



NORTHERN
INDIANA
WORKFORCE
BOARD, INC

Board of Directors Meeting Agenda
November 17, 2023
Bethel University
Trustee Board Room – 4th Floor
Mishawaka, IN 46544
12:00 pm – 2:00 pm

- I. Call to Order– Todd Bruce
- II. ACTION: Consent Agenda (5 minutes) – Todd Bruce
 - o September 8, 2023 Meeting Minutes
 - o Operations Report
- III. Fiscal Report – Brad Schelle
- IV. Finance Committee Report
 - a. Reviewing Payroll Companies
- V. Operations
 - WorkOne/Job Works Transition Report
 - WorkOne Youth/ProResources Report
 - Healthcare Committee
 - Youth Build Report
- VI. Monitoring Report– Krystal Levi
- VII. For the Good of the Order
 - Rapid Response – Barbara White
 - NIWB/WorkOne/Employ Northern Indiana/Community Partners – Krystal Levi
- VIII. Adjourn

NOTE: Balance of scheduled 2 hours intended for discussion of Agenda topics
Next Meeting: January 12, 2024 – 12:00 pm – 2:00 pm – Bethel College



MEETING MINUTES

Present: David Behr, Todd Bruce, Matt Davis, John DeSalle, Bob Dunn, Brandon Eakins, Joe Gambill, Chad Hartzell, Jeremy Gillespie, Mark King, Krystal Levi, Christie Maurer Murray Miller, Alan Tio, Jerod Warnock & Mayor Dave Wood

Absent: Marlene Betances, Tom Craig, Kim DeQuis, Dennis Hanna, John Jessen, London Martinez, Gary Morseau, Shawn Peterson, Ricky Reeves & Matt Teevan

Staff Present: Darcey Mitschelen & Barbara White

Guest: Carla Crowe, Brad Schelle, Tom Kavanagh, Savannah Quezada, Kathy Jaworski, John Hunt (DWD), Andre Wiand, Matt Barlow & Will Schwartz from enFocus.

I. Call to Order

Todd Bruce called the meeting to order and thanked Chris Stager for hosting the board meeting at the EDC Office in Elkhart. Todd welcomed new board member; Murray Miller.

II. Consent Agenda

Minutes from the July 14, 2023 meeting and Operations Report were sent in advance to board members. Bob Dunn asked to correct the minutes to show that John DeSalle did not volunteer to become member of Audit/Finance Committee. Bob suggested for John to join the committee. A motion was made by Jerod Warnock to amend the minutes as requested and to approve the consent agenda, after being second by Bob Dunn the motion passed.

III. Fiscal Report

Carla Crowe reviewed the grants spending by funding source reports for June and July, 2023. She said June report is preliminary until the audit is completed. Copies of reports were distributed to board members. Several board members expressed how pleased they are with the new report format. A motion was made by Chris Stager to approve the June & July Fiscal Reports, after being second by Bob Dunn the motion passed.

IV. Audit Report

Brad Schelle said the PY 22 audit is finalized. He reported that the audit final statements were completed, the last step in the process was to submit the data collection form to the audit clearing house. Brad submitted the form this morning and the auditors certified the documents. Bob Dunn reported that the Finance Committee met with the auditors to review the report in its entirety. Todd commented things were not handled the way it should have in the past and resulted in some findings but we are good were we are now with Krystal's leadership and the work Crowe has done. A motion was made by Bob Dunn to approve the PY22 Audit Report, after being second by Joe Gambill the motion passed.

V. enFocus Presentation

Andrew Wiand presented slide on enFocus Scope of issues/Project Strategy for NIWB, which included activities, deliverables and timeline. (copy of slide available upon request)

VI. Service Provider Transition

Darcey said contracts are being completed for Youth and Adult/Dislocated Worker Programs. The transition with ProResources as Youth Service Provider has gone smoothly.

