



Board of Directors Meeting Agenda
September 8, 2023
EDC of Elkhart County - 300 Nibco Parkway, Suite 201
Elkhart, IN 46516
12:00 pm – 2:00 pm

- I. Call to Order– Todd Bruce
 - Introduction of new Board Member:
 - o *Murray Miller, Business Manager & Secretary/Treasurer
Laborer's International Union of North America Local 645*
- II. ACTION: Consent Agenda (5 minutes) – Todd Bruce
 - o July 14, 2023 Meeting Minutes
 - o Operations Report
- III. Fiscal Report – Carla Crowe/Brad Schelle
- IV. Audit Report – Carla Crowe/Brad Schelle
- V. enFocus Presentation – Andrew Wiand
- VI. Service Provider Transition – Darcey Mitschelen
- VII. Job Quality Academy – Darcey Mitschelen
- VIII. DWD Update- Krystal Levi
- IX. SBERP Education Committee – Krystal Levi
- X. Calendar Updates– Krystal Levi
 - a. *2023 INWBA Workforce Summit – Muncie, IN – October 25, 2023*
 - b. *Governor's Workforce Cabinet (GWC) REG2 Visit - Warsaw – October 26, 2023*
 - c. *WIOA Partners Meetings*
 - d. *September is National Workforce Development Month*
 - e. *November is Veterans & Apprenticeships Month*
- XI. Adjourn

NOTE: Balance of scheduled 2 hours intended for discussion of Agenda topics
Next Meeting: November 10, 2023– 12:00 pm – 2:00 pm – Bethel College



Board Meeting
July 14, 2023
12 NOON – 2:00 p.m.
Bethel University
Mishawaka IN

MEETING MINUTES

- Present:** David Behr, Marlene Betances, Todd Bruce, Matt Davis, Kim DeQuis, Bob Dunn, John DeSalle, Brandon Eakins, Jeremy Gillespie, Chad Hartzell, John Jessen, Mark King, Krystal Levi, London Martinez, Christie Maurer, Shawn Peterson, Ricky Reeves, Chris Stager, Alan Tio & Jerod Warnock
- Absent:** Tom Craig, Joe Gambill, Dennis Hanna, Gary Morseau, Matt Teevan & Mayor Dave Wood
- Staff Present:** Tom Primrose, Darcey Mitschelen & Barbara White
- Guest:** Carla Crowe, Brad Schelle & Tom Kavanagh

I. **Welcome and Acknowledgements**

Todd Bruce called the meeting to order at 12Noon and welcomed new board members; Jeremy Gillespie and Gary Morseau.

II. **Consent Agenda**

Minutes from the May 19, 2023 meeting and Operations Report were sent in advance to board members. A motion was made by Marlene Betances to approve consent agenda, after being second by Matt Davis, the motion passed.

III. **Fiscal Report**

Carla Crowe provided a detailed overview on April and May Financials. Copies were distributed. Several board members commented on what funds are not expended and expired and would like a clearer definition listed in the report format.

Preliminary Budget for PY2023 was reviewed. A motion was made by Bob Dunn to approve After being seconded by Mark King, the motion passed.

Audit Report -

Brad Schelle said Crowe is making sure that everything is in order with grants for PY22 and preparing for fiscal year 2023. Some adjustments are being made and report will be sent to Comer Nowling by end of next week. Comer & Nowling could have report wrapped up by August 4, 2023,

On the recommendation of Shawn Peterson, the board members agreed to establish an Audit Committee to review the draft audit report with Crowe and Representative from Comer & Nowling.

Bob Dunn as Treasurer will chair the committee. Shawn Peterson, Chad Hartzell, Chris Stager, and John DeSalle volunteered to serve on the committee. Duties include but not limited to deep dive into the details of the management report, and report back to the full Board.

Chad Hartzell offered to take the lead to create a charter for the committee which includes:

- scope of the committee
- roles and responsibilities
- structure of group

Krystal informed the members that NIWB Staff will be available every other month on the 2nd Friday to review Operations Board Report. A Zoom link will be provided to you.

IV. DWD Monitoring Update

Krystal said DWD monitored our files for one week. We are waiting on the final report.

V. Regional Chief Elected Official (RCEO), Agreement Update

Krystal said Andrea Slagh, NIWB Board Attorney has reviewed the agreement and now Mayor Wood's attorney is reviewing the document. August 1st is target date to have completed and back to DWD.

