Services	37	14	51
Transportation Services	68	91	159
Housing Assistance & Health Care	3	3	6
Assessment Interviews	4,915	1,701	6,616
Initial ISS/IEP Development Sessions	163	25	188
Workshops	659	276	935
Computer Classes	944	287	1,231
*UI Referrals	14,062	5,045	19,107

*This number does not reflect the many who bypass the front desk.

YOUTH PROGRAM

	Emp. / Ed.	Degree / Cert.	Lit. /Num.
Performance Goals	71.90%	62.80%	40%
Total Program Performance	100.00%	100.00%	100.00%

REGION 11 STATS SEPTEMBER 2010 CONTINUED

CREDENTIALS BREAKDOWN							
	GED	C N A	LPN	CDL	Degree	Other	Total
Dubois							0
Gibson	1						1
Knox					1		1
Perry							0
Pike							0
Posey							0
Spencer							0
Vanderburgh	2						2
Warrick							0
Total	3	0	0	0	1	0	4

DEGREE & OTHER CREDENTIALS BREAKDOWN				
Degree	#		Other	#
AS- Adm Office Tech			IT Certification	
AS- Business Admin			Heavy Equip Op	
AS- Office Admin			Mfg Prod Tech Cert	
AS-Paralegal			Mine Safety Cert	
AS- Mech Design			HS Diploma	
Industrial Maint			Welding Oper Cert	
Registered Nurse	1		Medical Assist Cert	
AS- Med Admin			Substance Abuse Cert	
AS- Surgical Tech			Office Adm Cert	
Medical Assistant			RN (test)	
Pharmacy Tech			Phlebotomy Cert	
Paramedic			Accounting Cert	
AS-Comp Tech				
Law Enforcement				
Information Tech				
TOTAL	1			0

TRAINING BREAKDOWN							
	C.N.A.	GED	LPN	CDL	Degree	Other	Total
Dubois							0
Gibson							0
Knox	2				1		3
Perry							0
Pike							0
Posey					2		2
Spencer					1		1
Vanderburgh					3	1	4
Warrick							0
Total	*2*	*0*	*0*	*0*	*7*	*1*	*10*

REGION 11 PROGRAM YEAR 2010-2011 STATISTICS
OCTOBER 2010

NEW CUSTOMERS

	Adult	DW	Youth	Total
Carryover June 09	9,334	1,595	213	11,142
YTD Previous month	6835	104	58	6,997
Current month	1990	29	15	2,034
YTD 2009	18,159	1,728	286	20,173

These are customers new to TrackOne for the current program year and includes customers carried over.

TRAINING AND CREDENTIALS YEAR TO DATE

County	Training					Credentials Earned
	Adult	DW	Youth	Total		
Dubois	6			6		0
Gibson				0		1
Knox	11	2		13		6
Perry	4			4		0
Pike				0		0
Posey	5	1	1	7		2
Spencer	6	1		7		2
Vanderburgh	25	4		29		3
Warrick				0		0
Total	57	8	1	66		14

SPECIFIC SERVICES PROVIDED YEAR TO DATE

Service Title	Previous YTD	Current Month	YTD
Other Supportive Services	51	1	52
Transportation Services	159	72	231
Housing Assistance & Health Care	6	0	6
Assessment Interviews	6,616	1,753	8,369
Initial ISS/IEP Development Sessions	188	119	307
Workshops	935	343	1,278
Computer Classes	1,231	91	1,322
*UI Referrals	19,107	5,079	24,186

*This number does not reflect the many who bypass the front desk.

YOUTH PROGRAM

	Emp. / Ed.	Degree / Cert.	Lit. /Num.
Performance Goals	71.90%	62.80%	40%
Total Program Performance	80.00%	80.00%	80.00%

REGION 11 STATS OCTOBER 2010 CONTINUED

CREDENTIALS BREAKDOWN							
	GED	C N A	LPN	CDL	Degree	Other	Total
Dubois							0
Gibson	1						1
Knox	2	3			1		6
Perry							0
Pike							0
Posey	2						2
Spencer				1	1		2
Vanderburgh	3						3
Warrick							0
Total	8	3	0	1	2	0	14

DEGREE & OTHER CREDENTIALS BREAKDOWN				
Degree	#		Other	#
AS- Adm Office Tech			IT Certification	
AS- Business Admin			Heavy Equip Op	
AS- Office Admin			Mfg Prod Tech Cert	
AS-Paralegal			Mine Safety Cert	
AS- Mech Design			HS Diploma	
Industrial Maint	1		Welding Oper Cert	
Registered Nurse	1		Medical Assist Cert	
AS- Med Admin			Substance Abuse Cert	
AS- Surgical Tech			Office Adm Cert	
Medical Assistant			RN (test)	
Pharmacy Tech			Phlebotomy Cert	
Paramedic			Accounting Cert	
AS-Comp Tech				
Law Enforcement				
Information Tech				
TOTAL	2			0

TRAINING BREAKDOWN							
	C.N.A.	GED	LPN	CDL	Degree	Other	Total
Dubois	1				5		6
Gibson							0
Knox	5		2		6		13
Perry					2	2	4
Pike							0
Posey					7		7
Spencer				1	6		7
Vanderburgh	2				25	2	29
Warrick							0
Total	*8*	*0*	*2*	*1*	*51*	*4*	*66*

REGION 11 PROGRAM YEAR 2010-2011 STATISTICS
NOVEMBER 2010

NEW CUSTOMERS

	Adult	DW	Youth	Total
Carryover June 09	9,334	1,595	213	11,142
YTD Previous month	8825	133	73	9,031
Current month	1891	38	11	1,940
YTD 2009	20,050	1,766	297	22,113

These are customers new to TrackOne for the current program year and includes customers carried over.

TRAINING AND CREDENTIALS YEAR TO DATE

County	Training					Credentials Earned
	Adult	DW	Youth	Total		
Dubois	6			6		0
Gibson				0		1
Knox	11	2		13		6
Perry	4			4		0
Pike				0		0
Posey	5	1	1	7		2
Spencer	6	1		7		2
Vanderburgh	25	4		29		3
Warrick				0		0
Total	57	8	1	66		14

SPECIFIC SERVICES PROVIDED YEAR TO DATE

Service Title	Previous YTD	Current Month	YTD
Other Supportive Services	52	15	67
Transportation Services	231	99	330
Housing Assistance & Health Care	6	0	6
Assessment Interviews	8,369	2,383	10,752
Initial ISS/IEP Development Sessions	307	112	419
Workshops	1,278	318	1,596
Computer Classes	1,322	281	1,603
*UI Referrals	24,186	4,800	28,986

*This number does not reflect the many who bypass the front desk.

YOUTH PROGRAM

	Emp. / Ed.	Degree / Cert.	Lit. /Num.
Performance Goals	71.90%	62.80%	40%
Total Program Performance	88.88%	75.00%	85.71%

REGION 11 STATS NOVEMBER 2010 CONTINUED

CREDENTIALS BREAKDOWN							
	GED	C N A	LPN	CDL	Degree	Other	Total
Dubois							0
Gibson	1						1
Knox	2	3			1		6
Perry							0
Pike							0
Posey	2						2
Spencer				1	1		2
Vanderburgh	3						3
Warrick							0
Total	8	3	0	1	2	0	14

DEGREE & OTHER CREDENTIALS BREAKDOWN				
Degree	#		Other	#
AS- Adm Office Tech			IT Certification	
AS- Business Admin			Heavy Equip Op	
AS- Office Admin			Mfg Prod Tech Cert	
AS-Paralegal			Mine Safety Cert	
AS- Mech Design			HS Diploma	
Industrial Maint	1		Welding Oper Cert	
Registered Nurse	1		Medical Assist Cert	
AS- Med Admin			Substance Abuse Cert	
AS- Surgical Tech			Office Adm Cert	
Medical Assistant			RN (test)	
Pharmacy Tech			Phlebotomy Cert	
Paramedic			Accounting Cert	
AS-Comp Tech				
Law Enforcement				
Information Tech				
TOTAL	2			0

TRAINING BREAKDOWN							
	C.N.A.	GED	LPN	CDL	Degree	Other	Total
Dubois	1				5		6
Gibson							0
Knox	5		2		6		13
Perry					2	2	4
Pike							0
Posey					7		7
Spencer				1	6		7
Vanderburgh	2				25	2	29
Warrick							0
Total	*8*	*0*	*2*	*1*	*51*	*4*	*66*

REGION 11 PROGRAM YEAR 2010-2011 STATISTICS
DECEMBER 2010

NEW CUSTOMERS

	Adult	DW	Youth	Total
Carryover June 10	9,334	1,595	213	11,142
YTD Previous month	10716	171	84	10,971
Current month	2334	16	12	2,362
YTD 2010	22,384	1,782	309	24,475

These are customers new to TrackOne for the current program year and includes customers carried over.

