

Meeting Agenda
Grow Southwest Indiana Workforce Board & Indiana Works Council
LOCAL ELECTED OFFICIALS BREAKFAST MEETING
April 29, 2016
8:30 am CT / 9:30am ET
Vincennes University - Ft Branch Campus

Time	Agenda Item	Page	Responsible	Action
8:30	1. Call to Order		Sue Habig	
8:31	2. Welcome Local Elected Officials		Sue Habig	
8:32	3. Call for Additional Agenda Items		Sue Habig	
8:33	4. Michael Thissen - I-69 Innovation Corridor		Sue Habig	
8:50	5. Alecia Harmon - Teacher Bootcamp		Sue Habig	
9:05	6. Indiana Works Council - Approval of Minutes - December 4, 2015	pg 1-4	Sue Habig	Action Item
9:08	7. County Chief Elected Officials - Approval of Fiscal Agent Contract		Sue Habig	Action Item
9:11	8. WDB Consent Agenda			
	a. WDB Meeting Minutes - April 1, 2016	pg 5-7		
	b. Executive Committee Minutes	pg 8-10		
	c. Finance Committee Minutes & Reports	pg 11-15		
	d. Operations Committee Minutes & Reports	pg 16-18	Sue Habig	Action Item
	e. Business Services Committee Minutes	pg 19-20		
	f. Youth Committee Minutes & Reports	pg 21-23		
	g. WDB Staff Report - March 2016	pg 24		
9:20	9. WDB Business			
	SOP's		Sue Habig	Action Item
	a. SOP 15-07 Incumbent Worker Training	pg 25-28		
	b. SOP 15-10 WorkIN Policy	pg 29-34		
	Local Plan		Jim Heck	
	Tell City Office Update		Sue Habig	
	Power Grant Writer RFP		Sue Habig	
	Southwest Indiana STEM Challenge	pg 35	Sue Habig	
9:45	10. Indiana Works Council Business			
	Skill UP Indiana - Round 2		Marva Essick	
	Indiana Works Council Update		Marva Essick	
9:59	11. Public Comment		Sue Habig	
10:00	12. Adjournment		Sue Habig	Action Item

Minutes
Grow Southwest Indiana Workforce Board & Indiana Works Council
Joint Meeting

8:30 a.m. CDT, December 4, 2015
Vincennes University – Ft Branch Campus
Gibson County

WDB Members Present:

Sue Habig	Frank Yuda	Jim Heck	Ron Hagy
Amy O'Dell	Makenzie Coulter	Jennifer Wigginton	Stephanie Norrick
Mike Szakaly	Nancy Davisson	Phil Seger	Tim Martin
Dan Ulrich	Jon Keck	Michelle Schaefer	Theo Boots
Paula Pinkstaff			

Works Council Members Present:

Matt Weinzapfel	Sue Habig	Dan Ulrich
Mike Szakaly	Terry Babb	Wendy Wells

Local Elected Officials:

Jerry Walden, Posey County Commissioner

Others Present:

Bill Lawrence, DWD	Dee Shrieves, DWD	Nancy Schroering, JobWorks
Jarred Howard, PCPV Coop	Peg Boardman, DWD	Jerry Parkinson, Senator Donnelly
Kim Stevenson, DWD	Martha Vance, VU	Marti Mauntel, VU-APIG Grant
Marva Essick, DWD	Jodie Gomez, DWD	

WDB Staff:

Sara Huelsman	Kay Johnson	Mary Hamilton	Angie Sheppard
Rochelle McDonald	Breasha Pruitt	Linda Jones	

The meeting was called to order by the Workforce Development Board (WDB) Chair Sue Habig at 8:30 a.m. Central Time.

Additional Agenda Items:

Unemployment Insurance
180 Skills Maker
Work Ethic Certification

Works Council Meeting Minutes:

The Council reviewed the Works Council meeting minutes from August 28, 2015.

<i>Mike Szakaly motioned to approve the Works Council meeting minutes from August 25, 2015 as presented. Dan Ulrich seconded. Motion passed.</i>	WC-2015-03
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Consent Agenda

WDB Meeting Minutes:

The Board reviewed the WDB meeting minutes from October 30, 2015 with no concerns.

Executive Committee:

Sue Habig mentioned the committee reviewed the minutes, reports, and all discussion items.

Finance Committee:

Frank Yuda gave an overview of the financials mentioning the YTD expenses are at \$1,400,000 and the WIOA expenditure rate is at 32% with the benchmark at 33%. Expense budget changes included the \$15,000 to support the Works Council grant staff member and \$150,000 moved to JobWorks Service Provider-WIOA for youth services. Currently, the Out-of-School youth is at 65% and In-School youth is at 35%. Youth services is continuing to transition to the 75% / 25% WIOA requirements.

Operations Committee:

Sue Habig mentioned the committee approved the minutes and reports with the main discussion on the low placements. The Board briefly discussed the low placements and asked Nancy Schroering to develop a plan to present at the next meeting.

Business Services Committee:

Amy O'Dell mentioned the committee approved minutes and discussed the Tour of Opportunity events, Rapid Response with Gibson County Coal and the Work Ethic Certification tracking system. SICTC and New Tech will begin offering the Work Ethic Certification in January. The committee also discussed what metrics need to be tracked.

HR Committee:

Amy O'Dell mentioned the committee reviewed the health insurance options and selected the UHC ACA Option 1 and updated the employee handbook clarifying the Paid Time Off availability upon termination.

Youth Committee:

Tim Martin mentioned the committee has developed a mission and currently working on metrics.

Outreach Committee:

Ron Hagy mentioned the committee met at the WorkOne Southwest office in Evansville to tour the facility to get a better understanding of available services to help develop a marketing message.

WDB Staff Report (September 2015):

Jim Heck highlighted the Bridge Builders transportation initiative and spots on WEVV.

Work Ethic Certification:

Sara Huelsman explained the procurement process for the online tracking system for the Work Ethic Certification. Proposals were received from Axiom, Lieberman Technology and Relative Creative. The Board discussed the proposals and decided to use Axiom.

Ron Hagy motioned to approve all of the items in the consent agenda including;

- *WDB Minutes – October 30, 2015*
- *Executive Committee Minutes – October 16, 2015*
- *Finance Committee Minutes & Financials – October 16, 2015*
- *Operations Committee Minutes and Reports – October 16, 2015*
- *Business Services Committee Minutes – October 16, 2015*
- *HR Committee Minutes – June 18, 2015*
- *Youth Committee Minutes – October 16, 2015*
- *Outreach Committee Minutes – October 9, 2015*
- *WDB Staff Report – September 2015*

Paula Pinkstaff seconded. Motion passed.

WDB-2015-13

Works Council Business

Welcome – Marva Essick:

Sue Habig welcomed Marva Essick as the Works Council Support Staff.

Skill UP Indiana Grant:

Sue Habig explained the collaborative initiative with the WDB, regional CTE Directors, Ivy Tech, Oakland City University and Conexus Indiana to develop a grant proposal encompassing the needs of the region. A summary proposal has been submitted and feedback received to develop the final proposal that is due December 31.

Dan Ulrich mentioned a statewide mass marketing initiative is needed for CTE awareness.

180 Skills Maker:

Marva Essick mentioned an online career program with stackable coursework leading to certifications. More information can be found at www.180skilsmarker.com.

WDB Business

NEG Grant Contract:

Frank Yuda mentioned the NEG Grant for \$80,000 has been received. The Executive Committee recommended to move \$75,000 to contract with JobWorks to service veterans in accordance with the grant requirements. \$5,000 will be used for administration of the grant.

Paula Pinkstaff motioned to move \$75,000 to contract with JobWorks for the NEG Grant. Phil Seger seconded. Motion passed.
WDB-2015-14

Articles & By Laws:

The Board reviewed the Articles and By Laws in accordance to the By Laws stating no concerns.

Ron Hagy motioned to approve the Articles and By Laws as presented. Tim Martin seconded. Motion passed.
WDB-2015-15

Strategic Workforce Group:

Sue Habig explained the development of a regional leadership group with the help from John Burnett and Jack Hess from Region 9. The leadership group will be developing a strategic plan, goals and metrics for the region.

Unemployment Insurance:

Jim Heck mentioned the State has decided to move Unemployment Insurance (UI) out of the WorkOne offices. UI will be handled online with a chat feature or via phone to a call center. Region 11 has been assigned a specific toll free number to help track usage. Call centers and webchat personnel will be directing clients to the WorkOne offices for employment services.

Security Guards:

Sue Habig mentioned the State will no longer be providing any security guard services due to budget costs, low incidents and UI being moved out of the WorkOne offices. The Executive Committee recommended to eliminate the security guards in all WorkOne Southwest offices effective December 31, 2015. The Board discussed the security service and reviewed the incident summary report.

