



**NORTHERN  
INDIANA  
WORKFORCE  
BOARD, INC**

Board of Directors Meeting Agenda

March 8, 2024

Bethel University – Academic Center (4<sup>th</sup> Floor-Trustee Board Room)

Mishawaka, IN 46544

12:00 pm – 2:00 pm

- I. Welcome/Intro (10 minutes) Todd Bruce
  - All members introduce themselves
    - o Name/Title/Employer
    - o Role on the board
    - o One current concern with economic or workforce development
- II. Jobs for America Graduates (JAG) Students Presentation (20 minutes)
  - First Place Winners from Career Development Conference (CDC)
    - a. Outstanding Senior
    - b. Public Speaker
- III. ACTION: Consent Agenda (5 minutes) – Todd Bruce
  - o January 12, 2024 Meeting Minutes – approval needed
- IV. Treasurer Report (15 minutes) - Bob Dunn
  - a. January Financials
  - b. 2022 State of Audit & Tax Return
  - c. Grants Update
  - d. 2022 Monitoring Report
    - a. Finding #1 Resolution
- V. Operations Review (15 minutes) – Darcey Mitschelen
- VI. NIWB Membership (10 minutes) – Krystal Levi
- VII. NIWB Vice Chair Recommendation/Approval (10 minutes) – Todd Bruce
- VIII. Items of Interest (10 minutes) – Darcey Mitschelen
  - a. State Plan
  - b. Governor's (INWBA Members' Statehouse Visit)
  - c. DWD Operations Meeting
- IX. enFocus Update – Matt Barlow & Will Schwartz
- X. Committee Updates (15 minutes)
  - a. WIOA Partnership Committee -
  - b. Youth Committee – Kim DeQuis
  - c. Healthcare Committee
  - d. Finance Committee – Bob Dunn
- XI. Good of the Order (10 minutes)
  - a. Economic Development Update
- XII. Board Chair's Closing Remarks (5 minutes) – Todd Bruce
- XIII. Adjourn

NOTE: Balance of scheduled 2 hours intended for discussion of Agenda topics  
Next Meeting: May 10, 2024 – 12:00 pm – 2:00 pm – Bethel College



Board Meeting  
January 12, 2024  
12 NOON – 2:00 p.m.  
Zoom Call  
(scheduled face-face meeting canceled  
due to inclement weather)

### MEETING MINUTES

**Present:** Dave Behr, Marlene Betances, Todd Bruce, Tom Craig, Kim DeQuis, Bob Dunn, Brandon Eakins, Joe Gambill, Chad Hartzell, John Jessen, Mark King, Krystal Levi, London Martinez, Christie Maurer, Murray Miller, Shawn Peterson, Ricky Reeves, Chris Stager & Jerod Warnock

**Absent:** John DeSalle, Matt Davis, Jeremy Gillespie, Dennis Hanna, Gary Morseau, Matt Teevan, Alan Tio & Mayor Wood

**Staff Present:** Darcey Mitschelen & Barbara White

**Guest:** Tom Kavanagh (Job Works), Heather Pressley (ProResources) & Kathy Jaworski (DWD)

I. **Call to Order**

Todd Bruce called the meeting to order

II. **Consent Agenda**

Minutes from the November 17, 2023 meeting was sent in advance to board members. A motion was made by Mark King to approve the consent agenda, after being second by Kim DeQuis the motion passed.

III. **Fiscal Report**

Bob Dunn reviewed the Financial Report (November 30, 2023) which included grant spending by funding source. Bob asked staff to provide board members a copy of an additional report which provided year to date and actual spending for NIWB Overhead, WIOA Adult, WIOA Youth and One Stop Operator spending to date was also included in the report. A grant narrative sheet will be included.

A motion was made by Murray Miller to approve the November 30, 2023 financials, after being second by Marlene Betances the motion passed.

IV. **Operations Review**

Darcey talked about the three main areas of focus for NIWB Staff: WorkOne (employees), WIOA Partnerships (resources and supports) and Employ Northern Indiana (employers). It is our job to connect all three areas to best meet the needs of the community and to jointly maximize the resources within our Region to develop a robust workforce.

