

## Region 4 Strategic Direction Summary

There is a structural imbalance between the jobs currently available and forecasted to become available in Region 4 and the skills of workers who are unemployed or underemployed. Although state and national labor market information does not always support this finding, the job opportunities that are going unfilled are in the advanced manufacturing sector. The simplest answer to the question “who are the underemployed and unemployed?” is that they are those who do not have either the skills or the wills to work, or both, in the jobs that are in demand.

The most prominent area of skill deficiencies noted by employers is the so-called soft skills or personal effectiveness skills. Many available workers do not exhibit the work-related behaviors that are required in today’s fast-paced, flexible work environments. The WIB plans to attack these skill gaps through the skill development workshops offered at WorkOne sites throughout the region. However, we know that such skills must be “caught” as much as they are “taught”. Therefore, work-based learning experiences are being provided through subsidized employment, e.g., internships, whenever practicable for workers who have limited or poor work histories. The second-most noted area of skill deficiencies is foundational academic skills, e.g., reading for information, applied mathematics, and locating information. The WIB supports an aggressive use of WorkKeys assessments to identify workers who lack the job-specific academic skills that either disqualify them for consideration or make it difficult for them to retain employment. Once identified as needing remedial education, these workers will be introduced to the services of our adult education partners. A third area of skill deficiencies is the one most often talked about: job-specific technical skills. The WIB will continue to attack this area through supporting occupational classroom training leading to skill certifications and associate degrees, and through On-the-Job training. The WIB will support the Career Pathways initiative in concert with its adult education partners. And the WIB will work with Ivy Tech Community College, local secondary school-based career and technical education programs, and other education and training institutions to implement occupation-specific technical skills training that is aligned with area employer needs, and is high-intensity, short-term, and accessible to unemployed or underemployed workers.

Other sectors where jobs are available—and expect to be in the future—include Trucking and Warehousing, Healthcare, Advanced Business Services, and Agribusiness/Food Processing. The WIB will continue to support occupational classroom training and OJT for workers who are pursuing jobs in any of these sectors.

Attachment 2 - WIA Adult and Dislocated Worker Services Matrix

Board Name:	Activity	Description	Region 4 Workforce Board		Other Funds to be Utilized (Type of Funds and Amount)	Annual Participation Target	Annual Services Target			
			WIA Funds to be Utilized	Adults			Co-Enrolled Out-of-School Youth	Adult	DW	
Orientation Workshop		<ul style="list-style-type: none"> <li>-Frequency: 4 times per week</li> <li>-Delivery Mechanism: face-to-face currently, intend to pursue on line and recorded with staff support.</li> <li>-Objective: Informs customers of services offered in the WorkOne system</li> <li>-Anticipated Learning Outcomes: Knowledge of WorkOne Services</li> </ul>	0.5%	0.5%	Wagner Peyser - staffing costs	1200	220	120	1200	220
Resumes Workshop		<ul style="list-style-type: none"> <li>-Frequency: 3 times per week</li> <li>-Delivery Mechanism: face-to-face currently, intend to pursue on line and recorded with staff support.</li> <li>-Objective: Informs on how to develop a resume</li> <li>-Anticipated Learning Outcomes: Customer is able to develop a basic resume</li> </ul>	1.0%	0.5%	Wagner Peyser staffing Costs	800	160	40	800	160
Interviewing Workshop		<ul style="list-style-type: none"> <li>-Frequency: 3 times per week</li> <li>-Delivery Mechanism: face-to-face currently, intend to pursue recorded or on line with staff support</li> <li>-Objective: Present information on the interview process and how to create an elevator speech.</li> <li>-Anticipated Learning Outcomes: Customer is able to prepare for an interview.</li> </ul>	1.0%	0.5%	Wagner Peyser Staffing Costs	800	160	40	800	160
Career Interest Workshop		<ul style="list-style-type: none"> <li>-Frequency: 2 times per week</li> <li>-Delivery Mechanism: face-to-face currently, intend to pursue recorded or on line with staff support</li> <li>-Objective: Assist customers to find careers to match their interests.</li> <li>-Anticipated Learning Outcomes: New career paths will be revealed to customers</li> </ul>	1.0%	0.5%	Wagner Peyser Staffing Costs	200	70	40	200	70

