

**EASTERN INDIANA REGIONAL WORKFORCE BOARD
AND
ECONOMIC GROWTH REGION 6 WORKFORCE INVESTMENT BOARD
COMMITTEE REPORTS AND RECOMMENDATIONS**

The following EIRWB and EGR 6 WIB Committee Minutes are provided in this electronic mailing as a separate document for your review and optional printing. These minutes support the Committee Reports & Recommendations, which will be made during the respective Board meetings. These minutes are also accessible to Board Members on the WorkOne website.

<http://www.work-one.org/index/eirwb/downloads.asp>

Downloads

June 22, 2011 RWB/WIB Meeting Downloads:

- APPENDIX – Meeting Minutes

BUDGET & ADMINISTRATION COMMITTEE:

- June 8, 2011 Meeting Minutes

EXECUTIVE COMMITTEE

- May 16, 2011 Meeting Minutes – RWB
- May 16, 2011 Meeting Minutes - WIB
- June 9, 2011 Meeting Minutes - WIB

MARKETING & COMMUNICATIONS COMMITTEE:

- April 21, 2011 Meeting Minutes
- June 17, 2011 Meeting Minutes (pending)

PERSONNEL COMMITTEE

- June 3, 2011 Meeting Minutes

WORKFORCE & BUSINESS SERVICES/ACCOUNTABILITY COMMITTEE:

- June 9, 2011 Meeting Minutes

YOUTH COUNCIL:

- May 11, 2011 Meeting Minutes
- June 9, 2011 Meeting Minutes

**ECONOMIC GROWTH REGION 6
REGIONAL WORKFORCE BOARD/WORKFORCE INVESTMENT BOARD
BUDGET & ADMINISTRATION COMMITTEE**

**June 8, 2011
Meeting Minutes**

Present: Dr. Rob Jeffs and Jerry Sprouse

Absent: Stuart Armstrong

Others Present: Valerie Alexander, Cathy Cross, and Barbara Street

Quorum to conduct business: Yes

Required votes to conduct business: Majority

CALL TO ORDER: The meeting was called to order at 10:05 AM at the RWB Corporate office by Co-Chair Jerry Sprouse.

DECLARATION OF CONFLICTS OF INTEREST: None were declared.

REVIEW AND APPROVAL OF MEETING MINUTES: The meeting minutes of the April 13, 2011 meeting were reviewed and approved by consensus.

WIB COMMITTEE BUSINESS

Youth Service Provider Oversight: The Committee discussed the Youth Service Provider Procurement and the Budget & Administration Committee's oversight of the contractor. Conflict of Interest Forms were completed by those in attendance. It was noted that the Committee had received an electronic copy of the Request for Proposal when it was distributed. It was developed with the input of the Youth Council on the Model and Options it desired. The Committee members were provided a copy of single proposal which was received. JobWorks communicated that they would not be submitting a proposal. It was noted that the Youth Council will be reviewing and making a recommendation to the Executive Committee for action on June 9, 2011. There was discussion with regard to the implication of receipt of just one proposal in requirement to submit to the state with a cost-price analysis and request for sole source procurement without competition due to the receipt of only one proposal. After discussion the Committee consensus was that it was okay with the process. Jerry Sprouse indicated he could attend the Youth Council meeting on June 9, 2011 to provide input and carry the recommendation to the Executive Council for approval.

Control Spreadsheet: Staff presented recommendations to the Committee for consideration of approval by the WIB on the controls to be in place for the WIB corporation. After discussion the attached recommended controls were approved by consensus to be approved by the WIB. These will be considered by the Executive Committee on June 9, 2011 so that staff may begin moving forward on these items. These recommendations are attached and made a part of these minutes herein by reference.

OTHER BUSINESS: Street noted that the Indiana Department of Workforce Development Monitoring Report was just received last week and internally the goal is to have a response put together by June 15, 2011. Valerie Alexander provided a summary to the Committee of the findings. The Committee will receive the report when the internal response has been developed and will review for recommendation to the RWB for acceptance once the report responses have been accepted by the state.

NEXT MEETING DATE & LOCATION: No date was set for the next meeting at this time.

ADJOURNMENT: With no other business to be acted on at this time the meeting was adjourned at 9:30 AM. The next meeting will be scheduled as required.

Respectfully submitted,

Cathy Cross

BUDGET & ADMINISTRATION COMMITTEE RECOMMENDED CONTROLS

06/08/2011

ITEM	BOARD	DELEGATE TO CEO
Budget	Recommended by Budget & Admin. Committee – Approved by WIB & LEO	Implements
Check Signing Policy – Requires two signatures of individuals not involved in preparation process. Signature 1: <ul style="list-style-type: none"> • Chief Executive Officer, or • Chief Operating Officer (unfilled) or • Chief Financial Officer Signature 2: <ul style="list-style-type: none"> • Any second signature listed in # 1 above or • Director of Operations • Associate Director of Operations, or • Authorized WIB Board Member. Required WIB Board Member Signature: <ul style="list-style-type: none"> • For single payment in excess of \$75,000 Recommended WIB Board Members authorized to sign: <ul style="list-style-type: none"> • Dorothy Douglass, MutualBank • Rick Taylor, Delaware Dynamics • Dr. Rob Jeffs – Innovations Connector 	Approves Authorized Signatures	Implements
Periodic Review of CEO Payroll	Budget & Administration Committee 2 X Per Year	NA
Review of Payroll for Staff	None	X
Procurements requiring review	Required Review on Multi-Year Contracts or any one purchase which exceeds \$20,000 Budget & Administration Committee	As delegated
All Reports excluding Audit, Monitoring & 990	Delegated	X
Audit, Monitoring & 990 Reports	Accept/Approve	Signature authorization to CEO & CFO
Review of General Journal Ledger Entries	Budget & Admin. Committee Qtrly. Spot Check Current reviewers – Jerry Sprouse and Dr. Rob Jeffs	Full Monthly Review 6 X per year
Grants & Contracts	Delegated	CEO
Annual Salary Review as required	Budget & Administration Committee 1 X Per Year	

**EASTERN INDIANA REGIONAL WORKFORCE BOARD
EXECUTIVE COMMITTEE
Meeting Minutes
05/16/11**

PRESENT: Roy Budd, Rhonda Duning, Joseph Evans, Bob Hobbs, and Brad Wilson

ABSENT: Stuart Armstrong, John Carl, Jim Riggle, Jerry Sprouse, and Rick Taylor

OTHERS PRESENT: Barbara Street

CALL TO ORDER: Vice Chair Rhonda Duning called the meeting to order at 11:30 AM on Monday, May 16, 2011 at the New Castle WorkOne Center.

DECLARATION OF CONFLICTS OF INTEREST: Vice Chair Duning called for declaration of conflicts of interest and none were declared.

COMMITTEE REPORTS AND RECOMMENDATIONS

Budget & Administration Committee Report: No report.

Marketing & Communications Committee Report: Rhonda Duning reported indicating the intent of the Committee to pursue having an Annual Meeting in September with the location to be in Richmond.

Workforce & Business Services Committee Report: No report.

Youth Committee Report: No report as Youth Committee.

Executive Committee Report: Has not met.

OTHER BUSINESS

Discussion regarding member service and phase-out of Regional Workforce Board: It was the consensus of opinion that RWB members were going to continue as WIB members and as such no additional recognition needs to occur. If there are those who leave they can be invited to and recognized at the WIB Annual Meeting.

Next Meeting Agenda: The next meeting of the RWB Executive Committee will be as called or held on June 22, 2011 if required.

ADJOURNMENT: With no other business the meeting was adjourned at 11:45 AM.

Respectfully submitted,

Barbara Street
Secretary

**ECONOMIC GROWTH REGION 6
WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE
Meeting Minutes
05/16/11**

PRESENT: Roy Budd, Rhonda Duning, Joseph Evans, Bob Hobbs, and Brad Wilson

ABSENT: Stuart Armstrong, John Carl, Jim Riggle, Jerry Sprouse, and Rick Taylor

OTHERS PRESENT: Barbara Street

CALL TO ORDER: Chair Rhonda Duning called the meeting to order following the Eastern Indiana Regional Workforce Board Executive Committee meeting on Monday, May 16, 2011 at the New Castle WorkOne Center.

DECLARATION OF CONFLICTS OF INTEREST: Chair Duning called for declaration of conflicts of interest and none were declared.

UPDATE: Barbara Street provided an update to the Committee on the status of the plan and budget. She noted that information expected by the state has not yet been received so there are no recommendations to come before the Committee.