VI. Sub-Recipients Contracts Update

Krystal reported the contract are being prepared. It has been a good transition between ProResources and Goodwill. JobWorks has begun to have conversations with ProResources on transferring the Adult/DW Program to JobWorks on October 1st.

VII. Past Program Year in Review

Darcey Mitschelen and Tom Primrose provided highlights for 2022. Handout distributed. Some of the highlights:

- Moved 3 offices to better serve the community
 - o Warsaw recently moved
- {Apprenticeships – meet LIFT goal (40 enrolled)}
- Completed Work based learning Ambassador pilot program with Conexus
- Improved relationship with DWD through weekly meetings and consistent communication
- Moved IT to provider model; planning for future needs (vendor relationship)
- Youth/JAG – achieved 6 of 6 measurements; addressed policies to ensue alignment
- Expanded Senior Community Service Employment Program (SCSEP) efforts in counties not formerly active

Darcey took time to acknowledge Krystal Levi and all the great work she is doing to lead the team.

Krystal said DWD Commissioner Paulk requested that the Regional Support Managers serve on the regional boards. Ricky Reeves is our representative.

Krystal recommend working with enFocus to assist NIWB young staff set strategies in working with Economic Development, LLN, HEA, SBERP and others in the community.

Bob Dunn discussed the work of the Executive Committee and recommended authorizing the Executive Committee to review and approve the enFocus proposal if feasible. The results would be brought back to the full board.

Several board members offered comments and agreed with the recommendation.

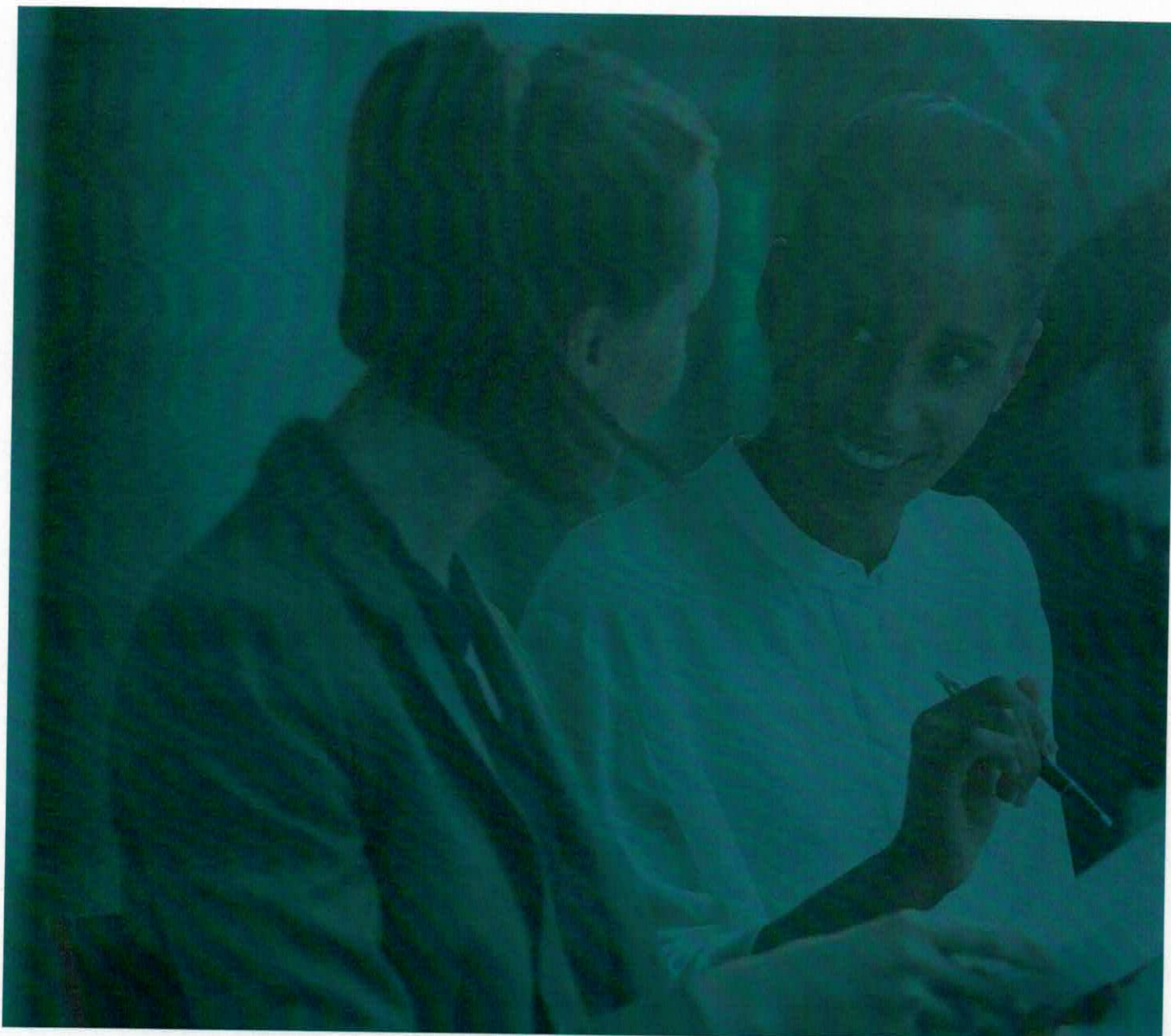
VIII. Pictures of Board Members for website