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Activity	Description	% WIA Funds to be Utilized		Other Funds to be Utilized (Type of Funds and Amount)		Annual Participation Target		Annual Services Target	
		Adult	DW	Adult	DW	Co-Enrolled Out-of-School Youth	Adult	DW	
Job Search Workshop	-Delivery Mechanism face-to-face currently, intend to pursue recorded or on line with staff support -Objective: Inform customers about where to search for job opportunities -Anticipated Learning Outcomes: Customer will gain knowledge of how to conduct a job search.	0.5%	0.5%	Wagner Peyser Staffing Costs	300	100	40	300	100
UI Workshop	-Frequency: 4 times per week -Delivery Mechanism: face-to-face currently, intend to pursue recorded or on line with staff support -Objective: Inform customers of UI benefit requirements -Anticipated Learning Outcomes: Customer is able to file UI claim and post resume on CC.			UI Staffing	1200	400		1200	400
Healthy Business Workshop	-Frequency: X times per week -Delivery Mechanism (online, recorded, face-to-face, etc.) -Objective (One sentence description) -Anticipated Learning Outcomes (One sentence summary) <b>The region will provide upon</b>	Pending	DWD	Guidance					
Digital Literacy Workshop	-Frequency: 4 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.	0.5%	0.5%	Wagner Peyser Staffing Costs	800	160		800	160
Financial Literacy Workshop	-Frequency: 2 times per week -Delivery Mechanism On-line. -Objective: Provide customers with budget basics -Anticipated Learning Outcomes: Customer will have a financial survey of budget habits. -Delivery Mechanism: face-to-face currently, intend to pursue recorded or on line with staff support	0.5%	0.5%	Wagner Peyser Staffing Costs	120	40	40	120	40
Work Readiness Workshop	-Objective: Inform customer about work environments and soft skills. -Anticipated Learning Outcomes: Customer	0.5%	0.5%	Wagner Peyser Staffing Costs WIA Youth Staffing	120	40	80	120	40

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Activity	Description	% WIA Funds to be Utilized		Other Funds to be Utilized (Type of Funds and Amount)	Annual Participation Target		Annual Service Target		
		Adult	DW		Adult	DW	College-Ready Youth	Adult	DW
Other Workshops	Add rows for any additional core workshops offered at WorkOne within local area. See below								
Other Core Services	-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	2.0%	2.0%	Wagner Peyser - staffing costs	23,000	3,600	120	69,000	10,800
Case Mgmt	-Objective: Our region plans for 18 WIA and WP Case management staff to assist customers in understanding how their skills	28.0%	25.0%	Wagner Peyser Staff	2100	420	20	20,160	4,640
Counseling	-Anticipated Learning Outcomes: Our region will have 13 WIA & WP staff providing academic and career counseling services to assist customers in understanding their skills, abilities, barriers and goals to	13.5%	17.0%	Wagner Peyser Staff	420	160	20	2940	1120
Pre-vocational Training	Describe any prevocational training activities that are funded by the WIA/RWIB, and provide the rationale for offering. The prevocational training provided on a regular basis is Adult Basic Education.	2.0%	2.0%	ABE grant if available	100	30	20	100	30
Intensive Level Workshops	Add rows for any intensive-level workshops offered at WorkOne within local area, and provide brief description of workshops including frequency, delivery mechanisms, and anticipated learning outcomes. See additions below.								
Job Club 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.	5.0%	4.0%		800	200	40	800	200

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Activity	Description	WIA Funds to be Utilized		Other Funds to be Utilized (Type of Funds and Amount)		Annual Participation Target		Annual Service Target			
		Adult	DW	Adult	DW	Co-Enrolled School Youth	Adult	DW			
Facilitated Computer-based 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.	4.0%	4.0%			800	200	40	800	200	
		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									
		24.5%	26.0%			420	160	20	420	160	
ITAs	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	1.0%	1.5%	OJT Grant funds		10	80		10	80	
		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 prevocational and Occupational Training.									
Supportive 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	4.00%	4.50%			310	230	20	480	1320	
		Describe any staff development activities undertaken in the area/region - include how regularly staff are provided with development opportunities. Multiple training events are									
Business Services	Describe any staff development activities undertaken in the area/region - include how regularly staff are provided with development opportunities. Multiple training events are	0.4%	0.0%	Wagner Poyser & RC							
		Describe any staff development activities undertaken in the area/region - include how regularly staff are provided with development opportunities. Multiple training events are									
Staff Development		0.1%	0.0%								

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Activity	Description	WIA Funds to be Utilized		Other Funds to be Utilized (Type of Funds and Amount)		Annual Participation Target		Co-Enrolled Services Target		Annual Service Target	
		Adult	DM	Adult	DM	Youth	Adult	DM	DM		
Other - Non-Work Related Initiative	Briefly describe any other activities or programs offered within the local area/region, and provide the rationale for offering. Add additional rows, if necessary. <b>The region offers specialized services to older workers through DOL Admin</b>										
Administrative Activities	will be utilized) Administrative funds will be used for program and fiscal administration, monitoring	10%	10.0%								
	Total Core Services	7.5%	6.0%	28,540	3,820	520	74,540	12,150			
	Total Intensive Services	52.5%	52.0%	4,220	1,010	80	24,800	6,190			
	Total Training Services	25.5%	27.5%	430	240	20	430	240			
	Total Other	4.5%	4.5%	310	230	20	480	1,320			
	Total Admin	10.0%	10.0%								
	<b>Grand Total</b>	<b>100.0%</b>	<b>100%</b>	<b>33,500</b>	<b>6,430</b>	<b>700</b>	<b>100,250</b>	<b>19,900</b>			

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.  
 Note: Information above factored on PY 10 activity and may change pending funding and economic conditions.