PRESENTATION OF ORGANIZATIONAL CHART: As required by the April 27, 2011 action of the full Board the Organizational Chart has been developed consistent with the approved budget and requirement for a balanced budget. Street presented to the Committee the recommended organizational chart for consideration so that she may proceed with the hiring process. Street pointed out the structure changes and unfunded positions as a result of the current projected revenue position of the corporation. Given the interrelatedness of the Youth Service Provider procurement to the organizational chart, Street recommended that the Youth Council review and recommendation be heard prior to final approval of the organizational chart.

On behalf the Youth Council Barbara Street presented the Youth Council's recommendation for reduction of the youth budget and issuance of a Request for Proposal for youth services are required. Street reminded the Committee that the Youth Service Provider must be provided through contract which is why on the organizational chart those positions are represented as subcontracted. She reviewed the background and options which were discussed by the Youth Council at the May 11, 2011 meeting. Street noted that a part of the overall organizational chart reflects changes to dedicated staff to assist in reduction of the allocation of costs and resultant overage in the youth funding stream. In summary the recommendation by the Youth Council is to develop a Request for Proposal which will reflect Model IV and Option II. This recommendation includes the intent to seek funding options for continuation of all three JAG sites. A proposal for Discretionary Funds was submitted by the current month deadline, May 13, 2011.

In response to discussion and questions Street laid out the process expected to occur in the following weeks to move staff into the positions. During the course of the discussion it was affirmed that the President/CEO will have the authority to make all hires in the organization and to make modifications in the number and location of positions at the field level in response to work needs without the requirement for Executive Committee or Board approval. Roy Budd made a motion to approve the organizational chart and Youth Service Provider procurement as presented/recommended. Brad Wilson seconded the

motion and the motion passed unanimously. The organizational chart as approved is attached and made a part of these minutes herein by reference. A copy of the Models and Options are also attached and made a part of these minutes herein by reference.

COMMITTEE REPORTS AND RECOMMENDATIONS

Budget & Administration Committee Report: No report.

Marketing & Communications Committee Report: Rhonda Duning reported indicating the intent of the Committee to pursue having an Annual Meeting in September with the location to be in Richmond.

Workforce & Business Services Committee Report: Roy Budd the work of staff on providing the Committee the requested information and directing the focus of the programs on outcomes and performance metrics. The Committee is having discussions regarding those who are not employable and how to deal with development of the skilled workforce required by the region. Discussion followed with the consensus that this be a topic addressed at the full Board level.

Youth Council Report and Recommendation: No further report.

Personnel Committee: Joseph Evans indicated that the Personnel Committee has not met, but will be doing so in the next couple of weeks.

Executive Committee: In preparation for the full WIB meeting on June 22nd the Executive Committee will meet to review the recommendation for the Youth Service Provider, address any required modifications to the WIB Plan and Budget, and develop a slate of officers for Board consideration.

DISCUSSION OF NEXT WORKFORCE INVESTMENT BOARD MEETING AGENDA: Agenda items discussed included election of officers, WIB Plan & Budget approval, Strategic Plan Report and committee reports/recommendations. Street requested input on member orientation.

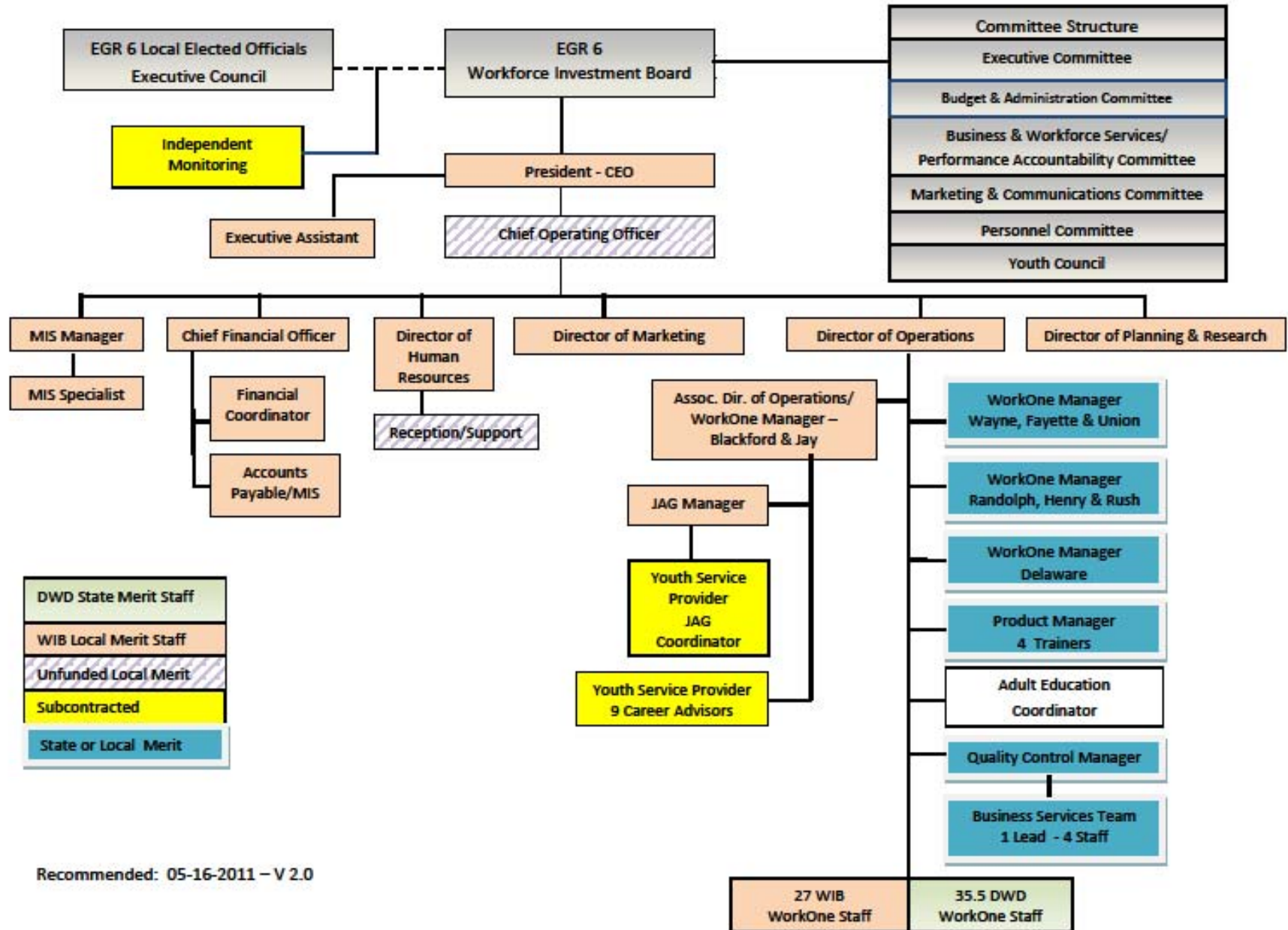
OTHER BUSINESS

Next Meeting Agenda: The next meeting of the WIB Executive Committee will be held on June 9th or 10th. Barbara will conduct a survey to determine the ability of members to attend and provide that information to Rhonda Duning. The Youth Council will plan to meet just prior to the Executive Committee meeting.

