

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 provides key stakeholders and partners with 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).

(The Executive Summary should not exceed two pages)

Demographics

Region 8 is comprised of Brown, Daviess, Greene, Lawrence, Martin, Monroe, Orange and Owen Counties located in South Central Indiana. According to DWD's Hoosiers by the Numbers website, in February 2011 the region had 156,195 individuals in the labor force. Of the total labor force, 143,078 were employed and 13,117 were unemployed resulting in an 8.4% unemployment rate for the region. While this rate is higher than the residents of Region 8 would like, it is well below the state (9.4%) and national (9.5%) averages.

Region 8 has a number of business assets that are unique from other parts of the state. The strong presence of life science related jobs, many of which are in the manufacturing sector, are key to the region's economy. These advanced manufacturing jobs are primarily located in Monroe and Owen counties and have replaced many of the traditional jobs that have been lost in recent years.

The region also serves as a tourist destination due to the many recreational opportunities that are available. The numerous state parks, reservoirs, and forests make the region an ideal place to camp, fish, and enjoy the outdoors. Indiana University's variety of cultural activities and sporting events draw thousands of visitors to the area each year. The shops and restaurants in Brown County and the hotels and casino in Orange County also help to make the region an enjoyable place to relax. Tourism is important to the region because it attracts large numbers of individuals from outside the region who contribute to the regional economy by supporting local hotels, restaurants, and shopping establishments during their visits.

The presence of NSA Crane is also a unique and very significant part of the regional economy. In addition to the approximately 4,000 jobs that Crane directly provides, numerous other companies contract to provide goods and services to Crane thus creating even more jobs. Jobs related to the agribusiness industry are also important to the region.

The demographics of the region also pose some unique challenges. The education levels within the region vary significantly between Monroe County and the rest of the counties which are more rural. Seven of the eight counties in the region have over 10% of the adult population ages 25 and older with less than a high school diploma. The low education levels of these rural counties likely explains why the average wage (\$16.81/hr.) of all workers in the region is well below the state average of \$18.43/hr. and the national average of \$20.90/hr.

Occupational Projections

Based upon short term occupational projections available from DWD, the region is expected to have a number of growing industries within the next few years. The ONET job family categories that are expected to show the most job openings due only to growth are: Food and Beverage Serving Workers; Assemblers and Fabricators; Construction Trades Workers; Motor Vehicle Operators; Health Diagnosing and Treating Practitioners; Other Protective Service Workers; and Computer Specialists.

More specifically, some of the occupations that are expected to have a large number of job openings due to growth include: Team Assemblers; Combined Food Preparation and Serving Workers; Security Guards; Truck Drivers, Heavy and Tractor Trailer; Landscaping and Groundskeeping Workers; Office Clerks, General; and Registered Nurses.

According to long term occupational projections through 2018 available from DWD, the ONET job family categories that are projected to generate the highest number of job openings due to growth are: Health Diagnosing and Treating Practitioners; Food and Beverage Serving Workers; Business Operations Specialists; Construction Trades Workers; Health Technologists and Technicians; Postsecondary Teachers; and Computer Specialists.

Specific occupations expected to offer the most job opportunities due to growth are: Team Assemblers; Combined Food Preparation and Serving Workers; Registered Nurses; Nurse Aides, Orderlies and Attendants; Truck Drivers, Heavy and Tractor Trailer; Retail Salespersons; and Licensed Practical and Licensed Vocational Nurses.

WorkOne Services

A priority of the RWB is to have an office located in each county of the region to ensure that customers can have convenient access to WorkOne services. As such, the region has three full service offices located in Bloomington, Bedford, and Linton as well as 5 express offices located in Nashville, Washington, Loogootee, Paoli, and Spencer.

The primary goal of WorkOne is to prepare individuals for success in the workplace. As such, the region has implemented an integrated customer flow model that allows customers to access all available programs and services designed to assist them with their training and/or employment needs. WorkOne programs included in this integrated model include: WIA Adult, Dislocated Worker, and Youth; Wagner-Peyser; Unemployment Insurance; Trade Act; Title 38 Veterans Programs; Worker Profiling and Reemployment Services; Reemployment and Eligibility Assessment; and Rapid Response. In addition, each WorkOne coordinates with a wide variety of economic development and community partners that have similar goals.

The services available through the WorkOne offices in Region 8 include:

- Workshops on a variety of topics including orientation, resume, interviewing, career interest, job search, Unemployment Insurance, healthy lifestyles, digital literacy, financial literacy, work readiness, job club, and introduction to federal employment.
- Assessment, counseling, and case management to help customers identify appropriate training and employment options.
- Financial assistance with tuition, books, and other costs associated with training.
- Supportive services to help with the cost of child care, transportation, and other necessary expenses related to attendance at training or job search activities.
- Business services for employers including technical assistance with Indiana Career Connect, applicant screening and referral, job fairs, labor market information, and WorkKeys assessments.
- Rapid Response services to assist laid off workers in the event of a large dislocation or facility closure.
- Youth services for 14-21 year old economically disadvantaged including: employment assistance, scholarships, workshops, assessment, counseling, career guidance, basic skill enhancement, leadership, and other services designed to help youth get a high school diploma or GED, acquire marketable skills and obtain employment.

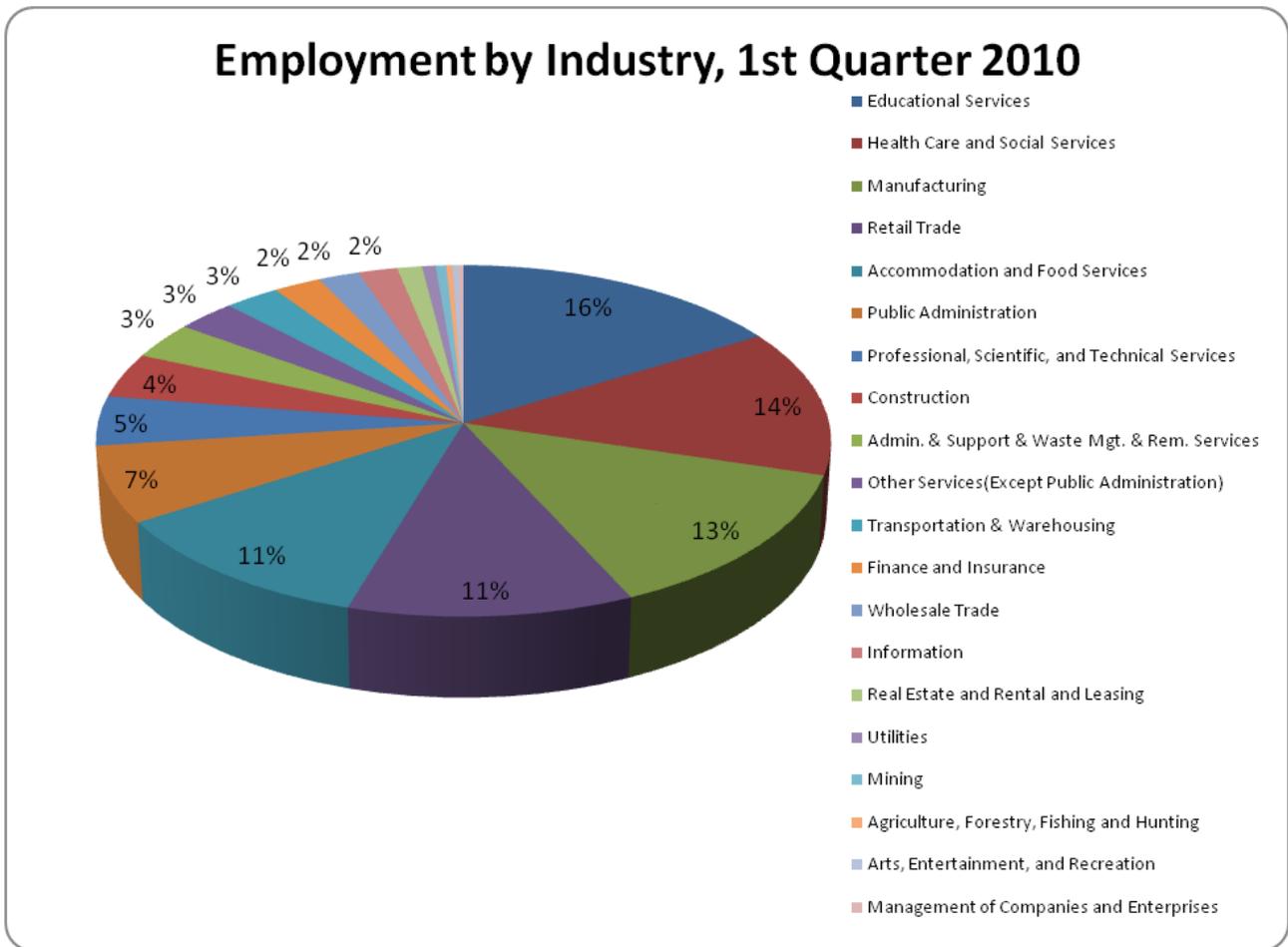
It is anticipated that during Program Year '11 (July 1, 2011 – June 30, 2012) approximately 12,000 customers will be enrolled in WIA funded programs.

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

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

(Response should not exceed one page)

According to the Covered Employment and Wages Report from Stats Indiana, in the first quarter of 2010 there were 110,717 jobs in the eight county area that comprises Economic Growth Region (EGR) 8. As illustrated by the chart below, the top five business sectors in the region are Educational Services (17,629 jobs); Health Care and Social Services (14,737 jobs); Manufacturing (14,644 jobs); Retail Trade (12,447 jobs); Accommodation and Food Service (12,296 jobs); and Public Administration (7,659 jobs). Other industries that provide significant numbers of jobs to workers in the region include Professional, Scientific and Technical Services, and Construction.



It is important to note there are a number of other industry sectors such as defense, life sciences, and agribusiness that also play a key role in the region’s economy. Because many of the jobs from these sectors are classified within the industries included in the chart above, it is often difficult to illustrate their significance when looking at traditional labor market information. For example, the production of medical products is an essential part of the life science initiatives in the region, but in the data above, these jobs are included within the manufacturing industry.

Entrepreneurship is also a critical component of the economy. Of the 10,779 total businesses located within the region, approximately 60% (6,479) have fewer than 5 employees.

- **What are the current and projected employment opportunities within the local area?**
(Response should not exceed one page)

Despite the economic challenges of the past several years, there are a number of industries that continue to offer a significant number of employment opportunities to the residents of the region. According to the short-term occupational projections available from the Department of Workforce Development (DWD), each of the following industries are anticipated to have over 400 openings during the period 2010-2012:

2 Digit Industry Code	Occupational Category	Projected Openings 2010 - 2012	Average Annual Wage in 2009
35	Food Preparation and Serving Related Occupations	1,378	\$ 16,903
41	Sales and Related Occupations	970	\$ 18,889
43	Office and Administrative Support Occupations	955	\$ 27,437
51	Production Occupations	720	\$ 25,855
25	Education, Training and Library Occupations	650	\$ 34,602
53	Transportation and Material Moving Occupations	468	\$ 26,323
29	Healthcare Practitioners and Technical Occupations	448	\$ 43,756

More specifically, there are a number of jobs available within the region that offer a good wage to local workers. According to DWD's Hoosiers by the Numbers website, the following are the current top 20 "hot jobs" for the region:

	O-NET Code	Job Title	Average Wage in 2009
1.	13-1111	Management Analysts	\$ 71,183
2.	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	\$ 36,449
3.	47-2061	Construction Laborers	\$ 36,405
4.	53-3032	Truck Drivers, Heavy and Tractor-Trailer	\$ 32,162
5.	29-2061	Licensed Practical and Licensed Vocational Nurses	\$ 34,673
6.	13-2011	Accountants and Auditors	\$ 46,250
7.	13-1070	Human Resources, Training, and Labor Relations Specialists	\$ 39,072
8.	29-1111	Registered Nurses	\$ 52,649
9.	47-2152	Plumbers, Pipefitters and Steamfitters	\$ 55,651
10.	15-1030	Computer Software Engineers	\$ 68,352
11.	47-2031	Carpenters	\$ 37,355
12.	43-3031	Bookkeeping, Accounting, and Auditing Clerks	\$ 29,489
13.	49-9042	Maintenance and Repair Workers, General	\$ 31,259
14.	47-1011	First Line Supervisors/Managers of Construction Trades and Extraction Workers	\$ 48,875
15.	47-2073	Operating Engineers and Other Construction Equipment Operators	\$ 40,726
16.	25-2000	Primary and Secondary School Teachers	\$ 45,624
17.	21-1010	Counselors	\$ 43,885
18.	25-1000	Postsecondary Teachers	\$ 32,774
19.	41-3000	Sales Representatives, Services	\$ 36,567
20.	13-1051	Cost Estimators	\$ 57,161

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

The South Central Region 8 Workforce Board is committed to utilizing available funds to train individuals only for occupations that are anticipated to have available job openings and pay a good wage. In an effort to ensure that funds are used effectively, each year the Regional Workforce Board (RWB) reviews and approves the list of occupations that will be considered “in demand” and approved for WIA funded training assistance.

The Regional Operator conducts updated labor market research each year to provide the RWB with the necessary information to make this determination. Some of the available data that is used to identify occupations that are appropriate for inclusion on the demand list include data available from Hoosiers by the Numbers, Stats Indiana, and local sources. Specific examples of data used include: Indiana’s High-Demand, High-Wage occupations; Hoosier Hot 50 jobs for Region 8 and Indiana; Long Term and Short Term projections for the region; Occupation Employment Statistics on Jobs and Wages; information from local economic development entities; and current knowledge of WorkOne staff and RWB members regarding planned business expansions and reductions.

The most recently approved demand occupation list is included as Attachment 1 to this plan. This list will be utilized by all WorkOne staff throughout the region and will have two primary purposes. First, the list will be used to identify the occupations in demand for which WIA funding for training is authorized. Second, this list will be used as an assessment tool to identify those job seekers who already have marketable skills and are therefore not in need of WIA financial assistance for training.

Every effort was made when analyzing the data to ensure the demand list included trainings that would result in a variety of credentials that require different time commitments for students to complete training. This allows WorkOne customers to pursue training that is appropriate and achievable for them. As a result, the demand occupation list includes occupations for which On-the-Job Training is appropriate and also includes occupations where post secondary vocational training, a certificate, or Associate or Bachelor’s degrees are needed. Since WIA funds are not used to assist with advanced degrees, occupations that require Master’s or Doctorate degrees to qualify for entry level positions are not included on the demand list.

Region 8 is fortunate to have several post-secondary education providers located within the region. Ivy Tech Community College, Vincennes University, and Indiana University offer a variety of short-term training opportunities as well as Associate and Bachelor’s Degree programs designed to prepare individuals for demand occupations. In addition, there are a number of private training institutions that are easily accessible to residents of the region.

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

Short Tem Projections

Based upon short term occupational projections available from DWD, the region is expected to have a number of growing industries within the next few years. The ONET job family categories that are expected to show the most job openings due only to growth are: 35-3000 Food and Beverage Serving Workers; 51-2000 Assemblers and Fabricators; 47-2000 Construction Trades Workers; 53-3000 Motor Vehicle Operators; 29-1000 Health Diagnosing and Treating Practitioners; 33-9000 Other Protective Service Workers; and 15-1000 Computer Specialists.

More specifically, some of the occupations that are expected to have a large number of job openings due to growth include: 51-2092 Team Assemblers; 35-3021 Combined Food Preparation and Serving Workers; 33-9032 Security Guards; 53-3032 Truck Drivers, Heavy and Tractor Trailer; 37-3011 Landscaping and Groundskeeping Workers; 43-9061 Office Clerks, General; and 29-1111 Registered Nurses.

Short term projections also indicate that some industries and occupations in the region are expected to decline in the near future. The ONET occupational job family categories that are expected to have the most significant decline are: 47-5000 Extraction Workers; 51-5000 Printing Workers; 51-4000 Metal Workers and Plastics Workers; 17-2000 Engineers; and 51-3000 Food Processors.

Some of the specific job titles that are expected to decline are: 51-9132 Photographic Processing Machine Operators; 43-5053 Postal Service Mail Sorters, Processors, and Processing Machine Operators; 27-3011 Radio and Television Announcers; 51-4031 Cutting, Punching and Press Machine Setters, Operators, and Tenders, Metal and Plastic; and 13-2072 Loan Officers

Long Term Projections

According to long term occupational projections through 2018 available from DWD, the ONET job family categories that are projected to generate the highest number of job openings due to growth are: 29-1000 Health Diagnosing and Treating Practitioners; 35-3000 Food and Beverage Serving Workers; 13-1000 Business Operations Specialists; 47-2000 Construction Trades Workers; 29-2000 Health Technologists and Technicians; 25-1000 Postsecondary Teachers; and 15-1000 Computer Specialists.