Attachment 3 - WIA Youth Services Matrix

Program/Activity	Description	Program Elements										% WIA Youth Funds to be Utilized	Other Funds Resources to be Utilized (Type of Funds and Amount)	Annual Participation Target		
		tutoring, Study Skills, Secondary School Completion	Alternative Secondary School Services	Summer Employment Opportunities	Paid or Unpaid Work Experience	Occupational Skills Training	Leadership Development Opportunities	Supportive Services/Incentives	Adult Mentoring	Follow-up Services	Guidance and Counseling				-School	-School
	Major Opportunities - Employment for individuals 18 - 30. Anticipate out of school youth to participate.			X			X		X	X	X			Major Opportunities Grant funding unknown		15
	The <u>Build Me, Keep Me</u> program is a series of workshops designed to provide youth participants with basic computer support skills including multiple sessions in building a desktop computer and installation and troubleshooting of operating systems and utilities. Participants also receive training in leadership competencies, which are valuable skills to many occupations. Youth receive an IBTA certification. This program has proven to be a successful incentive for out of school youth to attain their GED and IBTA Certification.	X					X	X	X	X	X				Depends upon funding	
<b>Totals</b>												100.0%	100.0%		410	259

Note: Region 4 Workforce Investment Board intends to utilize youth funds as : 50% for in-school youth and 50% for out of school youth. The percentages above show how each portion of the funds will be used.

WIB/Regional Workforce Board: Region 4 Workforce Investment Board

Budget FY12 (7-1-11 thru 6-30-12)	WIA Admin (Adult/Dislocated Worker/Youth)						Other From DWD		TOTAL			
	Adult	Dislocated Worker	In-School	Youth Out-of-School	Other From DWD	TOTAL						
<b>Administration</b>												
Wages & Benefits	\$			201,126	\$	10,056	\$	211,182				
Travel - In-State	\$			8,730	\$	438	\$	9,168				
Travel - Out-of-State	\$			-	\$	-	\$	-				
Supplies	\$			6,000	\$	300	\$	6,300				
Equipment (Purchase)	\$			-	\$	-	\$	-				
Equipment (Rental)	\$			3,600	\$	180	\$	3,780				
Overhead (Rent, Utilities, etc.)	\$			65,536	\$	3,277	\$	68,813				
Meeting Expense	\$			18,896	\$	-	\$	18,896				
Contractual (Fiscal Agent, Legal, etc.)	\$			65,000	\$	-	\$	65,000				
<b>TOTAL Allocated ADMINISTRATION</b>	\$	90,431	\$	154,077	\$	62,190	\$	62,190	\$	14,251	\$	383,139
<b>Program</b>												
<b>Internal Costs</b>												
Wages & Benefits	\$	133,065	\$	197,544	\$	82,337	\$	42,337	\$	21,575	\$	476,858
Travel - In-State	\$	7,133	\$	7,708	\$	4,810	\$	4,810	\$	1,080	\$	25,541
Travel - Out-of-State	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Supplies	\$	2,802	\$	4,776	\$	1,156	\$	786	\$	12,140	\$	21,660
Equipment (Purchase)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Equipment (Rental)	\$	1,330	\$	2,266	\$	914	\$	914	\$	3,810	\$	9,234
Overhead (Rent, Utilities, etc.)	\$	62,838	\$	65,350	\$	40,234	\$	40,233	\$	223,014	\$	431,669
Meeting Expense	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Other	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
<b>TOTAL Internal - Program</b>	\$	207,168	\$	277,644	\$	129,451	\$	89,080	\$	261,619	\$	964,962
<b>TOTAL Contracted</b>	\$	606,712	\$	1,109,050	\$	554,642	\$	346,252	\$	767,889	\$	3,384,545
<b>TOTAL PROGRAM</b>	\$	813,880	\$	1,386,694	\$	684,093	\$	435,332	\$	1,029,508	\$	4,349,507
<b>TOTAL AGENCY</b>	\$	904,311	\$	1,540,771	\$	746,283	\$	497,522	\$	1,043,759	\$	4,732,646