V. **Policy Approvals**

Krystal referenced the Individual Training Accounts (ITA) Policy. The reason for the policy is to establish customer eligibility requirements to receive an ITA/training voucher and to document the process required for WorkOne staff to issue an ITA/training voucher.

Krystal informed the board that In order to align with the state agreement with training providers, NIWB need to increase the amount of customer ITA/training voucher support from \$4,000 to \$5,000 maximum amount per year. And \$10,000 in overall WorkOne financial support per lifetime.

A motion was made by Chad Hartzell to increase the amount of customer ITA/Training Voucher support from \$4,000 to \$5,000 maximum amount per year. A customer can receive \$10,000 in overall WorkOne financial support per lifetime. After being second by Bob Dunn the motion passed.

**VI. NIWB Staff Handbook Update**

Krystal reported on update to Employee handbook. NIWB employees will receive phone stipend - \$30 per month for each staff member who elects to utilize their personal cell phone for work.

A motion was made by Bob Dunn to approve NIWB employees phone stipend of \$30 per month, after being second by Jerod Warnock the motion passed.

**VII. Items of Interest**

Krystal provided brief overview:

*WIOA Reauthorization*

The introduction of the bill, known as A Stronger Workforce for America Act (ASWA), is looking to improve the workforce and adult education system a top priority for policymakers. The full House is set to consider the legislation early in 2024.

*Governors Workforce Cabinet (GWC)*

The GWC is working on the state local plan and has begun a media campaign. Each region in the state support is needed.

*Regional with Commissioner Paulk*

Commissioner Richard Paulk is very supportive of the efforts of the workforce boards and the Governors Workforce Cabinet. He is visiting each region. You will be informed when he comes to Region 2.

**VIII. Committee Updates**

*WIOA Partnership*

The Partnership meetings are active again. The partners will begin to build committees which will focus on specific components of the new local plan that will be created this year. Staff is working to build stronger connections between partners and help with the implementation of collective regional goals.

*Youth Committee*

The Youth Committee recently met. Kim, Joe and Brandon are members of the committee. Kim said the last meeting was a very good meeting.

JAG Career Development Conference is scheduled 2-2-24. Let Barbara know if you are interested in being a judge.

*Healthcare Committee*

Krystal said the committee is getting back on track to focus on Quality Job Academy's initiatives.

*Finance Committee*

Nothing new to report. Meeting to be scheduled.

Todd reported on vacancy for NIWB Vice Chair position and asked for any recommendations.

**IX. enFocus Update**

Will Schwartz provided PowerPoint presentation. (copies will be distributed)

The presentation included:

**NIWB Mission:** Fostering economic empowerment by linking job seekers with employers

**NIWB Vision:** To create a seamless workforce system, engaging employers, job seekers, and key stakeholders, to develop a strong, skilled workforce which meets the needs of region 2 employers.

**X. Adjournment**

Motion to adjourn.