Paula Pinkstaff motioned to accept the recommendation to eliminate the security guards in all WorkOne Southwest offices effective December 31, 2015. Phil Seger seconded. Stephanie Norrick and Jennifer Wigginton opposed. Motion passed. **WDB-2015-16**

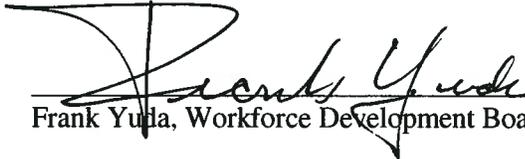
Public Comment:

None

Ron Hagy made a motion to adjourn the meeting at 10:03a.m. Central Time. Tim Martin seconded. Motion passed. **WDB-2015-17 WC-2015-04**

Next Meetings:

WDB – Friday, January 22, 2016 at 8:30am CT at VU-Ft Branch Campus
Works Council – Friday, January 22, 2016 at 10:00am CT at VU-Ft Branch Campus



Frank Yuda, Workforce Development Board Secretary

2/26/2016

Date

Dan Ulrich, Indiana Works Council Secretary

Date

Minutes
Grow Southwest Indiana Workforce Board
Meeting

8:30 a.m. CDT, April 1, 2016
Vincennes University – Ft Branch Campus
Gibson County

WDB Members Present:

Sue Habig	Frank Yuda	Jim Heck	Dan Ulrich
Amy O’Dell	Jennifer Wigginton	Stephanie Norrick	Josh Bowman
Bob Stemple	Mike Szakaly	Nancy Davisson	Todd Mosby
Jon Keck	Michelle Schaefer	Chris Kinnett	Chris Harlow
Makenzie Coulter	Paula Pinkstaff	Phil Seger	Theo Boots

Others Present:

Nick Vaught, IBEW Local 16	Bill Lawrence, DWD	Nancy Schroering, JobWorks
Peg Boardman, DWD	Jerry Parkinson, Senator Donnelly	Jodie Gomez, DWD
Linda Reed, Ivy Tech	Jeff Terp, 180 Skills	Tom Weisenbach, 180 Skills
Carrie Heck, DWD	Liz Walker, ICHE	

WDB Staff:

Kay Johnson	Mary Hamilton	Sara Huelsman	Angie Sheppard
Rochelle McDonald	Breasha Pruitt	Linda Jones	

The meeting was called to order by Chair Sue Habig at 8:30 a.m. Central Time.

Additional Agenda Items:

180 Skills will be giving a brief presentation following the meeting.

Sue Habig mentioned Jim Heck was the recipient of the Leadership Evansville – Government & Public Service individual award.

Speaker – Jodie Gomez – Indiana Department of Workforce Development – HIRE program:

Jodie gave a presentation on the Hoosier Initiative for Re-Entry (HIRE) program. The HIRE program is a re-employment program for ex-offenders. The group works with community corrections, parole, probation, and WorkOne offices to help clients with felonies find employment as well as connecting them with other community organizations to help with housing, medical and food assistance. The group also works with businesses to profile the skills needed for possible job opportunities, federal bonding, and OJT’s.

Speaker - Liz Walker – Commission for Higher Education:

Liz Walker explained the new You Can. Go Back. campaign. The campaign is a college-match system to help adult students connect to educational institutions based on desired degrees, online or campus learning, and nights and weekend classes. Fifteen students have currently enrolled in the program. The group is currently working to engage employers to help with recruitment, retention and productivity. The employer portion of the matching system will be launched soon. www.learnmoreindiana.org/adult-learners

Consent Agenda

WDB Meeting Minutes:

The Board reviewed the WDB meeting minutes from February 26, 2016 with no concerns.

Executive Committee:

Sue Habig mentioned the committee reviewed the minutes, reports, and all discussion items.

Finance Committee:

Frank Yuda mentioned the committee reviewed the PY15 financials noting the year-to-date expenses are at \$2,689,126, a 59% expenditure rate with a benchmark of 67%. The committee reviewed the service provider numbers presented at the February meeting and requested additional information to review. Lori Williams mentioned the Service Provider is currently 8% under benchmark. This is an improvement from the previous years; 24% under in 2013, 15% under in 2014 and 15% under in 2015.

Operations Committee:

Josh Bowman mentioned the committee reviewed the minutes and reports. Placements are low, but they have noticed an improvement in January and February comparing to last year. The committee reviewed the WorkIndiana policy. The committee requested additional information and will review at the next meeting.

Business Services Committee:

Amy O’Dell mentioned the majority of the discussion was around the rapid response sessions for Alcoa and Vigo Coal. A job fair is scheduled for April 8th at the Newburgh Library. The committee discussed the next Tour of Opportunity events and plan to add an event in Dubois and Posey counties.

Youth Committee:

Jim Heck mentioned the committee reviewed the minutes and metrics and noted Deziree Kerns from Pike County High School – JAG received an Honorable Mention for Outstanding Senior at the State JAG competition. The main discussion was dedicated to planning a two-hour luncheon meeting with other youth organizations. Lynn Miller Pease with Leadership Evansville has agreed to facilitate the luncheon meeting.

Outreach Committee:

Todd Mosby mentioned the committee is exploring various forms of social media. The committee will bring a proposal and budget to the Board for approval.

WDB Staff Report (February 2016):

Jim Heck highlighted Local Elected Official meetings, Aloc and Vigo Coal rapid responses, and the Veterans breakfast.

Mike Szakaly motioned to approve all of the items in the consent agenda including;

- *WDB Minutes – February 26, 2016*
- *Executive Committee Minutes – February 19, 2016*
- *Finance Committee Minutes & YTD Financials – February 19, 2016*
- *Operations Committee Minutes and Reports – February 19, 2016*
- *Business Services Committee Minutes – January 15 & February 19, 2016*
- *Youth Committee Minutes – February 18, 2016*
- *Outreach Committee Minutes – February 5, 2016*
- *WDB Staff Report – February 2016*

Paula Pinkstaff seconded. Motion passed.

WDB-2015-25

Old Business

Rockport Sign Update:

Jim Heck mentioned the sign is installed at the Rockport office.

New Business

Finance Committee Budget Changes:

Frank Yuda explained the PY15 budget changes; \$222,200 for JAG TANF – cost reimbursement grant from DWD, \$50,000 for Alcoa rapid response, \$750 for STEM Challenge, and \$413 from Ticket to Work – administration reimbursement program.

Dan Ulrich motioned to approve the PY15 Budget Changes as presented. Phil Seger seconded. Motion passed. **WDB-2015-26**

Monitoring Reply:

Jim Heck mentioned a finding on the monitoring regarding signature approvals on timesheets and travel reimbursements. The staff has worked with Crowe Horwath to change the internal controls and sent a reply to DWD. Incomplete case notes were also mentioned on the monitoring report as an observation. Staff is working on internal monitoring and quality checks. Monitoring updates will be added to the Operations Committee meeting agendas.

Local Plan:

Jim Heck mentioned the staff is working through the committees to develop the local plan. One individual will be scheduled to present the plan to the State Workforce Innovation Council and the State Youth Committee in June.

Tell City Office:

Jim Heck mentioned that Jonathan Weinzapfel, Chancellor of Ivy Tech Community College, offered free office space at Ivy Tech - Tell City campus for the WorkOne office. The Board discussed the pros and cons of the Ivy Tech office space and the current space at the courthouse. The Board agreed for Jim to continue to pursue moving the office into the Ivy Tech building.

Public Comment:

None

Mike Szakaly made a motion to adjourn the meeting at 10:00a.m. Central Time. Paula Pinkstaff seconded. Motion passed. **WDB-2015-27**

Next Meeting: Local Elected Officials Breakfast Meeting –WDB/Works Council Joint meeting
– Friday, April 29, 2016 at 8:30am CT at VU-Ft Branch Campus.

Frank Yuda, Workforce Development Board Secretary

Date

Minutes
Grow Southwest Indiana Workforce Board
Executive Committee

9:15 a.m. CDT, March 18, 2016
Innovation Pointe- Evansville, IN

Members Present: Lori Williams, Sue Habig, Frank Yuda, Josh Bowman, Amy O’Dell
Others Present: Jim Heck, Linda Jones, Angie Sheppard and Chris DuKate via telephone

Chair Sue Habig called the meeting to order at 9:05 a.m. Central Time.

Call for Additional Agenda Items:
INWBA – Jim Heck

Sue Habig recognized Jim Heck for winning the Leadership Evansville – Government and Public Service Individual award.

Executive Committee Minutes:

The Committee reviewed the Executive Committee minutes from February 19, 2016 with no concerns.