(ProResources – Youth)

Savannah Quezada provide update:

- Middle of enrollment process In the schools
- 355 currently enrolled in JAG In School Youth Program
- JAG State is going to extend the programs in the state:
 - expand in Marshall County and Washington/South Bend
- Partnership with SBCSB partner
 - o 1 Day - Job Exploration event
 - Students explore career options.
- Out of School Youth – working to increase enrollments

(Job Works –Adult/Dislocated Worker)

Tom Kavanagh provided update:

- Interviewing staff this week – goal is that anyone who wants the job can keep it
- Transition will take place October 2
- Review training needs
 - o Look at strengths and weakness

VII. Job Quality Academy

Darcey reported that DOL put out guidance that dealt with quality of jobs. As a region, we applied to be a part of an initiative called Job Quality Academy and was 1 of 16 teams selected to participate. Our team consist of Murray Miller/NIWB, Roz Summerlin from Legacy, Jeff Walker from Beacon Center and Dawn Jordan from Steel Warehouse. This team decided to focus on healthcare/specialty long term care and was in DC in June to present a proposal. In a few weeks the team is going back to DC to present final proposal. Darcy said when they return will have action plan in place on job quality in healthcare.

VIII. DWD Update

Krystal said she is very excited about how the new DWD Commissioner Richard Paulk is encouraging his team to collaborate more with the regions. She participated in a strategic planning session with DWD Staff on how the region can work together better.

