



Board of Directors Meeting Agenda
September 13, 2024
Bethel University – Academic Center (4th Floor-Trustee Board Room)
Mishawaka, IN 46544
12:00 pm – 2:00 pm

- I. Welcome & Introductions - Todd Bruce
- II. Consent Agenda
 - a. *Ratify Resolution - Appointment & Acceptance of Trustee on Retirement Plan*
- III. July 12, 2024 Meeting Minutes Approval
- IV. Resolutions
 - a. *Signatory Authority Appointees*
 - b. *Execution of Grants, Leases, Contracts, Et Cetera*
- V. *Finance Committee Report – Bob Dunn & Brad Schelle*
- VI. Youth Committee Update – Joe Gambill
- VII. Local Plan Update – Tom Kavanagh
- VIII. OSO RFP Committee – Tom Kavanagh
 - a. *Volunteers needed*
- IX. President's Report – Tom Kavanagh
- X. Board Chair's Closing Remarks – Todd Bruce
- XI. Adjourn
- XII. Executive Session

*italicized items require approval

Immediately following the foregoing meeting, the Board of Directors will hold an executive session
Pursuant to IC 5-14-1.5-6.1 (b) (9)

Next Meeting: November 8, 2024 – 12:00 pm – 2:00 pm – Bethel College
Location: President's Dining Room (Location changed)



Board Meeting
July 12, 2024
12 NOON – 2:00 p.m.
Bethel University

MEETING MINUTES

Present: Dave Behr, Todd Bruce, Matt Davis, Kim DeQuis, John DeSalle, Bob Dunn, Joe Gambill, John Jessen, Mark King, Krystal Levi Herman, London Martinez, Murray Miller, Ricky Reeves Alan Tio, & Jerod Warnock

Absent: Marlene Betances, Brandon Eakins, Tom Craig, Jeremy Gillespie Dennis Hanna, Chad Hartzell, Christie Maurer, Shawn Peterson, Chris Stager, Matt Teevan

Staff Present: Darcey Mitschelen & Barbara White

Guest: Tom Kavanagh (Job Works), Heather Eash, Heather Pressler (ProResources) & Kathy Jaworski (DWD) & Carla Crowe (Crowe)

I. Call to Order

Todd Bruce welcomed everyone and called the meeting to order.

II. Consent Agenda

Minutes from the May 10, 2024 meeting was sent in advance to board members. A motion was made by Dave Behr to approve the consent agenda, after being second by Joe Gambill the motion passed.

III. Treasurer Report

Carla reviewed the PY24 Preliminary Budget

- fiscal year is closed out and auditors are ready to come in to review the books
- Should have true end of year report in September
- Received additional funds for RESEA Program
- Next Level Jobs (employer training grant) expire September 30
 - o DWD will allow the region to ask for additional
Balanced budget for PY24

A motion was made by Bob Dunn to approve the Preliminary PY24 Budget, after being second by Jerod Warnock, the motion passed.

IV. Local Plan Committee

Krystal said staff is working with the partners to complete the local plan and should have it completed by July 26. The plan needs to be reviewed by the Board of Directors' committee. The Governors Workforce Committee has offered to provide technical support to assist the Regions with writing the plan. Todd asked for volunteers to review the Local Plan.

Todd Bruce, London Martinez, Joe Gambill, Kim DeQuis and Bob Dunn volunteered. Staff will assign a section of the plan to each individual.

V. 1842 Project

Krystal said this group is currently looking at ways to help manufacturers find talent for their "hard-to-fill" roles. They are looking for feedback from Manufacturing Professionals. The team would like to have a pilot in Region 2 WorkOne offices. Mike Wicks, Project Manager will be asked to provide an overview of the program at future board meeting.

VI. enFocus

Peter Trotter presented a PowerPoint presentation which included feedback from the NIWB Strategic planning workshops. A copy of the presentation will be sent to board members.

NIWB Strategic Planning Workshops (Priorities, Goals & Objectives)

- Strategic Priority 1: Services to Proactively Meet Needs
- Strategic Priority 2: Communication and Collaboration
- Strategic Priority 3: Execution And Agility
- Strategic Priority 4: Accountability and Transparency
- Strategic Priority 5: Feedback and Evaluation

VII. Year End Projects Wrap UP

Joe Gambill provided an update on the Youth Build Grant

- The program will start in St. Joseph County
 - o Very preliminary (3 months in)
- 3 Year grant
 - o Staff of 3-4 people
- Team is working with six partners
 - o Matching funds needed
 - Provide with materials
 - o Including SJC building trades and IVY Tech and
Would like to include the City of South Bend
- Grant will be written by February, 2025

VIII. President/CEO Announcement

Todd said on July 2, 2024 the NIWB Board of Directors met via Zoom conference and was informed of the Search Committee's recommendation for Tom Kavanagh (current Chief Operations Officer at Job Works) to step into the role of NIWB President/CEO. Tom Kavanagh's first day at NIWB will be July 29, 2024.