<p><i>Frank Yuda motioned to approve the Executive Committee minutes from February 19, 2016 as presented. Lori Williams seconded. Motion passed.</i></p> <p style="text-align:right">EC-2015-36</p>
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Review WDB Consent Agenda

Workforce Development Board Minutes (February 26, 2016): The committee reviewed the Workforce Development Board meeting minutes from February 26, 2016 with no concerns.

Finance Committee: Lori Williams gave an overview of the year-to-date financials mentioning the budget changes of \$222,200 Jobs for America’s Graduates (JAG) TANF, \$50,000 Rapid Response, \$750 STEM Challenge and \$413 Ticket to Work. The overall expenditure rate is at 59% with the benchmark at 67%. The excess expenses of \$2,918 from Community Marriage Builders was moved to WIOA Admin. The committee discussed the service provider performance numbers and had some concerns regarding the numbers that were reported. The committee has requested additional information to gain clarity on the numbers presented. The committee will work with the service provider and continue to monitor the performance numbers.

Operations Committee: Josh Bowman mentioned there was no quorum. The committee reviewed the minutes and reports noting the January placements were better than the previous year. The committee discussed the increase in WorkKeys testing; testing four days per week and scheduling is two weeks out. The committee discussed the WorkIndiana policy. The drug screen portion of the policy has been eliminated. Kay Johnson will research the reasoning for the drug screen elimination before the committee moves forward with the policy.

<p><i>Lori Williams motioned to approve the February 19, 2016 Operations Committee minutes as presented. Frank Yuda seconded. Motion passed.</i></p> <p style="text-align:right">EC-2015-37</p>
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Business Services Committee: Amy O’Dell mentioned the committee discussed the Rapid Response sessions with Alcoa. Sara Huelsman and Rochelle McDonald have been working the sessions at the union

hall. A job fair is planned in April for the dislocated workers. Evansville Housing Authority will have a Rapid Response session due to restructuring under new management. The committee discussed the next Tour of Opportunity events. The group would like to include Posey and Gibson counties this year.

Amy O'Dell motioned to approved the January 15 and February 19, 2016 Business Services Committee minutes as presented. Josh Bowman seconded. Motion passed. **EC-2015-38**

Youth Committee: Jim Heck mentioned the committee reviewed the minutes and reports. The main focus was to develop an outline to set a structure for the working session with other young professional groups. Jim mentioned Deziree Kerns from Pike Central JAG program received Outstanding Senior Honorable Mention at the State Career Development Conference.

Outreach Committee: The committee is reviewing the media layouts and developing a proposal to present to the Board.

WDB Staff Report: Jim Heck highlighted the Alcoa layoff, Local Elected Official visits, Operation: Job Ready Veterans classes and Veterans Breakfast.

Frank Yuda motioned to approve all the following items to the WDB consent agenda:

- 1) Workforce Development Board Minutes – February 26, 2016
- 2) Finance Committee Minutes & Reports – February 2016
- 2) Operations Committee Minutes & Reports – February 2016
- 3) Business Services Committee Minutes – January & February 2016
- 4) Youth Committee Minutes – February 2016
- 5) Outreach Committee Minutes – February 2016
- 6) WDB Staff Report (February 2016)

Lori Williams seconded. Motion passed.

EC-2015-39

Annual Report: The committee discussed the format and content of the annual reports.

Frank Yuda motioned to approve a pocket size (8.5x3.5) report. Amy O'Dell seconded. Motion passed.

EC-2015-40

Service Provider Performance Numbers: The committee discussed under Finance Committee report out.

Monitoring Reply: Jim Heck mentioned a response has been sent for the monitoring finding; inadequate internal controls on Executive Director time sheets and expense reports. The Grants and Contracts Manager will review and approve the Executive Director time sheets and expense reports. The internal controls have been revised accordingly. The group discussed the lack of detail in case notes was an observation again this year and if not corrected it will be a finding next year. Operations Committee will discuss accountability and prevention procedures.

Local Plan: Jim Heck mentioned the committee will begin working on their portion of the local plan. The Board Chair will be giving a 15 minutes presentation to the State Workforce Innovation Council (SWIC) and SWIC Youth Committee. The Executive Committee will develop the presentation.

Tell City Office: Jim Heck mentioned Chancellor Weinzapfel from Ivy Tech Community College offered space at the Tell City Ivy Tech campus for the WorkOne office. Currently, the office is located at the Tell City courthouse, which is rent-free. The committee discussed the options. Jim will pursue the Ivy Tech location in more detail if approved by the Mayor of Tell City.

Rockport Sign Update: Jim Heck mentioned the vendor was contacted to install the sign at the Rockport WorkOne office. Amenity Insurance served the vendor with a Cease and Desist order stating the sign is on

public property, not AEP property. Judy Butcher from AEP is currently working with AEP legal department regarding the matter.

WDB Meeting Agenda – April 1, 2016: The Committee reviewed the meeting agenda.

INWBA Update: Jim Heck mentioned the DWD Commissioner is developing better data at a local level, occupations by region and by sectors. A consulting group will do a gap analysis. The Commissioner wants more Business Services consultants in all regions and will be developing metrics and tracking programs. Regional footprints, offices were discussed with the possibility of virtual offices. Unemployment fraud is down to .3% with the help of Jobs for Hoosiers.

Public Comment: None

Adjournment:

<p><i>Frank Yuda motioned to adjourn at 10:34 a.m. Central Time. Lori Williams seconded. Motion passed. EC-2015-41</i></p>
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The next meeting will be held on April 15, 2016 at 9:15am CT at Innovation Pointe, Evansville.

Minutes
Grow Southwest Indiana Workforce Board
Finance Committee

8:15a.m. CST, March 18, 2016
Innovation Pointe – Evansville, IN

Members Present: Lori Williams, Frank Yuda, Eric Ahlbrand and Paula Pinkstaff via telephone

Others Present: Linda Jones, Angie Sheppard and Chris DuKate via telephone

The meeting was called to order by Lori Williams at 8:19 a.m. Central Time.

Call for Additional Agenda Items:

None

Approval of Minutes:

The Committee reviewed the February 19, 2016 meeting minutes with no concerns.

Eric Ahlbrand motioned to approve the February 19, 2016 minutes as presented. Frank Yuda seconded. Motion passed.

FC-2015-25

Fiscal Agent Financial Reports PY15:

Chris DuKate gave an overview of the PY15 year-to-date financials mentioning the additions to the budget including; \$222,200 for Jobs for Americas Graduates (JAG) TANF, \$50,000 Rapid Response, \$750 STEM Challenge and \$413 Ticket to Work. The JAG TANF funds will be treated as a cost reimbursement grant and will be obligated to JobWorks with a 7% admin fee to the Board. The Ticket to Work funds were received from utilizing the Social Security Administration program. A Memorandum of Understanding with Operation: Job Ready Veterans has been signed to work with individuals receiving social security disability. The Board receives 30% of the program reimbursement from Social Security Administration. The total year-to-date expenditures are \$2,689,126, an overall expenditure rate of 59% with a 67% benchmark. The committee discussed the (\$2,918) from Community Marriage Builders. \$12,300 of services were provided with \$9,382 of reimbursement received. The excess expenses were moved to WIOA Admin.

Frank Yuda motioned to approve the PY15 Financial Reports as presented. Paula Pinkstaff seconded. Motion passed.

FC-2015-26

Service Provider Performance Numbers

The committee reviewed the service provider performance numbers presented at the February 26, 2016 WDB meeting. The committee requested more current, detailed information from the service provider to do an accurate comparison. The committee will continue to monitor and review the information at the next meeting.

Public Comment:

None

Adjournment:

Frank Yuda motioned to adjourn the meeting at 9:01am Central Time. Eric Ahlbrand seconded. Motion passed.

FC-2015-27

The next meeting will be held on April 15, 2016 at 8:15a.m. Central Time at Innovation Pointe.