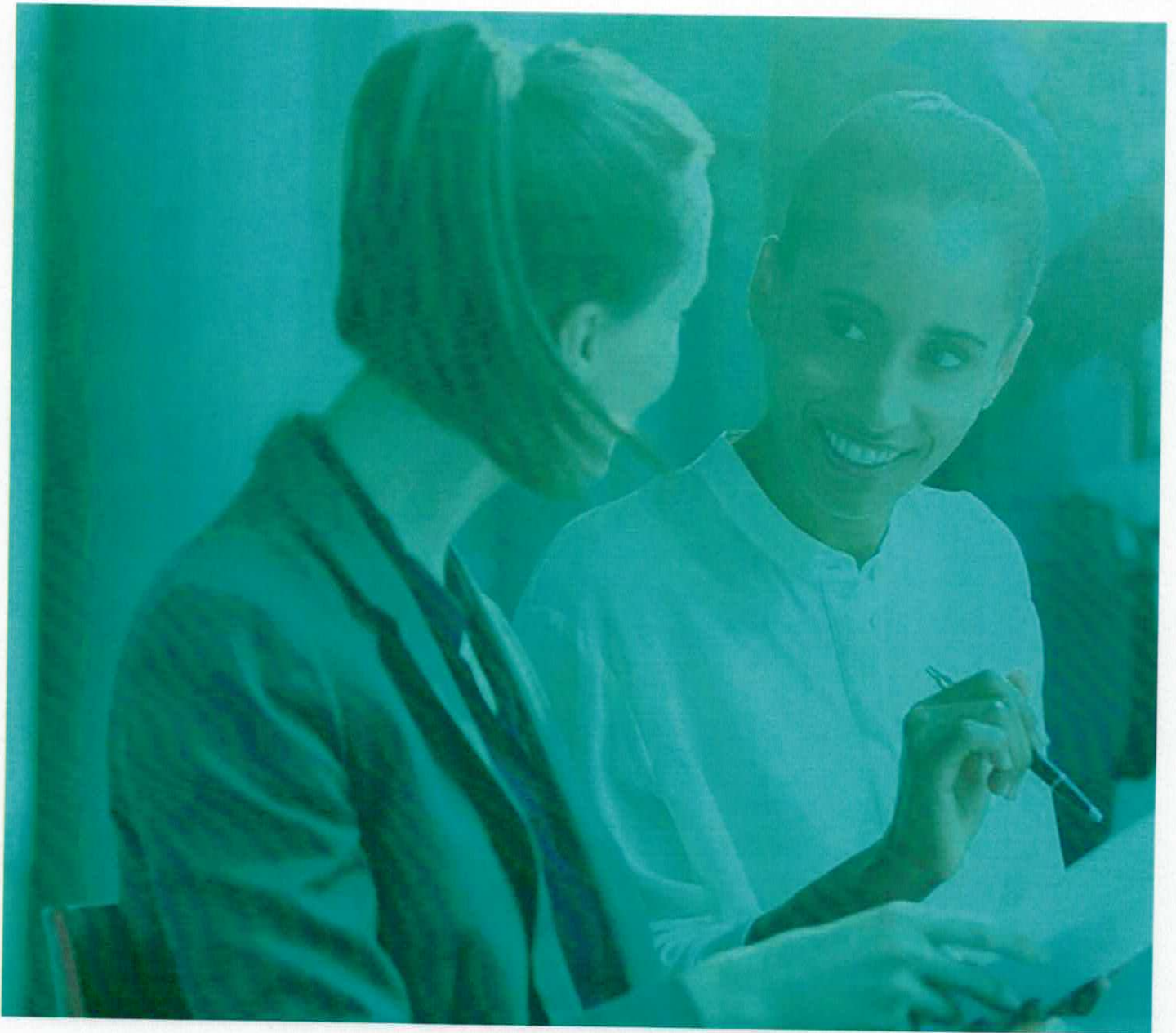
IX. Calendar Updates

Krystal encouraged board members to attend the INWBA Workforce Summit in Muncie, IN and the Governors Workforce Cabinet (GWC) visit in Warsaw. They would like to see five participants from the region. More information will be provided to board members.

X. Adjournment

Motion to adjourn.

Next meeting – Friday, November 17, 2023 @ Bethel College



Board



Report

November, 2023

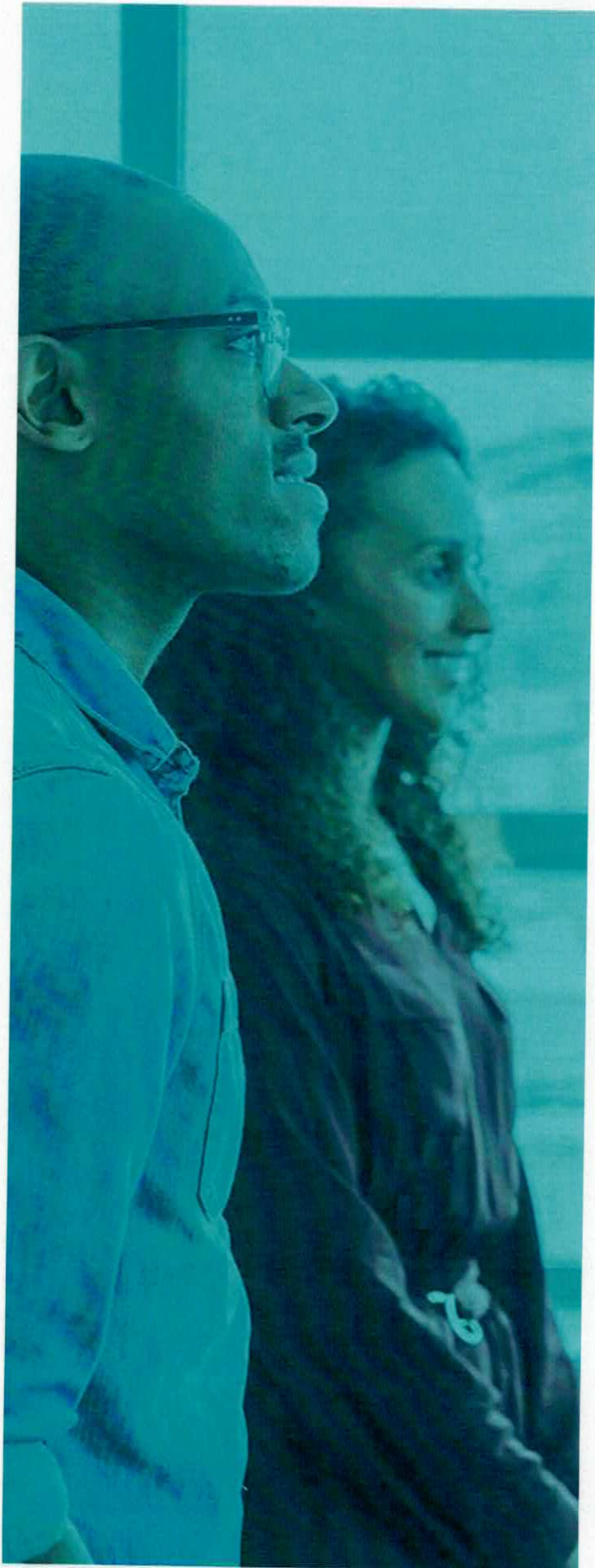


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CHIEF OPERATING OFFICER

Adjusting. Letting go. Redefining. Establishing. These four actions delineate the efforts of the last 8 weeks for the NIWB staff.