TRAINING AND CREDENTIALS YEAR TO DATE

County	Training					Credentials Earned
	Adult	DW	Youth	Total		
Dubois	4	2		6		1
Gibson		1		1		4
Knox	11	2		13		7
Perry	4			4		0
Pike				0		0
Posey	5	1	1	7		2
Spencer	6	1		7		2
Vanderburgh	25	4		29		4
Warrick				0		0
Total	55	11	1	67		20

SPECIFIC SERVICES PROVIDED YEAR TO DATE

Service Title	Previous YTD	Current Month	YTD
Other Supportive Services	67	13	80
Transportation Services	330	49	379
Housing Assistance & Health Care	6	0	6
Assessment Interviews	10,752	1,943	12,695
Initial ISS/IEP Development Sessions	419	55	474
Workshops	1,596	295	1,891
Computer Classes	1,603	377	1,980
*UI Referrals	28,986	6,162	35,148

*This number does not reflect the many who bypass the front desk.

YOUTH PROGRAM

	Emp. / Ed.	Degree / Cert.	Lit. /Num.
Performance Goals	71.90%	62.80%	40%
Total Program Performance	92.86%	66.70%	90.00%

REGION 11 STATS DECEMBER 2010 CONTINUED

CREDENTIALS BREAKDOWN							
	GED	C N A	LPN	CDL	Degree	Other	Total
Dubois					1		1
Gibson	3				1		4
Knox	2	3			2		7
Perry							0
Pike							0
Posey	2						2
Spencer				1	1		2
Vanderburgh	3	1					4
Warrick							0
Total	10	4	0	1	5	0	20

DEGREE & OTHER CREDENTIALS BREAKDOWN				
Degree	#		Other	#
AS- Adm Office Tech			IT Certification	
AS- Business Admin			Heavy Equip Op	
AS- Office Admin			Mfg Prod Tech Cert	
AS-Paralegal			Mine Safety Cert	
AS- Drafting	1		HS Diploma	
BS-Business Mgmt	1		Welding Oper Cert	
Registered Nurse	1		Medical Assist Cert	
AS- Med Admin			Substance Abuse Cert	
AS- Surgical Tech	1		Office Adm Cert	
Medical Assistant			RN (test)	
Pharmacy Tech			Phlebotomy Cert	
Auto Service Tech	1		Accounting Cert	
AS-Comp Tech				
Law Enforcement				
Information Tech				
TOTAL	5			0

TRAINING BREAKDOWN							
	C.N.A.	GED	LPN	CDL	Degree	Other	Total
Dubois	3				3		6
Gibson	1						1
Knox	5		2		6		13
Perry					2	2	4
Pike							0
Posey					7		7
Spencer				1	6		7
Vanderburgh	2				25	2	29
Warrick							0
Total	*11*	*0*	*2*	*1*	*49*	*4*	*67*

REGION 11 PROGRAM YEAR 2010-2011 STATISTICS
JANUARY 2011

NEW CUSTOMERS

	Adult	DW	Youth	Total
Carryover June 10	9,334	1,595	213	11,142
YTD Previous month	13050	187	96	13,333
Current month	3143	21	14	3,178
YTD 2010	25,527	1,803	323	27,653

These are customers new to TrackOne for the current program year and includes customers carried over.

TRAINING AND CREDENTIALS YEAR TO DATE

County	Training					Credentials Earned
	Adult	DW	Youth	Total		
Dubois	4	2		6		1
Gibson		1		1		4
Knox	11	1		12		9
Perry	4			4		0
Pike				0		0
Posey	5	2	1	8		2
Spencer	6	1		7		2
Vanderburgh	25	4		29		9
Warrick				0		0
Total	55	11	1	67		27

SPECIFIC SERVICES PROVIDED YEAR TO DATE

Service Title	Previous YTD	Current Month	YTD
Other Supportive Services	80	22	102
Transportation Services	379	95	474
Housing Assistance & Health Care	6	0	6
Assessment Interviews	12,695	2,349	15,044
Initial ISS/IEP Development Sessions	474	108	582
Workshops	1,891	216	2,107
Computer Classes	1,980	133	2,113
*UI Referrals	35,148	8,785	43,933

*This number does not reflect the many who bypass the front desk.

YOUTH PROGRAM

	Emp. / Ed.	Degree / Cert.	Lit. /Num.
Performance Goals	71.90%	62.80%	40%
Total Program Performance	83.33%	70.58%	91.66%

REGION 11 STATS JANUARY 2011 CONTINUED

CREDENTIALS BREAKDOWN							
	GED	C N A	LPN	CDL	Degree	Other	Total
Dubois					1		1
Gibson	3				1		4
Knox	2	4			3		9
Perry							0
Pike							0
Posey	2						2
Spencer				1	1		2
Vanderburgh	8	1					9
Warrick							0
Total	15	5	0	1	6	0	27

DEGREE & OTHER CREDENTIALS BREAKDOWN				
Degree	#		Other	#
AS- Adm Office Tech			IT Certification	
AS- Business Admin			Heavy Equip Op	
AS- Office Admin			Mfg Prod Tech Cert	
AS-Paralegal			Mine Safety Cert	
AS- Drafting	1		HS Diploma	
BS-Business Mgmt	1		Welding Oper Cert	
Registered Nurse	2		Medical Assist Cert	
AS- Med Admin			Substance Abuse Cert	
AS- Surgical Tech	1		Office Adm Cert	
Medical Assistant			RN (test)	
Pharmacy Tech			Phlebotomy Cert	
Auto Service Tech	1		Accounting Cert	
AS-Comp Tech				
Law Enforcement				
Information Tech				
TOTAL	6			0

TRAINING BREAKDOWN							
	C.N.A.	GED	LPN	CDL	Degree	Other	Total
Dubois	3				3		6
Gibson	1						1
Knox	5		2		5		12
Perry					2	2	4
Pike							0
Posey				1	7		8
Spencer				1	6		7
Vanderburgh	2			1	25	1	29
Warrick							0
Total	*11*	*0*	*2*	*3*	*48*	*3*	*67*

REGION 11 PROGRAM YEAR 2010-2011 STATISTICS
FEBRUARY 2011

NEW CUSTOMERS

	Adult	DW	Youth	Total
Carryover June 10	9,334	1,595	213	11,142
YTD Previous month	16193	208	110	16,511
Current month	2330	10	21	2,361
YTD 2010	27,857	1,813	344	30,014

These are customers new to TrackOne for the current program year and includes customers carried over.

TRAINING AND CREDENTIALS YEAR TO DATE

County	Training					Credentials Earned
	Adult	DW	Youth	Total		
Dubois	4	2		6		1
Gibson		1		1		6
Knox	12	1		13		12
Perry	4			4		0
Pike				0		0
Posey	5	2	2	9		3
Spencer	6	1		7		2
Vanderburgh	27	5		32		11
Warrick				0		0
Total	58	12	2	72		35

SPECIFIC SERVICES PROVIDED YEAR TO DATE

Service Title	Previous YTD	Current Month	YTD
Other Supportive Services	102	8	110
Transportation Services	474	52	526
Housing Assistance & Health Care	6	0	6
Assessment Interviews	15,044	1,862	16,906
Initial ISS/IEP Development Sessions	582	183	765
Workshops	2,107	173	2,280
Computer Classes	2,113	99	2,212
*UI Referrals	43,933	6,059	49,992

*This number does not reflect the many who bypass the front desk.