Specific occupations that are expected to offer the most job opportunities due to growth are: 51-2092 Team Assemblers; 35-3021 Combined Food Preparation and Serving Workers; 29-1111 Registered Nurses; 31-1012 Nurse Aides, Orderlies and Attendants; 53-3032 Truck Drivers, Heavy and Tractor Trailer; 41-2031 Retail Salespersons; and 29-2061 Licensed Practical and Licensed Vocational Nurses.

There are a few ONET job families that are expected to experience a long term decline in the region. Those job families are: 53-7000 Material Moving Workers; 41-9000 Other Sales Related Workers; 51-9000 Other Production Occupations; 51-5000 Printing Workers; 51-6000 Textile, Apparel and Furnishings Workers; 51-1000 Supervisors, Production Workers; and 11-1000 Top Executives.

Specific job titles for which job opportunities are expected to decline long term are: 51-4031 Cutting, Punching and Press Machine Setters, Operators, and Tenders, Metal and Plastic; 51-4041 Machinists; 41-9041 Telemarketers; 51-6031 Sewing Machine Operators; 51-9198 Helpers, Production Workers; 51-4121 Welders, Cutters, Solderers, and Brazers; and 43-9011 Computer Operators.

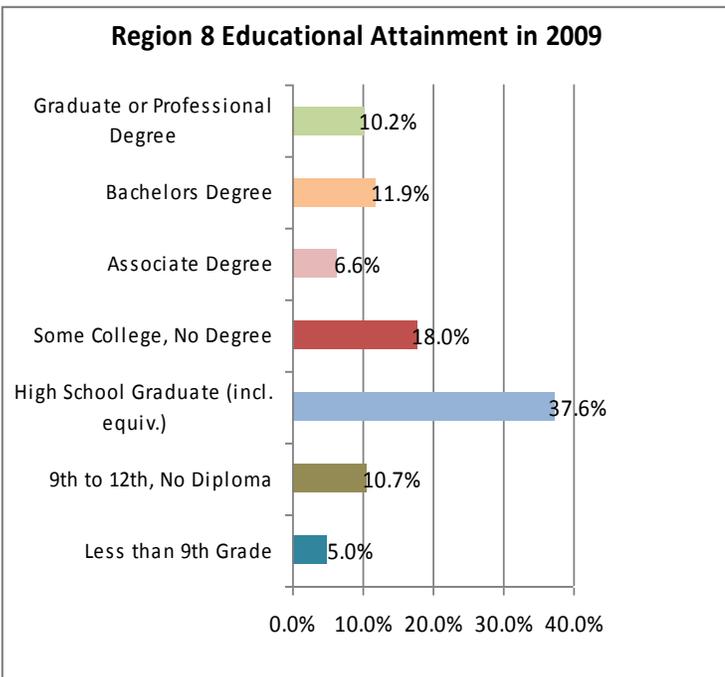
- **Does the area have any “targeted” business sectors that are unique from other areas within the State? If so, describe the information and process utilized to establish the “targeted” sector.**
(Response should not exceed one page)

The region has not formally identified any specific “targeted” business sectors upon which to focus WIA resources. There are a number of industries that offer excellent employment opportunities that are critical to the economy of the region. Rather than targeting only a few business sectors, the RWB seeks to offer customers a wide array of choices from which to select their career path.

As previously described in this plan, the RWB directs the Regional Operator to annually conduct labor market research to identify the occupations within the region that offer local residents significant employment opportunities with good wages. This research is used by the RWB to establish the list of demand occupations for which WIA funds may be used to assist customers with training costs. The process results in a comprehensive list that offers customers an opportunity to choose from a wide variety of occupations to select the one that most appropriately meets their individual needs. A copy of the current demand occupation list is included as Attachment 1 to this plan.

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

- **Demographics (Age, Gender, Race)**
 - **Educational Attainment (HSD/GED, Associate, Bachelor, Advanced Degree)**
 - **Current HS Graduation Rate**
 - **Employed/Unemployed numbers and percentages**
- (Response should not exceed one page)*

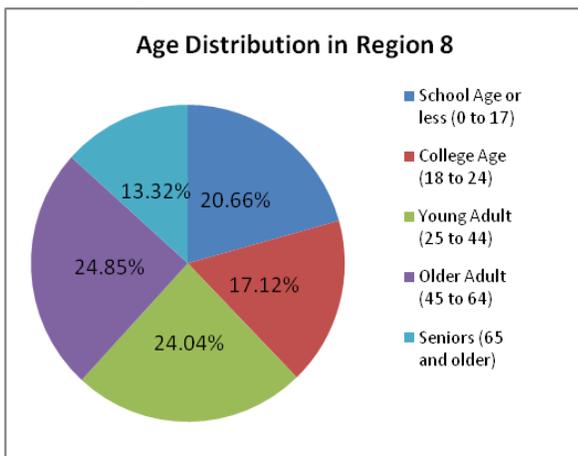
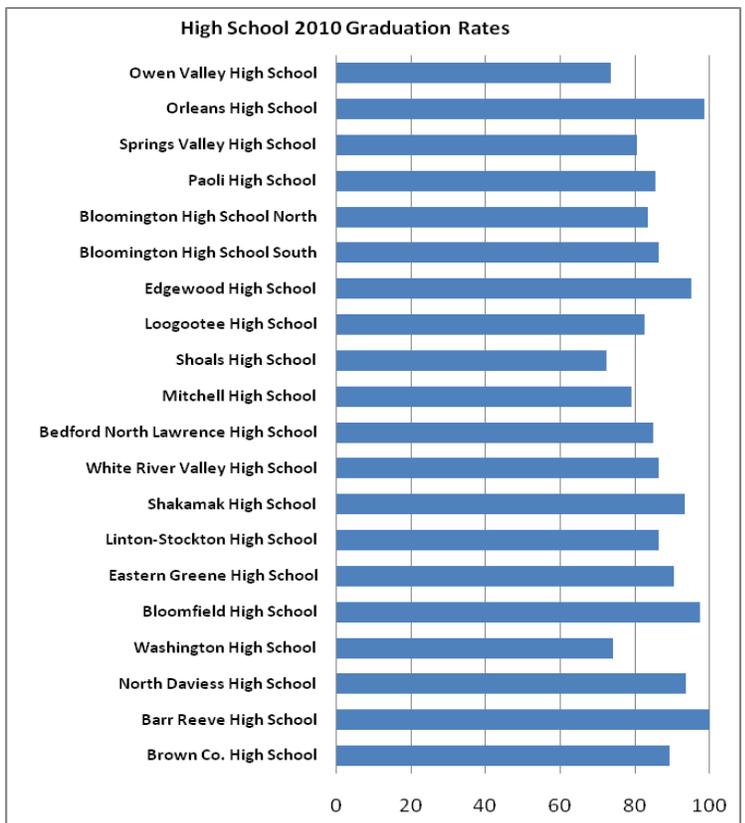


According to DWD’s Hoosiers by the Numbers website, in February 2011 the region had 156,195 individuals in the labor force. Of the total labor force, 143,078 were employed and 13,117 were unemployed resulting in an 8.4% unemployment rate for the region. While this rate is higher than the residents of Region 8 would like, it is well below the state (9.4%) and national (9.5%) averages.

The majority (94.5%) of the Region 8 population is comprised of individuals who indicate White as their race. It is interesting to note the second highest concentration of race is Asian (2.1%), and the third highest is Black (1.9%). Approximately 50.8% of the residents are female and 49.2% are male.

The chart to the left illustrates educational attainment levels of residents who are 25 years and older. Despite the presence of Indiana University and Ivy Tech Community College within the region, nearly three-fourths of these individuals have less than an Associate Degree.

The chart to the right displays the 2010 graduation rates reported by the Indiana Dep’t. of Education’s website for each of the region’s 20 public high schools. Most of these are small high schools located in rural areas. The majority of the region’s schools met or exceeded the state average graduation rate of 84.1 percent. Only 4 high schools had a graduation rate less than 80 percent.



The region’s population is well balanced between age groups. The chart above shows the age distribution of residents in the region.

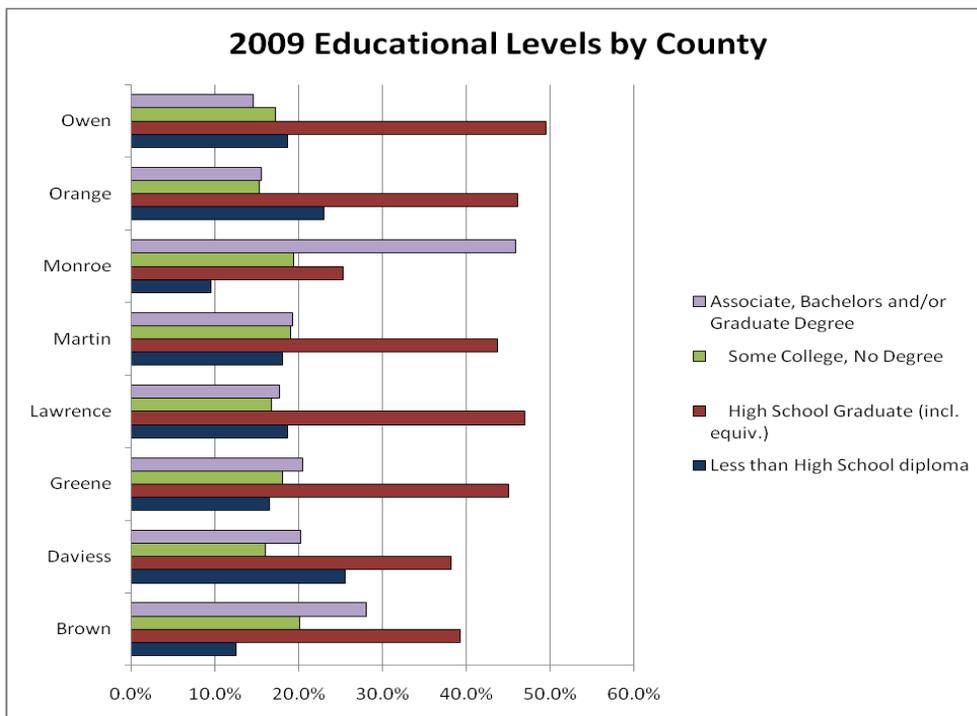
- **Based upon labor market information and demographics, what makes the area unique to its contiguous areas and within the State as a whole?**
(Response should not exceed one page)

Region 8 has a number of business assets that are unique from other parts of the state. The strong presence of life science related jobs, many of which are in the manufacturing sector, are key to the region's economy. These advanced manufacturing jobs are primarily located in Monroe and Owen counties and have replaced many of the traditional jobs that have been lost in recent years.

The region also serves as a tourist destination due to the many recreational opportunities that are available. The numerous state parks, reservoirs, and forests make the region an ideal place to camp, fish, and enjoy the outdoors. Indiana University's variety of cultural activities and sporting events draw thousands of visitors to the area each year. The shops and restaurants in Brown County and the hotels and casino in Orange County also help to make the region an enjoyable place to relax. Tourism is important to the region because it attracts large numbers of individuals from outside the region who contribute to the regional economy by supporting local hotels, restaurants, and shopping establishments during their visits.

The presence of NSA Crane is also a unique and significant part of the regional economy. In addition to the approximately 4,000 jobs that Crane directly provides, numerous other companies contract to provide goods and services to Crane thus creating even more jobs. Jobs related to the agribusiness industry are also important to the region.

Entrepreneurship is also a key part of the regional economy. Approximately 60% of the businesses in the region have fewer than 5 employees. The presence of the Gayle and Bill Cook Center for Entrepreneurship at Ivy Tech Bloomington provides residents of the region with a unique opportunity to prepare for successful entrepreneurial endeavors which create jobs within the region.



The demographics of the region also pose some unique challenges. The education levels within the region vary significantly between Monroe County and the rest of the counties which are more rural. As pictured in the chart to the left, seven of the eight counties in the region have over 10% of the adult population ages 25 and older with less than a high school diploma.

The low education levels of these rural counties likely explains why the average wage (\$16.81/hr.) of all workers in the region is well below the state average of \$18.43/hr. and the national average of \$20.90/hr.

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.”**

A priority of the RWB is to have an office located in each county of the region to ensure that customers throughout the region can have convenient access to WorkOne services. As such, the region has three full service offices located in Bloomington, Bedford, and Linton as well as 5 express offices located in the remaining counties of the region. To make services more accessible to individuals with disabilities, accessible workstations are located in the three full service offices.

Office Location	Phone Number	Hours of Operation
WorkOne Bloomington 450 S. Landmark Avenue Bloomington, IN 47403	(812) 331-6000	Mon – Fri 8 AM to 4:30 PM
WorkOne Bedford 918 16th Street Bedford, IN 47421	(812) 279-4400	Mon – Fri 8 AM to 4:30 PM
WorkOne Linton 1600 N.E. A Street Linton, IN 47441	(812) 847-4479	Mon – Fri 8 AM to 4:30 PM
WorkOne Express Brown County 240 E. Main Street Nashville, IN 47448	(812) 988-6968	Mon – Fri 8 AM to 4:30 PM
WorkOne Express Daviess County 219 E. Main Street Washington, IN 47501	(812) 254-7734	Mon – Fri 8 AM to 4:30 PM
WorkOne Express Martin County 123 Cooper Street Loogootee, IN 47553	(812) 295-2722	Mon – Fri 8 AM to 4:30 PM
WorkOne Express Orange County 1075 N. Sandy Hook Rd. Paoli, IN 47454	(812) 723-2359	Mon – Fri 8 AM to 4:30 PM
WorkOne Express Owen County 205 E. Morgan Street, Suite B Spencer, IN 47460	(812) 829-6511	Mon – Fri 8 AM to 4:30 PM

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

In addition to the Common Measures, the RWB establishes target service levels for the WIA Adult, WIA Dislocated Worker, and WIA Youth programs. The service level goals for these programs are contained on the WIA Adult/DW service matrix and the Youth service matrix attached to this plan.

The RWB also is strongly committed to providing the maximum amount of financial assistance possible directly to the customers served by the WIA Programs. As such, the service provider contracts contain goals for direct client expenditures. The RWB defines direct client expenditures as funds spent to provide direct assistance to customers

such as supportive services, transportation, child care, tuition, books, tools, etc. that are necessary for the successful participation in WIA funded employment and training activities. These direct client expenditures do not include any costs associated with staff salaries or office overhead.

For the past several program years, the RWB has established a goal that the service provider should expend at least 50% of its funds on direct client costs. The direct client expenditure goals for PY'11 will be established based upon funding availability once actual allocations are known.

In order to ensure that all residents of the region can readily access WorkOne services, the RWB also requires that the service provider maintain offices in every county of the region.

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

Regional Operator staff regularly reviews service provider performance by reviewing available enrollment, placement, and performance data to ensure that the service provider is making satisfactory progress toward meeting program performance goals.

At each quarterly RWB meeting, Regional Operator, Service Provider, and Regional WorkOne Coordinator staff provide brief presentations supported by written reports to the RWB members to ensure that board members are aware of the actual service levels of each WorkOne office. In addition, Fiscal Agent staff also presents information and written reports on expenditure levels to allow RWB members the opportunity to stay informed on the expenditure rates of available funds.

WIA Adult and Dislocated Worker Services

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

The completed WIA Adult and Dislocated Worker Service Matrix is included as Attachment 2 to this plan.

- **Describe the criteria to be used by the WIB/RWB to determine if WIA Annual Adult Funds shall be considered “limited”**
 - **Info to be considered when determining if criteria is necessary**
 - **Has the area requested additional WIA funds/discretionary funds for Adult programs in previous three program years?**
 - **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?**
 - **Describe how the WIB/RWB will be involved in the process of determining when WIA Adult Funds are “limited”**

(Response should not exceed one page)

Based upon the region’s history of spending a high percentage of available WIA Adult funds and past requests to transfer WIA Dislocated Worker funds to WIA Adult, it is likely that at some point during the program year these funds will be determined as “limited”.

The region will begin the program year operating as though the WIA Adult funds are not limited. The Service Provider and the Regional Operator will review obligation and expenditure levels on a monthly basis to maintain an awareness of available unobligated funds. At each quarterly meeting of the Regional Workforce Board, expenditure reports are reviewed by RWB members. As a part of this review process, the board will discuss the availability of WIA Adult funding and make a determination as to whether funds should be considered limited during the upcoming quarter. The decision that funds are considered limited will most directly impact the availability of financial assistance available to customers for supportive services and/or vocational training. Even if funds have been determined to be limited, all customers will continue to have access to core and intensive services available through the WorkOne, except those services that require direct financial assistance from WIA Adult funds.

This determination that WIA Adult funds are limited will be based upon a number of factors including:

- Available Funds - The RWB will review the amount of funds that remain unobligated and available for new customers.
- Customer Demand - The RWB will review available reports to consider enrollment trends and the number of recently enrolled adults who need financial assistance with training and/or supportive services.
- Months Remaining in the Program Year – The RWB will review the percentage of funds that remain available as compared to the number of months left in the program year.