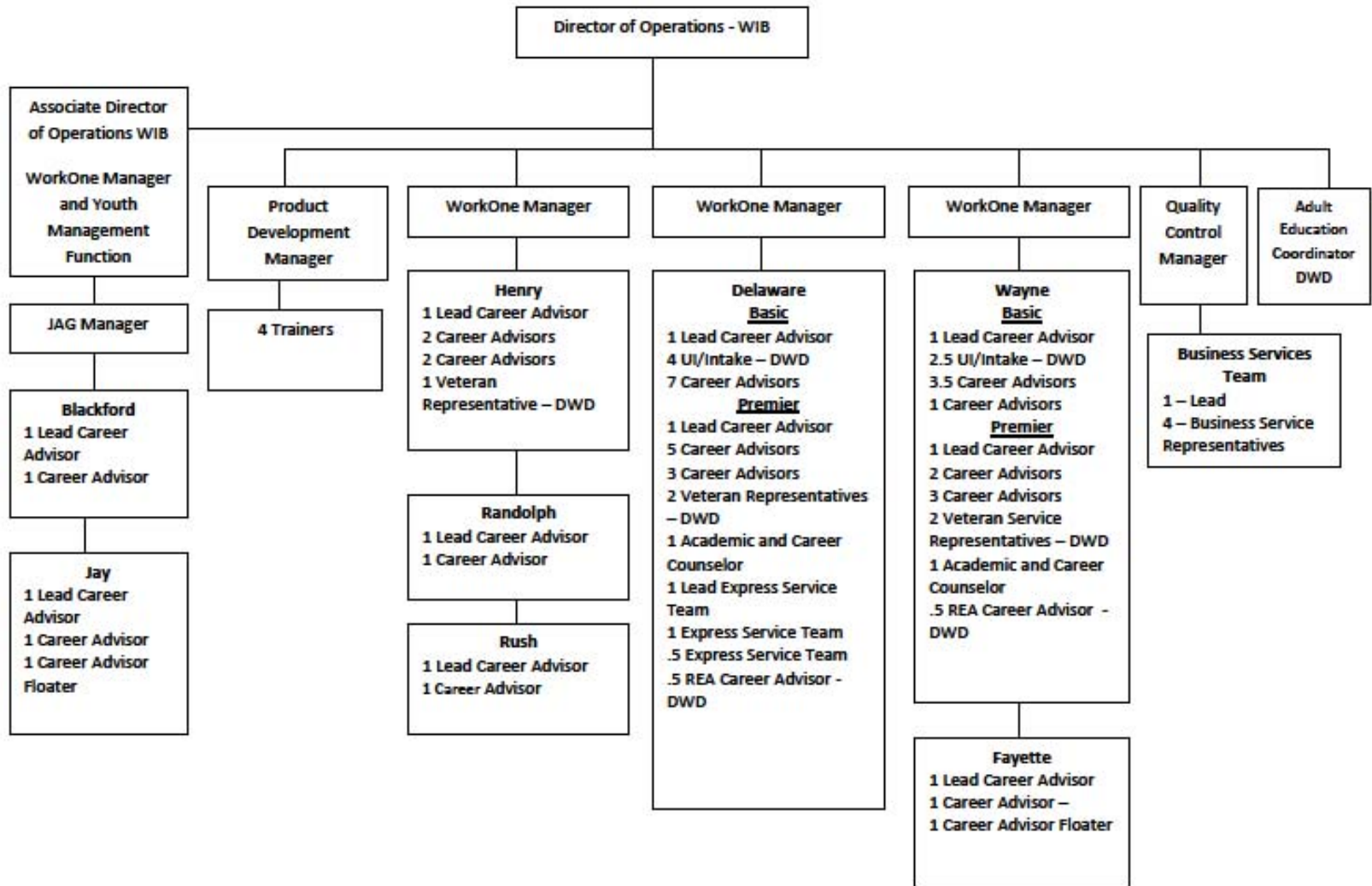
ADJOURNMENT: With no other business the meeting was adjourned at 11:45 AM.

Respectfully submitted,

Barbara Street
Secretary



Recommended: 05-16-2011 – V 2.0



Autonomy of Youth Service Provider – Level of Integration with Grant Recipient/Fiscal Agent And Proposed Responsibilities Legend: Youth SPer = Youth Service Provider WIB = Workforce Investment Board	Model I Youth Service Provider Fully Autonomous	Model II Youth Service Provider Somewhat Autonomous and Responsible for Framework, Eligibility and Payment of Customer Costs	Model III Youth Service Provider Somewhat Autonomous with Grant Recipient/Fiscal Agent Responsible for Framework, Eligibility and Payment of Customer Costs	Model IV Youth Service Provider Staff Fully Integrated in the WorkOne with Grant Recipient/Fiscal Agent Responsible for Framework, Eligibility and Payment of Customer Costs And One Stop Operator Functionally Directs Staff
Connectivity to WorkOne	None	Somewhat	Very	Fully
Administrative Supervision of Direct Service Staff	Youth SPer	Youth SPer	Youth SPer	Youth SPer
Functional Supervision of Direct Service Staff	Youth SPer	Youth SPer	Youth SPer	WIB
Eligibility Determinations	Youth SPer	Youth SPer	WIB	WIB
Financial Accountability/Liability	Youth SPer	Youth SPer	WIB	WIB
Framework - 664.405 (a)(4)				
1) Intake	Youth SPer	Youth SPer	WIB	Youth SPer
2) Objective Assessment	Youth SPer	Youth SPer	WIB	Youth SPer
3) Individual Service Strategy	Youth SPer	Youth SPer	WIB	Youth SPer
Case management	Youth SPer	Youth SPer	WIB	Youth SPer
Payment of Direct Costs	Youth SPer	Youth SPer	WIB	WIB
Common Measures	Youth SPer	Youth SPer	Youth SPer	WIB
Staff Training	Youth SPer	Youth SPer	Youth SPer	WIB
Design of Program Services	Youth SPer	WIB	WIB	WIB
Marketing	WIB	WIB	WIB	WIB
In School – Not more than 70%	Youth SPer	Youth SPer	WIB	WIB
Out of School - Not less than 30%	Youth SPer	Youth SPer	WIB	WIB

Youth Program Design Options

	Commitment to continuation of JAG Program in current locations pending receipt of Governor's discretionary funds		Commitment to continuation of JAG Program with reduction of one location and transition seniors to YouthWorks In-School Program		Begin JAG Phaseout – no junior cohort enrollment – finish seniors under JAG		Terminate JAG immediately and transition seniors to YouthWorks In-school Program	
	Option I	Option I Youth Served	Option 2	Option 2 Youth Served	Option 3	Option 3 Youth Served	Option 4	Option 4 Youth Served
JAG	\$374,218	114	\$ 255,527	81	\$ 277,128	54	\$ -	0
In School	\$453,597	162	\$ 440,236	175	\$ 433,736	162	\$ 551,641	216
Out of School	\$434,093	269	\$ 415,144	269	\$ 415,144	269	\$ 434,093	269
Total	\$ 1,261,908	545	\$ 1,110,907	525	\$ 1,126,008	485	\$ 985,734	485
Over/ (Under) Budget	\$ (158,392)		\$ (7,391)		\$ (22,492)		\$ 104,732	

3 JAG Programs
5 JAG Staff
6 Youth Career Advisors

2 JAG Programs
3 JAG Staff
5 Youth Career Advisors

3 JAG Programs
4 JAG Staff
5 Youth Career Advisors

No JAG Programs
0 JAG Staff
6 Youth Career Advisors

Budget	
In School	\$ 776,376
Out of School	\$ 327,140
Total	<u>\$ 1,103,516</u>

**ECONOMIC GROWTH REGION 6
WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE
Meeting Minutes
June 9, 2011**

Present: Jerry Sprouse, John Carl, Rhonda Duning; Bob Hobbs and Brad Wilson.

Absent: Stu Armstrong, E. Roy Budd, Joseph Evans, Jim Riggle, and Rick Taylor.

Others Present: Valerie Alexander, Karen Bailey, Mellisa Leaming, and Barbara Street

Quorum to conduct business: Yes

Required votes to conduct business: Two thirds.

CALL TO ORDER: The meeting was called to order at 11:50 AM at the Henry County WorkOne by Chair Rhonda Duning.

DECLARATION OF CONFLICTS OF INTEREST: None were declared.

APPROVAL OF MINUTES: The minutes of the May 16, 2011 Executive Committee meeting were approved with a motion made by Brad Wilson which was seconded by Bob Hobbs and was unanimously passed.

UPDATES: Street reported that with regard to the WIB Plan and Budget we have not received feedback from the state. She reported that we have made an application to the State Workforce Innovation Council (SWIC) for \$158,000 in discretionary funds to assist in offsetting the budget overage for Youth which supports the JAG program.

COMMITTEE REPORTS AND RECOMMENDATIONS

Budget & Administration Committee Report: With the transition from Alliance for Strategic Growth, Inc. to the Economic Growth Region 6 Workforce Investment Board the Board needs to document those actions/decisions relative to the delegated authority. This document will serve the Board, staff, auditors and monitors to know the delegated authority and to review if the Board and its staff are following the approved WIB policies. The Budget & Administration Committee reviewed areas relative to its authority and made the recommendations included in Attachment I herein made a part of these minutes by reference. After discussion Brad Wilson made a motion to approve the Controls and Signatories Policies as recommended by the Budget & Administration Committee. John Carl seconded the motion and the motion passed unanimously.

Marketing & Communications Committee: Rhonda Duning reported that the Committee will be meeting on June 17th and will review the recommended budget reduction at that time.

