

Northern Indiana Workforce Board (Region 2) Regional Direction and Rationale

The Northern Indiana Workforce Board (NIWB) has chosen to utilize direct staff and operate as the “One Stop Operator” and provider of core and intensive WIA Title I adult and dislocated worker services for Elkhart, Fulton, Kosciusko, Marshall and St. Joseph counties in Northern Indiana. The consolidation of the One Stop Operator and Service Provider roles to the NIWB increases efficiencies of the workforce system on multiple levels. The NIWB team becomes the point of contact for all regional stakeholders, expediting responsiveness to regional issues, increases effectiveness of communication and eliminates the need for duplicative management structures and their related cost. This results in increased human and financial resources availability to deliver direct services to WorkOne customers. In the event of reduced funding levels, the WorkOne staff will be able to continue to deliver a higher level of customer service than would be possible under the costs inherent in the previous structure.

To understand the approach the NIWB is taking in the region one must first understand the workforce profile. The population in the region is increasing in diversity and aging. Additionally the number of single parent households and TANF participants is on the rise. High school graduation rates are slightly below the statewide average but improving (9.6% in the last two years). Unemployment in the region remains high with all counties in region 2 still exceeding the statewide June unemployment figure. These factors provide significant opportunities and challenges for the staff to meet. Region 2 is heavily invested in agriculture, manufacturing, construction and logistics. Growth areas in the region are projected to include Advanced Manufacturing, Healthcare (delivery and support) information technology and medical devices. Additionally it is expected that there will actually be opportunities in traditional manufacturing (including the RV, watercraft and defense sectors) through retirements and attrition as the population ages. To meet workforce needs in the region the NIWB is focusing heavily on training youth through JAG “in school” programs (eight in the region) and will potentially start a JAG “out of school” program to teach much needed soft skills as well as STEM related topics. There are six key visions that NIWB has regarding the region 2 workforce. 1) Build on our strengths; while the region has been hard hit in recent years there is a strong technology base and multiple industries represented that are forecasted for growth. 2) Support STEM Training Programs; cited as critical by area employers, we will invest heavily in training in these effective areas. 3) Align with economic development; we need to tailor training to produce a talent pipeline for expected growth sectors. 4) Focus on Accountability; the staff will be held accountable to produce strong program results. 5) Maintain Sound Budget priorities; reduce administrative costs as much as possible to deliver the maximum amount of funding to direct client services. 6) Aggressive Offering of Services; expanded use of technology, aggressive offering of OJT and ex-offender incentives as well as re-employment efforts through a re-structured business services team. In the end, the thing that matters most is connecting the client with suitable employment opportunities.

Attachment 2 - WIA Adult and Dislocated Worker Services Matrix

Board Name:		Region 2 Workforce Board						
Activity	Description	WIA Funds to be Utilized		Other Funds to be Utilized (Type of Funds and Amount)		Annual Participant Target		Cost/Targeted Outcome/Service
		Adult	DW	Adult	DW	Adult	DW	
Orientation Workshop	-Frequency: 16 times per week -Delivery Mechanism: face-to-face currently offered in the WorkOne system -Anticipated Learning Outcomes Knowledge of WorkOne Services	0.5%	0.5%	Wagner Peyerer - Staffing Costs	6500	2500	120	
Resume Workshop	-Frequency: 10 times per week -Delivery Mechanism: face-to-face currently -Objective: Informs on how to develop a resume -Anticipated Learning Outcomes: Customer is able to develop a basic resume	2.0%	0.5%	Wagner Peyerer Staffing Costs	800	300	40	
Interviewing Workshop	-Frequency: 10 times per week -Delivery Mechanism: face-to-face currently -Objective: Present information on the interview process and how to create an elevator speech. -Anticipated Learning Outcomes Customer is able to prepare for an interview.	2.0%	0.5%	Wagner Peyerer Staffing Costs	800	300	40	
Career Interest Workshop	-Frequency: 10 times per week -Delivery Mechanism: face-to-face currently -Objective: Assist customers to find careers to match their interests. -Anticipated Learning Outcomes: New career paths will be revealed to customers	1.0%	0.5%	Wagner Peyerer Staffing Costs	200	70	40	
Job Search Workshop	-Frequency: 10 times per week -Delivery Mechanism: face-to-face currently -Objective: Inform customers about where to search for job opportunities -Anticipated Learning Outcomes: Customer will gain knowledge of how to conduct a job search.	1.5%	0.5%	Wagner Peyerer Staffing Costs	400	150	40	
UI Workshop	-Frequency: 10 times per week -Delivery Mechanism: face-to-face currently -Objective: Inform customers of UI benefit requirements -Anticipated Learning Outcomes: Customer is able to file UI claim and post resume on ICC.			UI Staffing	1800	600		