When the RWB decides not enough funds are available to continue providing financial assistance to the anticipated number of new customers for the remainder of the program year, they will determine the funds have become limited. At the point the RWB determines funds are limited, a priority system will immediately go into effect and funds for supportive services and/or training will be allocated to new applicants for the remainder of the program year based on priority scores.

- **Describe the process that the WIB/RWB will use to ensure priority is provided to veterans and veterans' spouses, low income individuals, and recipients of public assistance when WIA Adult Funds become "limited"**

(Response should not exceed one-half page)

The priority index form will be completed on all new WIA Adult applicants and will award one point for each of the following characteristics: veteran, veteran's spouse, low income individual, and public assistance recipient. Staff in each WorkOne office will review the list of individuals who need direct financial assistance with training and/or supportive service and give priority consideration to those individuals with the highest scores on the priority index.

All new applicants will continue to have access to core and intensive services that do not require direct financial assistance. It should also be noted that the priority index will be used to determine which individuals are given first consideration for training. These individuals, however, will be required to be appropriate and in need of training and/or supportive services and must meet all applicable criteria for receiving these services. Being considered a priority for consideration will not guarantee an applicant automatic access to direct financial assistance.

WIA Youth Services

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

The completed WIA Youth Services Matrix is included as Attachment 3 to this plan.

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

Multiple staff will provide services to youth. It is anticipated that approximately 5 staff full time equivalents will be allocated to the WIA youth program within the region.

- **Describe specific outreach activities targeted to Youth within the area. (Response should not exceed one-half page)**

Outreach activities will be conducted in all communities in the region by establishing and maintaining relationships with community agencies, schools, and employers; distribution of brochures; and posting information on the regional website to market the availability of services to youth. The members of the RWB are also familiar with the services available through all WIA programs including the Youth program and they are encouraged to assist with marketing the services throughout their respective communities. Many RWB members serve on other local boards and committees which provides an enhanced opportunity for sharing information about the youth program with other agencies throughout the region. The close working relationship between the WIA Youth service provider and other WorkOne partners also helps to generate referrals of youth who need assistance.

Staff also conducts outreach by promoting the benefits of the WIA services, not just the availability of services. Additionally, staff works with schools and community agencies to identify any youth that could benefit from WorkOne services. Staff works in coordination with Adult Basic Education providers and post secondary institutions, and youth are often referred from these entities for WIA assistance. Service provider staff also have established processes for exchanging referrals between WorkOne and other community agencies that serve youth.

- **How does WIB/RWB measure the success of Youth service providers?**
(Response should not exceed one-half page)

In addition to the WIA Common Measures, the RWB has established the following additional criteria by which the success of the WIA Youth service provider is measured:

- 1) Targeted service levels - preliminary planned numbers for PY'11 are a total of 296 youth to be served.
- 2) A minimum of 65% must be older youth.
- 3) Eligible youth must have at least two locally defined most in need characteristics.
- 4) The planned placement rate for youth who exit the program is 72%.
- 5) A JAG program must be successfully operated at Eastern Greene High School.

Other Services

- **How does the WIB/RWB ensure that local staff coordinate activities with the State Rapid Response team/Dislocated Worker Unit to perform the following:**
 - **Securing and sharing information when there is a possibility of a mass layoff (50 or more workers)?**
 - **Coordinating activities where a layoff involves a company that is Trade certified?***(Response should not exceed one page)*

The Regional WorkOne Coordinator serves as the Rapid Response Coordinator for Region 8. As such, the Regional WorkOne Coordinator will maintain regular contact with the State Rapid Response Team/Dislocated Worker Unit (DWU) for mass layoffs, WARN information, and TAA activity. Information from DWD and the Dislocated Worker Unit will be shared with the regional Leadership Team, and information obtained locally will be shared with the State Rapid Response Team and DWU.

The Regional WorkOne Coordinator will share information with the regional Leadership Team through use of regular meetings, email, and phone contact for immediate issues. The Coordinator, working with the service provider for the region, will schedule meetings with the WorkOne Manager responsible for the county in which the rapid response activity occurs. The Coordinator will ensure that all staff and partners needed to participate in orientations are advised and scheduled for appropriate presentations. The Coordinator will keep the Regional Operator advised of activities and provide reports as required to the Regional Operator and to the Regional Workforce Board.

In the event that layoff activity involves a TAA certified company, the Coordinator will ensure that all local activities are well coordinated between WIA Dislocated Worker programs and TAA. All Trade related activities will be shared with the Leadership Team and the Coordinator will be copied on all communications related to Trade program issues. The Coordinator will ensure contact with the State DWU occurs whenever a Trade activity occurs or has a potential to occur. Regular contacts with the Trade Specialists assigned to the region will ensure a cohesive ongoing relationship. Trade Specialists throughout the region will work with the Coordinator to ensure all staff are aware of Trade activities and understand how to properly implement the applicable policies and procedures.

- **How does the WIB/RWB ensure the coordination of the following programs, at minimum, at each WorkOne?**
 - **Unemployment Insurance**
 - **Trade Act**
 - **Title 38 Veterans Programs (LVER, DVOP)**
 - **Worker Profiling and Reemployment Services (WPRS) and Reemployment and Eligibility Assessment (REA)**

(Response should not exceed two pages)

The Unemployment Insurance, Trade Act, Veterans Programs, Worker Profiling and Reemployment Services, and Reemployment Eligibility Assessment programs are all part of the integrated service delivery model implemented in the WorkOne offices throughout the region. Because the integrated service model is designed to offer seamless delivery of services, customers will be able to access these programs by following the normal customer flow process.

UI claimants are encouraged to register for Indiana Career Connect and begin their job search immediately. An expanded product line will be available in PY'11 that includes several new workshops that could benefit job seekers who are unemployed. WorkOne Managers will work to build an even stronger connection between UI and job search services by ensuring that UI claimants are referred as appropriate to workshops, job club, and any other services that can help them become re-employed more quickly.

Customers participating on the WPRS and REA programs are routinely screened for eligibility for other programs, especially dislocated worker programs. All individuals on the list of potential participants are selected and requested to visit the WorkOne for services. These individuals are assigned to a staff member who works to identify what skills are needed for these job seekers to become more marketable to area employers. WorkOne staff help these customers access services such as workshops, adult basic education, post secondary training, or on-the-job training, that will help them meet their goal of becoming employed. As a part of the regional coordination for

these programs, staff from the three full-service WorkOne offices who have special knowledge or expertise that can benefit WPRS and/or REA participants are cross utilized at offices throughout the region.

Veterans programs are also well coordinated with other available WorkOne programs. Veterans staff participate in staff meetings and have provided staff training on a variety of topics and available programs geared toward meeting the employment needs of Veterans. Staff of the Veterans programs serve on the Skills and Employment team and the Business Services team to ensure that services that benefit veterans are being well coordinated with other programs and that veterans' priority for services is implemented in all programs.

The Regional WorkOne Coordinator helps to coordinate all programs available in the WorkOne offices to ensure consistency of services throughout the region. In addition, the Local WorkOne Managers facilitate daily coordination of not just the aforementioned programs, but WIA and Wagner-Peyser resources as well. As the formal supervisor of state staff and the functional supervisor of WIA service provider staff, the Managers conduct regular staff meetings to share new information and updates regarding all programs. In addition, staff members are frequently offered the opportunity to be cross-trained on a variety of programs and they continually become more knowledgeable about all the services available to customers through close daily interaction with their co-workers.

The Leadership Team also plays a key role to ensure that all programs are coordinated effectively. This team is comprised of Regional Operator staff, the Local WorkOne Managers, the WorkOne Regional Coordinator, and management staff from the WIA Service Provider. This team meets regularly to review, update and/or design local plans, policies and procedures; to discuss current issues; plan for implementation of new programs or changes to existing ones; and to review financial and service level reports to ensure progress toward meeting performance and expenditure goals. This group also works together to identify and address any needs such as staff training, equipment, assessments, staffing levels, marketing, etc. that exist within the WorkOne offices in the region.

- **Briefly describe the business services, specifically job recruitment, job posting, and job matching services, that are offered within the local area.**
(Response should not exceed one page)

The Regional WorkOne Coordinator also serves as the Business Services Consultant for the region. A Business Services Team has been established to ensure a coordinated approach to assisting businesses throughout the region to utilize the services available through the WorkOne offices. In addition to the Business Services Consultant, the Business Services team is comprised of the regional Business Coordinator, and local staff representing the WIA service provider, Veterans program staff, and local DWD staff who regularly assist employers.

The Business Services team meets regularly to share information and coordinate business contacts with area employers. Members of the Business Services team also participate actively with area Chambers of Commerce, local economic development entities, and employer organizations such as local human resources staff associations to ensure that area businesses are aware of the many valuable services they can access through WorkOne offices.

The WorkOne offices throughout the region provide a variety of services designed to assist employers with job recruitment, job posting, and job matching, including the following:

- Business contacts – Staff make individual contact with businesses to increase awareness of Indiana Career Connect and encourage them to post their job openings through the WorkOne and utilize other available resources.
- Technical assistance to businesses – Staff members advise businesses on how to post jobs and screen applicants using ICC.

- Account representatives – To ensure excellent customer service, large employers and businesses who utilize WorkOne services frequently have a designated WorkOne account representative who is familiar with the individual needs of their business.
 - Job Fairs – Organize, develop and participate in local and regional job fairs for multiple businesses.
 - Mini Job Fairs – To assist with recruitment, WorkOne offices host smaller job fairs that are targeted primarily to one employer or a small group of employers from the same industry.
 - Labor Market Information – WorkOne staff help businesses access information available on DWD’s Hoosiers by the Numbers website.
 - Office space – WorkOne provides office space and support to employers for recruitment, job fairs, and interviews.
 - WorkKeys – Numerous employers in the region rely on WorkKeys test scores to assist with job matching and recruitment.
- **Describe how the WIB/RWB will ensure that veterans’ priority of service will be carried out within the local area.**
(Response should not exceed one-half page)

Individuals who have served in active Military, Naval or Air Service, and spouses of Veterans who are discharged under other than dishonorable conditions are eligible to receive Veterans’ priority for services. Veterans’ priority for services is carried out in the local WorkOne office in a variety of ways. First, signs are posted in the offices indicating that veterans will receive priority. Welcome Team staff have been trained to implement veterans’ priority by offering veterans and their spouses the opportunity to move to the front if there is a line of customers waiting for services.

Whenever an individual is enrolled in a WorkOne program, he/she receives priority of referral to appropriate staff members who can assist with employment and/or training needs. In addition, these individuals continue to receive priority as they access all services of the WorkOne.

Staff of Veterans programs provide activity reports to the Local WorkOne Managers for inclusion in the quarterly Manager’s Report on Services to Veterans. The managers review this information to ensure that Veterans’ priority of services is being effectively implemented in the WorkOne offices.

Veterans program staff work to make sure that all staff are aware of the veterans’ priority of service requirement and trained on how to properly implement this practice in the WorkOne offices. In addition LVER and DVOP staff routinely monitor office activity to ensure that veterans are receiving priority for all available services.

4) Key Partnerships

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

The RWB has directed the WorkOne staff to establish partnerships with a variety of entities that have similar goals and/or common customers with the WorkOne. Completed partnership matrix information for each of the WorkOne offices in the region is included as Attachment 4 to this plan.

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

Local economic development organizations are valuable partners of the WorkOne system since they share the goal of having a skilled workforce available to local employers. The RWB and staff of the WorkOne offices work in

coordination with local economic development organizations in a variety of ways. The RWB has an economic development representative on the Board. Other board members also participate actively with economic development organizations located in their communities. These board members provide knowledge and expertise to the RWB by sharing regional economic and workforce goals and concerns with the RWB during planning discussions.

WorkOne staff also work closely with the economic development organizations in their communities. The Regional WorkOne Coordinator and members of the Business Services team have regular contact with economic development officials to coordinate retention and expansion activities, assist with developing new employment opportunities, and assist in developing recruitment and training plans. Staff members frequently provide labor market information and assist economic development staff and businesses to utilize data available through DWD's Hoosiers by the Numbers website and others sources. When economic development officials are working with potential business prospects that may be considering locating within the region, local WorkOne offices routinely provide information on the skills of the workforce, the currently available labor pool, and other information that is key to helping a business decide the best location for its facilities.

5) Budget

- **Attach a copy of the WIB's or RWB's, and its WIA service providers' proposed budgets for Program Year 2011 using 2010 allocation information. (The budget template sheets are available to complete in Excel at this link: [WIB or RWB Budget and Service Provider Budgets](#).)**

A copy of the RWB budget and the budget of the WIA service provider is included as Attachment 6 to this plan.

- **Describe how the WIB/RWB monitors its annual budget and the budget of its service providers?**

The South Central Region 8 Workforce Board, Inc. monitors its overall annual budget by reviewing planned budget versus actual expenditures on a quarterly basis. This is a regular agenda item for every quarterly board meeting. Adjustments to the budget are made only after discussion and an affirmative vote by a majority of the Board of Directors.

The contracted Fiscal Agent, Crowe Horwath LLP and the contracted Regional Operator, CLJ Associates, LLC review expenditures versus budget through an analysis of monthly accrued expenditure reports and invoices submitted by the service provider, Fiscal Agent, Regional Operator and any other contractors. Expenditures must be reported monthly by these entities in order to receive payment. Invoices and accrued expenditure reports must conform to expectations by the Board, Fiscal Agent and Regional Operator or payment is withheld. Since Region 8 receives one of the smallest allocations in Indiana, budgetary controls are essential to ensure that funds are available to serve our customers. Funding is one of the critical functions of the Board and no funds are expended without prior budgeting and Board approval.

In addition to the budget monitoring, the Board, Regional Operator and Service Provider are subject to an annual audit of these funds. In addition to the audit, the Board monitors the Service Provider and Regional Operator through an annual financial monitoring review conducted by the Fiscal Agent. The audits, monitoring, and monthly review of budget and expenditures result in effective control of the financial operations of the Board.

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

Administrative spending is limited first through the available allocation, and second by the WIA regulations' limited definition of administrative costs. Costs of administration generally include: financial management; procurement; audit; monitoring of administrative functions such as financial management and procurement; personnel

management and travel for the administration of the program. Administrative funds are limited to 10% of the allocation. By regulation, the cost of the Fiscal Agent is charged 100% to administration. The costs associated with the maintenance of financial records and audit for both the Regional Operator and the Board are also charged to administration. Many functions performed by the Regional Operator, such as oversight of the case management system, program activity oversight, and coordination of programs are considered program expenses and are charged accordingly through the cost allocation plan.

The narrow definition of what constitutes an administrative cost per the WIA regulations allows some flexibility locally. The Board routinely under expends the WIA administrative allocation, which allows the administrative funding to be reallocated to fill gaps in program funding and enhance services in the WorkOne system.

In addition to controlling the costs associated with the Fiscal Agent and Regional Operator, the Board also controls the overhead costs of the service provider by specifying the percentage of funds that may be expended on overhead, staff, facilities, and travel versus tuition, books, fees, and supportive services.

- **Explain how WIA administrative funds will be utilized, including projected expenditures for the following categories:**
 - **Staffing (Administrative Cost)**
 - **Travel**
 - **Outreach**
 - **Other (describe)**
- **Provide any policies/procedures the WIB/RWBs will utilize to approve the following:**
 - **Hiring of staff**
 - **Travel**

(Response should not exceed two pages, not included any attached policies)

For projected spending by cost category (Program and Administration) please refer to the RWB budget that is included as an attachment to this plan.

Staffing – Administrative staffing costs in the region consist of the total cost of the Fiscal Agent and a portion of the Regional Operator costs. Please refer to the attached Regional Workforce Board budget.

Travel – The Regional Operator, the Fiscal Agent, and the WorkOne Coordinator are contracted to the Board on a fee for service basis. Travel is included in the monthly fee charged by these entities, and as such, travel is not a budgeted line item. The Fiscal Agent contract fees are established competitively on a sliding scale based on accrued expenditures. The Regional Operator fees are also competitively established on a fixed fee basis. The Board does not permit out of state travel by contractors without the prior consent of the Regional Operator. The Board must approve out of state travel by Board members or the Regional Operator in order to charge such travel to the regional budget. In the case of the Service Provider, travel is considered an Overhead line item and is controlled by the limits of Overhead versus Direct Client Cost expenditure.

Outreach – Outreach is a program cost. The only cost of outreach occurs on the Service Provider or WorkOne Coordinator level and both of these contracts are charged completely to the program cost category.

Other – Other administrative expenditures include the cost of audits of the Board and the Regional Operator. These audits are competitively bid as required and vary based on cost per thousand audited. The Board spends less than \$10,000 per year on audits. Legal fees for the Board vary based on usage. In the past year the Board expended approximately \$2,300 on legal fees.