Workforce & Business Services/Accountability Committee: Workforce Investment Boards are required to have a system by which, when funds are limited, a determination can be made as to which customers are most in need and therefore receive the priority for services. In addition the Board must have in place a guideline which defines when a person is making a self-sufficient wage to provide guidance on customer eligibility. With the revenues for the upcoming year projected to be limited, the Economic Growth Region 6 Workforce Investment Board needs to develop its policy. The Workforce & Business Services/Accountability Committee met prior to the Executive Committee meeting. Committee Co-Chair John Carl indicated that the Committee has three recommendations to be made for consideration or approval.

Recommendation that:

- 1) the WIA Adult self sufficiency be approved at 250% of poverty level. Self-sufficiency is considered the level of income needed for a family to be no longer in need assistance in monthly living expenses. This is the current self-sufficiency level for Region 6. WIA Adult customers below the 250% level of self-sufficiency are eligible for training services. Those customers above the 250% level are eligible for basic and premier services but will not be eligible for Occupational Skills Training.
- 2) The Priority of Service for training definition to be utilized during times of “limited” funds shall be:
 - Adults who are economically disadvantaged and/or are on public assistance and are receiving WorkOne services in EGR 6 and who can benefit from the services. Within these established priority groups, veterans will receive priority service.“Limited” funds are to be implemented during times of low WIA Adult funds availability.
- 3) “Limited” funds policy shall be implemented beginning 7/1/11 and continue through the 9/30/11. The “limited” funds designation shall be re-evaluated at the end of the three month period.

After discussion Brad Wilson made a motion to approve the recommendations as presented. Jerry Sprouse seconded the motion and it was approved unanimously. In side discussion Brad Wilson suggested that Fayette County School Corporation, Jane Kellum to be a resource in setting up the WIB member access to meeting materials electronically.

Youth Council: Brad Wilson, Bob Hobbs and Jerry Sprouse just concluded a meeting with the Youth Council with regard to the solicitation of proposals for the Youth Service Provider contract as required by Workforce Investment Act (WIA) federal law and state policy. There was only one proposal submitted which was from Pro Resources. This contract is to provide a service model which integrates the Youth Services as much as possible into the WorkOne system. After much discussion it is the recommendation of the Youth Council with concurrence of the Budget & Administration Committee to approve staff to negotiate a contract with Pro Resources for a one year contract with the potential of two one year extensions. In addition the Youth Council has discussed and has requested that staff request the SWIC to seek a waiver to the procurement requirement to the extent allowable by Dept. of Labor. Bob Hobbs made the motion to approve the recommendations as presented. Jerry Sprouse seconded the motion and the motion was approved unanimously. Street noted the approval of the contract with Pro Resources will require the staff to complete a Cost-Price Analysis and submit to the Dept. of Workforce Development for approval since it will be considered a Sole Source Contract because there was not competition. Street indicated that she was comfortable that the Cost-Price Analysis would show that their proposal was reasonably priced and therefore should be approved.

Personnel Committee: Reporting on behalf of the Personnel Committee Barbara Street provided the background and recommendations. After extensive discussion Brad Wilson made a motion to adopt the following policies based on the Committee recommendations. John Carl seconded the motion and the motion passed unanimously.

Compensation Plan & Job Offer Parameters for WIB Staff Employment:

- A. Acceptance of the existing ASG, Inc. Pay Levels and Ranges as presented as the EGR 6 WIB Compensation Plan.
- B. Acceptance of the following Pay and Implementation Philosophy associated with the EGR 6 WIB Compensation Plan.

WIB Executive Committee Meeting Minutes – June 9, 2011 – Page 3

- i. Begin range is the rate at which a position will be hired.
 - ii. Range midpoint is equated to market
 - iii. Goal to move staff at least to midpoint
 - a. Satisfactory performance within 3-5 years
 - b. Outstanding performance possibly more rapidly
 - iv. Staff who move beyond market will do so because of performance
 - v. Staff who reach range end will be redlined
 - vi. Conduct market survey not more than every two years and not less than every three years and adjust pay ranges and pay levels accordingly
 - vii. CEO will confirm annual compensation budget with Board of Directors
 - viii. CEO will allocate compensation budget between wage/salary adjustment and performance bonus
 - ix. CEO will authorize employee wage/salary adjustments and performance bonuses taking into consideration cost of living, movement toward midpoint, and employee performance
- C. Allow credit for time worked in EGR 6 with one of the EGR 6 entities to include Alliance for Strategic Growth, Inc., Indiana Department of Workforce Development, and/or JobWorks to the date ASG benefits commenced (May 1, 2006) for seniority based benefits. Currently those benefits based upon the fringe benefit plans being recommended would include Paid Time Off and Employee Vesting in Retirement Plan.
- D. Approve a request to the Major Medical carrier to waive the 30 day waiting period for major medical benefits for those staff referenced in # C above who were currently covered.
- E. In the implementation of the compensation plan for employees who are offered the same or similar job:
- i. If current hourly compensation falls below Range Begin their compensation rate remain the same for the same or similar title until the Market Survey is conducted. CEO is given authority to make individual employee based adjustments based upon analysis of responsibilities and performance. Market Survey is expected to be conducted in the fall of 2011 for consideration 1/1/12.
 - ii. If their current hourly compensation rate falls within the range they will be paid their current rate computed on an hourly basis and future adjustments will be considered based upon the Pay & Implementation Philosophy.
 - iii. If their current hourly compensation falls beyond the range end they will be paid their current rate computed on an hourly basis and will be redlined until a Market Survey justifies further adjustments of the range and therefore eligibility for adjustment consideration. CEO has authority in justified cases to award performance bonus to those redlined individuals in lieu of wage adjustments.
- F. Consistent with Alliance for Strategic Growth, Inc. existing Personnel Policies and Procedures, WIB employees will be paid bi-weekly. To maintain the current schedule and to avoid a one day payroll for WIB employees beginning on July 1, 2011 WIB staff CEO recommended and Personnel Committee concurred that the first payroll for WIB employees will begin on July 1, 2011 and conclude on July 15, and with the first payroll issued on July 22, 2011 and continuing on a two week cycle thereafter, unless adjusted for holiday.
- G. Approval of the existing Fringe Benefits system with no recommended changes to this plan except those which are not funded under the approved budget. The corporate

- H. benefits year begins January 1st and the Personnel Committee will conduct a more detailed review for the upcoming benefits year in the fall of 2011. A copy of the recommended Benefits Plan is provided in Attachment II to these minutes and made a part herein by reference.
- I. While there are no recommendations for change of paid holidays beginning July 1, 2011, during its review of the Personnel Policies the Personnel Committee reserves the option to alter the recommended number of paid holidays. Additional paid holidays might be appropriate for at least the staff members who work in the WorkOne centers due to the inability of the WorkOne Centers to be functionally open to the public without the presence of state employees due to limitations on what local merit employees can do. State employees follow the state approved holiday schedule.

Recommendation of WIB Employee Personnel Policies: Brad Wilson made a motion to approve the current ASG, Inc. Personnel Policies for WIB Staff until they are modified. Jerry Sprouse seconded the motion and the motion passed unanimously.

ESTABLISHMENT OF WIB MEMBER TERMS: Barbara Street presented the slating of WIB members into staggered terms which will be used in the appointments of the members as directors of the ASG, Inc. Corporation. She clarified that appointments/reappointments will be into three year terms to stagger the turnover in a sector representation or county representation as much as possible. Brad Wilson approved the recommendation and Jerry Sprouse seconded the motion. The motion passed unanimously.

SLATE OF OFFICERS: Bob Hobbs made a motion to recommend the current officers for the year beginning July 1, 2011. Jerry Sprouse seconded the motion and the motion passed unanimously. The slate which will be offered to the Board will be:

Chairperson: Rhonda Duning
Vice Chair: Brad Wilson

DISCUSSION OF THE NEXT WIB MEETING AGENDA: By consensus the next meeting will include a more in-depth orientation to the WIB, Committees, and Strategic Plan. It will also include the election of officers and presentation of the Committee recommendations.

WIB PLAN AND BUDGET INPUT: Street reported that there were no comments provided on the WIB Plan with the exception of the alignment of Plan Attachments as directed by the state and a recommendation to request transfer of 30% of the Dislocated Worker allocation to Adult. With Street's explanation Brad Wilson made a motion to approve the request to transfer 30% of the Dislocated Worker allocation to Adult for PY 11 (7/1/11 – 6/30/12). Bob Hobbs seconded the motion and the motion passed unanimously.

FOR THE GOOD OF THE CAUSE: None.

NEXT MEETING DATE & LOCATION: No date was set for the next meeting at this time.

ADJOURNMENT: In consideration of the time the meeting was adjourned at 2:10 PM. The next meeting will be scheduled as required.