YOUTH PROGRAM

	Emp. / Ed.	Degree / Cert.	Lit. /Num.
Performance Goals	71.90%	62.80%	40%
Total Program Performance	84.60%	61.50%	73.33%

REGION 11 STATS FEBRUARY 2011 CONTINUED

CREDENTIALS BREAKDOWN							
	GED	C N A	LPN	CDL	Degree	Other	Total
Dubois					1		1
Gibson	3			2	1		6
Knox	2	4			5	1	12
Perry							0
Pike							0
Posey	2			1			3
Spencer				1	1		2
Vanderburgh	10	1					11
Warrick							0
Total	17	5	0	4	8	1	35

DEGREE & OTHER CREDENTIALS BREAKDOWN				
Degree	#		Other	#
AS- Adm Office Tech			IT Certification	
AS- Business Admin			Heavy Equip Op	1
AS- Office Admin			Mfg Prod Tech Cert	
AS-Paralegal	1		Mine Safety Cert	
AS- Drafting	1		HS Diploma	
BS-Business Mgmt	2		Welding Oper Cert	
Registered Nurse	2		Medical Assist Cert	
AS- Med Admin			Substance Abuse Cert	
AS- Surgical Tech	1		Office Adm Cert	
Medical Assistant			RN (test)	
Pharmacy Tech			Phlebotomy Cert	
Auto Service Tech	1		Accounting Cert	
AS-Comp Tech				
Law Enforcement				
Information Tech				
TOTAL	8			1

TRAINING BREAKDOWN							
	C.N.A.	GED	LPN	CDL	Degree	Other	Total
Dubois	3				3		6
Gibson	1						1
Knox	5		2		6		13
Perry					2	2	4
Pike							0
Posey				1	8		9
Spencer				1	6		7
Vanderburgh	2			1	28	1	32
Warrick							0
Total	*11*	*0*	*2*	*3*	*53*	*3*	*72*

REGION 11 PROGRAM YEAR 2010-2011 STATISTICS
March 2011

NEW CUSTOMERS

	Adult	DW	Youth	Total
Carryover June 10	9,334	1,595	213	11,142
YTD Previous month	18523	218	131	18,872
Current month	2708	16	21	2,745
YTD 2010	30,565	1,829	365	32,759

These are customers new to TrackOne for the current program year and includes customers carried over.

TRAINING AND CREDENTIALS YEAR TO DATE

County	Training					Credentials Earned
	Adult	DW	Youth	Total		
Dubois	4	2		6		1
Gibson		1		1		6
Knox	12	1		13		12
Perry	4	1		5		0
Pike				0		0
Posey	5	3	2	10		3
Spencer	6	1	1	8		2
Vanderburgh	27	6		33		11
Warrick				0		0
Total	58	15	3	76		35

SPECIFIC SERVICES PROVIDED YEAR TO DATE

Service Title	Previous YTD	Current Month	YTD
Other Supportive Services	110	0	110
Transportation Services	526	68	594
Housing Assistance & Health Care	6	0	6
Assessment Interviews	16,906	2,285	19,191
Initial ISS/IEP Development Sessions	765	162	927
Workshops	2,280	328	2,608
Computer Classes	2,212	338	2,550
*UI Referrals	49,992	6,986	56,978

*This number does not reflect the many who bypass the front desk.

YOUTH PROGRAM

	Emp. / Ed.	Degree / Cert.	Lit. /Num.
Performance Goals	71.90%	62.80%	40%
Total Program Performance	86.66%	62.50%	68.42%

REGION 11 STATS March 2011 CONTINUED

CREDENTIALS BREAKDOWN							
	GED	C N A	LPN	CDL	Degree	Other	Total
Dubois					1		1
Gibson	3			2	1		6
Knox	2	4			5	1	12
Perry							0
Pike							0
Posey	2			1			3
Spencer				1	1		2
Vanderburgh	10	1					11
Warrick							0
Total	17	5	0	4	8	1	35

DEGREE & OTHER CREDENTIALS BREAKDOWN				
Degree	#		Other	#
AS- Adm Office Tech			IT Certification	
AS- Business Admin			Heavy Equip Op	1
AS- Office Admin			Mfg Prod Tech Cert	
AS-Paralegal	1		Mine Safety Cert	
AS- Drafting	1		HS Diploma	
BS-Business Mgmt	2		Welding Oper Cert	
Registered Nurse	2		Medical Assist Cert	
AS- Med Admin			Substance Abuse Cert	
AS- Surgical Tech	1		Office Adm Cert	
Medical Assistant			RN (test)	
Pharmacy Tech			Phlebotomy Cert	
Auto Service Tech	1		Accounting Cert	
AS-Comp Tech				
Law Enforcement				
Information Tech				
TOTAL	8			1

TRAINING BREAKDOWN							
	C.N.A.	GED	LPN	CDL	Degree	Other	Total
Dubois	3				3		6
Gibson	1						1
Knox	5		2		6		13
Perry					3	2	5
Pike							0
Posey				1	9		10
Spencer	1			1	6		8
Vanderburgh	2			1	29	1	33
Warrick							0
Total	*12*	*0*	*2*	*3*	*56*	*3*	*76*

WIA Adult and Dislocated Worker Service Matrix

Attachment (F) Adult and DW Services Matrix Activity	Description	% WIA Funds to be		Other Funds to be Utilized (Type of Funds and Amount)	Annual Participation Target		
		Adult	DW		Adult	DW	Co-Enrolled Out-of-School Youth
Orientation Workshop	▪Frequency: 1 time per week ▪Delivery Mechanism: Face to face ▪Objective: Increase customer knowledge of WO services ▪Anticipated Learning Outcomes: Customer will access all appropriate WO services	51	49	WP - $800	1850	1750	0
Resume Workshop	▪Frequency: 1 time per week ▪Delivery Mechanism: Face to face ▪Objective: Increase customer knowledge of resume types ▪Anticipated Learning Outcomes: Customer will create basic resume types	51	49	WP - $800	1850	1750	0
Interviewing Workshop	▪Frequency: 1 times per week ▪Delivery Mechanism: Face to face ▪Objective: Increase customer knowledge of intevrviewing skills ▪Anticipated Learning Outcomes: Customer will utilize appropriate interviewing skills	51	49	WP - $800	1850	1750	0
Career Interest Workshop	▪Frequency: 1 time per week ▪Delivery Mechanism: Face-to-face ▪Objective: Increase customer knowledge of career exploration information ▪Anticipated Learning Outcomes: Customer will identify 3 areas of personal career interest	51	49	WP - $800	1850	1750	0
Job Search Workshop	▪Frequency: 1 time per week ▪Delivery Mechanism: Face-to-face ▪Objective: Increase customer knowledge of job search techniques ▪Anticipated Learning Outcomes: Customer will utilize job search techniques esp. online	51	49	WP - $800	1850	1750	0
UI Workshop	▪Frequency: 5 times per week ▪Delivery Mechanism: Online, face-to-face ▪Objective: Increase customer knowledge of UI application and filing process ▪Anticipated Learning Outcomes: Customer will successfully file online	0	0	WP-$3900	1850	1750	0

ervices

WIA Adult and Dislocated Worker Service Matrix

Core Se							
	Healthy Lifestyles Workshop	▪Frequency: 1 time per week ▪Delivery Mechanism: Face-to-face ▪Objective: Increase customer knowledge of healthy lifestyle ▪Anticipated Learning Outcomes: Customer will be able to make healthy lifestyle choices	**51**	**49**	**WP - $800**	**900**	**800**	**0**
	Digital Literacy Workshop	▪Frequency: 1 time per week ▪Delivery Mechanism: Face-to-face ▪Objective: Increase basic computer literacy skills ▪Anticipated Learning Outcomes: Customer will utilize basic computer and internet functions	**51**	**49**	**WP-$800**	**1850**	**1750**	**0**
	Financial Literacy Workshop	▪Frequency: 1 time per week ▪Delivery Mechanism: Face-to-face ▪Objective: Increase customer financial literacy skills ▪Anticipated Learning Outcomes: Customer will be able to contruct personal budget	**51**	**49**	**WP-$800**	**900**	**800**	**0**
	Work Readiness Workshop	▪Frequency: 1 time per week ▪Delivery Mechanism: Face-to-face ▪Objective: Increase customer work readiness ▪Anticipated Learning Outcomes: Customer will be able to identify and address workplace environment issues	**51**	**49**	**WP-$800**	**1850**	**1750**	**0**
	Other Workshops	ICC workshop	**51**	**49**	**WP-$1950**	**1850**	**1750**	**0**
	Other Core Services	Self help job search, self help LMI, self help financial aid, self help assessments, community resource referrals	**51**	**49**	**WP-$65,000**	**13600**	**13000**	**0**
	Case Mgmt	Total number = 33 (19 WIA and 14 other); assists customer with eligibility, program requirements & completion, supportive services, documentation	**51**	**49**	**ACC/VET/TAA$42000**	**460**	**440**	**0**

WIA Adult and Dislocated Worker Service Matrix

Intensive Services	Counseling	Currently two ACCs assist the ABE learner including counseling, ABE completion progress, and transition to employment or post secondary training/education	0	0	WP-$33,000	460	440	0
	Prevocational Training	Computer classes in MicroSoft Office are offered. Less than certification, these computer classes are recognized by area employers. Customers who complete score well on employment tests.	51	49	0	510	490	0
	Intensive-Level Workshops	In the future, intensive workshop offerings may include resume and interviewing, decision making, plannin, intensive job search techniques, and Job Club. Current Job Club is not intensive level.	51	49	WP-$1500	460	440	0

