



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

- I. Welcome (5 minutes) Todd Bruce
- II. ACTION: Consent Agenda (5 minutes) – Todd Bruce
  - o May 10, 2024 Meeting Minutes – approval needed
  - o Operations Report
- III. Treasurer Report (15 minutes)
  - a. 2024 Budget
- IV. Local Plan Committee
  - a. Volunteers needed
- V. 1842 Project (15 minutes)
- VI. enFocus (45 minutes)
- VII. President/CEO Announcement
  - a. Transition
- VIII. Year End Projects Wrap Up
- IX. Board Chair's Closing Remarks (5 minutes) – Todd Bruce
- X. Adjourn

NOTE: Balance of scheduled 2 hours intended for discussion of Agenda topics  
Next Meeting: September 13, 2024 – 12:00 pm – 2:00 pm – Bethel College



Bob Dunn

## MEETING MINUTES

**Present:** Dave Behr, Todd Bruce, Matt Davis, John DeSalle, Brandon Eakins, Jeremy Gillespie, Jana Humphries, John Jessen, Krystal Levi Herman, Christie Maurer, Ricky Reeves, Alan Tio & Chris Stager

**Absent:** Marlene Betances, Tom Craig, Bob Dunn, Joe Gambill, Dennis Hanna, Chad Hartzell, Mark King, London Martinez, Murray Miller, Shawn Peterson, Matt Teevan, Jerod Warnock & Mayor Dave Wood

**Staff Present:** Darcey Mitschelen, Barbara White, Vivian Schwartz, Susan Beals & Jay Dixon

**Guest:** Tom Kavanagh (Job Works), Heather Eash, Heather Pressler & Billy Lynch (ProResources) & Kathy Jaworski (DWD) & Brad Schell (Crowe)

**I. Call to Order**

Todd Bruce welcomed everyone and called the meeting to order.

**II. Consent Agenda**

Minutes from the March 8, 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 Ricky Reeves the motion passed.

**III. Treasurer Report**

Brad Schell provided summary of the grant spending by funding source report Ending March 31, 2024 - no major concerns on spending.

- A motion was made by Alan Tio to approve the financial report, after being second by Jeremy Gillespie, the motion passed.

Brad referenced the Comer Nowling's Audit Report and Management Letter, which had been reviewed in advance by the Finance Committee. Steps were taken to correct the issues from previous years.

- A motion was made by John DeSalle to approve the Comer Nowling Audit Report for the years ended June 30, 2023 & 2022, after being second by Chris Stager, the motion passed.

NIWB Fiscal Handbook - Todd reported the Finance Committee reviewed the handbook and had some questions. Staff were able to respond to the questions. Upon approval, a copy of the handbook will be given to each NIWB Staff.

- A motion was made by Dave Behr to approve the NIWB Fiscal Handbook, after being second by Todd Bruce, the motion passed.

**IV. Policies**

Krystal informed the board of the need for the following policies:

- ***Approval Process for Policy/Procedure, for Region 2***

When creating, revising, or reviewing a policy/procedure, the CEO of the Northern Indiana Workforce Board and the Board Chair have the authority to approve the policy/procedure, if the changes do not effect funding directly or indirectly. When creating, revising, or reviewing a policy/procedure that will effect funding, the elected board must approve the policy

- A motion was made by Dave Behr to approve the Policy Approval Process Policy 2024-12, after being second by Matt Davis, the motion passed.

- ***WIOA Supportive Services***

The purpose: To provide guidance and context regarding supportive services WIOA Title 1 Adult and Dislocated Workers including individual participating through Dislocated Worker Grants.

- A motion was made by John DeSalle to approve the Local Policy 2024-04 WIOA Support Services for Title 1 Adult and Dislocated Workers in response to DWD Policy 2021-02, after being second by Ricky Reeves, the motion passed.

**V. Updates**

*NIWB Leadership Transition*

- Todd said a committee has been formed to search for new President/CEO

*DWD Monitoring*

- Monitoring will take place May 20-24 – DWD Team will be in Region 2 offices

*OSO RFP*

- Staff is working to put together an RFP for the OSO position

*DWD – The Ah Ha Moment*

Darcey referenced the handout. The state of Indiana has one of the strongest adult education program in the country.