	A	B	C	D
1	GROW SOUTHWEST INDIANA WORKFORCE BOARD, INC.			
2	PY15 Grant Schedule/Budget			
3	July 2015 through June 2016			
4				
5		Previously		
6		Approved	Change	Recommended
7	Funding			
8	WIOA Adult - PY15 Allocation	648,480	-	648,480
9	WIA Adult - PY14 Carry-Over Funds	418,149	-	418,149
10	WIOA DW - PY15 Allocation	984,641	-	984,641
11	WIA DW - PY14 Carry-Over Funds	387,552	-	387,552
12	WIOA Youth - PY15 Allocation	707,372	-	707,372
13	WIA Youth - PY14 Carry-Over Funds	229,853	-	229,853
14	WIOA Admin - PY15 Allocation	260,055	-	260,055
15	WIA Admin - PY14 Carry-Over Funds	238,321	-	238,321
16	Less: WIOA Planned Carry-Over to PY'16	(480,109)	-	(480,109)
17	Total Workforce Investment Act (WIOA) for use in PY15	3,394,312	-	3,394,312
18				
19	Business Consultant (BC)	120,000	-	120,000
20	WorkIndiana (WIN)	58,435	-	58,435
21	Jobs for Americas Graduates Expansion - 3-11 (JAG)	498,520	-	498,520
22	National Emergency Grant - Dislocated Worker Training (NEGDWT)	18,572	-	18,572
23	Sector Partnership - NEG	80,000	-	80,000
24	WIOA Incentive Grant	39,262	-	39,262
25	CTE Innovation	25,000	-	25,000
26	WIA Transition	5,000	-	5,000
27	Jobs for Americas Graduates TANF	222,200	-	222,200
28	Rapid Response	50,000	-	50,000
29	Disability Employment Initiative - Data Collection & Evaluation	4,336	-	4,336
30	Community Marriage Builders (Carry-In and Amend to extend and add funding)	12,300	-	12,300
31	WorkOne Integrated Services	348,294	-	348,294
32	Youth Employment Services (YES) - Vectren, Toyota, Fifth Third & Old National	20,328	-	20,328
33	Teacher Bootcamp (ALCOA Foundation)	35,500	-	35,500
34	STEM Challenge	4,500	-	4,500
35	Fifth Third - JAG	4,500	-	4,500
36	Disable Vet Outreach	425	-	425
37	Ticket-to-Work	413	826	1,239
38	Rent (Sublease)	4,750	-	4,750
39	Unrestricted Funds	17	-	17
40	Total Funding for use in PY15	4,946,664	826	4,947,490
41				
42	Expense Budget			
43	WDB Staff and Related Costs	707,591	-	707,591
44	WorkOne Costs	500,383	-	500,383
45	Fiscal Agent	96,000	-	96,000
46	Job Works Service Provider - WIOA	2,514,723	-	2,514,723
47	Job Works Service Provider - Work IN	50,144	-	50,144
48	Job Works Service Provider - JAG	444,780	-	444,780
49	Job Works Service Provider - JAG TANF	-	206,800	206,800
50	Job Works Service Provider - NEGDWT	15,470	-	15,470
51	Job Works Service Provider - WIA Incentive	35,729	-	35,729
52	Job Works Service Provider - Marriage Builders	11,500	-	11,500
53	Job Works Service Provider - Integrated Services	42,336	-	42,336
54	Job Works Service Provider - Sector Partnership NEG	75,000	-	75,000
55	Job Works Service Provider - Rapid Response	-	50,000	50,000
56	Chamber - WIOA	26,345	-	26,345
57	Audit/Tax	10,200	-	10,200
58	Board Costs (Meetings, Insurance, etc.)	3,864	-	3,864
59	Youth Employment Services (YES) - Vectren, Toyota, Fifth Third & Old National	20,148	-	20,148
60	Teacher Boot Camp	35,500	-	35,500
61	Total Expense Budget for use in PY15	4,589,713	256,800	4,846,513
62				
63	Total Unobligated	356,951	(255,974)	100,977

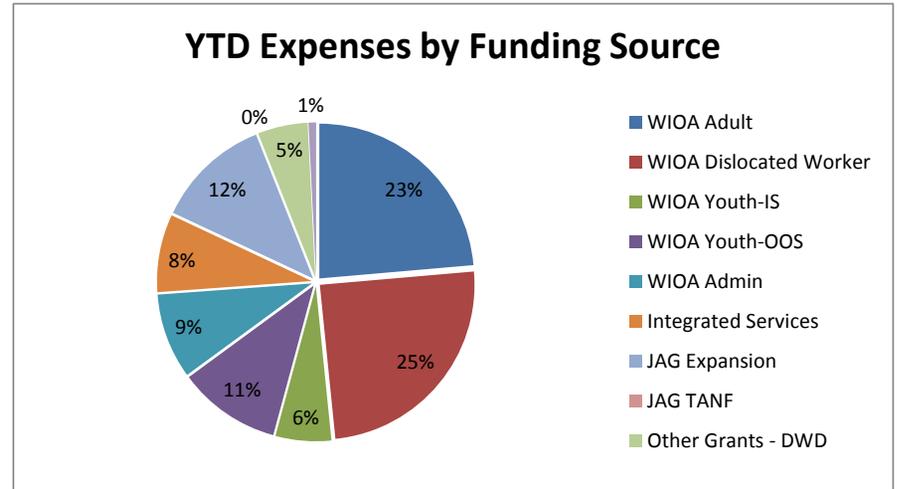
GROW SOUTHWEST INDIANA WORKFORCE BOARD, INC.

Expenses by Funding Source and Budget Category

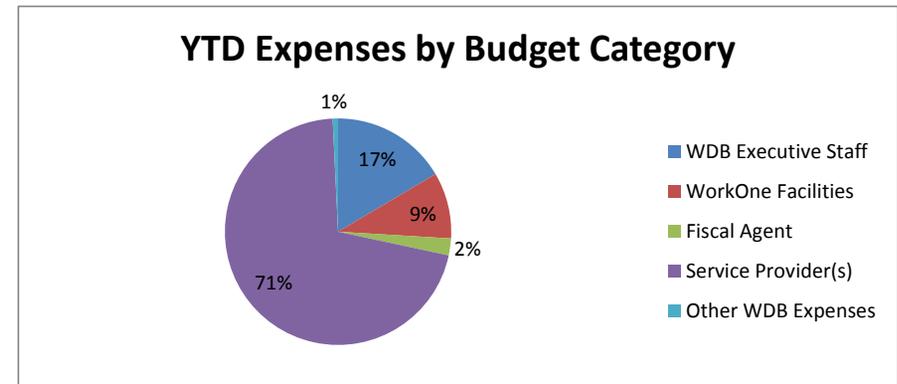
PY'15 Through March 31, 2016

Benchmark 75%

	Funding Source	YTD Claims	Budget	Remaining	Total % Used
1	WIOA Adult	\$ 706,528	\$ 936,933	\$ 230,404	75%
1	WIOA Dislocated Worker	740,609	1,215,264	474,655	61%
1,2	WIOA Youth-IS	173,975	198,938	24,963	87%
1,2	WIOA Youth-OOS	320,860	596,813	275,953	54%
1	WIOA Admin	266,575	446,365	179,790	60%
	Integrated Services	243,020	348,294	105,274	70%
	JAG Expansion	359,171	498,520	139,349	72%
	JAG TANF	-	222,200	222,200	0%
	Other Grants - DWD	156,217	400,605	244,388	39%
	Grants - DOL and Other	23,592	83,559	59,967	28%
		\$ 2,990,547	\$ 4,947,490	\$ 1,956,943	60%



	Budget Category	YTD Expenses	Budget	Remaining	Total % Used
	WDB Executive Staff	\$ 493,512	\$ 707,591	\$ 214,079	70%
	WorkOne Facilities	282,836	500,383	217,547	57%
	Fiscal Agent	72,000	96,000	24,000	75%
3	Service Provider(s)	2,119,828	3,446,482	1,326,654	62%
	Other WDB Expenses	22,894	96,057	73,164	24%
		\$ 2,991,069	\$ 4,846,513	\$ 1,855,444	62%



- 1 Overall WIOA expenditure rate 65%
- 2 In-School Youth 35%
- Out-of-School Youth 65%
- 3 In February 2016, the Service Provider expenditures were 7% behind benchmark
Current month is 13% behind benchmark- skewed due to adding \$206,800 for JAG TANF
Without JAG TANF- 10% behind benchmark