WIA Adult and Dislocated Worker Service Matrix

Training	ITAs	Must be high-wage, in demand on state/regional Hot 50, or regional additional list. Must not have marketable degree. $4500 program year limit. $1500 participant year limit for supportive services may include gas, one time car repair, one time rent/mortgage, one time utility bill	60	40	0	200	200	0
Training	OJT	Up to 50% of wage rate of participant for extraordinary costs of training, minimum of $10/hr, will not exceed 499 hours, 6 months, or $13,000.	20	80	0	20	80	0
Other Activites or Programs	Supportive Services	Gas vouchers, one time car repair of $250, rent/mortgage assistance of $250, utility bill of $250, uniforms. User must meet unmet need eligibility	51	49	0	230	220	0
Other Activites or Programs	Business Services	Indiana Career Connect, job order posting and matching, business seminars, regional economic data	51	49	WP-$50,000			
Other Activites or Programs	Staff Development	Annual training for WorkOne staff	51	49	0			
Other Activites or Programs	Other	(Briefly describe any other activities or programs offered within the local area/region, and provide the rationale for offering - add additional rows if necessary)	51	49	WP-$720			
Other Activites or Programs		(Insert additional rows if needed)						
Totals		Total Core Services	0.93	0.93	$78,050	31750	30650	
Totals		Total Intensive Services	0.05	0.05	76500	1890	1810	
Totals		Total Training Services	0.01	0.01	0	220	280	
Totals		Total Other	0.01	0.01	50720	230	220	
Totals		**Grand Total**	**100%**	**100%**	**$205,270**	**34090**	**32960**	

Attachment (G)

SOP 06-02
Supportive Services
Standard Operating Procedures
Grow Southwest Indiana Region 11
RWB Approval Date: 08/25/06

Purpose

To enable participants in all WIA programs to participate in training and obtain and retain gainful employment.

Eligibility

Any adult, dislocated worker or youth who is enrolled in a WIA staff assisted core, intensive, or training activity. Core participants are not eligible for supportive services. Participants must be unable to obtain a particular service through another source and this should be documented in the case notes.

Duration

Participations are eligible for supportive services from the time of enrollment up to 90 days after termination from the program.

File Documentation

The need for supportive services will be determined through an assessment process which includes a personal budget. The need will be documented in the individual employment plan and the case notes. This should be an on-going process. The service provider may use additional forms of documentation as their agency requires.

Payment Documentation

Items which cost less than $200 can be purchased at the discretion of the service provider. Items costing more than $200 should have a minimum of 3 bids. The lowest bidder should be used unless the service provider has a valid reason for using another bidder (ie – the training institution may insist that certain items be purchased through designated venders). Bids not secured in writing should be documented via a memo to attach to the request for purchase. Each service provider will have a written process for the bid process.

Supportive Services Covered

The following services are covered under the supportive services policy: Transportation, dependent care (child or elder), health care, food, interview and or work clothing, tools required for employment as documented by the employer, cost of GED testing, educational fees, one time auto repairs, one time housing payments and one-time temporary emergency shelter, and other reasonable expense needs as defined by the customers Individual Employment Plan and unavailable to obtain from other community sources. Payments through WIA programs should be made by vender payments only. Exceptions to this will need the approval of the program director or the regional manager.

Maximum Dollar Payment

A WIA participant is eligible for a maximum amount of $500 per participant year in supportive services. Exceptions can be made with the approval of the program director and the regional manager.

Exceptions

Exceptions to this supportive services policy are allowable; but, must be approved by the director and the regional manager.

Needs-Related Payments

Needs-related payments are not available for adults and dislocated workers unless specified by another funding source.

Work Experience – Adult and Dislocated Workers

WIA work experience is a short-term or part-time (paid or unpaid) work activity in the public or private sector which provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job, including appropriate work habits and behaviors. Participation is based on the need of the participant and supported by an assessment. Work experience for adults and dislocated workers should be no more than 26 weeks in length. For individuals with little or no work history, the need for work experience will be readily apparent; however, for dislocated workers it might be more difficult to justify unless they are displaced homemakers. Work experience cannot exceed 40 hours per week. The participant will be compensated for actual time worked. Vacation, sick, overtime and holiday pay is not provided.

Work Experience – Youth

Work experience may be subsidized or unsubsidized. All work experiences should be work based learning experiences, which are at least 51% work. They will be through local business, non-profit organizations or governmental agencies. Wages will be determined by the provider based on current funding. It is suggested that youth who participate in this activity for consecutive program years be given an hourly increase each year to encourage continued participation. This amount will be determined by the provider based on funding allocations. Work hours will be determined by funding allocations and meet the guidelines set forth by child labor laws. Hours will be coordinated between the youth, parents, the service provider, and the work site supervisor. Youth will complete state and federal tax forms, and the appropriate tax will be withheld. The service provider will be responsible for the FICA taxes and worker's compensation for these wages. Paychecks will be issued on a bi-weekly basis. W2's will be distributed by January 31 of each year.

Participants cannot be employed in the construction, operation or maintenance of any part of any facility that is used or will be used for sectarian instruction or as a place for religious worship. Work experience sites will not be developed at or within sites owned by religious or sectarian organizations. Religious or sectarian organizations include any organization that has as part of their function sectarian instruction or provide a framework for religious worship. Participants may not be employed in any political activities. Work sites cannot be developed with an employer that has individuals on layoff in the same job classification nor can a participant be placed if the placement will result in displacement of an employee, including partial displacement such as reduction in non-overtime hours, wages or benefits. A work experience agreement may not be written with a company or agency if the owner of the company or the director of the agency is an immediate family member of the participant. Immediate family may not serve as the participant's supervisor or have the authority to hire or fire the participant at the workplace. Staff is responsible for ensuring that the youth and the work site supervisors have a working knowledge of applicable child labor laws. All forms required for the employment of youth such as the I-9 and W-4 will be completed. All youth between the ages of 14 – 17 must have an "intent to employ" card and a work permit. EEO/AA posters and teen work hour posters must be posted in a conspicuous place at each worksite and in the local WorkOne office. Work experience for youth is designed to enable youth to gain exposure to the world of work and its requirements. Work experience should help the youth acquire the personal attributes, knowledge and skills needed to obtain a job and advance in employment. The purpose is to provide the youth with opportunity for career exploration and skill development and is not to benefit the employer. Work experiences should be based on reasonable length. Work experiences may be subsidized or unsubsidized and may include the following elements:

1. Instruction in employability skills or generic workplace skills such as those identified by the secretary's commission on achieving necessary skills (SCANS).
2. Exposure to various aspects of an industry
3. Progressively more complex tasks
4. Internships and job shadowing

5. The integration of basic academic skills into work activities, supported work, work adjustment, and other transition activities.
6. Entrepreneurship
7. Service learning
8. Paid and unpaid community service. Other elements designed to achieve the goals of work experience, [20 CFR Part 664,460]

On-The-Job Training

WIA requires that individuals in on-the-job training or employed in activities under this title, shall be compensated at the same rates, including periodic increases, as trainees or employees who are similarly situated in occupations by the same employer and who have similar training, experience, and skills. Such rates shall be in accordance with applicable law, but in no event less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act or the applicable state or local minimum wage law. [WIA Section 191(a)(1)(A)]

OJT should provide knowledge or skills essential to the full and adequate performance on the job; provide reimbursement to the employer of up to 50% of the wage rate of the participant, for extraordinary cost of providing the training and additional supervision related to training and is limited in duration as appropriate to the occupation for which the participant is being trained.

OJT contracting requirements: The training must be an in-demand occupation as determined by the local labor market; limited to a maximum of 40 hours per week; Maximum training dollars of $4,000 for adults and $7,000 for DW; Aimed at unemployed adults and adults at 200% below the poverty level; for employed workers, OJT must be related to the introduction of new technology, introduction to new projects or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes as identified by the local board.

WIA requires that individuals in on-the-job training or employed in activities under this title shall be compensated at the same rates, including periodic increases, as trainees or employees who are similarly situated in occupations by the same employer and who have similar training, experience, and skills. Such rates shall be in accordance with applicable law, but in no event less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act or the applicable state or local minimum wage law. [WIA Section 191(a)(1)(A)]

OJT should provide knowledge or skills essential to the full and adequate performance on the job; provide reimbursement to the employer of up to 50% of the wage rate of the participant, for extraordinary cost of providing the training and additional supervision related to training and is limited in duration as appropriate to the occupation for which the participant is being trained.

OJT contracting requirements: The training must be an in-demand occupation as determined by the local labor market; limited to a maximum of 40 hours per week; Maximum training dollars of $4,000 for adults and $7,000 for DW; Aimed at unemployed adults and adults at 200% below the poverty level; for employed workers, OJT must be related to the introduction of new technology, introduction to new projects or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes as identified by the local board. Employers who exhibit a pattern of failure rate may not be eligible for OJT. Contracts cannot be written for an employer who is a family member of the owner, supervisor, or hiring agent. With written approval from the director and review by the regional manager, an OJT may be written with an employer whose immediate family member is an employee of a Regional Workforce Board or the service provider.