- Lana Bailey was on hand to take pictures for the website

IX. Adjournment

Motion to adjourn.

Next meeting – September 8, 2023 @ Bethel College



Board

Report

September 2023

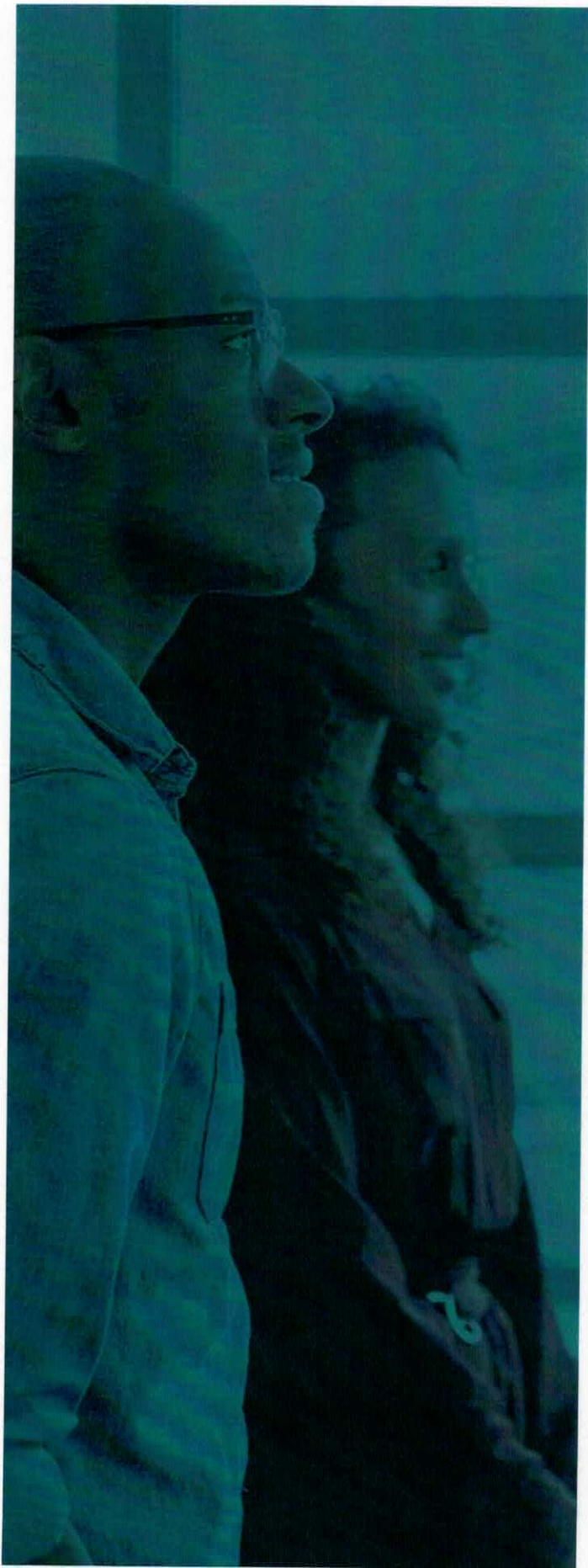


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PRESIDENT'S OVERVIEW

Welcome one and all!