Next meeting – Friday, March 8th @ Bethel University

	B	C	D	E	M	N	O	P	Q
<b>Northern Indiana Workforce Investment Board, Inc.</b>									
<b>Grant Spending by Funding Source</b>									
<b>January 31, 2024</b>									
								<b>Benchmark</b>	<b>58%</b>
	<b>Grant Description</b>	<b>Carry-In</b>	<b>PY23 Allocation</b>	<b>Available Funding</b>	<b>Year to Date</b>	<b>Balance</b>	<b>% Expended</b>	<b>Expires</b>	<b># Months Remaining</b>
8	WIOA								
8	Adult	\$ 787,799	1,013,246	1,801,045	1,008,630	727,416	56%	6/30/2025	17
9	Dislocated Worker	485,565	601,262	1,086,827	561,831	524,996	52%	6/30/2025	17
10	Youth	-	860,878	860,878	613,949	246,929	71%	6/30/2025	17
11	<b>Total WIOA</b>	<b>1,273,364</b>	<b>2,475,386</b>	<b>3,748,750</b>	<b>2,184,410</b>	<b>1,499,340</b>	<b>58%</b>		
12									
13	<b>Other Grants</b>								
14	Business Consultant	-	120,000	120,000	75,185	44,815	63%	6/30/2024	5
15	RESEA	-	463,040	463,040	334,139	128,901	72%	9/30/2024	8
16	Jobs for American Grads (JAG)	89,988.60	692,500	782,489	324,601	457,887	41%	12/31/2024	11
17	JAG TANF	-	436,000	436,000	23,668	412,332	5%	3/31/2025	14
18	PRETS	-	125,000	125,000	1,360	123,640	1%	6/30/2024	5
19	Performance Support Grant (PSG)	70,500.00	-	70,500	31,500	39,000	45%	12/31/2023	0
21	Next Level Jobs (NLJ)	2,232,959	250,000	1,346,629	480,882	865,748	36%	6/30/2024	5
22	Workforce Ready Grant (WRG)	29,006.98	650,000	679,007	156,075	522,932	23%	6/30/2024	5
23	Apprenticeship Grant (ABA)	127,500.00	-	127,500	22,967	104,533	18%	5/15/2026	28
24	Rapid Response	-	100,000	100,000	40,904	59,096	41%	1/20/2024	0
25	<b>Total Other DWD Grants</b>	<b>2,549,954.74</b>	<b>2,836,540</b>	<b>4,250,165</b>	<b>1,491,280</b>	<b>2,699,788</b>	<b>35%</b>		
26									
27	<b>Non-DWD Grants</b>								
28	DOL Rural Healthcare Grant	140,214	-	140,214	28,951	111,263	21%	1/31/2024	0
29	SCSEP/SCSEP Match	-	719,207	719,207	424,990	294,217	59%	6/30/2024	5
30	LIFT Network Apprenticeship	160,453	-	160,453	5,593	154,860	3%	NA	NA
31	Unrestricted/Other	50,000	53,700	103,700	63,940	39,760	NA	NA	NA
32	<b>Total Non-DWD Grants</b>	<b>300,667</b>	<b>772,907</b>	<b>1,123,574</b>	<b>523,474</b>	<b>560,340</b>			
38	<b>Total Available Funding</b>	<b>4,123,986</b>	<b>6,084,833</b>	<b>9,122,489</b>	<b>4,199,165</b>	<b>4,759,468</b>	<b>46%</b>		

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

Benchmark 58%

Description	Year to date Actual	Total Budget	Remaining Budget	% Spent
NIWB Overhead				
Board Staff Salaries/Benefits	718,465	1,207,286	488,821	60%
Other Costs	109,228	171,800	62,572	64%
Contracted Services	159,396	340,000	180,604	47%
WorkOne Costs	144,685	345,000	200,315	42%
<b>Total Overhead</b>	<b>1,131,774</b>	<b>2,064,086</b>	<b>932,312</b>	<b>55%</b>
Direct Training				
	450,536	1,111,330	660,794	41%
Service Provider - Proresource				
	1,768,150	3,273,806	1,505,656	54%
Service Provider - JobWorks				
	811,910	2,077,892	1,265,982	39%
One-Stop Operator				
	36,795	36,795	-	100%
<b>Total Expenses</b>	<b>4,199,165</b>	<b>8,563,909</b>	<b>4,364,744</b>	<b>49%</b>

Direct Training 670,060 16% percent of total budget

# Northern Indiana Workforce Board, Inc. Grant Narrative

12/31/2023

The Workforce Innovation and Opportunity Act (WIOA) replaces WIA and will be in effect for the next five years (2015-2020). The plan continues the trend in workforce development in an effort to create a collective response to economic and labor market challenges and labor market challenges by further engaging the private sector to lead local workforce development efforts and for accountability of board members. WIOA encourages an improved response to labor market needs by connecting board performance correlation between training investments and economic return. Changes in WIOA prompt Workforce Development Boards to be more 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