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	GROW SOUTHWEST INDIANA WORKFORCE BOARD, INC.												
2	Funding & Expense to Total Budget												
3	PY15 Through March 31, 2016												
4										Benchmark % =			75%
5													
6		Grant	Month to date	Year to date		Annual	Remaining	Total					
7		Expiration	Actual	Actual		Budget	Budget	% Used		Benchmark			
8	WIOA Adult PY15	6/30/2017	84,330	\$ 288,380		\$ 518,784	\$ 230,404						
9	WIA Adult PY14 (Carry-In)	6/30/2016	0	418,149		418,149	(0)	75%		75%			
10	WIOA Dislocated Worker PY15	6/30/2017	53,965	353,058		827,712	474,655						
11	WIA Dislocated Worker PY14 (Carry-in)	6/30/2016	-	387,552		387,552	-	61%		75%			
12	WIOA Youth PY15	6/30/2017	49,500	264,981		565,898	300,916						
13	WIA Youth PY14 (Carry-in)	6/30/2016	-	229,853		229,853	-	62%		75%			
14	WIOA Admin PY15	6/30/2017	11,282	28,254		208,044	179,790						
15	WIA Admin PY14 (Carry-in)	6/30/2016	-	238,321		238,321	-	60%		75%			
16	SubTotal Workforce Investment Act (WIA)		199,077	2,208,547		3,394,312	1,185,765	65%		75%			
17													
18	Business Consultant	6/30/2016	10,401	87,256		120,000	32,744	73%		75%			
19	WorkINdiana (WorkIN)	9/30/15 and 6/30/16	1,341	28,711		58,435	29,724	49%		75%			
20	JAG Expansion - 3-11	12/31/2015 and 6/30/16	49,244	359,171		498,520	139,349	72%		75%			
21	NEGDWT	6/30/2016	-	-		18,572	18,572	0%		75%			
22	Sector Partnership - NEG	6/30/2017	6,050	6,249		80,000	73,751	8%		29%			
23	WIA Incentive Grant	6/30/2016	1,109	24,880		39,262	14,382	63%		78%			
24	CTE Innovation	12/31/2016	1,354	4,481		25,000	20,519	18%		40%			
25	WIA Transition	6/30/2017	435	889		5,000	4,112	18%		75%			
26	Jobs for Americas Graduates TANF	3/31/2017	-	-		222,200	222,200	0%		47%			
27	Rapid Response	3/31/2017	226	226		50,000	49,774	0%		25%			
28	Disability Employment Initiative Data Collection	3/31/2016	2,794	3,525		4,336	810	81%		100%			
29	Community Marriage Builders	9/30/2015	-	9,382		12,300	2,918	76%		100%			
30	WorkOne - Integrated Services	9/30/2016	28,170	243,020		348,294	105,274	70%		75%			
31	Ticket-to-Work		826	1,239		1,239	-	100%					
32	Youth Employment Services (YES)		-	-		20,328	20,328	0%					
33	ALCOA Foundation		-	-		35,500	35,500	0%					
34	STEM Challenge		-	4,500		4,500	-	100%					
35	Fifth Third - JAG		-	4,500		4,500	-	100%					
36	Disable Vet Outreach		-	425		425	-	100%					
37	Rent		394	3,546		4,750	1,204	75%		75%			
38	Unrestricted Funds		-	-		17	17	0%					
39	Total Funding		301,421.56	2,990,547		\$ 4,947,490	\$ 1,956,943	60%					
40													
41	WDB Executive Staff and Supporting Costs		50,272	\$ 493,512		\$ 707,591	\$ 214,079	70%		75%			
42	WorkOne Facilities and Costs		27,273	282,836		500,383	217,547	57%		75%			
43	Fiscal Agent		8,000	72,000		96,000	24,000	75%		75%			
44	Job Works Service Provider:												
45	Job Works Service Provider - WIOA	6/30/2016	157,771	1,695,628		2,514,723	819,095	67%		75%			
46	Job Works Service Provider - WorkINdiana	6/30/2016	1,232	24,660		50,144	25,484	49%		75%			
47	Job Works Service Provider - JAG	6/30/2016	48,009	333,543		444,780	111,237	75%		75%			
48	Job Works Service Provider - JAG TANF	3/31/2017	-	-		206,800	206,800	0%		47%			
49	Job Works Service Provider - Rapid Response	3/31/2017	226	226		50,000	49,774	0%		25%			
50	Job Works Service Provider - NEGDWT	6/30/2016	-	-		15,470	15,470	0%		75%			
51	Job Works Service Provider- Sector Partnership N	6/30/2017	6,017	6,216		75,000	68,784	8%		20%			
52	Job Works Service Provider - WIA Incentive	6/30/2016	(134)	23,354		35,729	12,375	65%		58%			
53	Job Works Service Provider - Integrated Services	6/30/2016	2,594	21,968		42,336	20,368	52%		75%			
54	Job Works Service Provider - Marriage Builders	9/30/2015	-	14,233		11,500	(2,733)	124%		75%			
55	SubTotal Job Works		215,715	2,119,828		3,446,482	1,326,654	62%					
56	Chamber		-	15,470		26,345	10,875	59%		75%			
57	Audit/Tax		-	-		10,200	10,200	0%		0%			
58	Board Meetings, Travel, Insurance, Misc.		-	5,359		3,864	(1,495)	139%		75%			
59	Youth Employment Services (YES)		-	1,581		20,148	18,567	8%					
60	STEM Challenge		228	3,328		4,500	1,172	74%					
61	Fifth Third - JAG		-	4,500		4,500	-	100%					
62	Teacher Boot Camp		483	483		35,500	35,017	1%					
63	Total Expenses		301,743.43	\$ 2,991,069		\$ 4,846,513	\$ 1,855,444	62%					
64													
65			(322)	\$ (522)		\$ 100,977	\$ 101,500						
66													
67	Notes:												
68	1) Currently budgeted 20% carry-over.												
69	2) Benchmark % to be used as guide only.												
70	3) Total direct client expenditures for period-to-date were:					\$ 648,426	28.7%	of eligible expenditures (WIA, WorkIN, NEGDWT, YES)					

Region: 11
 Month: March 2016
 Review Date:

9

% of Year **75.00%** ←

		Total Budget	YTD Actual	Actual % of Total Budget	Overall Expense to Budget Percentage
Adult - Mgmt	Mgmt Total	62,684	25,810	41.18%	72.58%
	Direct client expenditures	489,588	332,147	67.84%	
	Wages-Fringe	415,583	324,898	78.18%	
WIA ADULT Prog	Indirect expenditures	134,002	116,910	87.25%	
DW - Mgmt	Mgmt Total	50,180	17,670	35.21%	64.54%
	Direct client expenditures	195,628	156,119	79.80%	
	Wages-Fringe	275,028	169,250	61.54%	
WIA DW Prog	Indirect expenditures	107,353	62,412	58.14%	
WIA ISY Mgmt	Mgmt Total	12,798	9,002	70.34%	57.00%
	Direct client expenditures	12,000	9,014	75.12%	
	Direct client WEX/OJT	39,234	11,393	29.04%	
	Wages-Fringe	117,277	73,367	62.56%	
WIA ISY Prog.	Indirect expenditures	14,861	9,043	60.85%	
WIA OSY Mgmt	Mgmt Total	38,393	21,059	54.85%	63.79%
	Direct client expenditures	80,330	48,861	60.83%	
	Direct client WEX/OJT	117,700	32,477	27.59%	
	Wages-Fringe	270,047	200,504	74.25%	
WIA OSY Prog.	Indirect expenditures	87,036	75,692	86.97%	
SJAG Mgmt	Mgmt Total	28,995	26,707	92.11%	74.99%
	Direct client expenditures	44,844.50	4,713.06	10.51%	
	Wages-Fringe	354,282	279,587	78.92%	
SJAG Program	Indirect expenditures	16,658	22,536	135.29%	
WIA Incentive Grant	Direct client expenditures	35,729.00	23,353.61	65.36%	52.67%
WIN Mgmt	Mgmt Total	3,613	1,291	35.74%	
	Vouchers	49,503	21,811	44.06%	
WIN Program	Support Services	2,307	1,558	67.51%	
NEG Partnership for Veterans	Wages/Fringe	4,300	816	18.97%	Contract period 11/1/15-6/30/17
	Facilities	300	-	0.00%	
	All Other	200	-	0.00%	
	Direct client expenditures	70,200	5,400	7.69%	
Rapid Response	Total Grant	50,000	226	0.45%	Contract 2/22/16-3/31/17
Marriage Builders	Mgmt Total	1,035	1,035	100.00%	Contract ended 9/30/15
Comm. Marriage Builders-Program	Wages-Fringe	8,952	8,952	100.00%	
	Indirect expenditures	4,260	4,260	100.00%	

3,194,900 2,097,873 65.66%

Directs	1,137,064	646,845	56.89%
Management	197,698	102,574	51.88%
Program Wages/FB/Indir	1,860,138	1,348,454	72.49%
	<u>3,194,900</u>	<u>2,097,873</u>	<u>65.66%</u>

Work Based Learning Directs		43,869	
Work Based Learning - Staff		<u>27,186</u>	
Total Work Based Learning	156,934	71,055	45.28%

Minutes
Grow Southwest Indiana Workforce Board
Operations Committee
8:00 a.m. CST, March 18, 2016

Innovation Pointe – Evansville, IN

Present: Josh Bowman, Sue Habig, Chris Kinnett, Peg Boardman, Bill Lawrence, Kay Johnson, Mary Hamilton, and Breasha Pruitt.

The meeting was called to order by Josh Bowman at 8:06 a.m. CDT. A quorum of members was not present.

Additional Agenda Items:

SOP 15-10 WorkINDiana Policy: Kay presented a revision of the State WorkINDiana policy. The new SOP follows the state policy with the local addition of a drug screening requirement. The committee requested Kay contact the State to ensure the addition would not violate any regulations, etc. The SOP will be forwarded to the Executive Committee for approval provided there are no issues with the drug testing requirement.

The SOP will be forwarded to the Executive Committee for approval.