Thank you for your service to the region as a member of the Northern Indiana Workforce Board!

Remembering the areas the Board is responsible for:

- Strategist
- Manager
- Convener
- Optimizer

As we move into the new world of service providers with the staff to the Board no longer running the day-to-day work in the offices, we are using the following key focus areas as our guide:

- Five Key Areas of Focus for this next program year are:
 - Find potential employees -
 - Immigrants/Refugees
 - Returning Citizens
 - Basic Skills Deficient (Out-of School Youth /Individuals without a high school equivalency)
 - Youth transitioning out of Foster Care or who have a disability and are transitioning into employment
 - The working poor
 - Long-term unemployed
 - Veterans and spouses
 - Childcare Issues (Find solutions)
 - Transportation/Housing
 - Digital Literacy/Fluency
 - Jobs of the Future – what programs do we need to help jobseekers and employers be ready to shift?
- And, finally, what kind of economic impact are we having in the region?

As you can see, these are not new discussions, but discussions that we need to be very much involved in to meet the key roles for the Board. The Governor's Workforce Cabinet made it very clear in their State Plan and their Recommendations that the workforce boards need to

step up and not just be part of the conversation, we need to be instrumental in finding and spearheading the solutions.

As we navigate this new world of service provision, the Board has slimmed down and we are rearranging roles and responsibilities. As we do this, enFocus will be working with the staff to the Board, Board members, partner agencies, and employers to help us strategically determine where we need to be and who we need to be working with. Everything moving forward will be with continued intentional focus.

With the Audit finalized and monitoring report coming soon, we continue to monitor the funding and fiscal areas with Carla Crowe to ensure we are moving forward in a positive manner. A special thanks to the members of the Finance Committee for their assistance in finishing up the audit. This will be discussed at the Board meeting on Friday, September 8. I have copied of the audit which will be available either electronically or at the meeting for your review.

We continue to work to complete the Regional Chief Elected Officials Agreement. This will keep me busy the next couple of weeks.

Contracts with Pro and JobWorks are getting wrapped up in these next few weeks, as grants for Program Year 2023 (PY23 – which runs 7/1/2023-6/30/2024) continue to come in fully executed. This has been a slow process this year. However, from a funding perspective, the Board sits in a good position to keep things moving as we wait!

As we move into this year, the biggest goal is to have a better dashboard, a partners' referral system, and a clear picture of the economic impact our work plays in the region.

It has been a lot of diligent, sometimes difficult work this year to get everything fully aligned with WIOA, to put the service provider model in place, and to ensure the solid structure from which we do our work. In the coming months, be prepared for some rousing discussions as we move into our true role in the region!

All my best,

Krystal

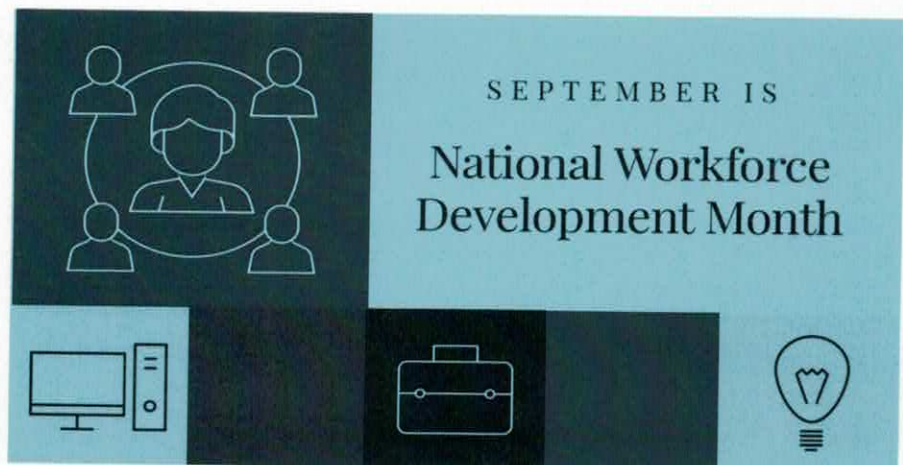
EXECUTIVE VP OPERATIONS REPORT

July began the development of the recently fully staffed Leadership Team. Initial efforts further defined roles and responsibilities in relationship to the 5 identified objectives (potential employees, childcare issues, transportation/housing, digital literacy/fluency, and jobs of the future) as well as the establishment of associated work teams. The focus in August moved teams into information gathering, researching, and connecting with various stakeholders to craft the beginnings of a strategic plan to address the objectives. September's work will identify action steps and supports that will be needed to the end of the calendar year.