No longer are we service providers. Pro Resources delivers the Youth Services and Job Works is responsible for the Adult and Dislocated Worker Services as well as other related supports. With these changes, Board staff are no longer managing the work of these programs. Our guidance and direction are now given to the two providers and our daily interactions with people we have worked alongside have come to an end. Letting go of what was and moving to something new requires us to pause in order to redefine our individual and collective roles. We need to identify and understand the objectives and goals as we strive to serve Region 2 and respond to its workforce needs. And as we all know, change is not easy. It brings challenges that cannot be anticipated and requires great patience as we move from what was...to what will be. We recognize that we are at the beginning of exciting opportunities to bring clarity, vision, expanded impact, and greater collaboration to the work we are charged with doing. I offer the following Operations Report to give you an overview of the efforts that set the foundation for our future work.

Warm regards,

Darcey

Regional Media – *Johntre Vaughn*

In October, I transitioned into a new role as a media coordinator, relinquishing workshop responsibilities to focus on partnerships in the region. Attending meetings with WIOA Partners expanded my understanding of our offerings, particularly in immigrant work, adult education, apprenticeships, and CTE programs. Preparing for NAW '23, I interviewed key figures and gained insights into our apprenticeship assistance. The CTE CNLA meeting provided perspective on collaborating with CTE programs and local career centers to align student efforts with employer needs. Additionally, after a marketing workshop, I identified opportunities to repurpose older literature and addressed social media success, noting the need for a tailored plan for Instagram in the coming months due to its visual-centric algorithm.

Facebook - Last 30 Days

Reach: 16,943 (Prev. 14,472)
New Followers: 40 (Prev. 32)
Page Visits: 1,485 (Prev. 2,401)
Post Engagement: 772 (Prev. 394)

Instagram - Last 30 Days

Reach: 70 (Prev. 79)
New Followers: 2 (Prev. 2)
Page Visits: 4 (Prev. 4)
Post Engagement: 5 (Prev. 5)

LinkedIn - Last 30 Days

Reach: 3,212 (Prev. 1,878)
New Followers: 13 (Prev. 11)
Page Visits: 66 (Prev. 75)
Post Engagement: 120 (Prev. 93)

TikTok - Last 30 Days

Video Views: 4.6k (Prev. 5.3k)
Followers: 86 (Prev. 63)
Page Visits: 35 (Prev. 58)
Post Engagement: 80 (Prev. 127)

WorkOne Operations – Jay Dixon

- We are currently on track to surpass our performance measures from the previous two years
- We are currently number one in the state for Wagner Peyser Enrollments.
- We are currently third in the state for Jobs for Veterans
- We are currently second in the state for WIOA Adult enrollments
- We are currently second in the state for WIOA Youth enrollments

We are on track to put us at the top.

PY21 Current	WP	WIOA
Office Id	New Enrollment	New Enrollment
Region 2	<u>4,750</u>	<u>866</u>
WorkOne Elkhart (Elkhart County)	<u>1,710</u>	<u>318</u>
WorkOne South Bend (St. Joseph County)	<u>1,689</u>	<u>289</u>
WorkOne Express Warsaw (Kosciusko County)	<u>745</u>	<u>136</u>
WorkOne Express Rochester (Fulton County)	<u>202</u>	<u>35</u>
WorkOne Express Plymouth (Marshall County)	<u>404</u>	<u>88</u>
	New Enrollment	New Enrollment
Total:	<u>4,750</u>	<u>866</u>

PY22 Actual	WP	WIOA
Office Id	New Enrollment	New Enrollment
Region 2	<u>5,500</u>	<u>974</u>
WorkOne Elkhart (Elkhart County)	<u>2,366</u>	<u>393</u>
WorkOne South Bend (St. Joseph County)	<u>2,151</u>	<u>316</u>
WorkOne Express Warsaw (Kosciusko County)	<u>448</u>	<u>129</u>
WorkOne Express Rochester (Fulton County)	<u>194</u>	<u>57</u>
WorkOne Express Plymouth (Marshall County)	<u>341</u>	<u>79</u>
	New Enrollment	New Enrollment
Total:	<u>5,500</u>	<u>974</u>

PY23 Current	WP	WIOA
Office Id	New Enrollment	New Enrollment
Region 2	<u>3,845</u>	<u>366</u>
WorkOne Elkhart (Elkhart County)	<u>1,569</u>	<u>162</u>
WorkOne South Bend (St. Joseph County)	<u>1,467</u>	<u>109</u>
WorkOne Express Warsaw (Kosciusko County)	<u>484</u>	<u>51</u>
WorkOne Express Rochester (Fulton County)	<u>111</u>	<u>14</u>
WorkOne Express Plymouth (Marshall County)	<u>214</u>	<u>30</u>
	New Enrollment	New Enrollment
Total:	<u>3,845</u>	<u>366</u>