Attachment 2 - WIA Adult and Dislocated Worker Services Matrix

Activity	Description	WIA Funds to be Utilized		Other Funds to be Utilized (Type of Funds and Amount)		Actual Participation Target		GOALS - School Youth
		Adult	DW	Adult	DW	Adult	DW	
Healthy Literacy Workshop	<ul style="list-style-type: none"> -Frequency: x times per week -Delivery Mechanism (online, recorded, face-to-face, etc.) -Objective (One sentence description) -Anticipated Learning Outcomes (One sentence summary) The region will provide upon further 	Pending	DWD	Guidance		150	75	
Digital Literacy Workshop	<ul style="list-style-type: none"> -Frequency: 10 times per week -Delivery Mechanism (online, recorded, face-to-face, etc.) -Objective: Provide information about computers and their functions and uses. -Anticipated Learning Outcomes: Customer will gain basic knowledge of computers and their uses 	1.5%	0.5%	Wagner Peyser Staffing Costs		500	150	
Financial Literacy Workshop	<ul style="list-style-type: none"> -Delivery Mechanism (online, recorded, face-to-face, etc.) -Objective (One sentence description) -Anticipated Learning Outcomes (One sentence summary) The region will provide upon further guidance from DWD on content. 	Pending		Guidance		150	75	
Work Readiness Workshop	<ul style="list-style-type: none"> -Frequency: 8 times per week -Delivery Mechanism: face-to-face currently -Objective: Inform customer about work environments and soft skills. -Anticipated Learning Outcomes: Customer will be able to successfully get and keep a job. 	1.0%	1.0%	Wagner Peyser Staffing Costs WIA Youth Staffing		120	40	80
Core Workshops	<ul style="list-style-type: none"> Add tions for any additional core workshops offered at WorkOnes within local area. See below 							
Skill Identification (Core Level)	<ul style="list-style-type: none"> -Frequency: 5 times per week -Delivery Mechanism: face-to-face currently, intend to pursue recorded or on line with staff support -Objective: Present occupational skills from ICC and O*Net to customers -Anticipated Learning Outcomes: Customers will utilize their skill set in their job search. 	2.0%	1.5%	Wagner Peyser Staff costs		400	100	
Other Core Services	<ul style="list-style-type: none"> -Delivery Mechanism: face-to-face currently, intend to pursue recorded or on line with staff support. May include job referral to unsuppressed JOB orders, Workkeys assessment for job matching, Provision of Labor Market Information, Over the shoulder assistance 	4.0%	2.0%	Wagner Peyser - Staffing costs		12,400	3,200	120