Respectfully submitted,

Barbara Street
Recording Secretary

ATTACHMENT I		
ITEM	BOARD	DELEGATE TO CEO
Budget	Recommended by Budget & Admin. Committee – Approved by WIB & LEO	Implements
<p>Check Signing Policy – Requires two signatures of individuals not involved in preparation process.</p> <p>Signature 1:</p> <ul style="list-style-type: none"> • Chief Executive Officer, or • Chief Operating Officer (unfilled) or • Chief Financial Officer <p>Signature 2:</p> <ul style="list-style-type: none"> • Any second signature listed in # 1 above or • Director of Operations • Associate Director of Operations, or • Authorized WIB Board Member. <p>Required WIB Board Member Signature:</p> <ul style="list-style-type: none"> • For single payment in excess of \$75,000 <p>Recommended WIB Board Members authorized to sign:</p> <ul style="list-style-type: none"> • Dorothy Douglass, MutualBank • Rick Taylor, Delaware Dynamics • Dr. Rob Jeffs – Innovations Connector 	Approves Authorized Signatures	Implements
Periodic Review of CEO Payroll	Budget & Administration Committee 2 X Per Year	NA
Review of Payroll for Staff	None	X
Procurements requiring review	Required Review on Multi-Year Contracts or any one purchase which exceeds \$20,000 Budget & Administration Committee	As delegated
All Reports excluding Audit, Monitoring & 990	Delegated	X
Audit, Monitoring & 990 Reports	Accept/Approve	Signature authorization to CEO & CFO
Review of General Journal Ledger Entries	Budget & Admin. Committee Qtrly. Spot Check Current reviewers – Jerry Sprouse and Dr. Rob Jeffs	Full Monthly Review 6 X per year
Grants & Contracts	Delegated	CEO
Annual Salary Review as required	Budget & Administration Committee 1 X Per Year	

Attachment II

ECONOMIC GROWTH REGION 6 WORKFORCE INVESTMENT BOARD Fringe Benefits Effective for 07/01/11 – 12/31/11

Health/Vision Insurance – corporation pays 100% of the monthly cost of the single employee health and vision insurance

Life: \$40,000 (Reduced benefit beginning at age 65)

Short Term Disability: 66.7% weekly salary (\$50 min/\$500 max)

403(b) Employer Discretionary Retirement Benefit – 5% of Wage/Salary paid into 403(b) Plan

Code Section 125 Plan:

1. Employer Discretionary Code Section 125 Benefit - 9.75% of Wage/Salary available for use as follows:
 - Cash Option and/or
 - Major Medical/Vision Coverage
 - + Child(ren) - Employee Responsibility 100%
 - +Spouse - Employee Responsibility 100%
 - Family - Employee Responsibility 100%
 - Dental
 - AFLAC
 - Cancer
 - Accident
 - Intensive Care
 - Hospital Confinement
 - Personal Short-Term Disability
 - Personal Recovery Plus
2. Employee Discretionary Code Section 125 Benefit is amount of compensation elected by employee to be deferred to any allowable Cost Section 125 Benefits as listed above and including Flexible Spending Plan.
 - Flexible Spending Plan offers deferral of income to stated maximums for Medical Flexible Spending Account (FSA) and/or Dependent FSA
 - Medical FSA Minimum/Maximum = \$240/\$1,500
 - Dependent FSA Minimum/Maximum = \$240/\$5,000

403(b) Employee Discretionary Pre-Tax Retirement Deferral – Amount of employee compensation, within regulatory limitations, elected by employee to be deferred to 403(b) Retirement

Holidays: 10 Paid Holidays per calendar year

Benefit Time: (Paid Time Off)

Exempt Employees: Accrue at rate of 10 hours/month years 1-2 = 15 days

Non-Exempt Employees: Accrue at rate of 8 hours/month years 1-2 = 12 days

Education Reimbursement Benefit: Limited reimbursement for skill/education after four month employment. (July 1, 2011 – Unfunded)

EASTERN INDIANA REGIONAL WORKFORCE BOARD & EGR 6 WIB
Marketing & Communications Committee
April 21, 2011
Meeting Minutes

Present: Jim Riggle

Absent: Gary Barrett, Rhonda Duning and Wayne Blevins

Others Present: Valerie Alexander, Tracy Dishman, Stephanie Goodman and Barbara Street

CALL TO ORDER: The meeting was called to order at 9:00 AM via Webcast.

APPROVAL OF MARKETING & COMMUNICATIONS COMMITTEE 03/30/11

MEETING MINUTES: Due to lack of attendance and technical difficulties with the Webcast, the 03/30/11 meeting minutes were not approved. A motion will be made at the next meeting for approval of the minutes.

REVIEW OF EGR 6 WIB ANNUAL MEETING 2011 PLANS: Tracy Dishman reviewed the recommendation that will be made to the full board at the April 27, 2011 meeting. The recommendation will include:

- Move the annual meeting event to the month of September and on a Friday
- Move the location of the event to the city of Richmond

EGR 6 WIB NEW NAME AND BRANDING: Tracy Dishman provided an update on the creation of a new name for the corporation. Staff met for a brainstorming session on 4/7/11 and generated four categories for suggestions on the name.

- Economic Growth Region 6 Workforce Investment Board, Inc.
- Something with an acronym
- WorkOnomics
- Alliance for Strategic Growth, Inc.

Jim Riggle commented that these were interesting suggestions and that staff should generate names and make a recommendation to the committee on names to choose from. Barbara Street commented that naming the corporation Alliance for Strategic Growth, Inc. might pose some concerns. Dishman recommended narrowing the choices of names down and let the committee vote. Street reminded the committee that new members will be appointed soon to committees and the marketing committee will acquire new members as a result. Dishman suggested after the next board meeting a “name that WIB” contest should be held.

UPDATE ON CURRENT MARKETING & COMMUNICATION PROJECTS:

City of Winchester Job Fair Update: Tracy Dishman provided information about the City of Winchester Job Fair that is taking place on 4/27/11. A total of ten employers will be represented at the Job Fair, all of which are currently hiring. A Resume Resource Center will be onsite to build, review and print resumes. This Job Fair will be free and open to the public.

WorkOne Achievement Awards: Dishman provided a recap of the WorkOne Achievement Awards Ceremony honoring individuals and employers for outstanding achievement while participating in Indiana’s workforce development system. The event was held on 4/6/11 at the State House in Indianapolis. Region 6 had a Veterans Workforce Investment Program (VWIP)

participant from Henry County who received an award and an employer from Delaware County, Progress Rail, who also received an award. Dishman reported that the event was well attended by staff and local elected officials.

WorkOne Career Connect Magazine Re-Design: Dishman reported that the WorkOne Career Connect Magazine is in process of being re-designed and a draft is not ready for review at this time.

Flat Screen TVs in EGR 6 WorkOne Centers: The flat screen TV's that are installed in each WorkOne office in the region have been equipped with a new program that allows the media that is viewed by customers to be changed instantaneously from offsite. Tracy Dishman will be able to change the screens on each of the TV's in the region from her computer in the Muncie Admin. office using a new software program. Barbara Street commented that this is a great way to recruit for classes and control the quality of the media that is projected on the TV's in the offices.

JAG eNewsletter: A newsletter has been designed with the purpose of providing updates about activities currently happening with the JAG Program. JAG is the Jobs for America's Graduates Program that is currently active in Blackford, Delaware and Fayette Counties. Dishman informed the committee to watch for an email that will include a link to a website to view the new JAG eNewsletter. The first email is scheduled to be generated today. An email will be generated once every three months to WorkOne Staff in the three counties, participating school officials and other community partners.

Employer Marketing Plan: The Marketing Plan for employers was discussed briefly. It was agreed that discussion should occur in depth at the next face to face meeting. Tracy Hartman, Business Services Manager, will be invited.

MEETING SCHEDULE: The next meeting will be a face to face meeting the week of May 16, 2011. The committee will meet every month alternating face to face meetings with webcast meetings. Jim Riggle commented that it is a good idea to meet every month at this time. He also noted that he will be unavailable the week of May 16. Barbara Street commented that the committee should only meet if there is business to be conducted. She also commented that there will be a 17 ½% reduction in the marketing budget. The WorkOne Career Connect magazine is a big ticket item. It is an important and high-quality item. The Budget & Administration Committee is currently reviewing the budget. Street requested that the agenda for the next meeting include Field Operations Marketing and Business Services Marketing.