In order to ratify the decision, an email affirmation/dissent was requested from each member. Email Affirmations to appoint Tom Kavanagh as President were received from the Board Members. It was unanimously vote to affirm this decision.

Tom said he is excited about the opportunity and has been in Workforce for 25 years. His goal is to become the #1 Innovative Workforce Region in Indiana and to provide the best customer service in our WorkOne Offices.

Schedule to announce this change: Tom and Krystal met with NIWB Staff this morning.

It will be announced to the WIOA Partners on Thursday, followed by a Press Release on Friday to the community.

IX. Board Chair's Closing Remarks

Todd asked Tom to help the board become a better support to the NIWB team. Todd thanked Krystal Levi Herman for her years of service and presented her with a plaque.

X. Adjournment

Motion to adjourn.

Next meeting – Friday, September 13, 2024 @ Bethel University

Resolution 1

Resolution of The Board of Directors Of Northern Indiana Workforce Board, Inc. (NIWB)

Amendment of 401(k) Plan Appointment and Acceptance of Trustee

Whereas, the Employer has the power to amend the Plan. The following resolutions to amend the NIWB Plan were:

RESOLVED, that the form of Plan presented is a Cash or Deferred Profit Sharing Plan as authorized under Internal Revenue Code sections 401 (a), 401(k), 402 (g), 401 (m) and 501 (a).

RESOLVED, that the NIWB 401 (k) Plan presented is hereby adopted and approved and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Plan Administrator one or more counterparts of the Plan.

RESOLVED, that the proper Officers of the Employer shall act as soon as possible to deliver to each employee a copy of the Summary Plan Description of the Plan in the form of the Summary Plan Description presented which is hereby approved.

RESOLVED, that Krystal Levi is removed as a trustee of the NIWB 401(K) plan (the Plan).

It is resolved that the NIWB appoint Thomas Kavanagh as a Trustee of the NIWB 401 (k) Plan (the Plan), effective July 29, 2024.

Resolution 2

Resolution of The Board of Directors Of Northern Indiana Workforce Board, Inc. (NIWB)

Signatory Authority Appointees Lake City Bank

Execution of Negotiable Instruments: All checks, drafts, notes, bonds, bills of exchange and orders for payment of money of the corporation shall, unless otherwise directed by the Board of Directors or unless otherwise required by law, be executed on behalf of the corporation by the Chair or his/her designee.

It is resolved that authority to execute such negotiable instruments shall be any two of the following designees:

- Bob Dunn, NIWB Treasurer
- Tom Kavanagh, President/CEO
- Darcey Mitschelen, Chief Operating Officer

Resolution 3

**Resolution of
The Board of Directors
Of Northern Indiana Workforce Board, Inc. (NIWB)
Execution of Grants, Leases & Contracts, Et Cetera**

Execution of Grants, Deeds, Contracts, or other documents on behalf of the organization.

Grants, leases and contracts to which the Corporation is a party shall, unless otherwise directed by the Board of Directors, or unless otherwise required by law, be executed on behalf of the Corporation by the Chair or his/her designee.

It is resolved that the authority to execute such as grants, leases, contracts or other documents on behalf of the organization shall be any of the following designees:

- NIWB Treasurer
- President/CEO
- Chief Operating Officer

	B	C	D	E	R	S	T	U	W	X
Northern Indiana Workforce Investment Board, Inc.										
Grant Spending by Funding Source										
June 30, 2024										
	Grant Description	Carry-In	PY23 Allocation	Available Funding	Year to Date	Balance	% Expended	Benchmark	Expires	# Months Remaining
1	WIOA									
2	Adult	\$ 787,799	1,013,246	1,801,045	1,633,960	102,086	91%	50%	6/30/2025	12
3	Dislocated Worker	485,565	601,262	1,086,827	847,444	239,383	78%	50%	6/30/2025	12
4	Youth	-	860,878	860,878	801,440	59,438	93%	50%	6/30/2025	12
5	Total WIOA	1,273,364	2,475,386	3,748,750	3,282,844	400,907	88%			
6	Other Grants									
7	Business Consultant	-	120,000	120,000	120,000	-	100%	100%	6/30/2024	0
8	RESEA (Re-employment Services and Eligibility Assessment)	-	636,406	636,406	570,761	65,645	90%	75%	9/30/2024	3
9	Jobs for American Grads (JAG)	89,988.60	692,500	782,489	640,325	142,164	82%	66%	12/31/2024	7
10	JAG TANF (Jobs for American Grad-Temporary Assistance Needy Families)	-	809,750	809,750	368,322	441,428	45%	53%	3/31/2025	10
11	PRETS (Pre-employment Transition Services)	-	125,000	125,000	51,335	73,665	41%	100%	6/30/2024	0
12	Next Level Jobs (NLJ)	2,232,959	250,000	1,346,629	739,471	607,159	55%	100%	6/30/2024	0
13	Workforce Ready Grant (WRG)	29,006.98	650,000	679,007	642,632	36,375	95%	100%	6/30/2024	0
14	Apprenticeship Grant (ABA)	127,500.00	-	127,500	33,604	93,896	26%	35%	5/15/2026	23
15	Rapid Response (2402)	-	50,000	50,000	1,976	48,024	4%	66%	8/30/2024	2
16	Total Other DWD Grants	2,479,454.74	3,333,656	7,325,121	3,168,425	1,508,355	43%			
17	Non-DWD Grants									
18	DOL Rural Healthcare Grant	140,214	-	140,214	64,717	75,497	46%	85%	1/31/2025	8
19	SCSEP/SCSEP Match (Senior Community Service employment Program)	-	719,207	719,207	730,468	(11,261)	102%	100%	6/30/2024	0
20	LIFT Network Apprenticeship	160,453	-	160,453	31,431	129,022	20%	NA	NA	NA
21	Unrestricted/Other	50,000	78,700	128,700	64,983	63,717	NA	NA	NA	NA
22	Total Non-DWD Grants	350,667	797,907	1,148,574	891,599	256,975				
23	Expired Grants									
24	Performance Support Grant (PSG)	70,500.00	-	70,500	31,395	39,105	45%	100%	12/31/2023	Expired
25	Rapid Response (2302)	-	100,000	100,000	50,904	49,096	51%	100%	1/20/2024	Expired
26	Total Expired Grants	70,500	100,000	170,500	82,299	88,201				
27	Total Available Funding	4,173,986	6,706,949	12,392,945	7,425,167	2,166,237	60%			