Attachment 2 - WIA Adult and Dislocated Worker Services Matrix

Activity	Description	% WIA Funds Utilized		Other Funds/Other Utilized (Type of Funds and Amount)	ANNUAL FUNDING TARGET		Co-Enrolled Services/Youth
		Adult	DW		Adult	DW	
Case Mgmt	-Objective : To begin the year with a smooth transition, our region plans for 26 WIA and 21 WP Case management staff to assist customers in understanding how their skills and abilities -Anticipated Learning Outcomes: Our region will have 6 WIA & 3 WP staff providing academic and career counseling services to assist customers in understanding their skills, abilities, barriers and goals to employment. This team will provide career counseling based upon the client's aptitude, interests and assessment results to engage the client in occupational training to achieve educational and subsequently employment goals. This staffing pattern will be continually evaluated to ensure best customer service.	39.0%	18.0%	Wagner Poyser Staff	2100	800	
Counseling	Describe any prevocational training activities that are funded by the WIB/RWB, and provide the rationale for offering. The prevocational training provided on a regular basis is Adult Basic Education.	19.0%	29.0%	Wagner Poyser Staff	120	330	
Prevocational Training	Add rows for any intensive-level workshops offered at WorkOnes within local area, and provide brief description of workshops including frequency, delivery mechanisms, and anticipated learning outcomes. See additions below.	1.0%	1.0%	ABE grant if available	450		
Intensive Level Workshops	This Intensive Level workshop will have multiple modules presented with significant staff assistance to help customers to secure employment. Skill Identification, Resumes, Interviewing and Networking will be some of the modules presented. One on one assistance is available.	7.0%	6.0%		800	500	40
Facilitated Computer Lab Workshops	This intensive level workshop will present multiple software applications modules. Significant staff assistance allow customers to learn, create and practice the software applications of Word, Excel, PowerPoint. One on one assistance will be available.	5.0%	5.0%		800	200	40

Attachment 2 - WIA Adult and Dislocated Worker Services Matrix

Activity	Description	% WIA Funds (to be used)		Other Funds (to be Utilized (Type of Funds and Amount)	Annual Participation		Co-Enrolled (Other Youth)
		Adult	DW		Adult	DW	
Training	Describe key principles of area's ITA policy; including any restrictions on in-demand occupations, level of education, costs (both tuition and supportive services), and length of time. An Individual Training Account (ITA) will be developed for Adults and Dislocated Workers who enter occupational training utilizing WIA funds. Individuals will receive information they need -e.g, skills assessment, labor market conditions and trends, to make an informed choice about their own employment future - and the training to support their decision. Based upon the needs of the customer, customers are eligible to receive up to a maximum of \$4,500 in tuition costs per year and the training provider must be approved on the Eligible Training Choice list. The training must be for an occupation in demand and the training	14.5%	15.5%		175	190	
OUT	Describe key principles of area's OJT policy, including any restrictions on cost or length of time. On-the-job training is considered occupational skills training (not a subsidy to an employer) in exchange for the reimbursement of up to 50	12.0%	13.0%	OJT Grant funds	10	80	
Supportive Services	Describe the key principles of area's supportive service policy, including any restrictions on eligibility or cost. Supportive services are services such as transportation, books, childcare and dependent care that are necessary to enable an individual to participate in off-site intensive pre-occupational and Occupational Training.	4.00%	4.50%		120	330	
Business Services	Describe the services the area makes available for businesses - include the number of staff persons solely dedicated to serving businesses. Hiring - assistance with job posting and candidate search in Indiana Career Connect. This area of	0.4%	0.0%	Wagner Pevsner & RO			
Staff Development	Describe any staff development activities undertaken in the area/region - include how regularly staff are provided with development opportunities. Multiple training events are	0.1%	0.0%				
Other Activities or Programs	Briefly describe any other activities or programs offered within the local area/region, and provide the rationale for offering. Add additional rows, if necessary. The region offers specialized services to older workers through DOL Adult			AWI Grant			
Other Activities or Programs	The Region offers assistance to migrant farm workers to improve language skills. An increase			Transition Resources Program			
Other Activities or Programs	The Region offers assistance to Veterans seeking increased educational skills assessment for			WVIP Grant			
Totals	Total Core Services	9.5%	7.5%				
	Total Intensive Services	59.0%	59.0%				
	Total Training Services	26.5%	28.5%				
	Total Other	4.5%	4.5%				
	Grand Total	100%	100%		28,795	9990	560

Data represents the percentage of the funding stream allocated to the functions above. Note: all overhead, supplies and staff costs are factored into the core and intensive level services.