Hiring of Staff – The Board has no hired staff. The Regional Operator and Fiscal Agent are both private companies that provide staff support to the Board and both are competitively procured.

Travel – Upon submission of proper receipts and documentation, Board members may be reimbursed for mileage at IRS rates and actual costs incurred such as airfare and meals while attending conferences. The Board has charged the Regional Operator with the responsibility of approving out of state travel by the Service Provider. Since 2006 only two conferences have been authorized for out of state travel.

The South Central Region 8 Workforce Board, Inc. is frugal with the funding provided by the Department of Workforce Development. The Board contracts for services on a fee basis for Fiscal Agent, Regional Operator, WorkOne Coordinator and audit. The Regional Operator and WorkOne Coordinator contracts are on a fixed fee basis. Adjustments for cost over-runs are not 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**
(Response should not exceed one-half page)

Prior to the submission of this plan to DWD, a draft of the plan was posted on the RWB website. Members of the RWB which includes representatives of business, education, labor, community based organizations, and economic development were asked to review and comment on the plan. An invitation to comment was also sent via email to local elected officials, and a variety of economic development representatives from throughout the region. Comments and questions received from these individuals and entities were discussed with the RWB at its April 27, 2011 meeting prior to formal approval being granted from the RWB and Chief Local Elected Official for submission of this plan to DWD.

- **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's Agreement and the County Chief Elected Officials' Agreement.)**
(Response should not exceed one-half page, not included attached agreement)

A very important role of the local elected officials is to appoint the members of the South Central Region 8 Workforce Board. It is critical to the success of the RWB that members are knowledgeable about workforce issues throughout the region and will participate actively and share their expertise with the RWB. The local elected officials appoint both the business representatives and the at-large sector representatives to the Regional Workforce Board. The at-large sector representatives include Education, Economic Development, Community Based/Faith Based Organizations and Labor. The Local Elected Officials also select the Region 8 Chief Elected Official.

In Region 8 there are eight counties. The South Central Region 8 Workforce Board consists of eight business representatives and one representative from each of the four at-large sectors. The local elected officials communicate the needs of their communities to their appointees on the Regional Workforce Board who in turn represent those needs to the Board.

Local elected officials from throughout the region are invited to attend all Regional Workforce Board meetings. The local elected officials review and comment on the plan for WIA programs within the region. On behalf of the local elected officials, this plan is signed by Mayor Shawna Girgis of the City of Bedford who serves as the Chief Elected Official for the region. A copy of the Local Elected Officials and the County Chief Elected Officials Agreements are

included as an Attachments 7 and 8 to the plan. These agreements delineate the duties of the elected officials in the region.

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

Name: Scott Nickerson
Organization: Crowe Horwath, LLP
Address: 3815 River Crossing Parkway, Suite 300
P.O. Box 40977
Indianapolis, IN 46240-0977
Telephone Number: 317-706-2693
Email Address: scott.nickerson@crowehorwath.com

- **Attach a copy of the WIB/RWB Bylaws**

A copy of the bylaws of the South Central Region 8 Workforce Board of Directors is included as an attachment to the plan.

- **The following information, at a minimum, is required in the bylaws:**
 - **Quorum rules, establishing that at least 50% of members attending in-person constitutes a quorum** - See Section 4.9 of the South Central Region 8 Workforce Board, Inc. Code of By-Laws.
 - **Attendance rules** - The membership of a Director is considered lapsed if the Director fails to attend three consecutive meetings of the Board.
 - **Membership terms** - Described in the Code of By-Laws in Section 4.2 Number and Tenure. Directors representing the private sector serve terms of 3 years. Directors from the public sector (Economic Development, Labor, Education, Community Based/Faith Based Organizations) serve terms of 2 years.
 - **Identification of board officers and election procedures** - Each year, a slate of candidates for the Officers of the Board are nominated by the Board of Directors. The Officers are elected by a majority vote of the Board. The Officers consist of the Chair, Vice-Chair and Secretary. The Officers for 2010-11 are:

Darrell W. White – Chair, Business Representative from Owen County
Edward E. Epping – Vice Chair, Business Representative from Lawrence County
Jonas Uland – Secretary, Business Representative from Greene County
 - **Description and duties of any WIB/RWB subcommittees** – The Executive Committee is the only committee of the RWB. The full Board meets quarterly and the Executive Committee meets on an as needed basis. The Executive Committee may commit up to 10% of the RWB annual budget without action by the full Board. Executive Committee meetings in Region 8 are unusual.
 - **Voting Rules** - Described in Article XI, Section 11.1 Votes. Each Director is entitled to vote. No proxy voting is permitted.
 - **Describe what constitutes a conflict of interest to a board member and what actions will be taken by the board member in the event of a conflict of interest** - The Code of By-Laws Article IV, Section 4.10 describes in detail what constitutes a conflict of interest for a

Director and the disclosure of any actual or potential conflicts of interest to the Board. Generally, any action of the Board that would financially benefit a Director or his family would constitute a conflict of interest. In such instances the Director would disclose the conflict and abstain from discussion and voting on the matter. The conflict would be noted in the minutes. In such instances the conflicted Board member should leave the room during discussion and voting. Directors complete a Statement of Economic Interests when appointed to the Board and annually thereafter during their term of service. The Board does not permit any potential or actual conflicts of interest. Nor does the Board permit any situations which would appear to constitute a conflict of interest on the part of any Board member, the Regional Operator or contractors of the Board. The Region complies with DWD policy 2007-33 and all applicable Indiana Code.

- **Describe how the WIB/RWB and any of its subcommittees comply with Open Door Laws, including the requirement that WIB or RWB subcommittees' minutes will be posted online for public inspection** - The Board complies with the Open Door Laws by posting the time and place of the Board meetings publicly on the Board's website at least 48 hours in advance of the meeting. Since the meetings are normally held in Bedford, the meeting agenda is posted on the Bedford WorkOne door and at the location of the meeting which is generally the Bedford Area Chamber of Commerce. All meetings of the Board are open to the public. Minutes of the Board and any Committee meetings are posted to the Boards' website. Records of the Board are maintained for inspection and monitoring by the Regional Operator.
 - **Rules for amending bylaws** - The bylaws may be amended by majority vote of the Board of Directors.
- **Provide a description of the WIB/RWB's support and administrative staffing**
 - **Complete a chart available in Word at this link: Executive Compensation, indicating the compensation of the top five paid individuals employed by the WIB/RWB, or employed by any entities using WIA funds to provide administrative or staff support to the WIB/RWB.**

The completed Executive Compensation chart is included as an attachment to this plan.

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

The following is a flow chart of the Region 8 governance structure. The key responsibilities of individuals providing staff support to the RWB are as follows:

Regional Operator – CLJ Associates, LLC

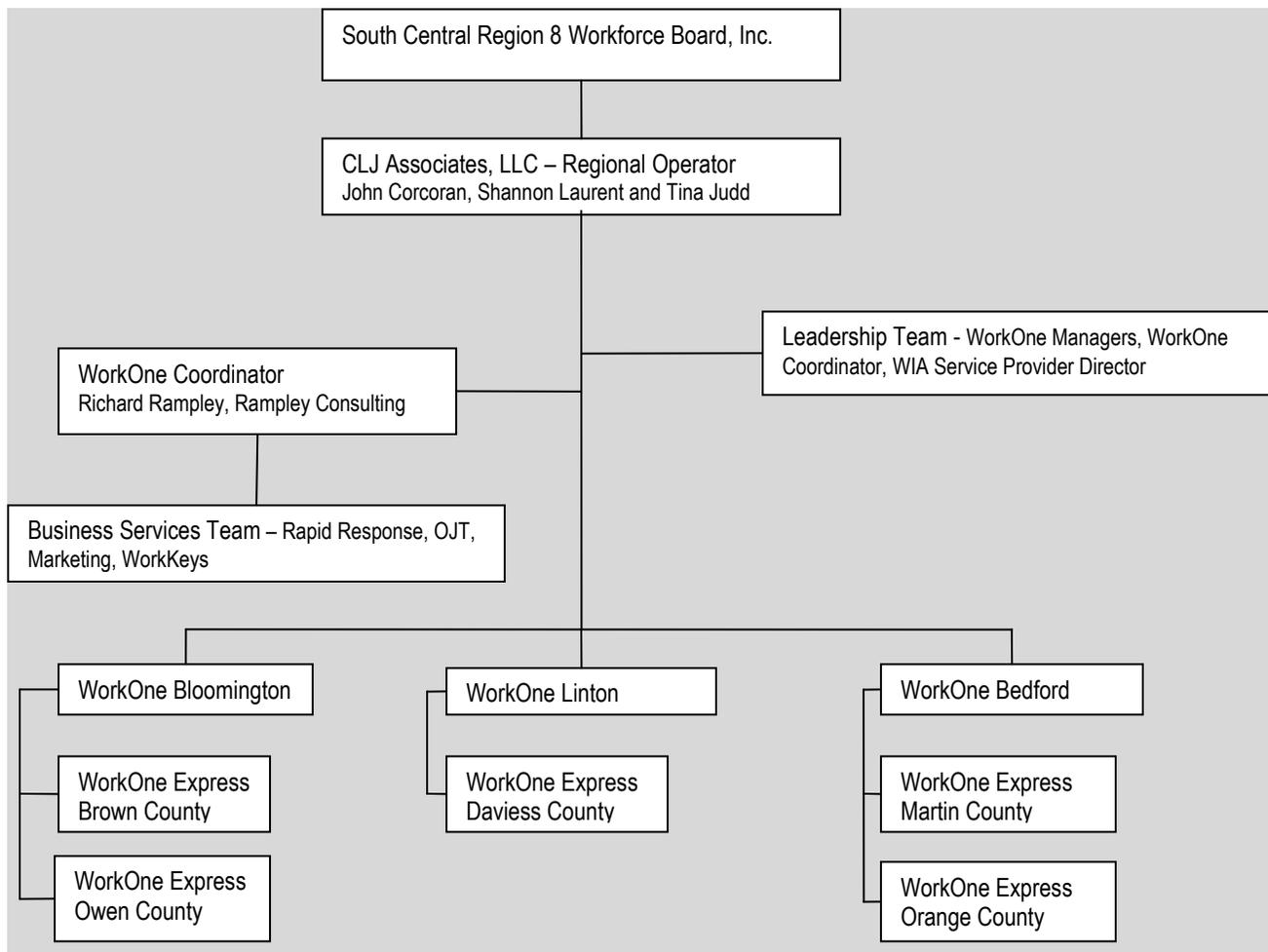
John Corcoran – Board Maintenance, Minutes, Agendas, Regional Elected Official contact, Primary DWD Contact, CLJ Accounting, Procurement, Monitoring, Invoice Approval

Shannon Laurent – WorkOne Operations, Monitoring, Leadership Team Chair, Operations Reports to Board, Primary Youth Program Contact, CLJ Budget, Plan/Grant Writer

Tina Judd – Data Management, Case Management Elite User, Monitoring, EEO Officer, Service Provider Training, Continuous Monitoring of Service Provider Data

WorkOne Coordinator – Rampley Consulting

Richard Rampley – Business Consultant, Leadership for Business Services Team, Coordinates WorkOne Activities, Rapid Response, JOBS, Marketing to Employers



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

(Response should not exceed two pages)

Regional Operator – The Department of Workforce Development has developed a Request for Proposal template and procedure to be used by Regional Workforce Boards in Indiana. The South Central Region 8 Workforce Board, Inc. has competitively solicited proposals in the past using a similar Request for Proposal format. The availability of the RFP was advertised in regional newspapers and on the DWD website. The Board conducted a competitive

procurement for Regional Operator in 2008 for the period July 1, 2009 to June 30, 2011. The procurement permitted a one year renewal based on performance. The Board extended the contract for Regional Operator with CLJ Associates, LLC for a period of one year to June 30, 2012 on January 19, 2011. The Board plans to conduct a competitive procurement for Regional Operator in late 2011 using the DWD prescribed RFP format.

WIA Youth Service Provider – The Department of Workforce Development has developed a WIA Youth Request for Proposal template and procedure to be used by Regional Workforce Boards in Indiana. The South Central Region 8 Workforce Board, Inc. has competitively solicited proposals in the past using a similar Request for Proposal format. The availability of the RFP was advertised in regional newspapers and on the DWD website. The Board conducted the solicitation in 2009 for the period July 1, 2009 to June 30, 2011. Vincennes University was awarded the contract for WIA youth services. The procurement permitted a one year renewal based on performance. The Board extended the contract for WIA Youth Services with Vincennes University for a period of one year to June 30, 2012 on January 19, 2011. The Board plans to conduct a competitive procurement for WIA Youth Services in early 2012 using the DWD prescribed RFP format.

WIA Adult and Dislocated Worker Service Provider – The South Central Region 8 Workforce Board, Inc. has competitively solicited proposals in the past using a Request for Proposal format. The availability of the RFP was advertised in regional newspapers and on the DWD website. The Board conducted the solicitation in 2009 for the period July 1, 2009 to June 30, 2011. Vincennes University was awarded the contract for WIA Adult and Dislocated Worker services. The procurement permitted a one year renewal based on performance. The Board extended the contract for WIA Adult and Dislocated Worker services with Vincennes University for a period of one year to June 30, 2012 on January 19, 2011. The Board plans to conduct a competitive procurement for WIA Adult and Dislocated Worker Services in early 2012 using an RFP format similar to the DWD prescribed WIA Youth RFP template.

WorkOne Coordinator – The South Central Region 8 Workforce Board, Inc. has competitively solicited for the services of a WorkOne Coordinator on two occasions. In both instances the contract was awarded to Rampley Consulting. Rampley Consulting is responsible for coordinating the WorkOne activities in the Regions' eight counties. The Board maintains a WorkOne office in each of the eight counties of Region 8. The WorkOne Coordinator also acts as the Business Consultant in Region 8. The Board plans to conduct a competitive solicitation for these services again in early 2012 if funding is available.

Other Services – The Board may procure goods and services through its procurement policy. This policy requires the use of competitive procurement processes or in the case of small purchases, quotes or catalog pricing are acceptable.

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

The South Central Region 8 Workforce Board, Inc. contracts with the Regional Operator to conduct programmatic oversight and monitoring of all WorkOne activities in the Region. The Board contracts with the Fiscal Agent, Crowe Horwath to account for funds and monitor the financial management of each contractor. The service provider and other contractors are monitored financially and programmatically at least once per Program Year (July 1 to June 30) by the Regional Operator and the Fiscal Agent. In addition, the Regional Operator provides on-going monitoring by regularly reviewing data entered into the participant tracking system mandated by DWD.

The Regional Operator and Fiscal Agent utilize compliance guides developed specifically for Workforce Investment Act activities. As a result of the annual monitoring, a compliance report is developed and issued to the contractor and the Board by the Fiscal Agent and the Regional Operator. Findings are presented with recommendations for

improvement in the report. Contractors are required to take corrective actions in some cases to resolve the monitoring findings. The Board through its Regional Operator maintains a written monitoring policy.

In addition to being monitored by the Regional Operator and Fiscal Agent, the current WIA service provider (Vincennes University) is audited annually by the State Board of Accounts. The Regional Operator and the Board reviews and resolves the Vincennes University audit in accordance with procedures established by DWD.

The Regional Operator financial system is monitored by the Fiscal Agent and audited by the Board selected auditor each year. The Department of Workforce Development conducts annual monitoring of the Regional Operator and the Workforce Board. The audits of the Board, Regional Operator and Service Provider are presented to the Board when completed along with recommendations for improvement if required.

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

The Regional Workforce Board does not allow a financially interested individual or entity that appears to be conflicted, or who is a likely bidder, to participate in the drafting of specifications for a solicitation for proposals. If an individual or entity participates in the drafting of proposal specifications, that individual or entity will be precluded from bidding. Individuals with a real or perceived conflict of interest are asked to leave the room when the Board is discussing the award or solicitation of proposals, or the specifications of a future solicitation. If an individual is conflicted either in fact or in appearance, that individual and the entity they represent will be precluded from bidding.

The Board avoids conflicts of interest and the appearance of conflicts through the Code of By-Laws and an annual disclosure of economic interests. If a conflict is discovered, it will be reported to the Board and DWD in accordance with DWD policy 2007-33. When a new Director is appointed to the Board, the Regional Operator provides an orientation and education session which includes the Statement of Economic interests, Code of By-Laws and the avoidance of conflicts of interest and the appearance of conflicts of interest.

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	John Corcoran, CLJ Associates, LLC corcoranjfc@msn.com
WIA Youth Programs	Shannon Laurent, CLJ Associates, LLC slaurent@hotmail.com
Fiscal Management	Nancy Begle, Crowe-Horwath LLP NBegle-CroweChizek@live.com
Electronic/Information systems	Shannon Laurent, CLJ Associates, LLC
Data Collection/performance	Tina Judd, CLJ Associates, LLC juddtina@yahoo.com
WIA Equal Opportunity Officer	Tina Judd, CLJ Associates, LLC
WIA Program Complaints	Tina Judd, CLJ Associates, LLC

CLJ Associates LLC
2597 West Vernal Pike
Bloomington, IN 47404
Phone: 812-332-4496
Fax: 812-323-3415

Nancy Begle, Crowe Horwath
1149 South Balthazar Drive
Santa Claus, IN 47579
Phone: 812-639-3059

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

The appropriate signatures have been included on the plan.