Also, during this timeframe, Youth Services was transitioned to Pro Resources effective July 1, 2023. The staff at Pro Resources did an excellent job of ensuring that there was minimal interruption of services by recruiting all but 2 staff to join their team. This ability provided program stability, further ensuring that the 2024 program year moved forward with ease. Further, the shift of the adult services from Pro Resources to JobWorks started mid-July. Several informational meetings were held with interviews currently underway. It is anticipated that all front-line staff will have a position on October 1, 2023, contract date.

The Leadership Team provides the following reporting of the work that has been completed and that which is currently underway.

Darcey Mitschelen



Regional Media - Lana Bailey

Our media analytics have shown a subtle increase in the last 28 days. Although our analytics have consistently furnished valuable insights into our media posts and audience engagement, recent trends suggest a reduced impact. This dip can be attributed to various factors, including heightened competition in the media environment, ongoing changes in algorithms across social platforms, and shifts in customer behavior.

August-23		
Tik Tok		
Video views	3645	
Profile views	62	
Likes	208	
Comments	14	
Shares	10	
Viewers	2680	
Social Media (Facebook, LinkedIn)		
		↑↓
Reach	38,051	1.50%
New Page Likes	42	14.30%
Page Visits	15.34	2.10%
Top Posts	Weekly Job Postings	10.9K Views
Website		
Site Visits	3,993	
Unique Visitors	3,183	

WorkOne - Jay Dixon

- Our performance measurements are currently ahead of where we were in our previous year.
- We are on track to exceed our WP numbers from the previous year.
- All offices other than South Bend are on track to exceed last year's WIOA enrollments.
- South Bend has a large number of enrollments that they will be entering.
- Quality of files has improved with additional training with guidance and advice from the monitoring.

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>
Total:	<u>5,500</u>	<u>974</u>

PY23 Current	WP	WIOA
Office Id	New Enrollment	New Enrollment
Region 2	<u>1,929</u>	<u>85</u>
WorkOne Elkhart (Elkhart County)	<u>759</u>	<u>36</u>
WorkOne South Bend (St. Joseph County)	<u>757</u>	<u>7</u>
WorkOne Express Warsaw (Kosciusko County)	<u>228</u>	<u>17</u>
WorkOne Express Rochester (Fulton County)	<u>75</u>	<u>12</u>
WorkOne Express Plymouth (Marshall County)	<u>110</u>	<u>13</u>
Total:	<u>1,929</u>	<u>85</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%

Apprenticeships - Jay Dixon with Cathy Simon

The library of approved apprenticeship programs continues to grow. Although the majority is in advanced manufacturing, several healthcare and human resources programs have been recently added. Interest has stabilized, but companies wanting to go forward have slowed. Many are in the exploration stage, looking to implement something in the spring.

The next round of Apprenticeship funds requires 20% be allocated to pre-apprenticeship programs that matriculate into a full DOL apprenticeship. Conversations have started with the Elkhart Area Career Center for collaboration of a Security apprenticeship program that will provide ease of access for their students.

	31-Aug-23
Company Visits/Contacts (July-August)	14
Companies in Queue*	10
Total DOL Approved Apprenticeship Programs	29
Companies with DOL Apprenticeship Program	27
DOL Applications in process (Quality, Supply Chain, Lean Mfg.)	3

Apprentices On-Boarding (September)	3
Apprentices Enrolled, but not started	5
Apprentices Currently Active	49
Apprentices Completed Program (Total)	12
Apprentices Disengaged (Total)	30

In Queue:

Elevation Sports	Masonite
Grace Village	Nobel/Crain Co.
James Miles Construction	Vermillian Systems
Lock Joint Tube	Viewrail
Mac's Disaster Support Trainer Repair	Winona Powder

Youth - Savannah Quezada

In-School Youth

- In School Youth Enrollments for August (JAG) = 217
- Monday August 28th Governor Eric J. Holcomb announced the goal to expand Jobs for America's Graduates (JAG) to 250 programs in Indiana by the 2024-2025 school year.
- In School Youth has hired a new Support Manager – Adriana Salas. Adriana is coming to us from California with 10 years of experience in non-profits.
- Collaboration Project with South Bend Schools – GEAR UP South Bend! And Jag/NIWB is underway. This partnership will bring Jag Career Association students and GEAR UP South Bend! Students together for a Job Exploration event set to take place at the end of April. The event will display various trades/careers that the students may be interested in as well as hands on exhibits.