Attachment 3: Northern Indiana Workforce Investment Board Youth Services Matrix

Program/Activity	Program Activities										Total Youth Served	Total Youth Served		
	1. Career Assessment	2. Job Search Assistance	3. Job Training	4. Job Placement	5. Job Retention	6. Job Coaching	7. Job Shadowing	8. Job Interviewing	9. Job Offer Acceptance	10. Job Follow-up				
<p>Jobs for America's Graduates (JAG)</p> <p>The JAG youth program is a school-to-work transition program focused on helping at-risk youth graduate from high school and either find employment or pursue postsecondary training following graduation. At each participating high school, a "Career Specialist" who provides individual and group instruction to 95-95 students at risk of not graduating. The JAG curriculum focuses on supporting students in their regular studies and offers instruction on 37 core employability competencies and 100% of the in-school youth budget in support of JAG programs in the region.</p>	X	X	X	X	X	X	X	X	X	X	100%	0%	320	0
<p>Employment Programs</p> <p>The WIB will require the youth service provider to offer out-of-school youth as a way of providing work experience to young adults without any such experience. Paid internships will be targeted to high wage and high growth industries so that you may develop skills in-demand skills in the labor market.</p>			X	X		X	X	X	X		0%	10%	0	25
<p>Adult Education Programs</p> <p>The WIB will require its youth service providers to be able to serve out-of-school youth (youth without high school credentials) the opportunity to participate in ABE and GED services. For youth that are appropriate for ASC programs (youth within 5 to 8 credits of high school graduation), the service provider will be required to offer this program. Youth with ASC services (ABE, GED and ASD) may be offered directly by the service provider or through a referral relationship with existing adult education programs. Additionally, it will be the WIB's expectation that the service provider will integrate occupational skills training into the program. The service provider will ensure that youth can acquire high school credentials and a certification while participating in the youth program. Overall, the WIB is expecting that GED/HSD rates for out-of-school youth will be 88% of all youth who participate in these activities.</p>					X	X	X	X	X	X	0%	48%	0	100

Budget FY: 2011

W/B/R/WB

WIA Admin
(Adult/Dislocated Worker/Youth)

Other
From DWD

TOTAL

Section I - Administration Budget	Adult	Dislocated Worker	Youth	Other From DWD	TOTAL
Wages & Benefits	\$	\$	\$	\$	\$ 363,550
Travel	\$	\$	\$	\$	\$ 8,733
Supplies	\$	\$	\$	\$	\$ 5,370
Equipment (Purchase)	\$	\$	\$	\$	\$ 21,458
Equipment (Rental)	\$	\$	\$	\$	\$ 2,686
Overhead (Rent, Utilities, etc.)	\$	\$	\$	\$	\$ 86,896
Contractual	\$	\$	\$	\$	\$ 58,895
TOTAL	\$	\$	\$	\$	\$ 547,588

Section II - Program Budget	Adult	Dislocated Worker	Youth	Other From DWD	TOTAL
A. TOTAL ALLOCATED ADMINISTRATION	\$ 130,179	\$ 246,386	\$ 119,716	\$ 51,307	\$ 547,588

Section III - Program Costs	Adult	Dislocated Worker	Youth	Other From DWD	TOTAL
Internal Costs	\$	\$	\$	\$	\$ -
Wages & Benefits	\$ 197,269	\$ 330,350	\$ 122,854	\$ 52,651	\$ 703,124
Travel	\$ 6,759	\$ 9,150	\$ 3,704	\$ 1,588	\$ 21,201
Supplies	\$ 6,284	\$ 8,508	\$ 3,444	\$ 1,476	\$ 19,712
Equipment (Purchase)	\$ 28,248	\$ 52,460	\$ 4,589	\$ 1,967	\$ 87,264
Equipment (Rental)	\$ 496	\$ 671	\$ 272	\$ 116	\$ 1,555
Overhead (Rent, Utilities, etc.)	\$ 98,315	\$ 133,102	\$ 53,884	\$ 23,093	\$ 308,394
Other	\$ 16,203	\$ 21,943	\$ 8,878	\$ 3,805	\$ 50,829
B. TOTAL Internal - Program	\$ 353,574	\$ 556,184	\$ 197,625	\$ 84,696	\$ 1,192,079
Contractual - Program Funds	\$ 818,040	\$ 1,661,292	\$ 862,807	\$ 394,071	\$ 3,736,210
C. TOTAL PROGRAM	\$ 1,171,614	\$ 2,217,476	\$ 1,060,432	\$ 478,767	\$ 4,928,289