Credential	Previous Year	Current
WIOA Adult	70.60%	85.50%
WIOA DW	77.80%	82.80%
WIOA Youth	54.70%	66.70%
Employment	Previous Year	Current
WIOA Adult	76.60%	79.60%
WIOA DW	75.50%	84.50%
WIOA Youth	81.30%	81.40%
MSG	Previous Year	Current
WIOA Adult	77.20%	62.90%
WIOA DW	55.30%	67.90%
WIOA Youth	49.30%	58.70%

Region	Wagner Peyser Participants (WIOA III)				
	PY23 Rolling	Q4	Q3	Q2	Q1
1	2,096				2,096
2	2,608				2,608
3	1,172				1,172
4	1,282				1,282
5	1,543				1,543
6	579				579
7	338				338
8	538				538
9	483				483
10	482				482
11	1,058				1,058
12	2,322				2,322
STATE	14,501	0	0	0	14,501
% Change		#DIV/0!	####	-100%	

Jobs for Veterans State Grant (JSVG)				
PY23 Rolling	Q4	Q3	Q2	Q1
8				8
24				24
20				20
23				23
21				21
8				8
17				17
6				6
30				30
6				6
14				14
32				32
209	0	0	0	209

Region	WIOA I Adult				
	PY23 Rolling	Q4	Q3	Q2	Q1
1	226				226
2	206				206

3	71	71
4	74	74
5	90	90
6	98	98
7	26	26
8	148	148
9	40	40
10	36	36
11	83	83
12	54	54

STATE	1,152	0	0	0	1,152
%					
Change		#DIV/0!	####	-100%	

WIOA I Dislocated Worker (DW)

PY23 Rolling	Q4	Q3	Q2	Q1
42				42
26				26
15				15
15				15
48				48
107				107
7				7
47				47
11				11
27				27
20				20
20				20

385	0	0	0	385
	#DIV/0!	#DIV/0!	####	

WIOA I Youth

PY23 Rolling	Q4	Q3	Q2	Q1
207				207
161				161
94				94
31				31
112				112
3				3
17				17

26				26
20				20
7				7
75				75
12				12
765	0	0	0	765
	#DIV/0!	#DIV/0!	####	

Apprenticeship – Cathy Simon

Monthly Apprenticeship Report - October, 2023

Number of companies visited	7	
Number of companies in Queue		
Total DOL Approved Apprenticeship Programs	17	* needed to delete dormate programs
Companies with DOL Apprenticeship programs	20	
DOL applications in process	2	
Apprentices On-Boarded in September/October	35	*33 Lippert
Apprentices currently active	73	
Apprentices completed program (total)	13	
Apprentices disengaged (total)	23	*in 2023 (15 were CNAs)

In queue

- *Bremen Casting
- *Crane Composites
- *Hubble Raco
- *Speedgrip Chuck
- *Lippert
- *Buhrt Engineering
- *RiverBend Hose Specialty

Ticket to Work Summary in October – *Laura Navarro*

- Met in-person with 12 Ticket to Work active Customers in the region
- Met with 3 new prospects for Ticket to Work in the region
- Attended 5 partner events/meetings: Real Services, Voc. Rehab, SBCSC Adult Ed, WIOA Partners, and Club House
- Did 1 tabling event with Real Services
- Submitted the Annual Services and Support Review for the year
- Invoiced \$986 in October

Partnerships – *Susan Beals*

- Hosted the Required Career and Technical Education Comprehensive Local Needs Assessment (CTE CLNA) Regional Collaboration Meeting. Follow up will happen with CTE programs that want a deeper dive look into data for their particular county or area served.
- Youth Coalition meeting taking place at the end of November. Will be used as an advisory team to support youth services in region 2. Partners include those in the community that serve in-school and out-of-school youth with representation from each of the 5 counties.
- Working to connect with ALL United Way and Community Foundations in our region. Collecting information on what is available for joint funding and support.
- Strategizing ways to support the Prevention System (Department of Health and Human Services) that provides addiction recovery and mental health initiatives in our region.