Northern Indiana Workforce Investment Board, Inc.
Overhead and Service Provision
June 30, 2024

Description	Year to date Actual	Total Budget	Remaining Budget	% Spent
NIWB Overhead				
Board Staff Salaries/Benefits	1,104,965	1,207,286	102,321	92%
Other Costs	140,915	171,800	30,885	82%
Contracted Services	315,152	340,000	24,848	93%
WorkOne Costs	337,300	345,000	7,700	98%
Total Overhead	1,898,332	2,064,086	165,754	92%
Direct Training (Employer Training; Apprenticeships)	694,096	1,111,330	417,234	62%
Service Provider - Proresource	2,921,801	3,923,806	1,002,005	74%
Service Provider - JobWorks	1,872,168	2,242,590	370,422	83%
One-Stop Operator	36,795	36,795	-	100%
Total Expenses	7,423,191	9,378,607	1,955,416	79%

Total Direct Training 1,493,459 20% percent of total budget

Northern Indiana Workforce Board, Inc.
Grant Narrative

June 30, 2024

The purpose of WIOA is to better align the workforce system with education and economic development in an effort to create a collective response to economic and labor market challenges on the national, state, and local levels. WIOA continues the trend in workforce legislation by further engaging the private sector to lead local workforce development efforts and focuses on introducing increased flexibility and accountability of board members. WIOA encourages an improved response to labor market needs by connecting board performance to outcomes that require an understanding of the correlation between training investments and economic return. Changes in WIOA prompt Workforce Development Boards to be increasingly engaged in the business of collaboration, convening and partnership.*

Workforce Innovation and Opportunity Act

Business Consultant

Provides the salary of one regional business consultants who will be responsible for linking Employers, Local Economic Development Organizations and Small Business Development Centers to the Workforce Development System.

JAG State, PRETS, JAG TANF

Through the additional funding support, the WDV operating JAG programs will maintain current programs funded through WIOA, increase program capacity, maintain or add schools, target 21st Century Scholars, Career and Technical Education and free and reduced lunch students.

RESEA

Grant is to support case management and administrative cost incurred in conducting the RESEA program.

Workforce Ready Grant

Provide training

Next Level Jobs

Reimburse employers for training of existing employees

Rural Healthcare Grant

Provide funding for training and supportive services in healthcare.

Senior Community Service Employment Program

SCSEP Program offers low-income older people paid community service and training as an entry into productive work.

LIFT Network Apprenticeship

Implements and monitors the success of DOL Registered Apprenticeships within the Manufacturing Industry sectors

POKAGON-ISY

Supports the JAG program

Apprenticeship Building America

Implement a variety of strategies to significantly expand Registered Apprenticeship Programs (RAP) opportunities to Indiana's employers and job seekers. US DOL Approved Registered Apprenticeship is an important and pivotal program which enables businesses to establish high quality talent pipelines for both attraction and retention, foster technical and employability skill development for both youth and adult populations, and increase credential attainment.

Northern Indiana Workforce Investment Board, Inc.
Overhead and Service Provision
July 31, 2024

Description	Year to date Actual	Total Budget	Remaining Budget
NIWB Overhead			
Board Staff Salaries/Benefits	90,204		(90,204)
Other Costs	16,861		(16,861)
Contracted Services	51,246		(51,246)
WorkOne Costs	21,668		(21,668)
Total Overhead	179,979	-	(179,979)
Direct Training (Employer Training; Apprenticeships)	-		-
Service Provider - Proresource	260,646		(260,646)
Service Provider - JobWorks	134,607		(134,607)
One-Stop Operator	-		-
Total Expenses	575,232	-	(575,232)
Total Direct Training	54,889	10% percent of total budget	