### POKAGONJSY

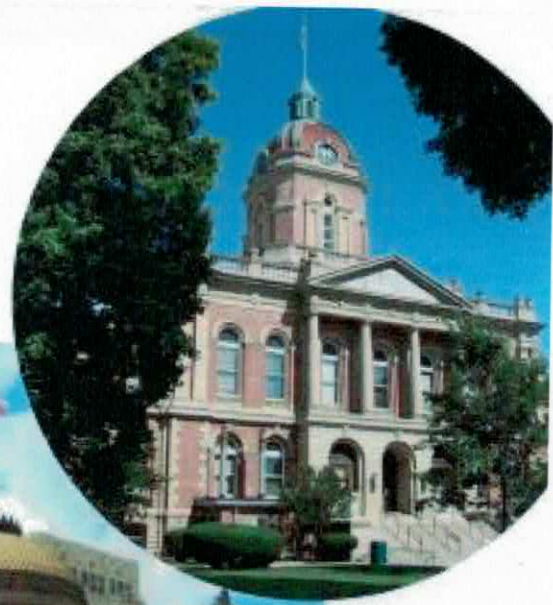
Supports the JAG program

### 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  
BOARD, INC**



# **BOARD REPORT**



**MARCH 8, 2024**



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## Chief Operating Officer Notes – Darcey Mitschelen

March 7, 2024

Greetings.

The re-alignment of NIWB staff in January has brought greater clarity of purpose, and with that, associated efforts have moved into a deeper level of intentionality and focus with both our business and Workforce Innovation and Opportunity Act (WIOA) partners. These endeavors are resulting in conversations towards not only answering “what are our collective regional resources?,” but also towards identifying necessary steps in determining “how do we collectively maximize those resources?” to best respond to our region’s workforce needs.

The answers to these questions will be at the heart of our region’s local plan as a required response to the recently submitted State plan to the federal government. Although this plan will provide the direction for our work through 2027, the implementation will require significant planning to ensure that it is conducted with the level of excellence that is expected of NIWB staff and service providers. To do so, innovative and creative thought along with a willingness to “blow up” the box and a deep desire to continually grow must be, and will be, at the center of the NIWB staff work.

On behalf of your NIWB staff, thank you for this opportunity to shine! and to be a beacon of hope for all who live and work in Region 2.



## Director of WorkOne Operations – Jay Dixon

### 07/01/2022 - 6/30/2023 ABA Grant

Assigned Case Manager	Total Enrollment	Active Cases	Exit Cases	Follow-Up Cases	Temp Out	Temp In	Active Staff
Lucinda, Rabbitt	39	22	17	0	0	0	Yes
<b>Total: 1</b>							

Averaged 3.25 per month

### 07/01/2023 - Current Date ABA Grant

Assigned Case Manager	Total Enrollment	Active Cases	Exit Cases	Follow-Up Cases	Temp Out	Temp In	Active Staff
Lucinda, Rabbitt	45	43	2	0	0	0	Yes

Averaging 5.625 per month

Increased enrollments this year can be attributed to focused training initiatives and working in tandem with the Business Services team. We were averaging 3.25 enrollments per month the previous year. This year we are averaging 5.625 enrollments per month.



## 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	17	1
St. Joseph	41	36	5
Marshall	6	1	5
Kosciusko	9	6	3
LaGrange	2	0	2
Noble	3	1	2

**Total Active SCSEP Job Seekers:**

Number of SCSEP Job Seekers Exited in February 2024:	3
Number of SCSEP Job Seekers Exited to Employment in February 2024:	1
Number of SCSEP Job Seekers Enrolled and Assigned to Host Agency in February 2024:	1
Number of SCSEP Job Seekers Enrolled / Pending Host Agency Assignment in February 2024:	4

Projected SCSEP Enrollments (PE) for February 2024	
Elkhart	1
St. Joseph	4
Marshall	1
Kosciusko	1
LaGrange	0
Noble	0
<b>Total PE</b>	<b>7</b>