Attachments to be included

Attachment 1 – RWB Demand Occupations List

When viewing the plan electronically, this document is included in the Word file titled Local Plan Attachments included with this plan.

Attachment 2 – WIA Adult and Dislocated Worker Services Matrix

When viewing the plan electronically, this document is included in the Excel file titled Local Plan Attachments included with this plan.

Attachment 3 – WIA Youth Services Matrix

When viewing the plan electronically, this document is included in the Excel file titled Local Plan Attachments included with this plan.

Attachment 4 – Key RWB Partners Matrix

When viewing the plan electronically, this document is included in the Excel file titled Local Plan Key RWB Partnership Matrix included with this plan.

Attachment 5 – Copy of One Stop Partners MOU

This attachment is not applicable to Region 8 since the Regional Workforce Board is not a WIB.

Attachment 6 – RWB Budget and Service Provider Budgets

When viewing the plan electronically, this document is included in the Excel file titled Local Plan Attachments included with this plan.

Attachment 7 – Copy of Local Elected Officials Agreement

When viewing the plan electronically, this document is included in the pdf file titled LEO Agreements included with this plan.

Attachment 8 – Copy of County Chief Elected Officials' Agreement

When viewing the plan electronically, this document is included in the pdf file titled LEO Agreements included with this plan.

Attachment 9 – Copy of RWB Bylaws

When viewing the plan electronically, this document is included in the pdf file titled RWB Bylaws included with this plan.

Attachment 10 – Executive Compensation

When viewing the plan electronically, this document is included in the Word file titled Local Plan Attachments included with this plan.

Signature Page

Edward E. Epping By: Eugene R. McClatch 4/27/11

Edward E. Epping, Vice Chair
Lehigh Cement Company LLC
180 N. Meridian Road
Mitchell, IN 47446
Phone: (812) 849-7018
Fax: (812) 849-6045
eepping@lehighcement.com

Date

Shawna M. Girgis 4/27/11

Mayor Shawna M. Girgis
City of Bedford
1102 Sixteenth Street
Bedford, IN 47421
812-279-6555
sgirgis@bedford.in.us

Date

Attachment 1

Demand Occupation List

Region 8 Demand Occupation List (Revised 01/27/11)

	Management Occupations	Education/Training
11-9000	Other Management Occupations	Bachelor's or higher degree, plus work experience
	Business and Financial Operations	
13-1000	Business Operations Specialists	Bachelor's degree
	Computer and Mathematical Occupations	
15-1000	Computer Specialists	Associate degree or Bachelor's degree
	Architecture and Engineering Occupations	
17-2000	Engineers	Bachelor's degree
17-3000	Drafters, Engineering and Mapping Technicians	Associate degree
	Life, Physical, and Social Science Occupations	
19-2031	Chemists	Bachelor's degree
19-4000	Life, Physical and Social Science Technicians	Associate degree or Bachelor's degree
	Community and Social Services	
21-1000	Counselors, Social Workers, Other Community and Soc Svc Specialists	Bachelor's degree or Master's degree
	Education, Training, and Library Occupations	
25-2000	Primary, Secondary, and Special Education School Teachers	Bachelor's degree
	Healthcare Practitioners and Technical Occupations	
29-1111	Registered Nurses	Associate degree
29-1124	Radiation Therapist	Associate degree
29-1126	Respiratory Therapists	Associate degree
29-2011	Medical and Clinical Laboratory Technologists	Bachelor's degree
29-2012	Medical and Clinical Laboratory Technicians (Phlebotomists are NOT considered in demand)	Associate degree
29-2021	Dental Hygienists	Associate degree
29-2031	Cardio Vascular Technologists and Technicians	Associate degree
29-2032	Diagnostic Medical Sonographer	Associate degree
29-2034	Radiologic Technologists and Technicians	Associate degree
29-2041	Paramedics (Emergency Medical Technicians are NOT considered in demand)	Postsecondary vocational training
29-2055	Surgical Technologists	Postsecondary vocational training
29-2061	Licensed Practical and Licensed Vocational Nurses	Postsecondary vocational training
29-2071	Medical Records and Health Information Technicians	Associate degree

Healthcare Support Occupations		
31-2011	Occupational Therapist Assistants	Associate degree
31-2021	Physical Therapist Assistants	Associate degree
31-9091	Dental Assistants	Moderate-term on-the-job training
31-9092	Medical Assistants	Moderate-term on-the-job training

Protective Service		
33-2011	Fire Fighters	Long-term on-the-job training
33-3051	Police and Sheriff's Patrol Officers	Long-term on-the-job training

Office and Administrative Support Occupations		
43-3031	Bookkeeping, Accounting, and Auditing Clerks	Moderate-term on-the-job training or Associate degree
43-6011	Executive Secretaries and Administrative Assistants	Work experience in a related occupation
43-6012	Legal Secretaries	Moderate-term on-the-job training or Associate degree
43-6013	Medical Secretaries	Moderate-term on-the-job training or Associate degree

Construction and Extraction Occupations		
47-2031	Carpenters	Long-term on-the-job training
47-2073	Operating Engineers and Other Construction Equipment Operators	Moderate-term on-the-job training
47-2111	Electricians	Long-term on-the-job training
47-2152	Plumbers, Pipefitters, and Steamfitters	Long-term on-the-job training
47-5000	Extraction Workers	Moderate-term on-the-job training

Installation, Maintenance, and Repair Occupations		
49-3023	Automotive Service Technicians and Mechanics	Postsecondary vocational training
49-3031	Bus, Truck Mechanics, Diesel Engine Specialists	Postsecondary vocational training
49-3042	Mobile Heavy Equipment Mechanics, except engine	Long-term on-the-job training
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	Long-term on-the-job training
49-9041	Industrial Machinery Mechanics	Long-term on-the-job training

Transportation and Material Moving Occupations		
53-3032	Truck Drivers, Heavy and Tractor-Trailer	Moderate-term on-the-job training or postsecondary vocational training

Special Exceptions

ONET Code 31-1012 (Nursing Aides, Orderlies, and Attendants) has been removed from the list as these occupations are no longer considered to be in demand in Region 8. However, a special exception request can be submitted to provide Certified Nursing Assistant (CNA) training to specific clients as long as this decision has been properly justified and documented. Staff should follow the existing CNA exception procedure to request approval to fund CNA training.

ONET Code 51-4121 (Welders, Cutters, Solderers, and Brazers) has been removed from the list as these occupations are no longer considered in demand in Region 8. However, a special request can be submitted to provide Welding training.

Request must be sent to the Regional Operator along with proof that there are job openings for Welders in the county where the trainee resides or in an adjacent county. Acceptable proof includes a copy of at least two job postings from ICC, local newspaper, company job availability list, etc. or a bona fide job offer on company letterhead.

The request should also contain an assurance that the available jobs pay at least 9.50 per hour and the city in which the job is located should be clearly indicated. All requests must be sent at least 2 weeks prior to the anticipated start of training.

Attachment 10 – Executive Compensation

South Central Region 8 Workforce Board, Inc.

Executive Compensation

	Staff Person Name	Salary	Benefits	Bonuses	Total Annual Compensation
1	Marian Judd	\$ 96,692	-0-	-0-	\$96,692
2	Shannon Laurent	\$95,278	-0-	-0-	\$95,278
3	John Corcoran	\$92,385	-0-	-0-	\$92,385
4	Robin Branch	\$60,000	\$18,700	-0-	\$78,700
5	Richard Rampley	\$71,315	-0-	-0-	\$71,315

Compensation Notes:

1. CLJ Associates LLC pays no benefits such as health, dental or life insurance, disability, retirement, vacation, sick or holiday pay, FICA and all federal, state and local income tax, etc. In lieu of the standard fringe benefit package which often equates to approximately 30% of salary, CLJ partners must pay for these benefits from their salary.
2. Corcoran, Laurent, Judd are Members of CLJ Associates LLC (Regional Operator).
3. CLJ Associates LLC Members salary is net after Overhead, Travel, Supplies and other expenses.
4. CLJ Associates LLC Members are responsible for Self-Employment Tax and any individual contributions to a SIMPLE retirement plan.
5. CLJ Associates LLC does not reimburse for members in-state travel, parking or other incidental member expenses such as computers, cellular communication and supplies.
6. Rampley is an owner of Rampley Consulting (contracted Region 8 WorkOne Coordinator)
7. Rampley is self employed and is responsible for all self employment taxes and overhead expenses including travel.
8. Robin Branch is an employee of Vincennes University (Service Provider Director)
9. The South Central Region 8 Workforce Board, Inc. has no employees.

Board Name:		South Central Region 8 Workforce Board						
Activity	Description	% WIA Funds to be Utilized		Other Funds to be Utilized (Type of Funds and Amount)	Annual Participation Target			
		Adult	DW		Adult	DW	Co-Enrolled Out-of-School Youth	
Core Workshops	Orientation Workshop	<ul style="list-style-type: none"> •Frequency: At least 1 time per week in each full service WorkOne office and at least 1 time per month in WorkOne Express offices. •Delivery Mechanism: Staff presentation in group or individual setting. The region will explore providing by video as well. •Objective: Increased awareness of services provided by WorkOne •Anticipated Learning Outcomes: Participants will be aware of all available services and the best way to access them. 	4%	3%	*	12000	1000	800
	Resume Workshop	<ul style="list-style-type: none"> •Frequency: At least 1 time per month in each full service WorkOne and at least bi-monthly in WorkOne Express offices. •Delivery Mechanism: Staff presentation in group or individual setting. •Objective: Increased knowledge of how to create a resume. •Anticipated Learning Outcomes: How to produce a resume and cover letter, different resume styles, and how to best present key skills in a resume, tips for making a resume more effective. 	2%	2%	*	1200	100	80
	Interviewing Workshop	<ul style="list-style-type: none"> •Frequency: At least 1 time per month in each full service WorkOne and at least bi-monthly in WorkOne Express offices. •Delivery Mechanism: Staff presentation in group or individual setting. •Objective: Increased knowledge of how to be successful in a a job interview. •Anticipated Learning Outcomes: How to dress for success, answer common interview questions, highlight key skills, and communicate effectively in an interview. 	2%	2%	*	300	25	20
	Career Interest Workshop	<ul style="list-style-type: none"> •Frequency: At least 1 time per month in each full service WorkOne and at least bi-monthly in WorkOne Express offices. •Delivery Mechanism: Staff presentation in group or individual setting. •Objective: Increased knowledge of available career options. •Anticipated Learning Outcomes: Increased understanding of LMI, skill requirements, and work expectations of various careers. 	2%	3%	*	975	81	65
	Job Search Workshop	<ul style="list-style-type: none"> •Frequency: At least 1 time per month in each full service WorkOne and at least bi-monthly in WorkOne Express offices. •Delivery Mechanism: Staff presentation in group or individual setting. •Objective: Increased knowledge of job search techniques. •Anticipated Learning Outcomes: Knowledge of job search techniques, use of Indiana Career Connect, completing paper and online applications, and locating job opportunities. 	2%	2%	*	300	25	20

	UI Workshop	<ul style="list-style-type: none"> •Frequency: At least 4 times per month in each full service WorkOne office in the region. •Delivery Mechanism: Staff presentation in group or individual setting. •Objective: Increased knowledge about UI. •Anticipated Learning Outcomes: Learn UI processes and procedures, voucher completion, and job search requirements for UI claimants. 	1%	3%	*	4000	1000	20
Core Workshops	Healthy Lifestyles Workshop	<ul style="list-style-type: none"> •Frequency: At least 1 time per month in each full service WorkOne and at least quarterly in WorkOne Express offices. •Delivery Mechanism: Staff presentation in group or individual setting. •Objective: Increased knowledge about how to live a healthy life. •Anticipated Learning Outcomes: Better understanding of the importance of nutrition, diet, exercise, and healthy living habits and how these can affect career success and finances. 	1%	1%	*	120	10	8
	Digital Literacy Workshop	<ul style="list-style-type: none"> •Frequency: At least 1 time per month in each workOne office in the region. •Delivery Mechanism: Staff presentation in group or individual setting with hands on access to computer. •Objective: Increased knowledge of basic computer skills. •Anticipated Learning Outcomes: Basic knowledge of computer keyboard and mouse skills, as well as basic use of Word and Excel. 	3%	2%	*	750	63	50
	Financial Literacy Workshop	<ul style="list-style-type: none"> •Frequency: At least 1 time per month in each full service WorkOne and at least bi-monthly in WorkOne Express offices. •Delivery Mechanism: Staff presentation in group or individual setting. •Objective: Increased knowledge of basic budgeting and financial management skills. •Anticipated Learning Outcomes: Basic knowledge of how to create and follow a budget, checking and savings accounts, credit cards and mortgages, interest rates, and tips on managing and saving money. 	2%	3%	*	120	10	8
	Work Readiness Workshop	<ul style="list-style-type: none"> •Frequency: At least 1 time per month in each full service WorkOne office and at least bi-monthly in WorkOne Express offices. •Delivery Mechanism: Staff presentation in group or individual setting. •Objective: Increased knowledge of skills needed to be successful at work. •Anticipated Learning Outcomes: Understanding the importance of attendance, punctuality, effort, job performance, attitude, cooperation, communication, honesty, accepting criticism and instruction, interpersonal skills, time and stress management and customer service. 	3%	1%	*	300	25	20
	Other Workshops	<ul style="list-style-type: none"> Introduction to Federal Employment •Frequency: At least 1 time per month in each full service WorkOne office. •Delivery Mechanism: Staff presentation in group or individual setting. •Objective: Increased knowledge of federal employment opportunities. •Anticipated Learning Outcomes: Improved understanding to how to apply for federal employment and the procedures and expectations that apply to federal employees. 	2%	2%	*	200		

	Other Core Services	No other core services have been identified.				0			
Intensive Services	Case Mgmt	It is anticipated that the number of case managers will be a total of 30 FTE in the region. Case managers will fully enroll customers, recommend assessments, establish relationships with customers, provide on-going intensive services and assistance as needed and follow-up services.	25%	24%	*	4000	400	200	
	Counseling	It is anticipated that the number of academic and career counselors will be a total of 10 FTE in the region. Academic and Career Counselors will administer and interpret assessments and help clients determine next steps. They will also develop relationships with academic institutions and ABE instructors. Counseling will not routinely be conducted in a group setting, but will be an option when needed such as in the case of large dislocations	7%	5%	*	2000	250	150	
	Prevocational Training	Plans are underway to begin offering basic Microsoft Office certification training that leads to a credential in all WorkOne offices throughout the region. The rationale for offering the workshop is based upon the popularity and success of the current digital literacy workshops, and the needs of local employers to hire individuals with computer skills.	4%	4%		40	5	0	
	Intensive-Level Workshops	Job Club <ul style="list-style-type: none"> •Frequency: At least 1 time per month in each WorkOne office in the region and likely more frequently in full service offices. •Delivery Mechanism: In group setting. •Objective: Provide information on networking, job seeking skills, and interview techniques. •Anticipated Learning Outcomes: Participants will increase knowledge of Labor Market Information, job search techniques, internet job search skills, and networking skills. 	3%	2%	*	500	100	50	
	ITAs	In accordance with local policy, the following restrictions apply: The course of study must be on the state eligible training provider list; the customer must maintain a GPA of at least 2.0 on a 4.0 scale; the occupation for which training is provided must be on the local demand occupation list; and individual funding limits (including training and supportive assistance combined) are \$5,000 per program year for WIA Adult funds and \$7,000 per program year for WIA Dislocated Worker funds.	10%	8%		975	190	75	
Training	OJT	In accordance with local policy, the following restrictions apply: OJT reimbursement is limited to 40 hours per week; OJT must not exceed 6 months in length, the job must pay at least \$10 per hour; and individual funding limits (including training and supportive assistance combined) are \$5,000 per program year for WIA Adult funds and \$7,000 per program year for WIA Dislocated Worker funds.	4%	3%	NEG	90000	25	10	5
	Supportive Services	In accordance with local policy, the following restrictions apply: customer must be enrolled in intensive or training level services; must have documentation of financial need; the assistance must not be available from any other program; and individual funding limits (including training and supportive assistance combined) are \$5,000 per program year for WIA Adult funds and \$7,000 per program year for WIA Dislocated Worker funds.	9%	11%		0	0	0	

Other Activities or Prog	Business Services	Business services for employers include technical assistance with Indiana Career Connect, applicant screening and referral, job fairs, labor market information, and WorkKeys assessments. A more detailed description of available business services is contained in the plan narrative. There are approximately 6 full time equivalents dedicated to business services including one staff position is solely dedicated to serving businesses and approximately 5 additional full time equivalents spread amongst several staff.	6%	7%	*			
	Staff Development	Staff development is conducted in a variety of ways including regular staff meetings with office managers, participation in DWD sponsored trainings, and individual or small group trainings on specific topics conducted by subject matter experts within the region. There will be at least one staff training session conducted each quarter.	2%	2%	*			
Other Activities	Other	No other programs are planned.						
Totals	Total Core Services		24%	24%	\$0	20265	2339	1091
	Total Intensive Services		45%	45%	\$0	6540	755	400
	Total Training Services		14%	11%	\$90,000	1000	200	80
	Total Other		17%	20%	\$0	0	0	0
	Grand Total		100%	100%	\$90,000	27805	3294	1571

It is anticipated that a total of 12,000 will be enrolled. Co-enrolled enrollments are counted in each program in which they are enrolled.