Projects

- Don Wood Foundation is working with 2 CTE programs in the region. I will be making a connection with them to see if we can bring more services, funding and connection to the entire region. <https://www.donwoodfoundation.org/>
- Creating Calendars for 2024 (WIOA Regional Meetings, WIOA County Meetings, Youth Coalition)
- Second Chance Hiring event, South Bend, in December in conjunction with WorkOne, United Way, The Beacon Resource Center and the HIRE program.

Possibilities

- Connection on many levels with the Renaissance Academy and Studebaker Building revamp. Adult Ed, CTE, Immigrant Services and Childcare Training Center all part of the bigger training facility discussion.

Director of Strategic Support Report – Emily Toledo

The Director Strategic Support achieved significant milestones in support of our community engagement and workforce development initiatives. Key accomplishments include:

1. Federal Grants Preparation:

· We have made significant progress in preparing for upcoming Federal grants, such as the Youth Build program. Our efforts include developing comprehensive proposals and actively working on securing support letters to strengthen our applications.

2. Norfolk Southern Grant:

· We have been diligently working on a grant application requesting \$50,000 from Norfolk Southern. This grant will be instrumental in supporting our WorkOne Pathways for customers, enhancing our workforce development programs and services.

3. Next Level Jobs Training Grant:

· We are in close collaboration with the leadership team to advance the Next Level Jobs Training Grant application, with a substantial request of \$2 million. This grant will significantly boost our workforce development initiatives and training opportunities.

4. Community Partnerships for Economic Development:

· We are actively engaging with community partners to explore collaborative grant opportunities aimed at fostering economic development in our region. These partnerships are vital in leveraging additional resources and expertise to enhance our impact.

Our team is committed to achieving excellence in grant acquisition and strategic planning to further our mission and vision. We will continue to work diligently on these initiatives in the coming months.

Next Level Jobs Employer Training Grant – Lana Bailey

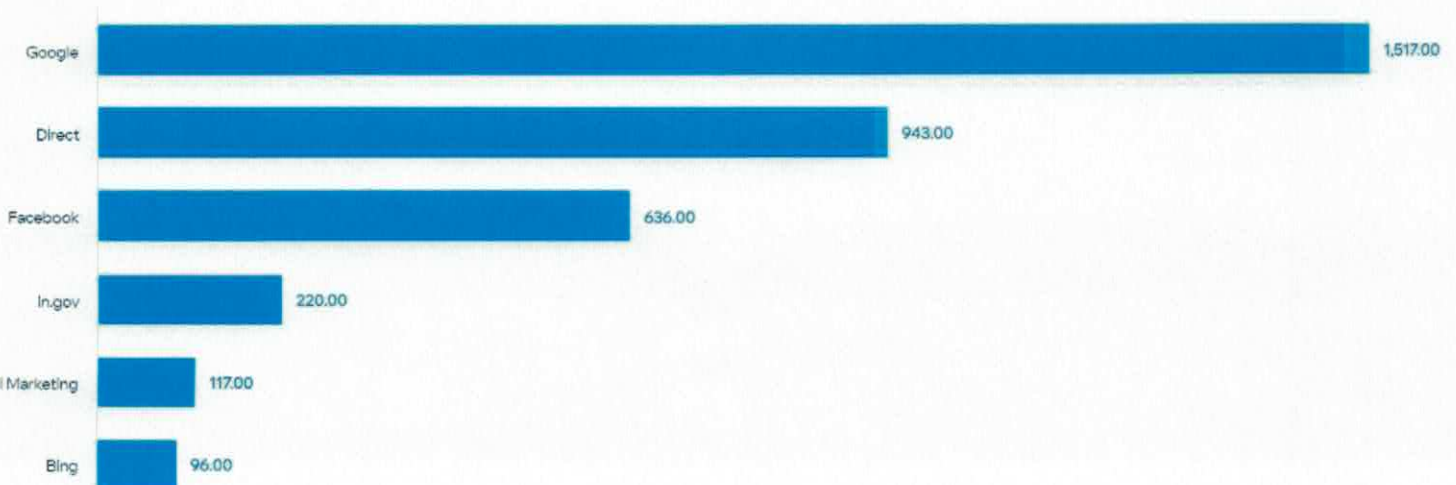
Since mid-October, the Northern Indiana Workforce Board has granted over \$150,000 through the Next Level Jobs employer training grant 6.0 (2022-2023) to four companies, facilitating reimbursement for training expenses. Additionally, eight more employers are in the pipeline to receive a combined total exceeding \$250,000.