Actual SCSEP Enrollments (AE) for February 2024	
Elkhart	0
St. Joseph	4
Marshall	0
Kosciusko	1
LaGrange	0
Noble	0
<b>Total AE</b>	<b>5</b>

Projected SCSEP Enrollments (PE) for March 2024	
Elkhart	1
St. Joseph	4
Marshall	1
Kosciusko	0
LaGrange	0
Noble	1
<b>Total PE</b>	<b>7</b>

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

<b>Activity</b>	<b>Results</b>
Ticketholders Assigned	23
Services & Support Provided	16
Ticketholder in (OST) Training	0
Ticketholder Working PT	9
Ticketholder Working FT	5
Ticketholder Self-Employed	1
Ticketholder in Job Search	17
Ticketholder Discharged	0
Projected Activity	5
Networking & Partner Events Attended	7
Resource Fairs	0
Staff Development & Training	4
Quarterly Income	\$4,615
Year End Total	\$55,103

**Narrative:**

- Present     The presentation on 02/09 with SBCSC Exceptional Learners Staff was a success. We have 3 students who we will pilot to see if Ticket to Work can help them in transitioning to work. Our next meeting is 03/15/24.
  
- Future     This quarter so far, I have assigned 3 new tickets. I have met with 3 new partners: SBCSC, MHAM, and FEAT. Every quarter I hope to enroll 2-3 Tickets and meet with 2-3 new partners.
  
- Present     The Annual Performance Outcome Report Audit was submitted 02/07/24. An email was received that we have passed the APOR audit.

**EXECUTIVE VP OPERATIONS REPORT**

<u>In-School Youth</u>	<u>Out of School Youth</u>
<ul style="list-style-type: none"> <li>• Active ISY WIOA: 265</li> </ul>	<ul style="list-style-type: none"> <li>• Active OSY = 95</li> </ul>
<ul style="list-style-type: none"> <li>• Active ISY JAG: 511</li> </ul>	<ul style="list-style-type: none"> <li>• OSY Follow Up = 158</li> </ul>
<ul style="list-style-type: none"> <li>• ISY Follow Up: 133</li> </ul>	<ul style="list-style-type: none"> <li>• Total Enrollments Current Month = 20 (65 potentials)</li> </ul>
<ul style="list-style-type: none"> <li>• Total Credentials Overall = 84</li> </ul>	<ul style="list-style-type: none"> <li>• Total Credentials Received Current Month = 2 (2 CDL)</li> </ul>
	<ul style="list-style-type: none"> <li>• Total Credentials Overall = 55</li> </ul>
	<ul style="list-style-type: none"> <li>• Total Placements = 6</li> </ul>

- Total Youth Average Wage: \$16.39
- Total Youth Employment Placements: 182
- Total Youth Training Placements: 537

General Updates

- JAG Expansion meetings have taken place at Fairfield High School, Jimtown High School and Laville High School. All schools are interested and following up next week. Additionally, emails have been sent to the following schools regarding expansion efforts, Caston High School, Mishawaka High School, Penn High School, Whitko High School, John Glenn High School, Argos High School, and Triton High School.
- State CDC and National CDC planning has been completed. State CDC will take place in Indianapolis, IN March 15. National CDC will take place in St. Louis, MS April 18<sup>th</sup>-21<sup>st</sup>.
- The Youth Team (NIWB) has effectively applied for the Career Coaching Grant, anticipating a decision in April 2024. The grant totals \$25 million.

I.G.N.I.T.E

- Our BSR has reached out to 160 businesses, colleges, and unions, and continues outreach.
- We have secured 42 exhibitors for event.
- Spoke at Building Trades semi-monthly meeting.

The OSY team has been very active in the community this month with visits to the following places plus more.