Note:

* WIA Adult and Dislocated Worker programs are delivered as part of an integrated service delivery model. Some activities such as workshops, case management, counseling, business services, and staff development are delivered in accordance with partner programs and resources including local DWD staff time.

Key Workforce Investment Board/Regional Workforce Board Partnership Matrix

Board Name: South Central Region 8 Workforce Board (Partnerships with Brown Co. WorkOne Express)		
Name of Partner	Description of Partnership	Shared Customers/Interests
Vocational Rehabilitation (VR)	<ul style="list-style-type: none"> •VR staff visit the WorkOne regularly to meet with customers. •WorkOne and VR exchange referrals and work in coordination to serve mutual customers. 	<ul style="list-style-type: none"> •Both entities serve individuals with disabilities who need assistance obtaining or retaining employment.
Brown County Career Resource Center	<ul style="list-style-type: none"> • WorkOne is located in the CRC facility. •CRC and WorkOne exchange referrals and work together to serve mutual customers. •CRC offers ABE and other training to WorkOne customers. •WorkOne provides employment and training assistance to CRC students. 	<ul style="list-style-type: none"> • Both entities serve individuals who need assistance improving their skills.
Community Action Program	<ul style="list-style-type: none"> • WorkOne refers individuals who need help with housing and energy assistance. •CAP refers individuals to WorkOne for job search assistance, and job readiness training. 	<ul style="list-style-type: none"> • Both entities serve individuals who need assistance with employment, training, and supportive services.
Brown Co. Probation Dept.	<ul style="list-style-type: none"> • Probation staff refer individuals who are recently released from jail, on probation, or delinquent on child support to WorkOne for assistance in finding employment. • WorkOne and Probation staff work together to serve mutual clients. 	<ul style="list-style-type: none"> • Both entities seek to assist individuals with criminal records to gain successful employment and avoid further legal issues.
Brown Co. Literacy Coalition	<ul style="list-style-type: none"> • WorkOne refers customers who need tutors and help with literacy issues to the Literacy Coalition. • The Literacy Coalition refers customers to WorkOne for job search assistance. 	<ul style="list-style-type: none"> • Both entities serve customers who need assistance with basic skills and employment.
Division of Family Resources	<ul style="list-style-type: none"> •WorkOne refers customers who need TANF and Food Stamp assistance to DFR. • DFR refers customers who need assistance with training and job search to WorkOne. • WorkOne and DFR work in coordination to serve mutual customers. 	<ul style="list-style-type: none"> • Both entities assist low income individuals who need assistance.
Brown County Community Network	<ul style="list-style-type: none"> • WorkOne participates with representatives from various service providers to share information about new and existing programs available and to establish referral processes between agencies. 	<ul style="list-style-type: none"> • All agencies involved in the Community Network serve individuals who need various types of education, training, employment and financial assistance.
Centerstone	<ul style="list-style-type: none"> • WorkOne refers customers to Centerstone for counseling. • Centerstone refers customers to WorkOne for job search assistance. 	<ul style="list-style-type: none"> • Both entities provide assistance to individuals seeking employment.

Attachment 7 – Copy of Local Elected Officials Agreement

Monroe County Elected Official Agreement

This agreement is made and entered into by and between the Local Elected Officials (LEOs) in Monroe County of Region 8 to set forth the procedures that shall govern LEOs and their responsibilities and actions pursuant to the provisions of the Workforce Investment Act, and all federal and state statutes, rules, and regulations promulgated hereunder. The local elected official body shall include one designated County Commissioner appointed by all Commissioners in Monroe County as the Commissioner designated to appoint members of the Regional Workforce Board (the "designated County Commissioner") and the Mayors of cities that are second or third class cities with populations of 5,000 or more (collectively, the "Local Elected Officials"). In Monroe County the second or third class city with population of 5,000 or more is Bloomington, Indiana.

I. Selection of Regional Workforce Board Members

The Local Elected Officials together shall appoint members of the Regional Workforce Board in compliance with state policies adopted by the Department of Workforce Development. The Local Elected Officials together shall make one appointment of a Business Representative to the Regional Workforce Board. Business Representatives shall be:

- Owners of business, chief executives, or operating officers of businesses, and other business executives, or employers with optimum policy making or hiring authority;
- Representative of businesses with employment opportunities that reflect the employment opportunities of the Regional Workforce Area; and
- Appointed from among individuals nominated by local business organizations and business trade associations.

The Local Elected Officials shall appoint Business Representatives for the Regional Workforce Board to a two year term and members will serve no more than two consecutive terms. Members will be appointed to the Regional Workforce Board during times of Board re-certification (every other June during the uneven calendar years).

II. Selection of an Elected Official to Represent the County

The Local Elected Officials together shall select from among them an Elected Official to represent their interests on the Regional Workforce Board (the "Elected Official"). The Elected Official shall interact with the Regional Chief Elected Official (the "Regional CEO") on matters concerning the Regional Workforce Board. The Elected Official will enter into an agreement with the Elected Officials of the Region on behalf of the County. The Elected Official will act as the liaison for the county s/he represents. Nothing in this Agreement shall prohibit the Elected Official from serving as the Regional CEO.

III. Duties of the Elected Official Representing the County

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

- Entering into an Elected Officials Agreement with the Elected Officials of Region 8 to establish responsibilities and actions as it pertains to the Workforce Investment Act and Regional Workforce Board;
- Providing guidance to the Regional Workforce Board as a member of the Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Regional CEO;
- Notifying the Local Elected Officials of the County about a vacancy on the Regional Workforce Board that requires their appointment.

In the event the Elected Official determines the need to utilize a proxy to the Executive Council on his/her behalf, such proxy shall be the Business Representative appointed by the Local Elected Officials.

IV. Other Responsibilities

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

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

V. Authority to Act

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

By signing this agreement the designated County Commissioner and Mayor of each designated city approves the selected Elected Official to act on their behalf.

Iris F. Kiesling shall be the Elected Official for Monroe County.
Printed Name

VI. Period of Agreement

The period of this Agreement shall be from October 15, 2010 to June 30, 2015.

VII. Amendment

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

VIII. Counterparts

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

Iris F. Kresling 11/29/10
Signature Date

[Signature] 12/2/10
Signature Date

Iris F. Kresling
Printed Name
Monroe County Commissioner

MARK KRUTAN 12/2/10
Printed Name Date
Mayor of Bloomington, IN

Brown County Elected Official Agreement

This agreement is made and entered into by and between the Local Elected Officials (LEOs) in Brown County of Region 8 to set forth the procedures that shall govern LEOs and their responsibilities and actions pursuant to the provisions of the Workforce Investment Act, and all federal and state statutes, rules, and regulations promulgated hereunder. The local elected official body shall include one designated County Commissioner appointed by all Commissioners in Brown County as the Commissioner designated to appoint members of the Regional Workforce Board (the "designated County Commissioner") and the Mayors of cities that are second or third class cities with populations of 5,000 or more (collectively, the "Local Elected Officials"). In Brown County there are no second or third class cities with populations of 5,000 or more.

I. Selection of Regional Workforce Board Members

The Local Elected Officials together shall appoint members of the Regional Workforce Board in compliance with state policies adopted by the Department of Workforce Development. The Local Elected Officials together shall make one appointment of a Business Representative to the Regional Workforce Board. Business Representatives shall be:

- Owners of business, chief executives, or operating officers of businesses, and other business executives, or employers with optimum policy making or hiring authority;
- Representative of businesses with employment opportunities that reflect the employment opportunities of the Regional Workforce Area; and
- Appointed from among individuals nominated by local business organizations and business trade associations.

The Local Elected Officials shall appoint Business Representatives for the Regional Workforce Board to a two year term and members will serve no more than two consecutive terms. Members will be appointed to the Regional Workforce Board during times of Board re-certification (every other June during the uneven calendar years).

II. Selection of an Elected Official to Represent the County

The Local Elected Officials together shall select from among them an Elected Official to represent their interests on the Regional Workforce Board (the "Elected Official"). The Elected Official shall interact with the Regional Chief Elected Official (the "Regional CEO") on matters concerning the Regional Workforce Board. The Elected Official will enter into an agreement with the Elected Officials of the Region on behalf of the County. The Elected Official will act as the liaison for the county s/he represents. Nothing in this Agreement shall prohibit the Elected Official from serving as the Regional CEO.

III. Duties of the Elected Official Representing the County

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

- Entering into an Elected Officials Agreement with the Elected Officials of Region 8 to establish responsibilities and actions as it pertains to the Workforce Investment Act and Regional Workforce Board;
- Providing guidance to the Regional Workforce Board as a member of the Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Regional CEO;
- Notifying the Local Elected Officials of the County about a vacancy on the Regional Workforce Board that requires their appointment.

In the event the Elected Official determines the need to utilize a proxy to the Executive Council on his/her behalf, such proxy shall be the Business Representative appointed by the Local Elected Officials.

IV. Other Responsibilities

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

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

V. Authority to Act

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

By signing this agreement the designated County Commissioner and Mayor of each designated city approves the selected Elected Official to act on their behalf.

Darrell Kent shall be the Elected Official for Brown County.
Printed Name

Daviess County Elected Official Agreement

This agreement is made and entered into by and between the Local Elected Officials (LEOs) in Daviess County of Region 8 to set forth the procedures that shall govern LEOs and their responsibilities and actions pursuant to the provisions of the Workforce Investment Act, and all federal and state statutes, rules, and regulations promulgated hereunder. The local elected official body shall include one designated County Commissioner appointed by all Commissioners in Daviess County as the Commissioner designated to appoint members of the Regional Workforce Board (the "designated County Commissioner") and the Mayors of cities that are second or third class cities with populations of 5,000 or more (collectively, the "Local Elected Officials"). In Daviess County the second or third class city with population of 5,000 or more is Washington, Indiana.

I. Selection of Regional Workforce Board Members

The Local Elected Officials together shall appoint members of the Regional Workforce Board in compliance with state policies adopted by the Department of Workforce Development. The Local Elected Officials together shall make one appointment of a Business Representative to the Regional Workforce Board. Business Representatives shall be:

- Owners of business, chief executives, or operating officers of businesses, and other business executives, or employers with optimum policy making or hiring authority;
- Representative of businesses with employment opportunities that reflect the employment opportunities of the Regional Workforce Area; and
- Appointed from among individuals nominated by local business organizations and business trade associations.

The Local Elected Officials shall appoint Business Representatives for the Regional Workforce Board to a two year term and members will serve no more than two consecutive terms. Members will be appointed to the Regional Workforce Board during times of Board re-certification (every other June during the uneven calendar years).

II. Selection of an Elected Official to Represent the County

The Local Elected Officials together shall select from among them an Elected Official to represent their interests on the Regional Workforce Board (the "Elected Official"). The Elected Official shall interact with the Regional Chief Elected Official (the "Regional CEO") on matters concerning the Regional Workforce Board. The Elected Official will enter into an agreement with the Elected Officials of the Region on behalf of the County. The Elected Official will act as the liaison for the county s/he represents. Nothing in this Agreement shall prohibit the Elected Official from serving as the Regional CEO.

III. Duties of the Elected Official Representing the County

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

- Entering into an Elected Officials Agreement with the Elected Officials of Region 8 to establish responsibilities and actions as it pertains to the Workforce Investment Act and Regional Workforce Board;
- Providing guidance to the Regional Workforce Board as a member of the Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Regional CEO;
- Notifying the Local Elected Officials of the County about a vacancy on the Regional Workforce Board that requires their appointment.

In the event the Elected Official determines the need to utilize a proxy to the Executive Council on his/her behalf, such proxy shall be the Business Representative appointed by the Local Elected Officials.

IV. Other Responsibilities

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

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

V. Authority to Act

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

By signing this agreement the designated County Commissioner and Mayor of each designated city approves the selected Elected Official to act on their behalf.

ANTHONY D. WICHMAN shall be the Elected Official for Daviess County.
Printed Name

VI. Period of Agreement

The period of this Agreement shall be from October 15, 2010 to June 30, 2015.

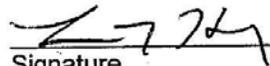
VII. Amendment

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

VIII. Counterparts

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


Signature _____ Date 10-25-10


Signature _____ Date 10-26-10

ANTHONY D. WICHMAN
Printed Name _____
Daviess County Commissioner *Pres*

Larry Hoag 10-26-10
Printed Name _____ Date
Mayor of Washington, IN

Lawrence County Elected Official Agreement

This agreement is made and entered into by and between the Local Elected Officials (LEOs) in Lawrence County of Region 8 to set forth the procedures that shall govern LEOs and their responsibilities and actions pursuant to the provisions of the Workforce Investment Act, and all federal and state statutes, rules, and regulations promulgated hereunder. The local elected official body shall include one designated County Commissioner appointed by all Commissioners in Lawrence County as the Commissioner designated to appoint members of the Regional Workforce Board (the "designated County Commissioner") and the Mayors of cities that are second or third class cities with populations of 5,000 or more (collectively, the "Local Elected Officials"). In Lawrence County the second or third class city with population of 5,000 or more is Bedford, Indiana.

I. Selection of Regional Workforce Board Members

The Local Elected Officials together shall appoint members of the Regional Workforce Board in compliance with state policies adopted by the Department of Workforce Development. The Local Elected Officials together shall make one appointment of a Business Representative to the Regional Workforce Board. Business Representatives shall be:

- Owners of business, chief executives, or operating officers of businesses, and other business executives, or employers with optimum policy making or hiring authority;
- Representative of businesses with employment opportunities that reflect the employment opportunities of the Regional Workforce Area; and
- Appointed from among individuals nominated by local business organizations and business trade associations.

The Local Elected Officials shall appoint Business Representatives for the Regional Workforce Board to a two year term and members will serve no more than two consecutive terms. Members will be appointed to the Regional Workforce Board during times of Board re-certification (every other June during the uneven calendar years).

II. Selection of an Elected Official to Represent the County

The Local Elected Officials together shall select from among them an Elected Official to represent their interests on the Regional Workforce Board (the "Elected Official"). The Elected Official shall interact with the Regional Chief Elected Official (the "Regional CEO") on matters concerning the Regional Workforce Board. The Elected Official will enter into an agreement with the Elected Officials of the Region on behalf of the County. The Elected Official will act as the liaison for the county s/he represents. Nothing in this Agreement shall prohibit the Elected Official from serving as the Regional CEO.

III. Duties of the Elected Official Representing the County

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

- Entering into an Elected Officials Agreement with the Elected Officials of Region 8 to establish responsibilities and actions as it pertains to the Workforce Investment Act and Regional Workforce Board;
- Providing guidance to the Regional Workforce Board as a member of the Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Regional CEO;
- Notifying the Local Elected Officials of the County about a vacancy on the Regional Workforce Board that requires their appointment.

In the event the Elected Official determines the need to utilize a proxy to the Executive Council on his/her behalf, such proxy shall be the Business Representative appointed by the Local Elected Officials.

IV. Other Responsibilities

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

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

V. Authority to Act

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

By signing this agreement the designated County Commissioner and Mayor of each designated city approves the selected Elected Official to act on their behalf.

Shawna M. Girgis, Mayor of Bedford
LAWRENCE shall be the Elected Official for Lawrence
County.

Printed Name

Shawna M. Girgis, Mayor of Bedford

VI. Period of Agreement

The period of this Agreement shall be from October 15, 2010 to June 30, 2015.

VII. Amendment

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

VIII. Counterparts

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


Signature Date 10-26-10


Signature Date 11/4/10

DAVID FLINN
Printed Name
Lawrence County Commissioner

Shawna M. Girgis 11/4/10
Printed Name Date
Mayor of Bedford, IN

Owen County Elected Official Agreement

This agreement is made and entered into by and between the Local Elected Officials (LEOs) in Owen County of Region 8 to set forth the procedures that shall govern LEOs and their responsibilities and actions pursuant to the provisions of the Workforce Investment Act, and all federal and state statutes, rules, and regulations promulgated hereunder. The local elected official body shall include one designated County Commissioner appointed by all Commissioners in Owen County as the Commissioner designated to appoint members of the Regional Workforce Board (the "designated County Commissioner") and the Mayors of cities that are second or third class cities with populations of 5,000 or more (collectively, the "Local Elected Officials"). In Owen County there are no second or third class cities with populations of 5,000 or more.