Out of School Youth

- Total Enrollments for August = 15 (23 potentials)
- Total Credentials Received = 3 (1 CNA, 1 CMA, 1 Misc.)
- Total Placements = 12

- OSY Staff visited Elkhart Excel Center for the Senior Seminar
- OSY Staff attended a community outreach meeting on 8/16/2023 for Fulton County
- OSY Staff attended Marshall County Military Stand Down and met several local service organizations, handed out Work One flyers.
- OSY Staff attended Bremen Chamber of Commerce meeting with Tim Starr (BSR).

Employ Northern Indiana – Vivian Schwartz

Business Services

Employ Northern Indiana has observed a significant rise in Rapid Response situations within our region. On August 23rd, we conducted a job fair at LSC Communications in Warsaw, hosted at their East Plant, where more than 30 employers gathered to engage with over 400 LSC employees. Notably, there is a growing demand for in-house WorkOne job fairs, reflecting heightened interest from both job seekers and employers, prompting us to explore the possibility of hosting larger off-site events. Business Consultants are also witnessing a notable trend, with increasing demand for apprenticeships and workshops conducted at employer locations.

During one of our recent Business Services team meetings, we were fortunate to have Kathy Jaworski as a guest speaker. Kathy provided valuable insights into the Labor Market Information that we receive from her, offering a comprehensive explanation of each section. In line with our commitment to addressing diverse workforce needs, we have established committees dedicated to supporting Veterans, Immigrants, and Justice-Involved Citizens, as part of the Business Services team's focus areas.

Region 2 has successfully organized five in-office job fairs, with a total attendance of 126 job seekers. We are pleased to note that there is a growing interest from employers in participating in these in-house events, further strengthening our connections with the local workforce and businesses.

August Activity

236 Business visits/contacts

3,681 Business emails sent (*Job Packets, Labor Market Info, contact emails, etc.*)

93 Service Proposals generated.

Strategic Support - *Emily Ann Toledo*

Grant Acquisition Strategy: Over the past quarter, our team has been diligently working to identify and pursue suitable grant opportunities to strengthen our financial foundation. We have cast a wide net, targeting grants that align with our organization's mission and strategic goals. By leveraging our existing networks and exploring new partnerships, we have identified several promising opportunities that are currently under review. Our strategy remains focused on diversifying our funding sources to ensure the sustainability and growth of our programs.

Community Foundation Initiatives: One avenue we are actively pursuing to expand our resources is through collaboration with community foundations. Specifically, we are engaging with the Elkhart County Community Foundations to broaden our impact within the Elkhart Community School system. This partnership aims to increase the per capita contribution for each student participating in our programs. By tapping into the generous support of local community foundations, we can better address the evolving needs of our students and the broader educational community.

The Elkhart County Community Foundations have expressed keen interest in our initiatives and have welcomed discussions on potential funding opportunities. Our team has been engaged in productive conversations with their representatives, highlighting the alignment between our goals and the foundation's mission to uplift the local community. We are in the process of crafting a proposal that outlines how our collaboration can drive positive outcomes for the students, families, and educators we serve.

As we move forward, our immediate focus is on refining our grant proposals and ensuring they are compelling and well-tailored to each grantor's objectives. Simultaneously, we will continue to nurture our relationship with the Elkhart County Community Foundations, working closely to finalize the details of our proposed collaboration. In the coming weeks, we anticipate submitting our grant applications and engaging in further discussions with foundation representatives.

In summary, our pursuit of grants, particularly through community foundation partnerships, remains a strategic priority. The dedication and determination of our team have been instrumental in identifying potential funding sources that align with our mission and vision. By securing these grants, we aim to amplify our impact on the Elkhart Community School system and contribute positively to the broader educational landscape.