South Bend/Elkhart	Kosciusko/Fulton Counties	Marshall County
• JAG CDC Conference	• Adult Education orientation	• Adult education Orientation
• Excel Center South Bend	• Kosciusko County Jail	• ISMMA
• Adult Education orientation	• HOPE Community Foundation Meeting	
• Housing Authority community partners Webinar	• Mental Health Webinars	
• Elkhart Probation Office	• Warsaw WorkOne Job Fair	
• Elkhart Resource Center Ribbon Cutting	• Doula Center	



**Director of Strategic Partnerships – Susan Oliver**

Partners:

- The WIOA youth committee met on February 22 with a presentation from JAG. Discussion centered on career exploration at an earlier age, increasing the JAG presence in our region and creating onramps for students to connect to services.
- Monthly check-ins with partners continue to provide better connection/information sharing to deliver best practice services across multiple partners.

#### Projects:

- The local plan will be the focus on the next few months. An initial meeting with Adult Ed directors in region 2 took place on March 5<sup>th</sup>. Opportunities are available to bring support for financial literacy to businesses, increase programming to reach more students, create regional training for Adult Ed partners, co-enroll and build programs that serve regional locations between main centers of service (Bremen, Nappanee, etc.)

#### Possibilities:

- We are now being invited to community discussions/advisory boards as it relates to workforce development and assisting in creating strategies related to the 5 pillars (Workforce, Childcare, Transportation, Housing, Digital Literacy/Fluency).



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

The team is adjusting to having one Business Consultant in St Joe, Elkhart, Kosciusko and Marshall/Fulton counties. The trends they are seeing recently with most employers are that they have enough candidates and resumes at this time and are more interested in training current employees. Therefore, the focus remains with promoting Next Level Jobs as we attempt to continue to spend down funds from 6.0 and 7.0 in order for our region to be awarded 8.0 funding and also apprenticeship opportunities.

This month we held a total of 7 in-house job fairs and 1 off-site hiring event which took place in Warsaw. A total of 388 job seekers attended these events with positive feedback from the 28 employers who participated. The Plymouth and Warsaw offices held their first in-house job fair which were successful and are now planning future events. Kosciusko County held a Hiring Event on 2/29/24 which was a collaboration with OrthoWorx, KEDCO, Kosciusko Community Foundation, and WorkOne. 14 employers were present to meet with the 231 job seekers who attended.

#### Additional February activity:

Business visits/contacts: 113

Business emails sent (Job packet, labor market info, contact email, etc): 3848





Rapid Response Coordinator – Barbara White

Company Name/County	Number of Employees Affected	Comments
Medtronic (Kosciusko)	384	Two employees were laid off in April 19, 2023. TAA Application has expiration date of May 25, 2024. Potential reductions in the workforce projected for April/May 2024. The first layoff will be a small number of workers with layoffs occurring quarterly after that. The HR Manager will contact me when she has more
Dwyer Instruments, Inc. (Elkhart)	57	The company makes air pressure gauges. The plant in Wakarusa will be permanently closed. Most of the jobs will stay in Indiana but some operations has already been moved to Mexico. The layoffs has been delayed until end of February, 2024. Most of the workers participated in Core Job Search Workshop on November 30. And a Rapid Response Session was held on December 14. February 29, only seven employees remained on site to close down the plant. WorkOne Team has started to see employees come into office to seek help with re-employment.
Zimmer Biomet (Kosciusko)	N/A	According to newspaper article. Zimmer plan to reduce headcount by approximately 3% of the more than 18,000 total current global ZB team member's positions. I spoke to the HR Manager and he said his plant have not had any layoffs nor are they participating any.
Forest River (Plant #77) (Elkhart)	83	WARN Notice issued on 2-12-24. The RR Team met with HR Leadership for a fact finding session. Most of the employees will be reassigned jobs within the company. In the next few weeks, the company will know how many will be displaced, at which time, we will schedule RR Session.
DePuy Synthes (Kosciusko)	N/A	Staff was informed of possible layoff of the company 3rd shift operations. Newspaper article on layoffs; DePuy Synthes is changing its

	operating model at our manufacturing site in Warsaw to better align with current business needs. Anticipate early April, 2024 layoff. Still trying to confirm details of layoff with HR manager.
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## Board Staff Contact Info



Krystal 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

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