NEW BUSINESS: Barbara Street requested feedback on what committee information is important to share with the full board. Jim Riggle commented that the committee reports are in writing and distributed prior to the meetings. A written committee report is adequate. The Board should not spend time on committee reports at meetings. Tracy Dishman shared an idea that microphones on the computers would allow the webcasts of committees to be recorded and posted to the intranet. A brief presentation could be made at the full board meetings and members could go to the intranet to watch the video. Jim Riggle and Valerie Alexander both commented that the videos and recording webcasts is a good idea. Barbara commented that this would be a good idea for use in recruiting new board members. Barbara also commented that the goal is to keep the Strategic Plan work a priority. Stay focused on what we should be doing and the reasoning behind it. All work should be asking the question, "How is this advancing our Strategic Plan?" Street also commented that the website should be used for prospecting. Jim Riggle agreed. Tracy Dishman recommended getting input from each committee about what we are trying to market. Jim Riggle recommended a joint meeting with the Workforce and Business Services Committee to discuss the Employer Marketing Plan.

Marketing & Communications Committee Meeting Minutes – 4/21/11 – Page 3

Barbara Street recommended working with Local Economic Developers on what is presented to prospects.

ADJOURNMENT: With no other business the meeting was adjourned at 9:54 AM.

Respectfully submitted,

Tracy Dishman
Marketing Director

**ECONOMIC GROWTH REGION 6
WORKFORCE INVESTMENT BOARD
PERSONNEL COMMITTEE**

**June 3, 2011
Meeting Minutes**

Present: Terry Brumley, Dorothy Douglass, Joseph Evans, Emily Jerman-Brown, Vicki Tague, Richard Taylor,

Absent: None

Others Present: Cathy Cross, and Barbara Street

Quorum to conduct business: Yes

Required votes to conduct business: Majority

CALL TO ORDER: The meeting was called to order at 12:27 PM at the Alliance for Strategic Growth, Inc. Corporate office by Co-Chair Joseph Evans.

DECLARATION OF CONFLICTS OF INTEREST: None were declared.

UPDATES AND ACTIONS

Status of Approved Organizational Chart: Street provided the Committee in their meeting materials the approved organizational chart. She noted that she hoped to have job offers at the highest levels completed by the end of the week, including the Director of Human Resources.

Position Posting Process and Status: Street reviewed the process and timeline which has been followed in informing staff of the approved chart and the application and selection process. She noted that all positions have been posted on Indiana Career Connect and those expected to require external candidates were advertised.

Recommendations for Terms and Conditions of WIB Staff Acquisition: Street noted to the Committee members that on July 1, 2011 all staff who are hired as local merit staff will be employees of the Economic Growth Region 6 Workforce Investment Board (EGR 6 WIB). The current corporate shell of Alliance for Strategic Growth, Inc. (ASG) will be acquired by the WIB and become the operating corporation of record for the EGR 6 WIB and the fringe benefit plans and other corporate information will flow forward for use by the EGR 6 WIB. The Alliance for Strategic Growth, Inc. Board of Directors has discussed and has made recommendations for consideration by the WIB Personnel Committee for recommendation to the EGR 6 WIB. Current ASG employee pay, benefits and seniority will not be affected solely as a result of this transition if hired by the EGR 6 WIB unless it is for a different position or there are changes which are put into place which affect all EGR 6 WIB employees. Those are employees who are currently employed within EGR 6 by one of its subcontractors, including Alliance for Strategic Growth, Inc., JobWorks, Inc. or Indiana Department of Workforce Development. For these individuals who are hired without a lapse of employment through no fault of the employee, the following is recommended to be consistently applied to the hiring terms and conditions:

- 1) Allow credit for time worked in EGR 6 with one of these corporations to the date ASG benefits commenced (May 1, 2006) for seniority based benefits. Currently those benefits based upon the fringe benefit plans held by ASG would be Paid Time Off and Employee Vesting in Retirement Plan.
- 2) Approve a request to the Major Medical carrier to waive the 30 day waiting period for major medical benefits for those DWD and JobWorks staff who were currently covered.

In addition the following recommendation is made. Currently ASG, Inc. issues checks to employees bi-weekly and currently the pay period would end on July 1, 2011. Rather than run a payroll for ASG employees through June 30, 2011 and another one day paycheck for employees of the EGR 6 WIB, it is recommended that the first pay period for WIB employees who begin July 1, 2011 to include 15 days concluding on July 15, 2011 with the pay period ending every 2 weeks thereafter. This will save the actual expense of a one day payroll, the time of processing dual payrolls and will provide the payroll department another 2 weeks to get all employees coded and set up in payroll. Vicki Tague made a motion to approve the recommendations as presented. Dorothy Douglass seconded the motion and the motion passed unanimously.

Compensation Plan & Job Offer Parameters for WIB Staff Employment: Street reported that the ASG Board of Directors updated its Compensation Levels and Ranges during the first quarter of 2010. All current Job Descriptions have been restated by Waggoner, Scheele & Irwin and factored using the Oliver Job Evaluation System. All new positions have been factored and placed within the Pay Levels and Job Titles of the approved Compensation Plan. This year the corporation is slated to conduct a Market Survey, which is planned to occur every 2-3 years, to evaluate any adjustments which are appropriate to be made to the ranges or compensation levels of positions. With the impending transition to incorporate Service Provider staff the Market Survey has not yet been conducted. In posting all of the newly created and existing WIB positions a hybrid range was posted which did not exceed the current level paid to staff by JobWorks for a similar position and did not exceed the Range End of the ASG Compensation Plan. This has resulted in some positions being posted at levels below the existing Range Begin for ASG. The purpose of this was to provide time for the WIB Personnel Committee to make some decisions as Job Offers are made to new employees, particularly those who currently are JobWorks employees. Street noted that at least one staff member of JobWorks has expressed concerns that the compensation range for the position of interest is less than she currently makes.

The Committee reviewed detailed analysis of the levels and ranges in conjunction with existing staff compensation levels. After extensive discussion Rick Taylor made a motion to recommend to the WIB for consideration the following implementation parameters to govern Job Offers for new WIB staff. Vicki Tague seconded the motion and the motion passed unanimously.

1. Acceptance of the recommended Pay Levels and Ranges as presented as the EGR 6 WIB Compensation Plan.
2. Acceptance of the following Pay and Implementation Philosophy associated with the EGR 6 WIB Compensation Plan.
 - A. Begin range is the rate at which a position will be hired.
 - B. Range midpoint is equated to market
 - C. Goal to move staff at least to midpoint
 - Satisfactory performance within 3-5 years
 - Outstanding performance possibly more rapidly
 - D. Staff who move beyond market will do so because of performance
 - E. Staff who reach range end will be redlined
 - F. Conduct market survey not more than every two years and not less than every three years and adjust pay ranges and pay levels accordingly
 - G. CEO will confirm compensation budget with Board of Directors
 - H. CEO will allocate compensation budget between wage/salary adjustment and performance bonus

- I. CEO will authorize employee wage/salary adjustments and performance bonuses taking into consideration cost of living, movement toward midpoint, and employee performance
3. Allow credit for time worked in EGR 6 with one of the EGR 6 entities to include Alliance for Strategic Growth, Inc., Indiana Department of Workforce Development, and/or JobWorks to the date ASG benefits commenced (May 1, 2006) for seniority based benefits. Currently those benefits based upon the fringe benefit plans being recommended would include Paid Time Off and Employee Vesting in Retirement Plan.
4. Approve a request to the Major Medical carrier to waive the 30 day waiting period for major medical benefits for those staff referenced in # 3 above who were currently covered.
5. In the implementation of the compensation plan for employees who are offered the same or similar job:
 - A. If their current hourly compensation falls below Range Begin their compensation rate will be brought up to the beginning of the range.
 - B. If their current hourly compensation rate falls within the range they will be paid their current rate computed on an hourly basis and future adjustments will be considered based upon the Pay & Implementation Philosophy.
 - C. If their current hourly compensation falls beyond the range end they will be paid their current rate computed on an hourly basis and will be redlined until a Market Survey justifies further adjustments of the range and therefore eligibility for adjustment consideration. CEO has authority in justified cases to award performance bonus to those redlined individuals in lieu of wage adjustments. This recommendation assumes budget permitting. If the budget does not permit, then if their current hourly compensation rate falls beyond the range end they will be compensated not more than range end hourly rate and will be redlined until a Market Survey justifies further adjustments of the range and therefore eligibility for adjustment consideration. CEO has authority in justified cases to award performance bonus to those redlined individuals in lieu of wage adjustments.
6. Consistent with Alliance for Strategic Growth, Inc. existing Personnel Policies and Procedures, WIB employees will be paid bi-weekly. To maintain the current schedule and to avoid a one day payroll for WIB employees beginning on July 1, 2011 WIB staff CEO recommended and Personnel Committee concurred that the first payroll for WIB employees will begin on July 1, 2011 and conclude on July 15, and with the first payroll issued on July 22, 2011 and continuing on a two week cycle thereafter, unless adjusted for holiday. This will save the actual expense of a one day payroll, the time of processing dual payrolls and will provide the payroll department another 2 weeks to get all employees coded and set up in payroll, direct deposit and benefit plans.
7. Part of the intent with the transition of the WIB into the ASG corporate structure was to use the corporation and its "in place" benefits plans and systems for employees effective July 1st. As such the EGR 6 WIB needs to officially approve the benefits provided to its employees effective July 1, 2011. The Personnel Committee has reviewed the existing Fringe Benefits system and recommends no changes to this plan except those which are not funded under the approved budget. The corporate benefits year begins January 1, 2012 and the Personnel Committee will conduct a more detailed review for the upcoming benefits year. A copy of the Benefits Plan is provided on the following page.
8. While there are no recommendations for change of paid holidays beginning July 1, 2011, during its review of the Personnel Policies the Personnel Committee reserves the option