Strategic Partnerships – Susan Beals

Over the past few months, time has been spent “making friends, listening, and learning” to understand the needs of Region 2 and to ascertain how the Northern Indiana Workforce Board can support our regional WIOA partners as well as other local community resources. Next steps include, but not limited to, the following:

- South Bend now has Refugee Resettlement status - will work with WIOA partners to help transition 50 refugees coming in fall 2023 through end of summer 2024
- Reaching out to partners to form Youth Coalition - goal of bringing Youth Build to the region
- WIOA Partner Meeting, Wednesday, October 4th 1:30pm The Center, Nappanee, IN - will discuss Local Plan and how to implement effectively

Projects:

- Matrix of Service to roll out at Partner meeting
- Would like to see CRM/BSR using same program for sharing of information
- Digital Literacy Round Table - convene for support and grant writing opportunities

Possibilities:

- Career Hub St. Joe County - how can NIWB/WorkOne support and help drive innovation?
- Career Exploration Event for Middle School/High School students in conjunction with JAG, Chamber and community partners

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.
Portage Manor (St. Joseph)	49	The facility closed on July 31. A total of 105 residents were placed in new homes (on the last day of operations, new homes were found for the last 2 residents) RR Session was held on July 20 th followed by Job Fair on July 21. Most of the employees were able to find new employment.
Buy Buy Baby (St. Joseph)	25	The store filed for bankruptcy in June, 2023. Store Manager was not able to get approval for RR Session. Provided information services on WorkOne Services Closed August 11.
LSC Communications (Kosciusko)	512	Company issued WARN notice on June 6, 2023.. Closure to take place October 5, 2023. The company printed large volumes of magazines/catalogues. The circulation/volume has gone down. Customers go on-line now to view these items. The RR Team conducted on site workshops during the months of July/August. 49 employers and 250 employees participated in Job Fair on August 23 (Thanks to the collaborative efforts of WorkOne Business Services Team, KEDCO & LSC HR Team) Six RR Sessions are scheduled in September, 2023. Interprint, Inc. is located in Pittsfield, MA and is in desperate need of staff that know how to operate rotogravure printing presses. They are currently in growth mode and is willing to relocate anyone that is interested. NIWB received additional RR funds to assist the employees with training and getting new job.
Quality Plastics (Elkhart)	5	The company's main product is wire harnessing and plastic injection molding line. The company ran two shifts and consolidated into a single shift which resulted in only 3 employee being laid off at this time.
Polywood (Kosciusko)	200	The company makes summer outdoor furniture. Employees were laid off as part of the seasonal nature of the business. It was reported 200 layoffs but the company said not that many was laid off but did not provide me with exact number The HR Team provided layoff packets to its workers and included information regarding WorkOne services In late 2023 and into early 2024, they will again hire 500+ workers.
Grand Design (Elkhart)	150	Reached out to HR manager – no response
Flint Group (Elkhart)	20-40	Reached out to HR Manager – no response

COMPANY NAME/COUNTY	# EMPLOYEES AFFECTED	COMMENTS
<p>Christmas Tree Shop (St. Joseph)</p>	<p>25</p>	<p>The company sells a variety of products and is liquidating because of worsening finances and in May filed for bankruptcy. The store in Mishawaka closed its doors on August 11. We were not able to have RR Session but provide information regarding WorkOne services.</p>
<p>Yellow Corp & USF Holland LLC Trucking Companies (St. Joseph)</p>	<p>202 (in Region 2)</p>	<p>Company issued WARN notice to DWD on July 30, 2023 and shut its doors the same date. (appx. 22,000 employees at locations across the company in the US will be terminated.). The next day, the company filed for bankruptcy. Region 2 RR Team worked with Teamsters Union Rep; Bob Warnock (former NIWB Board Member) to set up two RR Sessions. Representatives from UI, DOL and DWD were in attendance to answer any questions the employees had. . It was very disappointing that only a small number of dislocated workers attended the sessions. However a large number of workers has come into the South Bend office to file for UI Benefits.</p>
<p>Robert Weed (Elkhart)</p>	<p>47</p>	<p>Company supply components to the RV industry; countertops, molding walls, cabinets. RR Team reached out to President and provided information on Workshops and services available. Unfortunately, the layoff had already taken place when we were notified.</p>

For additional information:

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