I. Selection of Regional Workforce Board Members

The Local Elected Officials together shall appoint members of the Regional Workforce Board in compliance with state policies adopted by the Department of Workforce Development. The Local Elected Officials together shall make one appointment of a Business Representative to the Regional Workforce Board. Business Representatives shall be:

- Owners of business, chief executives, or operating officers of businesses, and other business executives, or employers with optimum policy making or hiring authority;
- Representative of businesses with employment opportunities that reflect the employment opportunities of the Regional Workforce Area; and
- Appointed from among individuals nominated by local business organizations and business trade associations.

The Local Elected Officials shall appoint Business Representatives for the Regional Workforce Board to a two year term and members will serve no more than two consecutive terms. Members will be appointed to the Regional Workforce Board during times of Board re-certification (every other June during the uneven calendar years).

II. Selection of an Elected Official to Represent the County

The Local Elected Officials together shall select from among them an Elected Official to represent their interests on the Regional Workforce Board (the "Elected Official"). The Elected Official shall interact with the Regional Chief Elected Official (the "Regional CEO") on matters concerning the Regional Workforce Board. The Elected Official will enter into an agreement with the Elected Officials of the Region on behalf of the County. The Elected Official will act as the liaison for the county s/he represents. Nothing in this Agreement shall prohibit the Elected Official from serving as the Regional CEO.

III. Duties of the Elected Official Representing the County

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

- Entering into an Elected Officials Agreement with the Elected Officials of Region 8 to establish responsibilities and actions as it pertains to the Workforce Investment Act and Regional Workforce Board;
- Providing guidance to the Regional Workforce Board as a member of the Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Regional CEO;
- Notifying the Local Elected Officials of the County about a vacancy on the Regional Workforce Board that requires their appointment.

In the event the Elected Official determines the need to utilize a proxy to the Executive Council on his/her behalf, such proxy shall be the Business Representative appointed by the Local Elected Officials.

IV. Other Responsibilities

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

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

V. Authority to Act

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

By signing this agreement the designated County Commissioner and Mayor of each designated city approves the selected Elected Official to act on their behalf.

Angie Lawson shall be the Elected Official for Owen County.
Printed Name Auditor

Orange County Elected Official Agreement

This agreement is made and entered into by and between the Local Elected Officials (LEOs) in Orange County of Region 8 to set forth the procedures that shall govern LEOs and their responsibilities and actions pursuant to the provisions of the Workforce Investment Act, and all federal and state statutes, rules, and regulations promulgated hereunder. The local elected official body shall include one designated County Commissioner appointed by all Commissioners in Orange County as the Commissioner designated to appoint members of the Regional Workforce Board (the "designated County Commissioner") and the Mayors of cities that are second or third class cities with populations of 5,000 or more (collectively, the "Local Elected Officials"). In Orange County there are no second or third class cities with populations of 5,000 or more.

I. Selection of Regional Workforce Board Members

The Local Elected Officials together shall appoint members of the Regional Workforce Board in compliance with state policies adopted by the Department of Workforce Development. The Local Elected Officials together shall make one appointment of a Business Representative to the Regional Workforce Board. Business Representatives shall be:

- Owners of business, chief executives, or operating officers of businesses, and other business executives, or employers with optimum policy making or hiring authority;
- Representative of businesses with employment opportunities that reflect the employment opportunities of the Regional Workforce Area; and
- Appointed from among individuals nominated by local business organizations and business trade associations.

The Local Elected Officials shall appoint Business Representatives for the Regional Workforce Board to a two year term and members will serve no more than two consecutive terms. Members will be appointed to the Regional Workforce Board during times of Board re-certification (every other June during the uneven calendar years).

II. Selection of an Elected Official to Represent the County

The Local Elected Officials together shall select from among them an Elected Official to represent their interests on the Regional Workforce Board (the "Elected Official"). The Elected Official shall interact with the Regional Chief Elected Official (the "Regional CEO") on matters concerning the Regional Workforce Board. The Elected Official will enter into an agreement with the Elected Officials of the Region on behalf of the County. The Elected Official will act as the liaison for the county s/he represents. Nothing in this Agreement shall prohibit the Elected Official from serving as the Regional CEO.

III. Duties of the Elected Official Representing the County

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

- Entering into an Elected Officials Agreement with the Elected Officials of Region 8 to establish responsibilities and actions as it pertains to the Workforce Investment Act and Regional Workforce Board;
- Providing guidance to the Regional Workforce Board as a member of the Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Regional CEO;
- Notifying the Local Elected Officials of the County about a vacancy on the Regional Workforce Board that requires their appointment.

In the event the Elected Official determines the need to utilize a proxy to the Executive Council on his/her behalf, such proxy shall be the Business Representative appointed by the Local Elected Officials.

IV. Other Responsibilities

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

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

V. Authority to Act

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

By signing this agreement the designated County Commissioner and Mayor of each designated city approves the selected Elected Official to act on their behalf.

Jim Springer shall be the Elected Official for Orange
County.
Printed Name

Martin County Elected Official Agreement

This agreement is made and entered into by and between the Local Elected Officials (LEOs) in Martin County of Region 8 to set forth the procedures that shall govern LEOs and their responsibilities and actions pursuant to the provisions of the Workforce Investment Act, and all federal and state statutes, rules, and regulations promulgated hereunder. The local elected official body shall include one designated County Commissioner appointed by all Commissioners in Martin County as the Commissioner designated to appoint members of the Regional Workforce Board (the "designated County Commissioner") and the Mayors of cities that are second or third class cities with populations of 5,000 or more (collectively, the "Local Elected Officials"). In Martin County there are no second or third class cities with populations of 5,000 or more.

I. Selection of Regional Workforce Board Members

The Local Elected Officials together shall appoint members of the Regional Workforce Board in compliance with state policies adopted by the Department of Workforce Development. The Local Elected Officials together shall make one appointment of a Business Representative to the Regional Workforce Board. Business Representatives shall be:

- Owners of business, chief executives, or operating officers of businesses, and other business executives, or employers with optimum policy making or hiring authority;
- Representative of businesses with employment opportunities that reflect the employment opportunities of the Regional Workforce Area; and
- Appointed from among individuals nominated by local business organizations and business trade associations.

The Local Elected Officials shall appoint Business Representatives for the Regional Workforce Board to a two year term and members will serve no more than two consecutive terms. Members will be appointed to the Regional Workforce Board during times of Board re-certification (every other June during the uneven calendar years).

II. Selection of an Elected Official to Represent the County

The Local Elected Officials together shall select from among them an Elected Official to represent their interests on the Regional Workforce Board (the "Elected Official"). The Elected Official shall interact with the Regional Chief Elected Official (the "Regional CEO") on matters concerning the Regional Workforce Board. The Elected Official will enter into an agreement with the Elected Officials of the Region on behalf of the County. The Elected Official will act as the liaison for the county s/he represents. Nothing in this Agreement shall prohibit the Elected Official from serving as the Regional CEO.

III. Duties of the Elected Official Representing the County

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

- Entering into an Elected Officials Agreement with the Elected Officials of Region 8 to establish responsibilities and actions as it pertains to the Workforce Investment Act and Regional Workforce Board;
- Providing guidance to the Regional Workforce Board as a member of the Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Regional CEO;
- Notifying the Local Elected Officials of the County about a vacancy on the Regional Workforce Board that requires their appointment.

In the event the Elected Official determines the need to utilize a proxy to the Executive Council on his/her behalf, such proxy shall be the Business Representative appointed by the Local Elected Officials.

IV. Other Responsibilities

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

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

V. Authority to Act

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

By signing this agreement the designated County Commissioner and Mayor of each designated city approves the selected Elected Official to act on their behalf.

Paul R George shall be the Elected Official for Martin County.
Printed Name

Greene County Elected Official Agreement

This agreement is made and entered into by and between the Local Elected Officials (LEOs) in Greene County of Region 8 to set forth the procedures that shall govern LEOs and their responsibilities and actions pursuant to the provisions of the Workforce Investment Act, and all federal and state statutes, rules, and regulations promulgated hereunder. The local elected official body shall include one designated County Commissioner appointed by all Commissioners in Greene County as the Commissioner designated to appoint members of the Regional Workforce Board (the "designated County Commissioner") and the Mayors of cities that are second or third class cities with populations of 5,000 or more (collectively, the "Local Elected Officials"). In Greene County the second or third class city with population of 5,000 or more is Linton, Indiana.

I. Selection of Regional Workforce Board Members

The Local Elected Officials together shall appoint members of the Regional Workforce Board in compliance with state policies adopted by the Department of Workforce Development. The Local Elected Officials together shall make one appointment of a Business Representative to the Regional Workforce Board. Business Representatives shall be:

- Owners of business, chief executives, or operating officers of businesses, and other business executives, or employers with optimum policy making or hiring authority;
- Representative of businesses with employment opportunities that reflect the employment opportunities of the Regional Workforce Area; and
- Appointed from among individuals nominated by local business organizations and business trade associations.

The Local Elected Officials shall appoint Business Representatives for the Regional Workforce Board to a two year term and members will serve no more than two consecutive terms. Members will be appointed to the Regional Workforce Board during times of Board re-certification (every other June during the uneven calendar years).

II. Selection of an Elected Official to Represent the County

The Local Elected Officials together shall select from among them an Elected Official to represent their interests on the Regional Workforce Board (the "Elected Official"). The Elected Official shall interact with the Regional Chief Elected Official (the "Regional CEO") on matters concerning the Regional Workforce Board. The Elected Official will enter into an agreement with the Elected Officials of the Region on behalf of the County. The Elected Official will act as the liaison for the county s/he represents. Nothing in this Agreement shall prohibit the Elected Official from serving as the Regional CEO.

III. Duties of the Elected Official Representing the County

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

- Entering into an Elected Officials Agreement with the Elected Officials of Region 8 to establish responsibilities and actions as it pertains to the Workforce Investment Act and Regional Workforce Board;
- Providing guidance to the Regional Workforce Board as a member of the Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Regional CEO;
- Notifying the Local Elected Officials of the County about a vacancy on the Regional Workforce Board that requires their appointment.

In the event the Elected Official determines the need to utilize a proxy to the Executive Council on his/her behalf, such proxy shall be the Business Representative appointed by the Local Elected Officials.

IV. Other Responsibilities

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

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

V. Authority to Act

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

By signing this agreement the designated County Commissioner and Mayor of each designated city approves the selected Elected Official to act on their behalf.

Tom Jones shall be the Elected Official for Greene County.
Printed Name

VI. Period of Agreement

The period of this Agreement shall be from October 15, 2010 to June 30, 2015.

VII. Amendment

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

VIII. Counterparts

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

Steve Lindsey 11-1-10
Signature Date

Signature Date

Steve Lindsey
Printed Name
Greene County Commissioner

Printed Name Date
Mayor of Linton, IN

VI. Period of Agreement

The period of this Agreement shall be from October 15, 2010 to June 30, 2015.

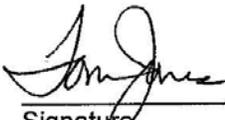
VII. Amendment

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

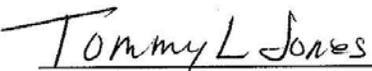
VIII. Counterparts

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

Signature Date

 _____ 10/22/10
Signature Date

Printed Name
Greene County Commissioner

 _____ 10/22/10
Printed Name Date
Mayor of Linton, IN

Attachment 8 – Copy of County Chief Elected Officials’ Agreement

Regional Elected Officials Agreement

This agreement is made and entered into by and between the designated Regional Elected Officials from the counties of Brown, Daviess, Greene, Lawrence, Martin, Monroe, Orange and Owen in Region 8 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 state statutes, rules, and regulations promulgated hereunder. The Regional Elected Official body includes one designated Local Elected Official from each County as set forth in each Local Elected Officials Agreement.

I. Duties and Responsibilities of the Regional Elected Officials

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

- Entering into a Regional Elected Officials Agreement with the Local Elected Officials of Region 8 to establish responsibilities and actions as it pertains to the Workforce Investment Act and Regional Workforce Board;
- Providing guidance to the Regional Workforce Board as a member of the Executive Council;
- Communicating updates and changes to the Local Elected Officials of the County;
- Selecting a Regional Chief Elected Official (the "Regional CEO") for the Region;
- 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 LEOs of the County he/she represents.

II. Duties and Responsibilities of a Regional 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 Regional CEO will have the authority to sign all necessary documents representing the actions approved by the Regional Elected Officials and/or the Executive Council of Regional Elected Officials. The Regional CEO serves on the Regional Workforce Board and is responsible, along with the Regional Workforce Board Chairperson for updating the Regional Elected Official Executive Council on workforce development activities and issues for Region 8.

III. Fiscal Agent

Beginning in Program Year 2010, the Department of Workforce Development permitted Regional Workforce Boards to select the fiscal agent with the approval of the Regional Chief Elected Official. In Region 8 a competitive solicitation was conducted by the South Central Region 8 Workforce Board, Inc. Crowe Horwath LLP was awarded a two-year contract with a one year extension option that may be exercised by the Board and CEO. The Fiscal Agent serves at the pleasure of the Chief Elected Official. The Regional CEO will determine the process of selecting the Fiscal Agent, should the need arise.

IV. Liability for Costs Disallowed by Audit or Monitoring

The Regional Local Elected Officials have no liability for funds spent and subsequently disallowed in Region 8. The Governor of the State of Indiana is the Chief Elected Official for the Balance of State Workforce Investment Board (BOS-WIB) of which Region 8 is one Economic Growth Region. As the Chief Elected Official for the BOS-WIB, the Governor of the State of Indiana is responsible for repayment of Region 8 disallowed costs.

V. Selection of an Executive Council

The Regional Elected Officials will operate as an Executive Council who will serve a two-year term. There is no limit on the number of consecutive or non-consecutive terms a 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. The designee may also be a LEO from 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.

VI. Duties of the Executive Council

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

- Provide guidance to the Regional Workforce Board;
- Communicate updates and changes to the Local Elected Officials of the County;
- Select a Regional CEO for the Region;
- Notifying the Local Elected Officials of the County about a vacancy on the Regional Workforce Board that requires their appointment;

VII. Frequency of Executive Council Meetings

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

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 Regional Workforce Board Chairperson for updates on the progress and actions in improving workforce development for the employers and citizens of their community. 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 one Regional Elected Official from each County.

IX. Counterparts

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

X. Period of Agreement

The period of this Agreement shall be from November 4, 2010 through June 30, 2015.

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 state or federal legislation affecting the Workforce Investment Act may require a modification of this Agreement. A modification of the Agreement requires a majority vote of the Regional Elected Officials.

Region 8 Elected Officials have named MAYOR SHAWNA GIRGIS, City of Bedford to stand as the Chief Elected Official. Printed Name

Regional Elected Officials Agreement

Darrell L. Kent DARRELL L. KENT 11-19-10
Signature -- Printed Name - Brown County Date

Signature -- Printed Name - Daviess County Date

Tommy L. Jones Tommy L. Jones 11/4/10
Signature -- Printed Name - Greene County Date

Shawna M. Girgis Shawna M. Girgis 11/4/10
Signature -- Printed Name - Lawrence County Date

Signature -- Printed Name - Martin County Date

Signature -- Printed Name - Monroe County Date

Signature -- Printed Name - Orange County Date

Angie Lawson Angie LAWSON 11-4-10
Signature -- Printed Name - Owen County Date

Regional Elected Officials Agreement

Darrell L. Kent DARRELL L. KENT 11-19-10
Signature - Printed Name - Brown County Date

[Signature] ANTHONY D. WECHMAN 12-13-10
Signature - Printed Name - Daviess County Date

Tommy L. Jones Tommy L. Jones 11/4/10
Signature - Printed Name - Greene County Date

Shawna M. Girgis Shawna M. Girgis 11/4/10
Signature - Printed Name - Lawrence County Date

Signature - Printed Name - Martin County Date

Signature - Printed Name - Monroe County Date

Signature - Printed Name - Orange County Date

Angie Lawson Angie Lawson 11-4-10
Signature - Printed Name - Owen County Date

Regional Elected Officials Agreement

Darrell L. Kent DARRELL L. KENT 11-19-10
Signature - Printed Name - Brown County Date

Signature - Printed Name - Daviess County Date

Tommy L. Jones Tommy L. Jones 11/4/10
Signature - Printed Name - Greens County Date

Shawna M. Girgis Shawna M. Girgis 11/4/10
Signature - Printed Name - Lawrence County Date

Paul R. George Paul R. George 11-30-10
Signature - Printed Name - Martin County Date

Signature - Printed Name - Monroe County Date

Signature - Printed Name - Orange County Date

Angie Lawson Angie Lawson 11-4-10
Signature - Printed Name - Owen County Date

Regional Elected Officials Agreement

Darrell L. Kent DARRELL L. KENT 11-19-10
Signature -- Printed Name - Brown County Date

Signature -- Printed Name - Daviess County Date

Tommy L Jones Tommy L Jones 11/4/10
Signature -- Printed Name - Greene County Date

Shawna M. Girgis Shawna M. Girgis 11/4/10
Signature -- Printed Name - Lawrence County Date

Signature -- Printed Name - Martin County Date

Iris F. Kiesling Iris F. Kiesling 11/29/10
Signature -- Printed Name - Monroe County Commissioner Date

Signature -- Printed Name - Orange County Date

Angie Lawson Angie Lawson 11-4-10
Signature -- Printed Name - Owen County Date

Regional Elected Officials Agreement

Darrell L. Kent DARRELL L. KENT 11-19-10
Signature - Printed Name - Brown County Date

Signature - Printed Name - Daviess County Date

Tommy L. Jones Tommy L. Jones 11/4/10
Signature - Printed Name - Greene County Date

Shawna M. Girgis Shawna M. Girgis 11/4/10
Signature - Printed Name - Lawrence County Date

Signature - Printed Name - Martin County Date

Signature - Printed Name - Monroe County Date

Donald R. Proffitt DONALD R. PROFFITT 11-29-10
Signature - Printed Name - Orange County Date

Angie Lawson Angie Lawson 11-4-10
Signature - Printed Name - Owen County Date

**CODE OF BY-LAWS
OF
SOUTH CENTRAL REGION 8 WORKFORCE BOARD, INC.**

ARTICLE I
NAME

Section 1.1. Name. The name of this Corporation shall be SOUTH CENTRAL REGION 8 WORKFORCE BOARD, INC. (hereinafter referred to as "Corporation").