February 19, 2016 Minutes:

The Committee reviewed the minutes from the February 18, 2016 meeting.

Minutes will be forwarded to the Executive Committee for approval.

Reporting:

Peg Boardman and Bill Lawrence provided additional information beyond the monthly data. Rapid Response is taking place at Alcoa. There are two new staff members to assist with services and case management. The OJT Specialist started on Monday. A state staff member retired and will likely not be replaced. WorkKeys testing in the Evansville office is up and is taking place four days a week.

No action required.

Service Provider Update:

Nancy Schroering was unavailable attend to provide the service provider update due to the Alcoa Rapid Response activities.

No action required.

WorkIN Update:

Kay Johnson gave a brief report on the status of the WorkIN program and an overview of the WorkIN report.

No action required.

Public Comment:

The chair asked for public comment. No Comments

No action required.

Adjournment:

The chair adjourned the meeting.

The meeting was adjourned at 8:28 a.m. CDT

The next meeting will be April 15, 2016 at 8:00 a.m. CDT at Innovation Pointe.

Grow Southwest Indiana Workforce Board

March 2016 Statistics

WIOA	Current Month		YTD		
	Goal	Actual	Goal	Current	2014-15
Enrollments		100		1026	1070
Active Cases	650	468			
In Training				200	101
Placements	88	42	900	280	664
Average Wage		13.03		12.60	12.38

Please note: WIOA goals will fluctuate with the number of case managers.

Goals per CM: 50 active cases, 8 placements per month

OJT	Current month	Current YTD	YTD 2014-15
Placements*	0	25	58

*These placements are included in the WIOA placements.

Youth	Goal	Current YTD	YTD 2014-15
Employment & Education	72%	67.00%	80.00%
Degree & Certification	63%	67.00%	80.00%
Literacy and Numeracy	29%	33.00%	64.00%

WorkIN	Current YTD	YTD 2014-15
New Enrollees	25	22
Employed	4	9

YES	Current YTD	YTD 2014-15
New Enrollees	2	10
Vouchers	10	44

Clients trained and placed: (does not include OJT)

March 2015	2	Training dates: 5/11/15 - 2/1/16
2015-16	34	Training dates: 8/19/13 -2/1/16
2014-15	103	Training dates: 8/23/10 -6/1/15

Minutes

**Grow Southwest Indiana Workforce Board
Business Services Committee**

8:15 a.m. CDT, March 18, 2016

Innovation Pointe, 1st Floor, Media Suite

Members Present: Ron Hagy, Jon Keck, Stephanie Norrick, and Amy O'Dell.

Others Present: Angie Beehn, Abby Dixon, Sara Huelsman and Paul Medcalf.

The meeting was called to order by Amy O'Dell at 8:17am CST.

Additional Agenda Items

Evansville housing Authority was added by Sara Huelsman under Rapid Response.

Minutes

No quorum was present to approve minutes.

Rapid Response

Alcoa: Rapid Response sessions are being conducted for Alcoa Smelter Closure on Mar. 17 and Mar 18.

Staff will conduct 14 session over the two days.

Evansville Housing Authority: Rapid Response conducted on Mar. 16 for approximately 20 employees that will be displaced within the next 60 days. Layoffs reported by HR representatives as due to restructuring.

Tour of Opportunity

Planning is underway for a Tour of Opportunity in Vanderburgh, Dubois and Pike counties. A meeting to bring together all Tour conveners will be scheduled to ensure each county is moving forward with scheduling Tour of Opportunity for their counties.

Public Comment

No public comment.

Adjournment

Meeting was adjourned by consensus at 8:40am CST.

Next meeting is scheduled for Friday, April 15, 2016 at 8:15am CT at Innovation Pointe, Media Suite.

Minutes
Youth Committee

8:00 a.m. CDT, March 18, 2016
Innovation Pointe

Members Present:

Jennifer Wigginton Jim Heck Michelle Schaefer Theo Boots

Others Present:

Shaun Brames, Job Works Jennifer Smith, Job Works

WDB Staff:

Jim Heck

The meeting was called to order by Jim Heck at 8:10 a.m. Central Time.

Additional Agenda Items:

None

Meeting Minutes:

The Committee reviewed the meeting minutes from February 18, 2016 with no additions.

<i>Theo Boots made a motion to approve the Youth Minutes from January 15, 2016 as presented. Jennifer Wigginton seconded. Motion passed.</i> <p style="text-align:right">Youth-2015-15</p>

Youth Reports:

The Youth report was reviewed. Jennifer Smith said that the Out-of-School enrollments were up in February (20) and overall enrollment is now at 287. She said that they were able to place 4 clients into work experience and there was increased activity in work experience overall. She also highlighted that the Employment & Education portion of the Common Measures had moved out of the red into yellow. Shaun Brames said that the JAG program was able to add 11 students in February and also provided 6 clients with work experience and mentioned Princeton Parks and Touch of Class as two businesses that had made that happen. He said that he needs 9 students to earn their High School Diploma or High School Equivalency to reach the 5 of 5 for the Region.

Plan for Working Session:

The committee discussed the working session and are suggesting that the session be an extended lunch (11 to 2) and went through the list of Stakeholders to decide who would be invited from each of them. Theo volunteered to contact Junior Achievement, Leadership Evansville and United while Jim will contact Makenzie, Youth First, IYI, Youth Resources, and the YMCA. Shaun will contact the AIS Academy and Jennifer Smith will contact a case manager. At the next Youth Committee meeting this session should be finalized.

Public Comment:

No Comments

<i>Jennifer Wigginton made a motion to adjourn the meeting at 8:50 a.m. Central Time. Theo Boots seconded. Motion passed.</i> <p style="text-align:right">Youth-2015-16</p>
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The next meeting will be on Friday, April 15, 2016 at 8:00 a.m. Central Time at Innovation Pointe.

**Grow Southwest Indiana Workforce - Youth Committee
March 2016 Statistics**

ISY	February	YTD July - March
Enrollments	0	169
In active case management	456	
In follow up	117	
Total active clients	573	
HSE Earned	3	4
WIOA Training	0	2
Other Post Secondary	0	41
Job Placements	0	3
Work Based Learning		
WEX - Started	2	19
WEX - Completed	0	8
OJT	0	0

OSY	February	YTD July - March
Enrollments	16	108
In active case management	304	
In follow up	48	
Total active clients	352	
HSE Earned	0	0
WIOA Training	3	25
Other Post Secondary	0	1
Job Placements	3	13
Work Based Learning		
WEX - Started	11	37
WEX - Completed	2	20
OJT	0	2

JAG - ISY	Active Roster	Follow up Roster	Graduation Rate	Positive outcome	Job Placement	Full Time Placement	Full Time Jobs
Goals	40		90%	80%	60%	80%	60%
Evansville Bosse	49	10	72.7%	93.8%	75.0%	42.9%	21.4%
Evansville Central *	44	11	79.1%	83.3%	73.7%	100.0%	92.9%
Evansville Harrison *	34	10	81.8%	88.2%	77.8%	71.4%	28.6%
Gibson Southern	56	10	88.9%	83.3%	50.0%	100.0%	100.0%
Mount Vernon	18	0					
Pike Central	41	39	100.0%	86.9%	73.9%	100.0%	100.0%
Princeton	37	8	76.9%	70.0%	40.0%	100.0%	75.0%
Southridge	50	0					
Tell City	62	14	90.0%	81.3%	62.5%	70.0%	50.0%
Vincennes Lincoln	65	15	95.7%	77.3%	59.1%	76.9%	53.9%
Total/average	456	117	85.6%	83.0%	64.0%	82.7%	65.2%

* These schools are no longer involved in the JAG program. Students enrolled will continue to be served.

Youth Common Measures	Goal	Current YTD	YTD 2014-15
Employment & Education	72%	67.00%	80.00%
Degree & Certification	63%	67.00%	80.00%
Literacy and Numeracy	29%	33.00%	64.00%

Definitions:

Enrollments - Application has been entered into TrackOne. The client is now being actively case managed and will count toward performance.

Active Case Management - The client is actively working with a case manager to obtain any needed services and ultimately will seek employment. Client counts toward performance.

Active in follow up - The client is no longer actively working with a case manager for various reasons. Case managers are required to contact the client monthly for 12 months. The client is not officially exited until follow up is completed.

WIOA Training - The client is currently enrolled in a WIOA authorized training program.

Other Post Secondary - The client has been enrolled in post-secondary training funded by a third party

Job Placements - The client has been placed in a job. This include OJTs.

WEX - Work Experience program

Meets or exceeds the goal

Within 10 percentage points of the goal

More than 10 percentage points below the goal.

WDB Staff Report

March 2016

Highlights:

Alcoa

Continued Transition Team meetings with Alcoa and Local Union 104.