Up to this point, 38 employers have submitted applications for the 2023-2024 employer training grant.

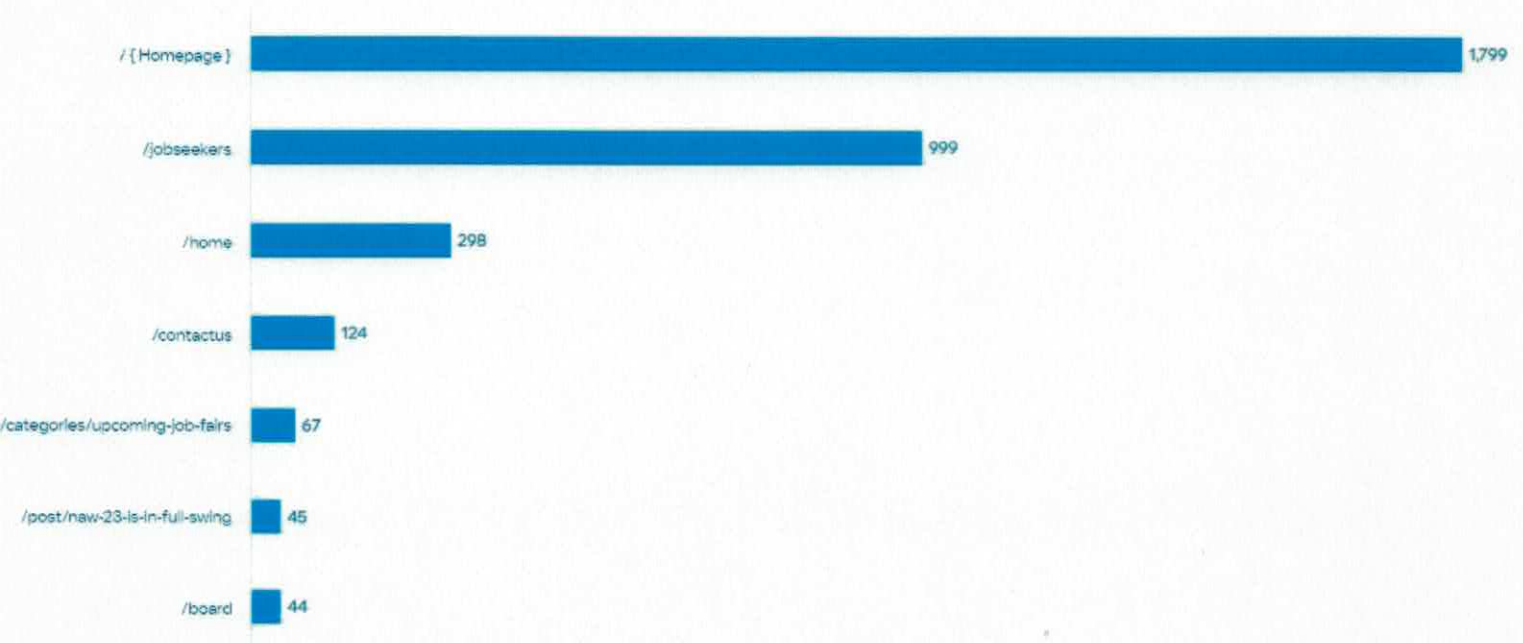
Website Analytics - Lana Bailey



Top Traffic Sources



Traffic by Entry Page



Business Services – Vivian Schwartz

The transition to JobWorks as the service provider took place on 10/2/23. We are working on adjusting to Job Works' day-to-day procedures. ICC and InGage training have begun for the Business Consultants. JobWorks will identify any additional training needs.

The region is experiencing a hiring slowdown so Business Consultants are focusing on training for incumbent workers and also apprenticeships. Our Apprenticeship Accelerator event is scheduled to take place on 11/15/23 with a focus on advanced manufacturing businesses.

Off-site job fairs were held this month in Middlebury and Warsaw. The Middlebury event hosted 6 employers and the Warsaw event hosted 8. We had a total of 209 job seekers attend in-house and off-site job fairs during October.