ARTICLE II
PURPOSES

Section 2.1. Purposes. The Corporation is a public benefit corporation, organized exclusively for the purpose of providing policy guidance for and to review, evaluate and/or monitor the activities of the Regional Operator under the Workforce Investment Act and all other federal, state or local funded programs under the auspices of the regional workforce board, in order to create a workforce system to integrate all public workforce resources in the eight (8) county region into an easily accessible system to benefit Hoosier families and regional economies.

Said organization is organized exclusively for charitable, religious, educational, or scientific purposes under Section 501(c)(3) of the Internal Revenue Code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributed to members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth hereof.

No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Code, or by an organization to which contributions are deductible under Section 170 (c)(2) of the Code.

Upon dissolution of the organization, the officers shall, after paying or making provision for the payment of all the liabilities of the association, dispose of the remaining assets of the organization to such organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes which at the time qualify as exempt organizations under Section 501(c)(3) of the Code.

ARTICLE III
MEMBERS

Section 3.1. Members. The Corporation shall not have members.

ARTICLE IV
BOARD OF DIRECTORS

Section 4.1. General Powers. The control and management of the affairs of the Corporation shall be vested in its Board of Directors.

Section 4.2. Number and Tenure. After the first meeting of the Directors, the number of Directors shall be twelve (12), but not more than sixteen (16) per the Indiana Workforce Development Strategic Two Year Plan for Title I of the Workforce Investment Act of 1998. Upon initial formation, the board is comprised of eight (8) appointments from the private sector as Business representatives and four (4) appointments from the public sector as At-Large representatives. The directors appointed from the private sector shall serve a term of three (3) years and the directors appointed from the public sector shall serve a term of two (2) years.

Each Director shall hold office for the term prescribed above or until his or her successor shall have been designated and qualified. Each Director shall be eligible for re-appointment. Directors will be appointed to the Regional Workforce Board during times of Board Re-Certification (every other June during the uneven calendar years). The Local Elected officials of Region 8 shall have the right to increase or decrease within the limits prescribed by Indiana Workforce Development Strategic Two year Plan for Title I of the Workforce Investment Act of 1988 and the Wagner-Peyser Act, the number of Directors by a vote of the majority of the Directors present at a properly called meeting of the Local Elected Officials.

Section 4.3. Appointment of Directors. All appointments and reappointments to the Board shall be made by the County chief elected official or their designees from the county in which the vacancy occurred. Board vacancies shall be filled using the appointment process as outlined in the Local Elected Officials agreement.

Section 4.4. Resignation. A Director may resign by delivering written notice to the Board of Directors, the Chairperson, or the secretary of the Corporation. A resignation is effective when delivered unless the notice specifies a later effective date.

Section 4.5. Vacancies. Any vacancy occurring on the Board of Directors caused by removal, resignation, death or other incapacity, or increase in the number of Directors, may be filled by the Regional Elected Officials by majority vote of all of the Local Elected officials remaining in office. A new Director shall serve until the expiration of the term for which the Director's predecessor was elected.

Section 4.6. Regular Meetings. A regular annual meeting of the Board of Directors shall be the first quarterly meeting held after July 1st each calendar year. The Board of Directors may provide by resolution the time and place, either within or without the State of Indiana, for the holding of additional regular meetings of the Board without other notice than such resolution.

Section 4.7. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the Chairperson. The person or persons authorized to call special meetings of the Board may fix any place, either within or without the State of Indiana, as the place for holding any special meeting called by them, setting forth the purpose of the special meeting.

Section 4.8. Notice of Special Meetings. Notice of any special meeting and the purpose thereof of the Board of Directors shall be given at least two (2) days previously thereto by written notice delivered personally or sent by U.S. mail, postage prepaid; electronic mail (Email) or telegram to each Director at his or her address as shown by the records of the Corporation. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or these By-Laws.

Section 4.9. Quorum. One-Half of the membership of the Board of Directors shall constitute a quorum. At least one Director constituting the quorum must be an Officer of the Board. However, when there are vacancies occurring in the Board of Directors, one-half of the existing and serving Directors shall constitute a quorum for voting purposes.

Section 4.10. Director Conflicts of Interest.

A. Definitions. For purposes of this Section:

1. a "conflict of interest" exists between the Board and a Director with respect to a contract, transaction, or other matter if the contract, transaction, or other matter is between the Board and
 - a. the Director;
 - b. any corporation, partnership, firm, association, or other entity, employee, or director receiving compensation other than per diem or expenses; or
 - c. any corporation, partnership, firm, association, or other entity, in which the Director is financially interested.
2. a Director is "financially interested" in a corporation, partnership, firm, association, or

other entity if:

- a. the Director or his/her spouse and/or immediate family member owns any legal or beneficial interest in the corporation, partnership, firm, association, or other entity, whether equity or debt, with a fair market value of greater than five thousand dollars (\$5,000); or
- b. the Director or his/her spouse and/or immediate family member would directly benefit financially from a contract, transaction, or other matter between the Board and the corporation, partnership, firm, association, or other entity; or
- c. the Director knows that any of the following family members of the Director receives compensation other than per diem or expenses as an officer, director, partner; or other principal of the corporation, partnership, firm, association, or other entity; (i) spouse, (ii) parent, (iii) child, (iv) sibling, (v) grandparent, (vi) grandchild, (vii) sibling of a spouse, or (viii) spouse of any person listed in section (i) through (vii); provided, however, that a Director is not financially interested if the legal or beneficial interest described in subsection a. above: (i) consists of securities publicly traded on a national or regional securities exchange and the Director's ownership interest does not exceed five percent (5%) of those securities outstanding, or (ii) is a time or demand deposit in a financial institution or insurance policy.

B. Disclosure of Conflict of Interest: Any Board Director (voting or non-voting) with a potential or actual conflict of interest must disclose that fact to the Board as soon as the potential conflict is discovered and, to the extent possible, before the agenda for a meeting involving the matter at issue is prepared. If it should be determined at a meeting that a conflict of interest exists, the Director must verbally declare such conflict of interest, such declaration must be clearly noted in the minutes, and such Director must excuse him/herself from the remainder of the discussion and voting. Each board Director is also responsible for determining whether any potential or actual conflict of interest exists or arise during his/her service on the board. Directors are also responsible for reporting such potential or actual conflict of interest as soon as it is discovered that such a condition exists.

A director shall promptly disclose any actual or potential conflict of interest the member may have with respect to any contract, transaction, or other matter to be considered by the Board, the executive committee, or any other committee or council of the Board. Disclosure shall be made to the Board, the Chairperson, and any committee or council considering the matter. The director shall disclose the actual or potential conflict of interest as soon as it is discovered. A director with a conflict of interest shall not participate in any vote on, or discussion or review of the matter other than to disclose the conflict of interest, and the director shall leave the room when the matter is brought up for discussion or other consideration.

- C. Prohibited Transactions: A director with a conflict of interest regarding any matter is prohibited from discussion and voting in connection with that matter.

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

Any director who significantly participates in a Board discussion or decision relating to specific terms of a contract, the determination of specific standards for performance of a contract, the development of Invitations for Bid (IFB) or Requests for Proposals (RFP) or other such bid processes leading to a contract, or any similar discussions or decisions is prohibited from having any direct financial benefit from any resulting contract. In addition, no corporation, partnership, firm, association, or other entity shall receive the contract if it would create a conflict of interest for the director who significantly participated in the manner described above.

Any director, including One-Stop partners, who significantly participates in the development of contract specifications, is prohibited from bidding on those contracts or supervising staff who are paid from funding awarded under such contracts.

If an actual conflict of interest exists in connection with a contract, transaction, or other matter before the Board and the director subject to that conflict nonetheless knowingly and significantly participates in Board discussions relating to that contract, determinations of specific standards for performance of the contract, development of Invitations for Bid or Requests for Proposal, or similar activities relating to the contract, the contract shall not be awarded to the director or any entity that gave rise to the conflict of interest.

Directors who are also One-Stop partners shall not serve on any committees that deal with oversight of the One-Stop system or allocation of resources that would potentially be allocated to that member's program.

If a contract or purchase is made by the Board involving its own director with a conflict of interest, the Board shall justify the terms and conditions of the contract or purchase. When a contract or purchase is made by the Board involving its own director or an entity with which the director is associated, the Board must establish and document to the reasonable satisfaction of the Department of Workforce Development that the contract or purchase was adequately bid or negotiated and that the terms of the contract or price of the purchase are fair and reasonable to the Board.

- D. Annual Disclosure. Upon becoming a director and thereafter at the first meeting of the Board each fiscal year, each director shall file a written statement of disclosure of economic interests of the director, the director's spouse, and immediate family members including: (1) current positions of employment; (2) current positions as a paid director, officer or agent of or for any corporation, partnership, firm, association, or other entity

for which compensation other than per diem or expenses is received; (3) corporations, partnerships, firms, associations, or other entities in which the director is financially interested; (4) for each entity listed under item (1), (2), or (3), a listing of any benefits or services that such entity has provided to the Board for any of its programs for a fee or any benefits or services that the Board has provided to such entity for a fee, within the last five (5) fiscal years; and (5) such additional information as the Board may require. The Board may provide a form to be used in making these statements. All statements filed shall be available for inspection by any person during regular hours at the Board's administrative offices.

Section 4.11. Manner of Acting. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 4.12. Informal Action by Directors. Any action required or permitted to be taken at any meeting of the Board of Directors or of any committee thereof may be taken without a meeting, if prior to such action, a written consent to such action is signed by all members of the Board or of such committee as the case may be, and such written consent is filed with the minutes of proceedings of the Board or committee.

Section 4.13. Power to Appoint Executive Committee. The Board of Directors shall have power to appoint by resolution, adopted by a majority of the entire Board, an executive committee composed of two or more Directors, who, to the extent provided in such resolution, shall have and exercise the authority of the Board of Directors in the management of the business of the Corporation between meetings of the Board.

Section 4.14. Power to Make By-Laws. The Board of Directors shall have the power to make and alter any By-Law or By-Laws.

Section 4.15. Delegation of Powers. For any reason deemed sufficient by the Board of Directors, whether occasioned by absence or otherwise, the Board may delegate all or any of the powers and duties of any officer to any other officer or Director, but no officer or Director shall execute, acknowledge or verify any instrument in more than one capacity.

Section 4.16. Removal of Director or Officer. Any Director may be removed, either with or without cause as provided by law, at a special meeting called by the Regional Elected Officials. The membership of a Director shall be considered lapsed if a Director misses more than three (3) consecutive regularly scheduled committee, council and/or full Board meetings during the program year of July 1 to June 30. Such lapses shall be reported to the Director's appointing Local Elected Officials for action. In order to remove a Director or Officer, a special meeting must be held, pursuant to Section 4.5, above.

ARTICLE V
OFFICERS

Section 5.1. Officers. The officers of the Corporation shall be a Chairperson, Vice Chairperson and Secretary and such other officers as may be deemed desirable by the Board of Directors. The Board of Directors shall designate the officers of the Corporation by election at the Annual Meeting of the Board of Directors.

Section 5.2. Term of Office. Each officer shall hold office for one (1) year or until his or her successor shall have been duly designated and shall have qualified, unless earlier removed by the Board of Directors. All officers and agents can be removed at any time by the affirmative vote of the majority of the members of the Board of Directors. Officers shall be eligible for reappointment no more than two (2) consecutive years.

Section 5.3. Chairperson. The Chairperson shall be the chief executive officer of the Corporation and be a representative of the private sector. He or she shall preside at all meetings of the Board of Directors. Under the Board's direction he or she shall have general supervision over the affairs of the Corporation and over the other officers and shall sign all written contracts. He or she shall sign all written contracts of the Corporation and shall perform all such other duties as are incident to this office.

Section 5.4. The Vice Chairperson. The Vice Chairperson shall perform all duties incumbent upon the Chairperson during the absence or disability of the Chairperson, and perform such other duties as these Bylaws may require or the Board of Directors may prescribe; provided, that if the Board of Directors elects more than one Vice Chairperson, their right to act during the absence or disability of the Chairperson shall be in the order in which their names appear in the resolution, or resolutions electing such Vice Chairperson.

Section 5.5. The Secretary. The Secretary shall attend all meetings of the of the Board of Directors, and shall keep, or cause to be kept in a book provided for the purpose, a true and complete record of the proceedings of such meetings, and shall perform a like duty for all standing committees appointed by the Board of Directors, when required. The Secretary shall: attend to the giving and serving of all notices of the Corporation; contracts and agreements; and perform such other duties as these Bylaws may require, or the Board of Directors may prescribe. The Board may assign the duties of the Secretary to the contracted Regional Operator.

ARTICLE VI
COMMITTEES

Section 6.1. Standing and Special Committees. The Chairperson, with the approval of the Board of Directors, appoint such standing or special committees of such size as the Chairperson or Board of Directors may deem necessary to properly carry on the activities and effect the purposes of the Corporation. Such committees shall perform as the Chairperson or the Board of Directors may direct.

ARTICLE VII
CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 7.1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these By-Laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

Section 7.2. Checks, Drafts, and related items. All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 7.3. Deposits. All funds of the Corporation shall be deposited within five (5) working days of receipt to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 7.4. Gifts. The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purpose or for any special purpose of the Corporation.

ARTICLE VIII
BOOKS AND RECORDS

Section 8.1. Books and Records. The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors, and shall keep at the principal office a record giving the names and addresses of the members entitled to vote.

ARTICLE IX
FISCAL YEAR

Section 9.1. Fiscal Year. The fiscal year of the Corporation shall begin on July 1 and end on June 30.

ARTICLE X
CORPORATE INDEMNIFICATION

Section 10.1. Indemnification. To the extent not inconsistent with the law of the State of Indiana, every person (and the heirs and personal representatives of such person) who is or was a Director or officer of the Corporation shall be indemnified by the Corporation as provided in the Act.

ARTICLE XI
VOTING

Section 11.1. Votes. Every director shall have the right to vote. No proxy shall be permitted. Voting by U.S. Mail or electronic mail (Email) is authorized as allowed in Robert's Rules of Order Newly Revised. No director shall cast a vote on the provision of services that member (or any organization which that member directly represents) may provide or vote on any matter which would provide direct or indirect financial benefit to that director.

ARTICLE XII
PARLIAMENTARY AUTHORITY

Section 12.1 Rules of Order. The Rules governing the conduct of the Board of Directors shall be as provided by these Bylaws. In the absence of specific provision, Robert's Rules of Order Newly Revised shall govern.

ARTICLE XIII
AMENDMENTS TO BY-LAWS

Section 13.1. Amendments. These By-Laws may be amended by the affirmative vote of a majority of the Board of Directors.

Adopted and approved, effective the 27th day of April, 2011.

**SOUTH CENTRAL REGION 8 WORKFORCE
BOARD, INC.**

By: Edward E. Epping 4/27/11
Edward E. Epping, Vice-Chairperson
Board of Directors

Attest:

Jonas Uland
Jonas Uland, Secretary
Board of Directors

Revised 4/27/11