Participants cannot be employed in political activities or in the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place for religious worship.

Participants cannot displace current employees.

Contracts cannot be written for any business that has relocated from any location within the US if the relocation results in any employee losing his or her job at the original location.

Stipends and Incentives – Youth

Service providers will have incentive programs for the following activities as mandated by the regional operator.

GED – Youth who enter the program at non-deficient basic skill levels will not qualify for the incentive plan. Instead, upon their successful completion and attainment of their GED, they will receive a flat incentive. If the test is passed in its entirety the individual will receive full incentive payment based on the elapsed time frame to get the GED. If any of the tests are not passed and needs to be retaken, the time off for arrival of test scores will be added onto the pre-test time.

Youth will sign an agreement prior to the beginning of the program, which will have incentive periods attached to it. Upon finding a goal date, the incentive levels will be as follows:

1. Less than 50% of time before goal date
2. Within 50% of time before goal date
3. Within 25% of time before goal date

Beyond 25% of time after goal date

Other Incentives for Older and/or Out-of-School Youth

Service providers will have incentive programs for the following activities as mandated by the regional operator.

1. Out-of-school youth who are found to be deficient in work readiness, job preparation, and soft skill will be awarded an incentive upon successful completion of job search and retention workshops.
2. Youth between the ages of 19 – 21 who obtain a credential. This is a one-time payment.
3. Any out-of-school youth, who obtains employment and retains the employment through the first quarter following the date of exit determination, will receive an incentive. If retention is maintained through the third quarter the youth shall receive an additional incentive.

Stipends for Younger and/or In-School Youth Program Participants

Any youth who are in-school will earn a stipend for each hour of time spent in workshop activity. Wages will be determined by the provider as mandated by the regional operator.

In-School Youth Incentive Plan

Service providers will have incentive programs for the following activities as mandated by the regional operator. Youth between the ages of 14 – 18 will receive an incentive upon the successful completion of goals as determined by the service provider.

Combinations - Youth

Service providers will have incentive programs for the following activities as mandated by the regional operator. Youth between the ages of 14 – 18 will receive an incentive upon the successful completion of goals as determined by the service provider.

On-the-Job Training Youth

On-the-job training is not an appropriate work experience for youth participants under age 18; therefore, this activity will not be provided under the youth program. Participants who are between the age of 18 and 21 may be concurrently enrolled into the adult program for purposes of OJT.

Administrative Provision

Allowances, earnings, and payments to individuals participating in programs under WIA title I shall not be considered as income for the purposes of determining eligibility. Furthermore the amount of income transfer and in-kind aid furnished under federal or federally assisted program based on need other than as provided under the Social Security Act [WIA Section 181(a)(2)].

Service providers will ensure that funds are not spent on the wages of incumbent employees during their participation in economic development activities provided through a statewide workforce investment system. [20 CFR Part 667.264(a)(1)]

Attachment (H)

Youth Services Matrix

Program/ Activity	Description	Program Elements										% WIA Youth Funds to be Utilized		Other Funds/Resources to be Utilized (Type of Funds and Amount)	Annual Participation Target	
		Tutoring, Study Skills, Secondary School Completion	Alternative Secondary School Services	Summer Employment Opportunities	Paid or Unpaid Work Experience	Occupational Skills Training	Leadership Development Opportunities	Supportive Services/ Incentives	Adult Mentoring	Follow-up Services	Guidance and Counseling	In-School	Out-of-School		In-School	Out-of-School
Jobs for America's Graduates (JAG)	Seven out of school and three in school JAG programs. No plans for expansion without additional funds	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	45	55	0	105	210
Employment Programs	Seventy percent of seniors or those defined as seniors by program parameters are required to participate in an internship.	Y	Y	N	Y	Y	Y	N	Y	Y	Y	45	55	0	30	50
Adult Education Programs	Used as a recruitment tool for JAG programs. Anyone over 18 w/o GED or HSD assessed for JAG; if not appropriate, then WIA Adult. Involved in all ABE sites. Expect 100% completion	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	45	55	0	0	210
Scholarships	No scholarships offered.	N	N	N	N	N	N	N	N	N	N	N/A	N/A	N/A	N/A	N/A

Attachment (H)

Youth Services Matrix

Workshops	Resume, interviewing, career exploration,conflict resolution, parenting, budgeting, job search. Out of school -2 classes/week; In school -5 classes/week. At all sites.	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	45	55	0	105	210
Other Programs	Non-JAG WIA youth. 25% of total youth. Working on HSD not drop out;others want GED and ready for GED testing before post secondary training.	Y	N	N	N	N	N	Y	Y	Y	Y	45	55	0	25	25
											Totals					

Key Workforce Investment Board Partnerships

Attachment (I)

Name of Partner	Description of Partnership	Shared Customers/Interests
Indiana Department of Workforce Development	Contract for Integrated Services	Job Seekers and Businesses
Vocational Rehabilitation Services - Vanderburgh Co.	Memorandum of Understanding - Referral System	Job Seekers
Tri-Cap, E.O.C., Inc. - Dubois, Pike and Warrick Counties	Memorandum of Understanding - Referral System	Job Seekers
PACE - Knox County	Memorandum of Understanding - Referral System	Job Seekers
Goodwill Industries - Vanderburgh County	Memorandum of Understanding - Referral System	Job Seekers
The Chamber of Commerce of Southwest Indiana - Vanderburgh County	Contract for Shared Staff	Businesses and Job Seekers
The Chamber of Commerce of Southwest Indiana - Posey County	Memorandum of Understanding - Referral System	Businesses and Job Seekers
Gibson County Chamber of Commerce	Memorandum of Understanding - Referral System	Businesses and Job Seekers
Perry County Development Corporation	Memorandum of Understanding - Referral System	Businesses and Job Seekers
Pike County Chamber of Commerce	Memorandum of Understanding - Referral System	Businesses and Job Seekers
Knox County Development Corporation	Memorandum of Understanding - Referral System	Businesses and Job Seekers
Community Learning Center of Perry County	Memorandum of Understanding - Referral System	Job Seekers
Pike County School Corporation	Memorandum of Understanding - Referral System	Youth
Tell City High School - Perry County	Memorandum of Understanding - Referral System	Youth
Cannelton High School - Perry County	Memorandum of Understanding - Referral System	Youth
Warrick County School Corporation	Memorandum of Understanding - Jobs for American Graduates	Youth 9th - 12th grades

Key Workforce Investment Board Partnerships

Name of Partner	Description of Partnership	Shared Customers/Interests
Vincennes Community School Corporation - Knox County	Memorandum of Understanding - Jobs for American Graduates	Youth 9th - 12th grades
Tell City-Troy Township School Corporation - Perry County	Memorandum of Understanding - Jobs for American Graduates	Youth 9th - 12th grades
Pike County School Corporation	Memorandum of Understanding - Jobs for American Graduates	Youth 9th - 12th grades
Local Union Representative - Vanderburgh County	Memorandum of Understanding - Referral System	Businesses and Job Seekers

Attachment (J)

WIB/Regional Workforce Board: Grow Southwest Indiana Region 11 Workforce Board

Budget FY: 2011	WIA Admin (Adult/Dislocated Worker/Youth)				Other From DWD	TOTAL
Administration						
Wages & Benefits	$ 23,000				$ 3,100	$ 26,100
Travel - In-State	$ 15,800				$ 3,300	$ 19,100
Travel - Out-of-State						$ -
Supplies	$ 5,500				$ 850	$ 6,350
Equipment (Purchase)						$ -
Equipment (Rental)						$ -
Overhead (Rent, Utilities, etc.)	$ 9,200				$ 1,000	$ 10,200
Meeting Expense	$ 2,200				$ 50	$ 2,250
Contractual (Fiscal Agent, Legal, etc.)	$ 186,900				$ 15,500	$ 202,400
	Adult	Dislocated Worker	Youth In-School	Youth Out-of School		TOTAL
TOTAL Allocated ADMINISTRATION	$ 75,600	$ 73,000	$ 46,900	$ 47,100	$ 23,800	$ 266,400
Program						
Internal Costs						
Wages & Benefits	$ 145,000	$ 167,400	$ 102,000	$ 79,500	$ 187,000	$ 680,900
Travel - In-State	$ 7,500	$ 8,000	$ 5,000	$ 4,000	$ 9,300	$ 33,800
Travel - Out-of-State	$ 1,000	$ 1,500	$ 500	$ 300	$ 3,000	$ 6,300
Supplies	$ 1,300	$ 2,000	$ 800	$ 600	$ 3,100	$ 7,800
Equipment (Purchase)	$ 1,000	$ 1,500	$ 500	$ 400	$ 2,500	$ 5,900
Equipment (Rental)	$ 3,000	$ 4,000	$ 2,000	$ 800	$ 4,000	$ 13,800
Overhead (Rent, Utilities, etc.)	$ 5,800	$ 6,300	$ 3,800	$ 3,500	$ 11,350	$ 30,750
Meeting Expense	$ 400	$ 600	$ 400	$ 300	$ 1,050	$ 2,750
Other						$ -
TOTAL Internal - Program	$ 165,000	$ 191,300	$ 115,000	$ 89,400	$ 221,300	$ 782,000
TOTAL Contracted	$ 498,900	$ 481,450	$ 309,900	$ 309,750	$ 401,686	$ 2,001,686
TOTAL PROGRAM	$ 663,900	$ 672,750	$ 424,900	$ 399,150	$ 622,986	$ 2,783,686
TOTAL AGENCY	$ 739,500	$ 745,750	$ 471,800	$ 446,250	$ 646,786	$ 3,050,086