**Service Provider: #1 - Community Action Program, Inc. of Western Indiana**

Budget PY: 2011 /7-1-11 thru 6-30-12

WIA Admin  
(Adult/Dislocated Worker/Youth)

	WIA Admin (Adult/Dislocated Worker/Youth)					Other From DWD	TOTAL
	Adult	Dislocated Worker	In-School	Youth In-School	Youth Out-of School		
<b>Administration</b>							
Wages & Benefits							\$ -
Travel							\$ -
Supplies							\$ -
Equipment (Purchase)							\$ -
Equipment (Rental)							\$ -
Overhead (Rent, Utilities, etc.)							\$ -
Contractual							\$ -
<b>TOTAL Allocated ADMINISTRATION</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program</b>							
<b>Internal Costs</b>							
Wages & Benefits	\$ 167,015	\$ 305,298	\$ 152,681	\$ 95,316	\$ 11,866	\$ 732,176	
Travel	\$ 7,645	\$ 13,975	\$ 6,989	\$ 4,363	\$ 550	\$ 33,522	
Supplies	\$ 6,518	\$ 11,915	\$ 5,959	\$ 3,720	\$ 675	\$ 28,787	
Equipment (Purchase)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment (Rental)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Overhead (Rent, Utilities, etc.)	\$ 15,361	\$ 28,079	\$ 14,042	\$ 8,766	\$ 3,312	\$ 69,560	
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL Internal - Program</b>	\$ 196,539	\$ 359,267	\$ 179,671	\$ 112,165	\$ 16,403	\$ 864,045	
<b>Contractual</b>							
Core Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Orientations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Workshops	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Individual Intensive Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Training Services	\$ 116,792	\$ 213,492	\$ 106,769	\$ 66,654	\$ 388,550	\$ 892,257	
Supportive Services	\$ 20,361	\$ 37,219	\$ 18,613	\$ 11,620	\$ 33,788	\$ 121,601	
<b>TOTAL Contracted</b>	\$ 137,153	\$ 250,711	\$ 125,382	\$ 78,274	\$ 422,338	\$ 1,013,858	
<b>TOTAL PROGRAM</b>	\$ 333,692	\$ 609,978	\$ 305,053	\$ 190,439	\$ 438,741	\$ 1,877,903	
<b>TOTAL AGENCY</b>	\$ 333,692	\$ 609,978	\$ 305,053	\$ 190,439	\$ 438,741	\$ 1,877,903	

**Service Provider: #2 JobWorks**

Budget PY: 2011 /7-1-11 thru 6-30-12	WIA Admin (Adult/Dislocated Worker/Youth)						Other From DWD	TOTAL
	Adult	Dislocated Worker	In-School	Youth Out-of School	Other From DWD	TOTAL		
<b>Administration</b>								
Wages & Benefits							\$ -	
Travel							\$ -	
Supplies							\$ -	
Equipment (Purchase)							\$ -	
Equipment (Rental)							\$ -	
Overhead (Rent, Utilities, etc.)							\$ -	
Contractual							\$ -	
<b>TOTAL Allocated ADMINISTRATION</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Program</b>								
<b>Internal Costs</b>							\$ -	
Wages & Benefits	\$ 140,172	\$ 256,228	\$ 128,142	\$ 79,995	\$ 8,306	\$ 612,843		
Travel	\$ 4,376	\$ 8,000	\$ 4,001	\$ 2,498	\$ 420	\$ 19,295		
Supplies	\$ 2,883	\$ 5,271	\$ 2,636	\$ 1,646	\$ 510	\$ 12,946		
Equipment (Purchase)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Equipment (Rental)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Overhead (Rent, Utilities, etc.)	\$ 13,651	\$ 24,954	\$ 12,479	\$ 7,791	\$ 2,980	\$ 61,855		
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>TOTAL Internal - Program</b>	\$ 161,082	\$ 294,453	\$ 147,258	\$ 91,930	\$ 12,216	\$ 706,939		
<b>Contractual</b>								
Core Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Orientations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Workshops	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Individual Intensive Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Direct Training Services	\$ 95,557	\$ 174,675	\$ 87,356	\$ 54,535	\$ 300,988	\$ 713,111		
Supportive Services	\$ 16,381	\$ 29,944	\$ 14,975	\$ 9,348	\$ 15,645	\$ 86,293		
<b>TOTAL Contracted</b>	\$ 111,938	\$ 204,619	\$ 102,331	\$ 63,883	\$ 316,633	\$ 799,404		
<b>TOTAL PROGRAM</b>	\$ 273,020	\$ 499,072	\$ 249,589	\$ 155,813	\$ 328,849	\$ 1,506,343		
<b>TOTAL AGENCY</b>	\$ 273,020	\$ 499,072	\$ 249,589	\$ 155,813	\$ 328,849	\$ 1,506,343		