Section IV - Program Costs	Adult	Dislocated Worker	Youth	Other From DWD	TOTAL
D. TOTAL BUDGET	\$ 1,301,793	\$ 2,463,862	\$ 1,180,148	\$ 530,074	\$ 5,475,677

Section V - Projected Revenue	Adult	Dislocated Worker	Youth	Other From DWD	TOTAL
2011 Allocation	\$ 1,301,793	\$ 2,463,862	\$ 1,180,148	\$ 530,074	\$ 5,475,677
Planned Carry-In	\$ -	\$ 388,000	\$ -	\$ -	\$ 388,000
Other - Specify	\$ -	\$ -	\$ -	\$ 90,000	\$ 90,000
Business Consultant & JAG Grants	\$ -	\$ -	\$ -	\$ 900,000	\$ 900,000
OJT - Estimated	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000
RV NIEG - Estimated	\$ -	\$ -	\$ -	\$ 3,840	\$ 3,840
Major Ops	\$ -	\$ -	\$ -	\$ 80,775	\$ 80,775
VWIP Grant	\$ (260,360)	\$ (492,775)	\$ (236,030)	\$ (106,015)	\$ (1,095,180)
PY12 Carryin (20%)	\$ 1,041,433	\$ 2,359,087	\$ 944,118	\$ 424,059	\$ 4,768,697
F. TOTAL PROGRAM	\$ 1,041,433	\$ 2,359,087	\$ 944,118	\$ 424,059	\$ 4,768,697

Line A is the distribution of the total cost from the Line Items listed in Section I
 Line B is the total of the Internal Program Line items in Section II. All Internal cost must be broken out by these line items.
 Line C = Line B plus the Contractual - Program Funds line
 Line D - Line A plus Line C
 The total Program cost in Section II must be broken out by type of service or Program cost in Section III
 Line E must equal Line C

Section IV: Projected Revenue - Line F must be equal to or greater than Line D - the total budget

Pro Resources Youth Provider

Budget FY: 2011	W/A Admin (Adult/Dislocated Worker/Youth)				Other From DWD	TOTAL
Section I: Administration Budget						
Wages & Benefits						\$ -
Travel						\$ -
Supplies						\$ -
Equipment (Purchase)						\$ -
Equipment (Rental)						\$ -
Overhead (Rent, Utilities, etc.)						\$ -
Contractual						\$ -
A. TOTAL Allocated ADMINISTRATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Section II: Program Budget						
Internal Costs						
Wages & Benefits						\$ -
Travel						\$ -
Supplies						\$ -
Equipment (Purchase)						\$ -
Equipment (Rental)						\$ -
Overhead (Rent, Utilities, etc.)						\$ -
Other						\$ -
B. TOTAL Internal - Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual - Program Funds						\$ -
C. TOTAL PROGRAM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D. TOTAL BUDGET	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Section III: Program Cost Break-out						
Program Management						\$ -
Core & Intensive Services						\$ -
Direct Client Services						\$ -
E. TOTAL PROGRAM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Section IV: Projected Revenue						
2011 Allocation						\$ -
Planned Carry-in						\$ -
Other - Specify						\$ -
F. TOTAL PROGRAM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Line A is the distribution of the total cost from the Line Items listed in Section I
 Line B is the total of the Internal Program Line Items in Section II. All internal cost must be broken out by these line items.
 Line C = Line B plus the Contractual - Program Funds line
 Line D - Line A plus Line C
 The total Program cost in Section II must be broken out by type of service or Program cost in Section III
 Line E must equal Line C

Section IV: Projected Revenue - Line F must be equal to or greater than Line D - the total budget