Notes:
On row 1 please identify your RWB or WIB.
In this worksheet enter PY11 Budget data as of July 1, 2011.

WIB/Regional Workforce Board:

Expenditures Thru:	WIA Admin (Adult/Dislocated Worker/Youth)				Other From DWD	TOTAL
Administration						
Wages & Benefits						$ -
Travel - In-State						$ -
Travel - Out-of-State						$ -
Supplies						$ -
Equipment (Purchase)						$ -
Equipment (Rental)						$ -
Overhead (Rent, Utilities, etc.)						$ -
Meeting Expense						$ -
Contractual (Fiscal Agent, Legal, etc.)						$ -
	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
TOTAL Allocated ADMINISTRATION	$ -	$ -	$ -	$ -	$ -	$ -
Program						
Internal Costs						$ -
Wages & Benefits						$ -
Travel - In-State						$ -
Travel - Out-of-State						$ -
Supplies						$ -
Equipment (Purchase)						$ -
Equipment (Rental)						$ -
Overhead (Rent, Utilities, etc.)						$ -
Meeting Expense						$ -
Other						$ -
TOTAL Internal - Program	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL Contracted	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL PROGRAM	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL AGENCY	$ -	$ -	$ -	$ -	$ -	$ -

Notes:

On row 1 please identify your RWB or WIB.

In this worksheet enter Expenditures through March 31, 2011.

WIB/Regional Workforce Board:

Balance at:	WIA Admin (Adult/Dislocated Worker/Youth)	Other From DWD	TOTAL
Administration			
Wages & Benefits	$ 23,000	$ 3,100	$ 26,100
Travel - In-State	$ 15,800	$ 3,300	$ 19,100
Travel - Out-of-State	$ -	$ -	$ -
Supplies	$ 5,500	$ 850	$ 6,350
Equipment (Purchase)	$ -	$ -	$ -
Equipment (Rental)	$ -	$ -	$ -
Overhead (Rent, Utilities, etc.)	$ 9,200	$ 1,000	$ 10,200
Meeting Expense	$ 2,200	$ 50	$ 2,250
Contractual (Fiscal Agent, Legal, etc.)	$ 186,900	$ 15,500	$ 202,400

	Adult	Dislocated Worker	Youth In-School	Youth Out-of School	Other From DWD	TOTAL
TOTAL Allocated ADMINISTRATION	$ 75,600	$ 73,000	$ 46,900	$ 47,100	$ 23,800	$ 266,400
Program						
Internal Costs	$ -	$ -	$ -	$ -	$ -	$ -
Wages & Benefits	$ 145,000	$ 167,400	$ 102,000	$ 79,500	$ 187,000	$ 680,900
Travel - In-State	$ 7,500	$ 8,000	$ 5,000	$ 4,000	$ 9,300	$ 33,800
Travel - Out-of-State	$ 1,000	$ 1,500	$ 500	$ 300	$ 3,000	$ 6,300
Supplies	$ 1,300	$ 2,000	$ 800	$ 600	$ 3,100	$ 7,800
Equipment (Purchase)	$ 1,000	$ 1,500	$ 500	$ 400	$ 2,500	$ 5,900
Equipment (Rental)	$ 3,000	$ 4,000	$ 2,000	$ 800	$ 4,000	$ 13,800
Overhead (Rent, Utilities, etc.)	$ 5,800	$ 6,300	$ 3,800	$ 3,500	$ 11,350	$ 30,750
Meeting Expense	$ 400	$ 600	$ 400	$ 300	$ 1,050	$ 2,750
Other	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL Internal - Program	$ 165,000	$ 191,300	$ 115,000	$ 89,400	$ 221,300	$ 782,000
TOTAL Contracted	$ 498,900	$ 481,450	$ 309,900	$ 309,750	$ 401,686	$ 2,001,686
TOTAL PROGRAM	$ 663,900	$ 672,750	$ 424,900	$ 399,150	$ 622,986	$ 2,783,686
TOTAL AGENCY	$ 739,500	$ 745,750	$ 471,800	$ 446,250	$ 646,786	$ 3,050,086

Regional Elected Official Agreement with the Regional Workforce Board

This agreement is made and entered into by and between the designated Regional Elected Officials from the counties of Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh, and Warrick in Region 11 to set forth the procedures that shall govern the Regional Elected Officials and their responsibilities and actions pursuant to the provisions of the Workforce Investment Act, and all federal and state statutes, rules, and regulations promulgated hereunder. The Regional Elected Officials body includes one designated Local Elected Official from each County as set forth in each Local Elected Official Agreement.

I. Duties and Responsibilities of Local Elected Officials

The Regional Elected Officials selected by the Local Elected Officials (LEOs) of their county to represent the County are responsible for:

a. Entering into an Elected Official Agreement with Region 11 to establish responsibilities and actions as it pertains to the Workforce Investment Act and Regional Workforce Board;
b. Providing guidance to the Regional Workforce Board as a member of the Executive Council;
c. Communicating updates and changes to the Local Elected Officials of the Region;
d. Selecting a Regional Chief Elected Official (the "Regional CEO") for the Region;
e. Notifying the Local Elected Officials of the County about a vacancy on the Regional Workforce Board that requires their appointment.

A Regional Elected Official may determine the need to utilize a proxy to the Executive Council on his/her behalf. The proxy shall be the Business Representative appointed by the Local Elected Official of the County he/she represents.

II. Duties and Responsibilities of the Chief Elected Official

The Regional CEO will be responsible for interacting with the designated Regional Elected Officials on matters concerning the Regional Workforce Board. The Regional CEO shall be authorized to act as a contact person for all Regional Elected Official business and to sign all contracts/grant agreements not requiring full Regional Elected Official approval. Additionally, the CEO will have the authority to sign all necessary documents representing the actions approved by the Regional Elected officials and/or the Executive County of the Regional Elected Officials. The Regional CEO serves on the Regional Workforce Board and is responsible, along with the Regional Workforce Chairperson for updating the Regional Elected Official Executive Council on workforce development activities and issues for Region 11.

III. Selection of a Fiscal Agent

The Regional elected officials are responsible for selecting a Fiscal Agent to serve at their pleasure. The Regional Elected Officials may select to utilize a State procured Fiscal Agent with Regional Representatives. If the Regional Elected Officials agree to select a regionally

procured Fiscal Agent, notification will be made to the State and a contract will be signed indemnifying the Governor of fiscal liability in the Region. The Fiscal Agent will perform the duties as outline in the "Agreement Between Local Elected Officials and the Region 11 Regional Workforce Board" and will abide by the conditions and provision specified therein. The Regional CEO will determine the process of selected the Fiscal Agent, should the need arise. A majority of the Regional Elected Officials must agree with the selection of the Fiscal Agent.

IV. **Selection of an Executive Council**

The Regional Elected Official 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 Regional Elected Official may serve on the Council.

Any Regional Elected Official may designate, in writing, a proxy to act on his/her behalf at an Executive Council meeting. The designee shall be the Business Representative appointed to the Regional Workforce Board by the LEOs of the County he/she represents. Proxies and votes will be recorded and made part of a permanent file. The Regional Chief Elected Official will be selected by the members of the Executive Council and will serve a two-year term. There is no limit on the number of consecutive or non-consecutive terms the CEO may serve.