October activity:

Business visits/contacts: 146

Business emails sent (Job packet, labor market info, contact email, etc.): 2573

(JobWorks does not require a service proposal be created after an employer visit at this time)

In-School Youth

- In School Youth Enrollments for August (JAG) = 217 total
- In School Youth Enrollments for September (JAG) = 404 total
- In School Youth Enrollments for October (JAG) = 471 total

- New positions have been posted as of 10/30 for a JAG Assistant Manager as well as a Training and Development Specialist
- Culver High School has joined the JAG family as of last week and we are currently hiring for a Specialist.
- Jag is focusing on I and I ceremony planning and execution.
- Career Association Officers have been selected for each JAG classroom.

Coordinator

- WEX File reviews have recently been completed.
- CDC Preparation has begun in classrooms.

BSR

- In-person meeting with new contact, Anderson A&M Home Services
- In-person meetings at Woodlawn Hospital (redefining how we can work together on WEXs) and food services at Ancilla College (touring with potential WEX)
- Working Dream Day at Triton High School
- Working Resource Fair in Plymouth
- Beginning work on 2024 Career Expo in May (on hold with inviting employers until after attending Fort Wayne event in November)
- Sending invitations to 16 (12 from 2023 event, 4 new so far) employers for 2024 CDC job fair in February (4 have confirmed thus far)

Out of School Youth

- Total Enrollments for October = 16 (45 potentials)
- Total Enrollments PY 23-24 = 53
- Total Credentials Received = 6 (2 HSE, 2 Misc.)
- Total Placements = 3
-

Kosciusko/Fulton County

- Cardinal Services 18th Annual Luncheon 10/10/2023
- Career Coaching Webinar 10/11/2023

Elkhart County

- Visited The Elkhart Housing Authority and left flyers and business cards. Asked for an opportunity to come and share information.
- Visited Faith Mission and met with a case manager to explain the opportunities through the youth program. Left flyers and business cards.
- Elkhart Public Library to set up a time to come and do a workshop, left flyer and business card.

St. Joseph County

- Attended Adult Education Orientation
- Visited EXCEL Center Met with Career Coach

Marshall County

- Meeting with Bowen Center
- Career day at Triton High school. Along with Tim Starr and Judy Spigle, hosted a table and met with high school students, as well as community partners.
- 2nd staff meeting with Bowen center staff to present info about Work One youth program
- WEX tour with Judy Spigle and customer for potential WEX at Ancilla
- 3rd presentation to Bowen Center staff. Visited sober living to assist customer with resume
- Community Resource Night at the Lincoln Alternative education center co-hosted with adult education. 13 community partners had tables, including food banks, employers, GED, recruiters, mental health, etc. Reached many customers, including 5 potential youth enrollments.

RAPID RESPONSE

COMPANY NAME/COUNTY	# EMPLOYEES AFFECTED	COMMENTS
Medtronic (Kosciusko)	384	Two employees were laid off in April 19, 2023. A larger layoff is scheduled in February, 2024 with the remainder of employees laid off later in 2024.
Shells Inc. (Marshall)	N/A	Unable to confirm layoff – left several messages No response
Dalton Corp (Kosciusko)	N/A	HR Manager reached out to our office. Informed us of unscheduled layoffs coming up. Provided information on how we could assist, manager was going to get back to me.
Dwyer Instruments, Inc. (Elkhart)	57	<p>The company makes air pressure gauges. It will permanently close the factory in Wakarusa. The layoffs will take place in phases. The first group will be laid off in January 2024 and the last group March, 2024. Some of the work is being shipped to other facility.</p> <p>We have scheduled a workshop on November 29. Hopefully we can offer a job fair prior to a Rapid Response session as we get closer to closure date.</p>
Penguin Point Restaurants (Kosciusko)	N/A	The restaurants permanently closed on November 12 th . Employees were notified about the closures on November 10. Two workers came into our office, We reached out and was told that Manager would contact me. A total of 6 restaurants (two in Warsaw) were closed in Indiana.

For additional information:

- *Krystal Levi, President/CEO*
Email: klevi@gotoworkone.com
Cellphone: (219) 477.7199

- *Darcey Mitschelen, Chief Operating Officer*
Email: dmitschelen@gotoworkone.com
Cellphone: (574) 370.8345

- *Barbara White, Administrative Asst./Rapid Response Coordinator*
Email: bwhite@gotoworkone.com
Cellphone: (574) 514.7590