to alter the recommended number of paid holidays. Additional paid holidays might be appropriate for at least the staff who work in the WorkOne centers due to the inability of the WorkOne Centers to be functionally open to the public without the presence of state employees due to limitations on what local merit employees can do. State employees follow the state approved holiday schedule.

Recommendation of WIB Employee Benefits System: Street provided background of the intent with the transition of the WIB into the ASG corporate structure to use the corporation and its in place benefits plans and systems for employees effective July 1st. Even though that was the intent, the EGR 6 WIB needs to officially approve the benefits provided to its employees effective July 1, 2011. The role of the Personnel Committee is to make recommendations to the EGR 6 WIB, which during this transition will be to the Executive Committee, at its June 9th meeting. A description of the current benefits provided was provided. Street noted that there has been discussion of additional holidays which might be appropriate for at least the staff who work in the WorkOne service centers due to the inability of the WorkOne centers to be functionally open to the public without the presence of state employees due to limitations on what local merit employees can do. State employees follow the state approved holiday schedule. After discussion Rick Taylor made a motion to approve the Fringe Benefits as they currently exist until they are modified. Dorothy Douglass seconded the motion and the motion passed unanimously. A copy is attached and made a part of these minutes herein by reference.

OTHER BUSINESS

Personnel Policies: Street noted that the Personnel Policies which are currently in place will move forward until modified. This will be one of the priorities of the new Director of Human Resources as soon as the person is hired and all staff are in place.

Changes in Benefits Plans: Street reported that it appears we will have to make a change to at least the dental coverage due to the number of employees. This will also become a responsibility of the Director of Human Resources. Such changes will be brought before the Committee.

FOR THE GOOD OF THE CAUSE: None.

NEXT MEETING DATE & LOCATION: No date was set for the next meeting at this time.

ADJOURNMENT: With no other business to be acted on at this time the meeting was adjourned at 1:30 PM. The next meeting will be scheduled as required.

Respectfully submitted,

Barbara Street
Recording Secretary

ECONOMIC GROWTH REGION 6
WORKFORCE INVESTMENT BOARD
Fringe Benefits Effective for 07/01/11 – 12/31/11

Health/Vision Insurance – corporation pays 100% of the monthly cost of the single employee health and vision insurance

Life: \$40,000 (Reduced benefit beginning at age 65)

Short Term Disability: 66.7% weekly salary (\$50 min/\$500 max)

403(b) Employer Discretionary Retirement Benefit – 5% of Wage/Salary paid into 403(b) Plan

Code Section 125 Plan:

1. Employer Discretionary Code Section 125 Benefit - 9.75% of Wage/Salary available for use as follows:

- Cash Option and/or
- Major Medical/Vision Coverage
 - + Child(ren) - Employee Responsibility 100%
 - +Spouse - Employee Responsibility 100%
 - Family - Employee Responsibility 100%
- Dental
- AFLAC
 - Cancer
 - Accident
 - Intensive Care
 - Hospital Confinement
 - Personal Short-Term Disability
 - Personal Recovery Plus

2. Employee Discretionary Code Section 125 Benefit is amount of compensation elected by employee to be deferred to any allowable Cost Section 125 Benefits as listed above and including Flexible Spending Plan.

- Flexible Spending Plan offers deferral of income to stated maximums for Medical Flexible Spending Account (FSA) and/or Dependent FSA
 - Medical FSA Minimum/Maximum = \$240/\$1,500
 - Dependent FSA Minimum/Maximum = \$240/\$5,000

403(b) Employee Discretionary Pre-Tax Retirement Deferral – Amount of employee compensation, within regulatory limitations, elected by employee to be deferred to 403(b) Retirement

Holidays: 10 Paid Holidays per calendar year

Benefit Time: (Paid Time Off)

Exempt Employees: Accrue at rate of 10 hours/month years 1-2 = 15 days

Non-Exempt Employees: Accrue at rate of 8 hours/month years 1-2 = 12 days

Education Reimbursement Benefit: Limited reimbursement for skill/education after four month employment. (July 1, 2011 – Unfunded)

**Meeting Minutes for
Eastern Indiana Regional Workforce Board Workforce & Business Services/Accountability Committee
June 9, 2011 • 10:30 am • New Castle WorkOne Center**

Present: John Carl, Fred Davis, Kevin Polivick, Tim Loyd, Sonya Paul

Mellisa Leaming, Valerie Alexander, Tracy Hartman

Absent: E. Roy Budd , Gary Barrett, Wayne Blevins, Jacob Everett, Karen Bailey

Meeting started at 10:30am.

Introductions were made.

Carl asked for any corrections to the minutes. None were offered. Sonya Paul moved to accept the minutes as written, John Carl seconded. Motion was approved with Tim Loyd, Fred Davis, and Kevin Polivick abstaining.

Leaming and Carl went over the responsibilities of the committee for the benefit of the new members joining. Leaming passed out a matrix outlining the different responsibilities with group discussion. Carl confirmed that the committee has ability to make recommendations to the full WIB but no decisions can be made on behalf of WIB at this time.

Leaming passed out Self Sufficiency, Low Income, and Priority Point Definitions and Procedures. Group was informed of the policy that will start July 1, 2011. Leaming asked committee about the self sufficiency guideline which is currently 250% of Labor Lower Living Standard (LLLS). It was attached to the policy handout.

Polivick asked if WorkOne participants were tracked to see if they meet the LLLS guidelines after completion of the training. Leaming stated that at this time that data is not specifically tracked.

There was also discussion as to whether the rate should be set at 250% or moved lower. Leaming stated that it was different in different regions of the State. After group discussion, Polivick moved to recommend to the WIB to keep the self sufficiency guideline at 250% of LLLS. Fred Davis seconded the motion. Motion carried unanimously.

Leaming also explained the new proposed priority of service for training policy. She emphasized that this was for the Adult population and did not apply to the participants enrolled as dislocated workers or youth. It would give the career advisors guidelines for prioritizing the funds when limited and it also sets procedure for the board to determine when the priority of service would be implemented. Leaming explained that this could be put into effect and removed at the recommendation of this committee and the approval of the WIB. Current eligibility includes "adults that are economically disadvantaged and/or are on public assistance and are receiving services in EGR 6. Within this established group, veterans will receive priority service." Exceptions must be approved by the One-stop Operator along with a detailed explanation and supportive documentation.

A motion to recommend to the WIB to accept the Priority of Service policy as written and presented was made by Fred Davis and seconded by Tim Loyd. Motion carried unanimously.

Because of the uncertainty of the budget for the next program year, a motion was made to recommend to the WIB to implement the Priority of Service as of July 1, 2011 and to review at a later time by Kevin Polivick and seconded by Sonya Paul. Motion carried unanimously.

Hartman provided updates on OJT. There have been 122 OJTs this program year as of June 6, 2011. The goal for OJTs by the end of May was 100 OJTs and it was 119. Hartman reported on currently working with Delaware Dynamics on incumbent worker training because of a new contract awarded with Chrysler Kokomo. Currently there are 24 that will begin training July 1, 2011. Hartman anticipates adding another 15-20 additional participants to this number.

Hartman also reported that there has been a lot of WorkKeys profiles done recently in the region that represents approximately 60 to 70 new positions. She also stated that there are a lot of Economic Development projects in the works right now.

Next meeting not yet determined.

Fred Davis made the motion to adjourn with Kevin Polivick second. Motion carried unanimously.