V. **Duties of the Executive Council**

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

a. Provide guidance to the Regional Workforce Board;
b. Communicate updates and changes to the Local Elected Officials of the Region;
c. Select a Regional CEO for the Region;
d. Notifying the Local Elected Officials of the Region about a vacancy on the Regional Workforce Board that requires their appointment;
e. Procure a Fiscal Agent either through the State or Regional competitive procurement

VI. **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.

VII. **Other Responsibilities**

As their schedules permit, Regional Elected Officials are encouraged to attend Regional Workforce Board meetings, and meet with their Board representatives and the Board Chairperson for updates on the progress and actions in improving workforce development for the employers and citizens of the region.

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

VIII. **Authority to Act**

Each Regional 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 on Regional Elected Official from each County.

IX. **Counterpart**

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

X. **Period of Agreement**

The period of this Agreement shall be from **July 1, 2010** through **June 30, 2012.**

XI. **Amendment**

This Agreement may be amended at any time by written request to the Regional CEO, who will set up a process of voting on the change. Changes in the 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 Regional Elected Officials.

Region 11 Elected Officials have named Jonathan Weinzapfel to stand as the Chief Elected Official on this 30 day of April, 2010.

I, _____ hereby accept the appointment of Chief Elected Official for Region 11 and agree to the duties and responsibilities contained herein.

_____ _____

Signature Date

_____

Printed Name

SIGNATURES:

Dubois County

John H. Burger _____

Name Title

Gibson County

Bob Townsend _____

Name Title

Knox County

James A Baldwin
Name

Mayor City of Vincennes
Title

Perry County

Barbara Giering
Name

Mayor - city of Tell City
Title

Pike County

Name

Title

Posey County

Name

Title

Spencer County

Thomas G. Poynton
Name

Commissioner Spencer County
Title

Vanderburgh County

Name

Title

Warrick County

Don Williams
Name

Title

Knox County

Name | Title

Perry County

Name | Title

Pike County

Name | Title

Posey County

John M Tucker | Mayor

Name | Title

Spencer County

Name | Title

Vanderburgh County

Name | Title

Warrick County

Name | Title

Knox County

Name | Title

Perry County

Name | Title

Pike County

Dale Malley | Commissioner

Name | Title

Posey County

Name | Title

Spencer County

Name | Title

Vanderburgh County

Name | Title

Warrick County

Name | Title

Knox County

Name | Title

Perry County

Name | Title

Pike County

Name | Title

Posey County

Name | Title

Spencer County

Name | Title

Vanderburgh County

Name | Title

Warrick County

Name | Title

BY-LAWS

OF

GROW SOUTHWEST INDIANA WORKFORCE BOARD, INC.

ARTICLE I

Purposes

Section 1.1 Name. The name of the Corporation shall be Grow Southwest Indiana Workforce Board, Inc.

Section 1.2 Authority. The Corporation is a regional workforce board certified by the Governor of Indiana under the Workforce Investment Act of 1998, for the following nine counties in southwestern Indiana: Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh and Warrick (the "Counties").

Section 1.3 Fiscal Year. The fiscal year of the Corporation shall begin on the 1st day of July and end on the 30th day of June following.

Section 1.4 Purposes. The purpose of the Corporation is more specifically set forth in the Articles of Incorporation, approved and filed with the Indiana Secretary of State on April 20, 2006. In connection therewith, the Corporation shall provide policy guidance for, and review, monitor and evaluate activities under the Workforce Investment Act, in order to create a system of workforce investment that integrates all public workforce development resources into an easily accessible system to benefit the Counties and the regional economy. The Corporation shall provide day-to-day supervision of the staff of the Corporation, all in accordance with and pursuant to the Workforce Investment Act of 1998.

Section 1.5 Membership. The corporation is not a member organization and shall have no members.

ARTICLE II

Board of Directors

Section 2.1. Duties and Qualifications. The business, property and affairs of the Corporation shall be managed by the Board of Directors.

Section 2.2. Number, Term, and Election; Eligibility. The initial Board of Directors of the Corporation shall be composed of SIXTEEN (16) members, who will be appointed as set forth in the Articles of Incorporation of the Corporation.

Section 2.3. Vacancies. Any vacancy among the directors caused by death, resignation, removal, increase in the number of directors or otherwise may be filled in the manner specified in the Articles of Incorporation of the Corporation.

Section 2.4. Removal. Any director may be removed, with or without cause, by the Local Elected Official (as defined in the Corporation's Articles of Incorporation) who appointed such director or if the director is an At Large Director (as defined in the Articles of Incorporation), such At Large Director may be removed by the majority vote of the Board of Directors.

Section 2.5. Annual Meetings. The annual meeting of the Board of Directors shall be held on or after the 2nd Tuesday in April of each year at such other time as may be designated by the Board of Directors. Annual meetings of the Board of Directors should be held within the earlier of six (6) months after the close of the fiscal year or fifteen (15) months after the Corporation's last annual meeting. The failure to hold an annual or regular meeting at a time stated in or fixed in accordance with these Bylaws does not affect the validity of any corporate

action or work any forfeiture or dissolution of the Corporation. The Annual Meeting shall be held at the place specified in the notice of the meeting. At the Annual Meeting, the Chairman and the Treasurer, or their designees, shall report on the activities and financial condition, respectively, of the Corporation.

Section 2.6. Other Meetings. Regular meetings of the Board of Directors may be held pursuant to a resolution of the Board to such effect, and shall be held whenever convenient for the Board of Directors. Unless otherwise provided by the Board of Directors, regular meetings shall be held at the Corporation's principal office. No notice shall be necessary for any regular meeting except as required by law. Special meetings of the Board of Directors may be held upon the call of the Chairman or not less than twenty percent (20%) of the directors then in office and upon at least forty-eight (48) hours' notice specifying the date, time, place and purpose or purposes of the meeting, given to each director either personally or by mail, telegram, facsimile transmission, or telephone. Except as may be prohibited by law, a director may waive any required notice of an annual, regular or special meeting. The waiver must be in writing, signed by the director entitled to the notice, and filed with the minutes or Corporate records. A director's attendance at or participation in a meeting waives any required notice to the director of the meeting unless the director at the beginning of the meeting or promptly upon the director's arrival, objects to holding the meeting or transacting business at the meeting and does not vote for or assent to action taken at the meeting.

Section 2.7. Quorum; Voting. One-half (1/2) of the directors in office when action is taken shall be necessary to constitute a quorum for the transaction of any business at a meeting of the Board of Directors. If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present when the act is taken shall be the act of the Board of Directors,

unless the act of a greater number is required by law, the Articles of Incorporation, or these By-laws.

Section 2.8. Action by Consent. Except as prohibited by law, any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if the action is taken by all directors. The action must be evidenced by at least one (1) written consent describing the action to be taken, signed by each director, and included in the minutes or filed with the corporate records reflecting the action taken. Action taken under this section is effective when the last director signs the consent, unless the consent specifies a prior or subsequent effective date.

Section 2.9. Committees. The Board of Directors may from time to time create and appoint standing, special or other committees to undertake studies, make recommendations, and carry on functions for the purpose of efficiently accomplishing the purposes of the Corporation. Committees, to the extent specified by the Board of Directors, may exercise the powers, functions, or authority of the Board of Directors, except where prohibited by law; provided, however, that if a committee is to exercise board powers, functions, or authority, (a) all the persons serving on the committee must be directors, (b) there must be at least two (2) persons on the committee, and (c) the creation of the committee and the appointment of its members shall be by a majority of all directors in office when the action is taken. One-half (1/2) of the appointed members of any committee created by the Board of Directors must be present at any meeting of the committee to constitute a quorum.

Section 2.10. Conflict of Interest Policy. A director is prohibited from voting on any issues where the director has a potential conflict of interest. Further, if any director significantly participates in the development of contracts, specifications or standards, or in a discussion of the

Board of Directors or decision relating to (a) specific terms of a contract; (b) determination of specific standards for performance of a contract; (c) development of invitations to bid, requests for proposals or other bid processes leading to a contract; or (d) any similar discussions or decisions, then that director and the entity represented by that director are prohibited from:

- Bidding on those contracts
- Supervising staff that are paid from funding awarded under such contracts
- Receiving any direct financial benefit from any resulting contract

Each director shall file an economic interest/conflict of interest(s) statement in form and substance acceptable to the Corporation with the Corporation upon appointment and each year thereafter.

Any director with a potential or actual conflict(s) of interest must submit a disclosure letter to the Corporation when potential conflict(s) are discovered and, if possible, before the agenda is prepared for the meeting involving the matter. If a director discovers a conflict of interest during any meeting of the Board of Directors, the director must verbally declare such conflict(s) of interest, the declaration must be clearly noted in the minutes of the meeting and the director must be excused from the remainder of the discussion and the voting on that issue. Each director is responsible for determining whether the potential or actual conflict(s) of interest exists or arise during his or her service on the Board of Directors. Directors are also responsible for reporting such potential or actual conflict(s) of interest as soon as discovered.