Local Elected Officials

Met with Local Elected Officials to update them on workforce development initiatives in the region; Posey County Commissioners, Vanderburgh County Commissioners, Pike County Commissioners and Spencer County Commissioners.

Business / Organization Connections:

Alcoa	Vigo Coal	AT&T	180 Skills	SRG Global
Dubois Strong	Radius Indiana	Pike Growth	KCDC	Operation: Job Ready Veteran

Rapid Responses Sessions: Alcoa and Evansville Housing Authority

Operations & Grants/Contracts Projects:

DWD Monitoring Response	JobWorks-Rapid Response Contract	Local State Plan
Making Diversity Work Workshop	Evansville Human Resource Assoc Seminar on law updates	

Training: Time Management & Client Files training in Evansville & Vincennes

Other Connections & Projects:

Alcoa – Continued to meet with Alcoa Transition Team regarding smelter shutdown.

Veterans Breakfast – Hosted a breakfast for Veterans at the Golden Corral. Veterans received information on WorkOne services.

AT&T Grant – Began working with AT&T for a technology grant to benefit our Jobs for America’s Graduates programs and the Work Ethic Certification.

Leadership Evansville – Attended the Leadership Evansville Awards.

Indiana R11 Works Council – Continuing to collaborate with the Works Council.

Strategic Workforce Leadership Group – Continuing collaboration with the leadership group.

Pre-Apprenticeship Program – Met with representatives from Indiana Plan and Labor Institute for Training to begin implementing their pre-apprenticeship program in Region 11.

Power NEG Grant – Held a conference call with USDOL and DWD to discuss the Power NEG and how we might apply for funds through it for our coal mines and coal fired power plants.

Business Mentor Program – Began working on the Business Mentor program with Chamber of Commerce of Southwest Indiana.

Tour of Opportunity – Met with Vincennes University, Dubois Strong and Pike Growth to coordinate a combined Tour of Opportunity event; students would visit companies in Dubois County.

Business & Professional Exchange – Presenters were Thomas Thornberry MA, MPA and Ron Hagy with Old National Bank.

Knox County Development Corporation – Attended the KCDC Annual Meeting in Vincennes.

ECHO Housing – Assisted ECHO Housing with next Homeless Veterans (HVRP) grant cycle.

I-69 Brainpower – Continuing to work with the Brainpower group on parental engagement, Business Mentor program, and Southwest Indiana STEM Challenge.

Teacher Bootcamps – Began coordinating the 2016 Teacher Bootcamp for Warrick, Posey, Vanderburgh and Gibson counties. Continued to meet with Dubois manufacturers to advise them on creating a Teacher Bootcamp for their county.

Southwest Indiana STEM Challenge – Continued planning of STEM Challenge with Oakland City University, Kimball Electronics, Farbest Foods, ATTC, Toyota, Matrix, Manpower, Mead Johnson, USI and UE.

SOP 15-07
Workforce Innovation and Opportunity Act
Incumbent Worker Training and Reimbursement
Standard Operating Procedures
Grow Southwest Indiana Region 11
PENDING WDB Approval Date: 04/29/2015

Purpose

To establish guidelines for participant eligibility for incumbent worker training and employer eligibility for incumbent worker training reimbursement.

Recission

DWD Policy 2010-04, Using Rapid Response Funds for Incumbent Worker Training for Layoff Aversion

Content

The Workforce Innovation and Opportunity Act (WIOA) allows Workforce Development Boards (WDBs) to expend up to 20% of their Adult and Dislocated Worker funds for training workers who are already employed.

General

The following points provide overall guidance for funding of Incumbent Worker training:

- Local areas may use up to 20 percent of their local Adult and Dislocated Worker funds to pay for the federal share of Incumbent Worker training. Employers participating in the program are required to pay for the non-federal share of the cost of the training. The 20% is applied to the combined amount of Adult and Dislocated Worker funds.
- Individuals enrolled in Incumbent Worker training will not be considered in calculating Adult participants who receive priority of service. The state case management system will be modified to track Incumbent Workers as a separate funding stream.
- Application and enrollment is required, but may be completed on paper and entered by staff. Incumbent Workers do not need to come to the WorkOne. No supporting documentation is required for Incumbent Workers as they will not be included in the data validation sample.

- The training should, wherever possible, allow the participant to gain industry-recognized training experience, and ultimately should lead to an increase in wages.
- Local areas may contract for incumbent training rather than use Individual Training Accounts (ITAs) or may use the ITA process to pay the federal share if it is more expedient to meet the employer's and the worker's training needs.
- On-the-Job Training (OJT) is an acceptable training option for Incumbent Workers. Cost-sharing requirements will follow requirements for Incumbent Worker Training rather than for OJTs. All other provisions of this policy must be met.
- Providers of Incumbent Worker training are not subject to the same requirements as entities listed on the Eligible Training Provider List, but operators must collect any performance information the Governor may require to determine whether the providers meet the Governor's performance criteria. Indiana performance information that must be collected from providers of Incumbent Worker training includes:
 - A. The number of Incumbent Workers engaged in training for the project (by employer when there are multiple employers involved);
 - B. The percent of Incumbent Workers engaged in training for each employer who completed the training;
 - C. The percent of Incumbent Workers who completed the training who attained an industry-recognized credential, by credential type and by employer;
 - D. The percent of Incumbent Workers by employer who completed the training and received a pay increase within 60 days of the end of training as a result of gaining skills;
 - E. Of those Incumbent Workers who completed the training and received a wage increase, the average hourly wage increase by employer.

The data will be collected through employer and training provider reports to the WDB and/or Operator and submitted in an end-of-contract report to DWD within 90 days of the end of an Incumbent Worker training project. DWD will review submitted data for the value of development of a statewide list of providers that have met the performance criteria for dissemination, to baseline the value of Incumbent Worker training, and determine the need for additional policy or policy changes in the future.

- Incumbent Worker funds may not be used for any business or part of a business that has relocated, until 120 days after the date on which the business commences operations at the new location, if the relocation of the business or part of a business results in a loss of employment for any employee of the business at the original location, and the original location is within the United States. A pre-award survey similar to that used for on-the-job training contracts to document that no relocation has occurred) or, if it has, when operations commenced).

Fee for Service Activities and Incumbent Worker Training

Employers may use services, facilities, or equipment funded under Title I on a fee-for-service basis as long as:

- The services, facilities, or equipment are not in use for serving eligible participants under Title I;
- Using the facility or equipment for Incumbent Worker training does not have an adverse effect on the provision of services to eligible participants; and
- The income derived from fees is used to carry out the programs authorized under Title I.

Eligibility of Participants

To receive Incumbent Worker training under WIOA, a worker must:

- Be employed with the company when the Incumbent Worker training starts;
- Have an employer-employee relationship. Individuals working through staffing services contract are considered to have an employer-employee relationship.
- For PY 15-16, Region 11 will require that the individual must have an established employment history with the employer of at least 6 months; and
- Be determined to be in need of Incumbent Worker services to retain employment.

Eligibility of Employers

Contract funds are paid to the employer or training provider for Incumbent Worker training to either:

- Avert a lay-off; or
- Otherwise help workers retain employment. This determination of need is solely at the discretion of WDB and may include consideration of whether the employing firm(s) would likely be unable to remain sufficiently competitive to retain workers unless the workers receive the training.

An ideal Incumbent Worker training would be one where a participant acquires new skills that allow a move into a higher skilled and higher paid job within the company, thus allowing the company to hire a job seeker to backfill the Incumbent Worker's position. An intent to back fill is not a requirement of receiving Incumbent Worker training funds.

The local WDB must take into account several factors in the determination of eligibility of an employer to receive funding, including:

- The characteristics of the participants in the program;
- The relationship of the training to the competitiveness of a participant and the employer; and
- Other factors the local board may determine to be appropriate, which may include the number of employees participating in the training, the wage and benefit levels of those employees (at present and anticipated upon completion of the training), and the existence of other training and advancement opportunities provided by the employer.

Cost Sharing

Employers participating in the program are required to pay for the non-Federal share of the cost of the training. The local board shall establish the non-Federal share, considering:

- The number of employees participating in the training;
- The wage and benefit levels of the employees (at the beginning and anticipated upon completion of the training)
- The relationship of the training to the competitiveness of the employer and employees; and
- The availability of other employer-provided training and advancement opportunities.

The non-Federal share may not be less than:

- 10 percent of the cost for employers with not more than a total of 50 employees or less (regardless of the number enrolled in training);
- 25 percent of the cost for employers with a total of more than 50 employees but not more than 100 employees; and
- 50 percent of the cost for employers with a total of more than 100 employees.

The non-Federal share provided by an employer participating in the program may include the amount of the wages paid by the employer to a worker while the worker is attending the training program, but the nature of the non-Federal share is a decision by the WDB. The employer may provide the share in cash or in kind, fairly evaluated.