**VI. enFocus Contract Wrap-Up**

Peter Trotter facilitated the Strategic Planning Workshop. (PowerPoint and interactive discussion with board members, NIWB Staff and Service Providers:

- Workshop Structure

- Utilizing all of the participants feedback
- Objective: High-level goals or milestones need to be reached to accomplish NIWB's mission
- Mission: Make sure all NIWB Members are on the same page with the mission
- Work: Detailed works and activities to accomplish each objective

**VII. Good of the Order**

Economic Development Update:

Dave Behr said there are two big projects in the region:

- Kosciusko County – Plug & Play (out of CA)
  - o Setting up shop with the orthopedic companies
- Amazon web in New Carlisle

IEDC International Global Submit in Indy (May 23-24)

Chris Stager reported on:

- Amazon Elkhart County Robotics Fulfillment Center
  - o Toured by elected officials and media
  - o When completed, the center will have more robotics than any other Amazon fulfillment facility in the company's entire network.
  - o 1,000 new jobs
  - o To be completed by fall of 2025
- RV Industry Power breakfast @ RV Hall of Fame
  - o 1,300 attendees

**VIII. Adjournment**

Motion to adjourn.

Next meeting – Friday, July 12, 2024 @ Bethel University



**NORTHERN  
INDIANA  
WORKFORCE  
BOARD, INC**



# **BOARD REPORT**



**July 12, 2024**

# Table of Contents



Operations Performance Reports.....	3-9
Board Staff Contact Information.....	10

Director of WorkOne Operations – Jay Dixon

Indiacator	QTR 2 Target	QTR 2 Actual	QTR 4 Target	QTR 4 Actual
Employment/WIOA Adult	76.90%	77.10%	73.80%	75.00%
Employment/WIOA DW	75.70%	70.20%	75.85%	75.80%
Employment/WIOA Youth	78.25%	78.20%	77.25%	76.30%
Credential/WIOA Adult	67.30%	68.20%	67.30%	80.00%
Credential/WIOA DW	72.20%	50.00%	72.20%	77.80%
Credential/WIOA Youth	58.15%	57.30%	58.15%	64.30%
Median Earnings/WIOA Adult	\$6,253.00	\$7,800.00	\$6,253.00	\$7,756.00
Median Earnings/WIOA DW	\$7,640.00	\$6,729.00	\$7,640.00	\$8,812.00
Median Earnings/Youth	\$3,279.00	\$7,701.00	\$3,279.00	\$8,738.00



## Senior Community Service Employment Program (SCSEP) – Latisha Marsh

Equitable Distribution: (Number of Job Seekers Slots Per County)

County	Allotted Slots	Slots Filled	Available Slots
Elkhart	18	15	3
St. Joseph	41	37	7
Marshall	6	1	5
Kosciusko	9	6	3
LaGrange	2	0	2
Noble	3	1	2

**Total Active SCSEP Job Seekers:** 60

Number of SCSEP Job Seekers Exited in June 2024:	3
Number of SCSEP Job Seekers Exited to Employment in June 2024:	1
Number of SCSEP Job Seekers Enrolled and Assigned to Host Agency in June 2024:	0
Number of SCSEP Job Seekers Enrolled / Pending Host Agency Assignment in June 2024:	3

Projected SCSEP Enrollments (PE) for June 2024	
Elkhart	0
St. Joseph	0
Marshall	0
Kosciusko	0
LaGrange	0
Noble	0
<b>Total PE</b>	<b>0</b>
Actual SCSEP Enrollments (AE) for April 2024	
Elkhart	0
St. Joseph	2
Marshall	0
Kosciusko	0
LaGrange	0
Noble	0
<b>Total AE</b>	<b>2</b>





**Ticket to Work (Career Services for Individuals on Social Security Disability) – Laura Navarro**

<b>Activity</b>	<b>Results</b>	<b>Notes</b>
Ticketholders Assigned	27	1 new ticket assigned in June
Services & Support Provided	27	Provided services and support for all on my case load
Ticketholder in (OST) Training	0	
Ticketholder Working PT	11	Met with the 11 to review their goals of working their way off benefits and work full time.
Ticketholder Working FT	8	Quarterly Follow-Up
Ticketholder Self-Employed	1	Monthly Follow-Up. Called EN Services to inquire about payment
Ticketholder in Job Search	8	8 are job searching and 10 are working PT but need FT
Ticketholder Discharged	0	
Projected Activity	2	Met with 2/2 potential Cst. (1 not qualify, 1 qualify T2W)
Networking & Partner Events Attended	1	Voc. Rehab
Resource Fairs	0	I am part of a Team that is planning a future Resource Fair in Elkhart and St. Joseph Counties
Staff Development & Training	3	SSA Payments, EN Essentials, IU Bloomington
Year to Date Totals	\$29,910	January – June 2024
Last Year end Total	\$55,103	January – December 2023