ARTICLE III

Officers

Section 3.1. Officers and Qualifications Therefore. The officers of the Corporation shall consist of a Chairman, a Vice Chairman, a Secretary and a Treasurer. The offices of Chairman and Vice Chairman may only be held by directors appointed as business representatives. The officers shall be chosen by the Board of Directors. Any two (2) or more offices may be held by the same person, except the offices of Chairman and Secretary shall be held by different persons.

Section 3.2. Terms of Office. Each officer of the Corporation shall be elected by the Board of Directors at its annual meeting and shall hold office for a term of one (1) year and until a successor shall be duly elected and qualified, or until resignation, removal, or death.

Section 3.3. Vacancies. Whenever any vacancies shall occur in any of the offices of the Corporation for any reason, the same may be filled by the Board of Directors, and any officer so elected shall hold office until the expiration of the term of the officer causing the vacancy and until the officer's successor shall be duly elected and qualified.

Section 3.4. Removal. Any officer of the Corporation may be removed, with or without cause, at any time by the Board of Directors.

ARTICLE IV

Powers and Duties of Officers

Section 4.1. Chairman. The Chairman, if present, shall preside at all meetings of the Board of Directors. At each annual meeting of the Board of Directors, the Chairman or the Chairman's designee shall report on the activities of the Corporation. Subject to the general control of the Board of Directors, the Chairman shall manage and supervise all of the affairs of

the Corporation and shall perform all of the usual duties of the chief executive officer of a corporation.

Section 4.2. Vice Chairman. Subject to the general control of the Board of Directors, if the Chairman is not present, the Vice Chairman shall discharge all the usual functions of the Chairman and shall have such other powers and duties as these By-laws, the Board of Directors, or an officer authorized by the Board may prescribe.

Section 4.3. Secretary. The Secretary shall attend all meetings of the Board of Directors, and shall prepare, keep, or cause to be kept, a true and complete record and minutes of the proceedings of such meetings, and shall perform a like duty, when required, for all committees appointed by the Board of Directors. If required, the Secretary shall attest the execution by the Corporation of deeds, leases, agreements and other official documents. The Secretary shall attend to the giving and serving of all notices of the Corporation required by these By-laws, shall have custody of the books (except books of account) and records of the Corporation, shall be responsible for authenticating records of the Corporation, and in general shall perform all duties pertaining to the office of Secretary and such other duties as these By-laws, the Board of Directors, or an officer authorized by the Board may prescribe.

Section 4.4. Treasurer. The Treasurer shall keep, or shall cause to be kept, correct and complete records of account, showing accurately at all times the financial condition of the Corporation. The Treasurer shall have charge and custody of, and be responsible for, all funds, notes, securities and other valuables which may from time to time come into the possession of the Corporation and shall deposit, or cause to be deposited, all funds of the Corporation with such depositories as the Board of Directors shall designate. At each annual meeting of the Board of Directors, the Treasurer, or the Treasurer's designee, shall report on the financial condition of

the Corporation. The Treasurer, or the Treasurer's designee, shall furnish, at meetings of the Board of Directors or whenever requested, a statement of the financial condition of the Corporation, and in general shall perform all duties pertaining to the office of Treasurer.

Section 4.5. Assistant Officers. The Board of Directors may from time to time designate and elect assistant officers who shall have such powers and duties as the officers whom they are elected to assist shall specify and delegate to them, and such other powers and duties as these By-laws or the Board of Directors may prescribe. An Assistant Secretary may, in the absence or disability of the Secretary, attest the execution of all documents by the Corporation.

Section 4.6. Executive Committee. There shall be an Executive Committee which shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer and the chairman of any standing committee. It shall act for the Board on any business delegated to it by the Board.

ARTICLE V

Miscellaneous

Section 5.1. Corporate Seal. The Corporation may, but need not, have a corporate seal. The form of any such corporate seal may be specified in a resolution of the Board of Directors. A corporate seal, however, shall not be required for any purpose, and its absence shall not invalidate any document or action.

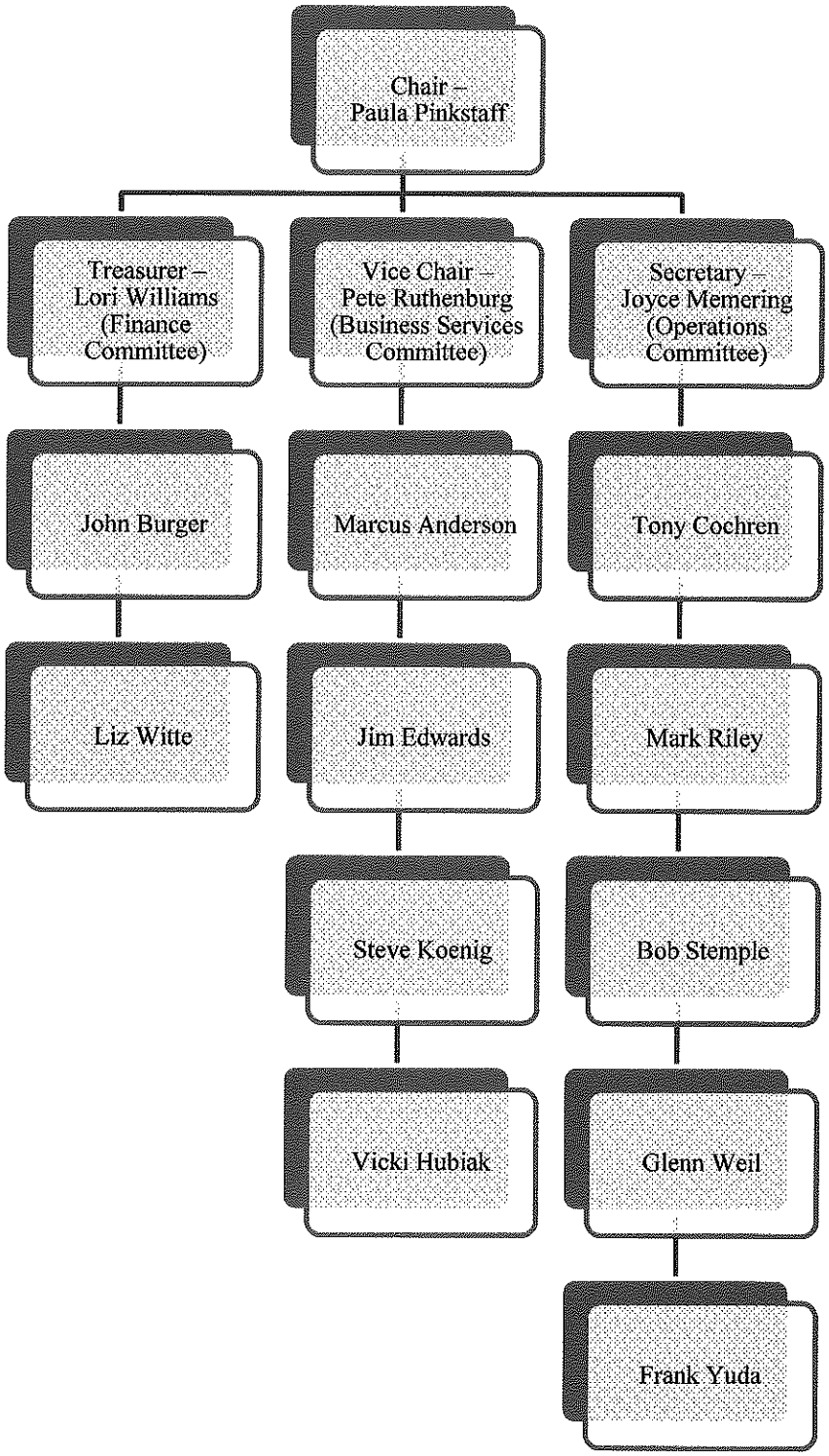
Section 5.2. Execution of Contracts and Other Documents. Unless otherwise ordered by the Board of Directors, all written contracts and other documents entered into by the Corporation shall be executed on behalf of the Corporation by the Chairman or Vice Chairman, and, if required, attested by the Secretary or an assistant secretary.

Section 5.3. Fiscal Year. The fiscal year of the Corporation shall begin on July 1 of each year and end on the immediately following June 30.

ARTICLE VI

Amendments

Subject to law and the Articles of Incorporation, the power to make, alter, amend or repeal all or any part of these By-laws is vested in the Board of Directors. The Corporation must provide notice to the directors of any meeting at which an amendment to the By-laws is to be considered and voted upon.

Attachment M

RWB Organizational Chart