SOP 15-10
Workforce Innovation and Opportunity Act
WorkINDiana Policy
Standard Operating Procedures
Grow Southwest Indiana Region 11
Approval Date: 09/27/2013
PENDING Revision Date: 04/29/2016

Purpose

To provide guidance on the implementation and administration of the WorkINDiana training program.

Rescission

DWD Policy 2012-10 WorkINDiana

Action

DWD Policy 2015-05 WorkINDiana Policy will be implemented in Region 11 as SOP 15-10.

BACKGROUND

The WorkINDiana training program is a bridge program to help Adult Education (AE) students achieve their first step on a career pathway. Through WorkINDiana, the Department of Workforce Development (DWD) seeks to increase the rates at which AE students move into post-secondary occupational skills training, obtain industry-recognized credentials, and access opportunities for career advancement.

The WorkINDiana program shall be administered under the following guiding principles: Students should be concurrently or consecutively enrolled in Workforce Innovation Opportunity Act (WIOA) Title II Adult Education and WorkINDiana training to accelerate their learning and help students advance through progressive levels of education as quickly as possible (see Student Eligibility Requirements below.) WorkINDiana training programs are intentionally short term to allow students to finish training quickly and obtain an entry level certificate, gain, or retain employment, and/or pursue advanced employment.

WorkINDiana training program do not require a high school diploma or equivalency. Strong partnerships between the grantees, WorkOne staff, Adult Education, training providers, and employers are required to ensure students are provided a full range of services, supports, and employment opportunities.

The WorkINDiana enrollment process must be student-centric, which requires flexibility in order to meet students' individual needs, goals, and career aspirations.

CONTENT

The WorkINDiana program is intended for Adult Education students in all Educational Functioning Levels who demonstrate the ability to benefit from and complete WorkINDiana training.

Student Eligibility Requirements

Students must meet the following eligibility requirements:

- Students must be currently enrolled in an Adult Education program; OR have a high school diploma or equivalent from an Adult Education program and have been enrolled in Adult Education during the current or previous program year.
- Students must have a student record in InTERS.
- Students must be enrolled in WIOA Title I Adult, Dislocated Worker, and/or Youth programs.
- Students must have a valid pre TABE test on file (refer to Educational Functional Level Assessment Policy at <http://www.in.gov/dwd/2482.htm>).
- Students must have the referral form (See Attachment A), which shows the student has taken the Indiana Career Explorer assessment.
- Students must successfully pass a drug screening test prior to being enrolled in training in accordance with the Workforce Innovation and Opportunity Act Participant Drug Screening policy (SOP 15-04).
- Any additional entry requirements, such as TABE score minimums, may be set by the approved WorkINDiana training provider. For most Region 11 training, a

minimum of 11.0 is required; there are a few exceptions that require a TABE score of 8.0.

Eligible Training Programs

Eligible training programs must be approved on the State's WIOA Eligible Training Provider List (ETPL or INTraining). ETPL requirements can be found in DWD Policy 2015-03. Eligible training programs must then be approved for WorkINDiana designation, which include meeting the following requirements:

- Eligible training programs must result in an approved WorkINDiana credential. A list of approved credentials can be found at <http://www.in.gov/dwd/2904.htm>.
- Eligible training providers must include the costs of materials, supplies, uniforms, and certification fees within the training costs on the ETPL record. If a separate payment must be made, such as to a Health Department for a radiographer license, that amount and the organization to which payment is to be made must also be noted in the program summary.
- Eligible training programs must accept students who do not have a high-school diploma or equivalency but who are pursuing one through an Adult Education program; however, training providers may request an exemption from this requirement on the WorkINDiana Program Approval Form (Attachment B).
- Eligible training programs must be at least forty (40) instructional hours, and as a general rule, take fourteen (14) weeks or less to complete.
- There must be job openings within the region that require the occupational skills and knowledge obtained through the training program.
- Training providers must agree to the 70/30 payment terms as described in WorkINDiana Funding and Vouchers section below.

DWD reserves the right to place eligible training programs with extended poor performance on an improvement plan or to remove the approval and designation of such programs as WorkINDiana programs.

WorkIndiana Funding and Vouchers

- The following criteria must be met:
- Funding will be allocated to eligible providers that have demonstrated the ability to provide recruitment, enrollment, case management, follow-up, and placement services to Adult Education students.
- Vouchers for training costs may not exceed those outlined on the ETPL for the WorkINDiana program.
- Funding will only pay for approved WorkINDiana training program appearing on the ETPL with the WorkIndiana designation.
- WorkIndiana voucher(s) shall pay for only one (1) WorkINDiana training program per customer over their lifetime.
- WorkINDiana funds shall pay for one (1) certification examination. The funds may pay for a second examination if WorkOne staff determine there is strong justification for doing so. Staff must document the justification for the second examination in the case notes in the state's case management system.
- Training providers shall be paid for the training in two phases:

- 70% of the cost of the program if the student is present for the first day of class; and
- 30% after the training provider provides documentation that the student has completed the requisite coursework and is prepared to sit for the industry-recognized certification exam. The training provider will not be paid the remaining 30% if a student fails to complete the program.

WorkINDiana funds may be used to pay for supportive services for WorkINDiana students. Supportive services must be directly related to WorkINDiana training. WIOA-aligned regional policies shall be used to determine whether student qualify for supportive services under the WorkINDiana program. Grantees are encouraged to utilize other funding streams when possible for supportive services and wrap-around services to ensure students can enroll and achieve a successful outcome.

ACTION

Grantees receiving funding to implement and operate WorkINDiana programs shall follow the contents of this policy and update any local policies to be in alignment.



Attachment A
WorkINDiana Referral Form

Customer Name: _____ **Last 4 SSN:** _____

Adult Education program/WorkOne office: _____ **Referred by:** _____

Phone/Email: _____ **Referral Date:** _____

List WorkINDiana training interests/Student's Goals: _____

Areas to improve/work on (High school diploma or equivalency, WorkKeys, Remediation, Accuplacer, etc.):

Reason for referral: _____

High School Diploma (yes/no): _____ **High School Equivalency (yes/no):** _____ **Date:** _____

Most recent TABE results: _____ **Date:** _____

Reading: _____ **Math:** _____ **Language:** _____

Post TABE test on file (yes/no): _____

Date applicant was fully enrolled with at least 12 hours of attendance in Adult Education: _____

There is a record of the student in InTERS (yes/no): _____

Date applicant completed ICE: _____

Please take this form to:

Contact: _____ **Phone:** _____

Address: _____

Attachment B WorkINDiana Program Approval Form

Training Provider	
1. Name of Training Provider:	
2. Address: City, State and Zip Code:	
3. Name and Title of Submitter:	4. Telephone/Email:
Program	
5. Program Name:	6. Location: City/State:
7. Program # (from WIOA Eligible Training Provider List):	8. Name of Certification(s):
9. List employment opportunities for graduates or specific employers with job openings:	
Assurances	
10. Agrees to "70/30" reimbursement terms (Y/N):	11. Accepts Adult Education students who are pursuing a high school diploma or equivalency certificate (Y/N):
12. Program length is more than 40 hours & less than 14 weeks (Y/N):	
13. Please use this space for comments or justification for an exception. If a no response to #10 or #11, please provide clarification or justification for an exception to the policy.	
14. Signature:	15. Date:

Instructions: Complete and submit this form to WorkINDiana@dwd.in.gov for consideration as a WorkINDiana program.

Note: Programs with extended poor performance may be placed on an improvement plan or removed as an approved WorkINDiana training program.

Revised: 12/23/15

Southwest Indiana STEM Challenge 2016

Friday, April 8, 2016 at Oakland City University

Overall STEM Challenge - 1st Place

JASPER HIGH SCHOOL

Overall STEM Challenge - 2nd Place

SOUTHERN INDIANA CAREER & TECHNICAL CENTER

Overall STEM Challenge – 3rd Place

FOREST PARK HIGH SCHOOL

Business Challenge Winners

Mead Johnson

1st Place – Evansville Central High School

2nd Place – Pike Central High School

University of Southern Indiana

1st Place – Jasper High School

2nd Place – Southridge High School

Kimball Electronics

1st Place – Pike Central High School

2nd Place – Perry Central High School

Manpower

1st Place – Jasper High School

2nd Place – Forest Park High School

ATTC

1st Place – Jasper High School

2nd Place – North Posey High School

Toyota Indiana

1st Place – Bedford North Lawrence High School

2nd Place – Evansville North High School

Farbest Foods

1st Place – Evansville North High School

2nd Place – Southern Indiana Career & Technical Center

Matrix

1st Place – Evansville Central High School

2nd Place – Southern Indiana Career & Technical Center