**Narrative:**

The referral process for staff has been streamlined and communicated to staff. The staff training took place on 06/21 and every office has its QR code flyers. The digital Desk Aid will be edited and staff will have a training in the month of August to report to staff what the changes are. I also have MSFW all staff training on 7/19.

I hope to assign 2 new tickets in July and meet with 2 new partners: ADEC & La Casa de Amistad. I will start Benefits Counseling training through IU Bloomington in the summer to renew my BIN Liaison Cert. before it expires in 12/2024.

## Youth Program & JAG – Savannah Quezada

<u>In-School Youth</u>	<u>Out of School Youth</u>
<ul style="list-style-type: none"> <li>• Active ISY WIOA: 286</li> <li>• Active ISY JAG: 423</li> </ul>	<ul style="list-style-type: none"> <li>• Active OSY = 100</li> </ul>
<ul style="list-style-type: none"> <li>• ISY Follow Up: 139</li> </ul>	<ul style="list-style-type: none"> <li>• OSY Follow Up = 197</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Total Enrollments Current Month = 11</li> </ul>
<ul style="list-style-type: none"> <li>• ISY Total Enrollments 23-24 = 579</li> </ul>	<ul style="list-style-type: none"> <li>• OSY Total Enrollments 23-24 = 154</li> </ul>
<ul style="list-style-type: none"> <li>• Total Credentials Overall = 92</li> </ul>	<ul style="list-style-type: none"> <li>• Total Credentials Overall = 51</li> </ul>

- Total Youth Average Wage: \$16.83
- Total Youth Employment Placements: 352
- Total Youth Training Placements: 358

### General Updates

- ISY/JAG
    - Staff attended JAG State Training Seminar: Emmy Wefelmeyer of Goshen Alternative Program won Specialist of the year and Savannah Quezada won Manager of the year.
    - One open position for Gateway Alternative
    - Offered and negotiating Coordinator position
  - OSY
- Marshall County:
- Attended CTE event
  - Attended Marshall County Adult Ed Graduation
- Kosc/Fulton Counties:
- Attended IYI Youth Worker Cafe webinar
  - Met with employer (Lyntech in Rochester) to discuss WorkOne services
  - Attended Adult Education Graduation
- St. Joseph County:
- Attended EXCEL Center Graduation
  - Met with Youth Service Bureau Transitional Living/Porchlight program (young moms assisted living)
  - Attended Adult Education Orientation
- Elkhart County
- Meeting with Elkhart JJC
  - Set up tables at the Tolson Center every 2 weeks for recruitment
  - Participated in "Cuts and Connections" community resource event, at the Tolson Center on Saturday 6/22/24.

### **WIOA Partners:**

\* At our upcoming WIOA partner meeting July 17, partners will have an opportunity to provide input and feedback on two key areas that affect our region as a whole: 1.) How will the board and WIOA partners coordinate strategies, enhance services, and avoid duplication of services?

2.) What would a good referral system entail in our region to maximize the flow of clients through the One-Stop system to ensure needs are being met?

\* In an effort to help partners understand how to better interact with agencies providing services, I have been strategically inviting WIOA partners to share at the weekly trainings offered to WorkOne staff. A recent win has centered around the Ticket to Work and Voc Rehab programs coming up with a process for a quick referral using a QR code. We were able to share this resource with our IMPACT partner (SNAP/TANF) who in turn is working at the state level to obtain approval to use the same code for referrals from their clients. This might be the beginning of developing a regional referral system that is approved by WIOA partners.

### **Projects:**

\* **Youth Build Grant:** Our key partners have met to discuss committees that dive deeper into the specifics of this project. We are continuing to meet every two weeks as a leadership team and are encouraging committees to meet more frequently and begin providing feedback, documentation and resources for the actual writing of the grant. Our next focus will be on finding additional funding streams for sustainability and working on the budget.

\* **Local Plan:** The local plan is being written with input from specific groups and will include feedback from our upcoming WIOA partner meeting. It is clear that we have "service deserts" within our region and as we address these needs, we hope to build a better system of delivery of services.

### **Possibilities:**

Childcare Apprenticeships - It was recently brought to my attention that some of the connections I have made in the community and at the state level have brought more light to apprenticeships programs available through WorkOne. We have applications coming in from childcare providers requesting apprenticeships to expand and grow their home-based businesses, as well as train employees on quality care for children. We will continue to stay in communication with those at the state level that are working to offer more training dollars and options in certifications.

## Director of Employ Northern Indiana/Business Services – Vivian Schwartz

Program year 23-24 was a success for the Business Services team:

- 2000+ visits/meetings with employers
- 141 job fairs (consisting of both in-house and off-site events)
- 2200+ job fair attendees
- 187+ employers participated in the job fairs
- 10,850 job orders created by staff members in Indiana Career Connect
- 1,182 candidates referred to regional employers

Program year 24-25 will begin with the transition of the Business Services Representatives to JobWorks for full supervision.

All four BSRs have continued to establish themselves in their respective counties and have seen positive results, especially with the promotion of Next Level Jobs and ABA apprenticeship participation. This work will continue through the next year and will include a Business Symposium for the south county employers.



## Rapid Response Coordinator – Barbara White

Company Name/County	Number of Employees Affected	Comments
Medtronic (Kosciusko)	384	Two employees were laid off in April 19, 2024. The TAA Application has expiration date of June 2024. (TAA Program has not yet been reauthorized by Congress) Nine workers will be laid off on May 14. Our Team will be notified if employer decides to provide RR session to its employees. The HR Managers said moving forward, layoffs will occur quarterly.
Real Services (St. Joseph)	80	The company lost a state contract. The RR Team have on-site workshops May 14-June 11. An RR Session will take place on June 13. Workshops and RR Session well attended. Employees were laid off on June 30 <sup>th</sup> .
Dometic – Goshen Plant (Elkhart)	20	The closure will take place September 30, 2024. A fact finding session will be held on July 22 with RR Team and Regional Manager. During this meeting, we assess the needs and set up workshop schedule and RR Session. We will work with Business Services Team to invite employees to local hiring events.



## Board Staff Contact Info

Krystal Levi Herman, President/CEO

Email: [klevi@gotoworkone.com](mailto:klevi@gotoworkone.com)

Cell Phone: (219) 477-7199

Darcey Mitschelen, Chief Operating Officer

Email: [dmitschelen@gotoworkone.com](mailto:dmitschelen@gotoworkone.com)

Cell Phone: (574) 370-8345

Barbara White, Executive Assistant/Rapid Response Coordinator

Email: [bwhite@gotoworkone.com](mailto:bwhite@gotoworkone.com)

Cell Phone: (574) 514-7590



**Northern Indiana Workforce Board, Inc.**  
**PY24 Preliminary Budget**

<b>WDB Staff</b>	<b>Projected Expenses</b>
Salaries/Benefits	1,202,799
Travel	50,000
Equipment	50,000
Office Supplies	20,000
Postage	200
Payroll Service	16,900
Professional Development/Conferences	60,000
<b>TOTAL</b>	<b>1,399,899</b>

<b>Contracts</b>	
Financial Services	121,800
Audit & Tax	18,000
IT Services	156,000
One-Stop Operator	40,000
Service Provider (Adult/DW/Youth)	3,305,155
SCSEP	661,733
Next Level Jobs	225,000
<b>Total Contracts</b>	<b>4,527,688</b>

WorkOne Costs	320,000
IT Upgrades	30,000
<b>Total WorkOne</b>	<b>350,000</b>

**Total Operating Costs** **6,277,588**

<b>Carry-in</b>	
WIOA	547,714
JAG	15,000
JAG TANF	35,000
	<b>597,714</b>

<b>Funding Streams</b>	
WIOA PY24 Allocation	2,738,570
WIOA Carry-in	500,000
Business Consultant	120,000
RESEA	463,040
JAG	690,504
JAGTANF	734,655
PRETS	316,800
Workforce Ready Grant	400,000
Next Level Jobs	250,000
SCSEP	661,733
<b>Total Funding Streams</b>	<b>6,875,302</b>
<b>Unobligated</b>	<b>(0)</b>