Meeting adjourned 11:27am.

Respectfully submitted,

Mellisa Leaming

**Economic Growth Region 6
Workforce Investment Board
Youth Council Meeting Minutes
May 11, 2011**

PRESENT: Bob Hobbs and Holly Lee

PRESENT VIA CONFERENCE CALL: Brad Wilson and Rhonda Duning

OTHERS PRESENT: Rita Mills, Susan Koebecke, Barbara Street, Valerie Alexander, Mellisa Leaming, Rusty Hensley, and Karen Bailey

CALL TO ORDER & INTRODUCTIONS: Brad Wilson, Co Chair, called the meeting to order.

DECLARATION OF CONFLICTS OF INTEREST: Brad Wilson asked for declaration of conflicts of interest. None were declared.

MEMBERSHIP ROSTER: The Youth Council membership roster was reviewed and only those members will have authority to vote on Youth Council business.

REVIEW AND APPROVAL OF MEETING MINUTES: Bob Hobbs made a motion to accept the minutes as written and Brad Wilson seconded the motion.

WORKFORCE INVESTMENT BOARD (WIB) PLAN AND YOUTH COUNCIL RESPONSIBILITIES: Barbara Street, President/CEO, explained the purpose of the meeting and apologized for the short meeting notice and the “Just in Time” orientation that will be presented today.

Barbara explained to the group that the WIB Plan for the region was recommended for submission by the WIB to the Governor which included the Youth Plan and is currently posted for 30 day comment closing June 1, 2011.

Barbara reviewed the WIB Plan and the Youth Council Responsibilities which include Youth Council review and recommendation of Youth Portion of Plan and recommendation of Youth Service Provider(s) for contracting and transition/implementation by July 1, 2011.

Two meeting outcomes are needed today from the Youth Council:

- Recommendation of Youth Service Provider Model and Program Design for Release of Request for Proposal and

EGR 6 WIB Youth Council Meeting Minutes – 5/11/11 – Page 2

- Determination of Process and Timeline including Youth Council involvement for recommendation of Contractor for Youth Service Provider to WIB.

Karen Bailey, Associate Director of Operations, presented a brief overview of the Workforce Investment Act (WIA) Youth Program, known as YouthWorks in Region 6.

- Serves both In School and Out of School Youth
- Provides the following services: assessment, guidance and counseling,
- Completion of High School Diploma/GED, work Readiness, Supportive Services, Occupational Skill Training, SEAL (Summer Earn and Learn), JAG (Jobs for America's Graduates).
- In School Program – Cannot spend more than 70% of funds, available in all 9 counties, JAG (available in Blackford High School, Connersville High School, and Muncie Central High School), SEAL
- Out of School Program – Must spend at least 30% of funds, available in all counties, SEAL
- In School Youth include youth 14-21 years of age at time of enrollment, are in high or in post secondary education, meets low income guidelines, and has an additional barrier (pregnant, parent, offender, at risk of dropping out of school)
- Out of School Youth include youth 16-21 years of age at time of enrollment, are high school drop outs or have graduated high school but not in post secondary, meets low income guidelines, and has an additional barrier (drop out, pregnant, parent, offender, basic skills deficient)
- Evaluated by meeting Federal Youth Common Measures which are:
 - Placement in Employment or Education 72.0%
 - Degree or Credential Obtained 63.0%
 - Literacy/Numeracy Gains 28.7%

Valerie Alexander, Grant and Contract Management Director, discussed the WIB Budget and that currently the WIB Budget for EGR 6 for Program Year 11 starting July 1, 2011 will be over by \$334,633 and the Youth Budget will be over by \$158,391. The WIB Budget & Administration Committee made certain recommendations and requested Youth Council to recommend reductions in Youth Budget and Plan in order to bring it into balance.

Valerie also explained that the WIB has made the decision to directly hire staff to provide the functions of Executive Staff, One Stop Operator Function, Fiscal Agent and Service Provider Local Merit Staffing with the exception of staff providing youth services. The Workforce Investment Act clearly states that a service provider must be selected to provide youth services. Valerie explained the Request for Proposal (RFP) process and the proposed timeline. Also discussed at this time was if the WIB wanted to be involved in the review of proposals received and also the involvement the Youth Council wanted in the process.

EGR 6 WIB Youth Council Meeting Minutes – 5/11/11 – Page 3

Rhonda Duning, WIB Chair, recommended that the Youth Council make a recommendation to the WIB's Executive Committee. Brad Wilson agreed with the recommendation.

Valerie mentioned the following discussion points to take into consideration as we move forward in the decision making: balance the budget, services in every county, must meet 70/30 ratio for In and Out of School Program expenditures, responsiveness of program design to regional needs and priorities of consideration is meeting performance standards.

Mellisa Leaming, Director of Operations, presented for discussion the four Youth Service Provider Options/Models. (Youth Service provider Options attached.)
Models are:

- I. Youth Service Provider Fully Autonomous
- II. Youth Service Provider Somewhat Autonomous and Responsible for Framework, Eligibility and Payment of Customer Costs
- III. Youth Service Provider Somewhat Autonomous with Grant Recipient/Fiscal Agent Responsible for Framework, Eligibility and Payment of Customer Costs
- IV. Youth Service Provider Fully Integrated in the WorkOne with Grant Recipient/Fiscal Agent Responsible for Framework, Eligibility and Payment of Customer Costs and One Stop Operator Functionally Directs Staff

Mellisa presented the four Youth Program Design Options. (Youth Program Design Options attached.) Options are:

1. Commitment to continuation of the YouthWorks including JAG program in current locations pending receipt of Governor discretionary funds.
2. Commitment to continuation of JAG Program with reduction of one location and transition seniors to YouthWorks In-School Program – reduction of two JAG position and one YouthWorks position.
3. Begin JAG Phase-out – no junior cohort enrollment – finish seniors under JAG – reduction of one JAG position and one YouthWorks position.
4. Terminate JAG immediately and transition seniors to Youth Works In-school Program – reduction of 5 JAG positions.

Discussion followed regarding pros and cons of the models and options. Bob Hobbs made the motion that Region 6 move forward with Model IV and Option 1 with the contingency plan if the discretionary funds are not awarded that Model IV and Option II be implemented. Rhonda Duning seconded the motion.

OTHER BUSINESS

Next Meeting Agenda & Location/Review of Youth Service Proposals/Recommendation of Youth Service Provider: Brad recommended that staff review the Youth Service proposals and make a recommendation to the Youth Council.

EGR 6 WIB Youth Council Meeting Minutes – 5/11/11 – Page 4

Brad also asked that the staff's recommendation be made available electronically to the Youth Council members for review prior to the scheduled Youth Council meeting. The Youth Council would then make a recommendation to the WIB. The council members agreed to this recommendation. The WIB Executive Committee is scheduled to meet on either June 9 or 10 and it was suggested and agreed that the Youth Council would meet prior to the meeting when scheduled.

ADJOURNMENT: Bob Hobbs made a motion to adjourn the meeting and Brad Wilson seconded the motion.

Respectively submitted,

Karen Bailey

**Economic Growth Region 6 Workforce Investment Board
Youth Council Meeting Minutes - June 9, 2011 - Henry County WorkOne**

Present: Milton Eley, Bob Hobbs, Laura Holcomb, JoAnn King, Holly Lee, Mike Toschlog, Brad Wilson,

Others Present: Rhonda Duning, Jerry Sprouse, Barbara Street, Karen Bailey

CALL TO ORDER & INTRODUCTIONS

Brad Wilson, Co Chair, called the meeting to order. Introductions were made of those present.

DECLARATION OF CONFLICTS OF INTEREST

Brad Wilson asked for conflicts of interest. None declared. .

REVIEW AND APPROVAL OF MEETING MINUTES

Brad Wilson asked for a motion to accept the Youth Council meeting minutes of May 11, 2011. Holly Lee made a motion to accept the minutes as written and Milton Eley seconded the motion. Motion passed unanimously.

YOUTH COUNCIL YOUTH SERVICE PROVIDER RECOMMENDATION

Completion of Conflict of Interest Forms - Barbara Street explained the need for Youth Council Members and staff to complete a Procurement Conflict of Interest Disclosure Form.

Discussion of Youth Service Provider Procurement – Karen Bailey presented an update on the status of the requested discretionary funds and the procurement process:

- Discretionary funds requested on May 13. State Workforce Investment Council Grants Committee meeting has been cancelled twice. Currently scheduled for June 16.

Concern was expressed by members regarding next step if discretionary funds were not granted. The next step would involve the elimination of one JAG site as approved by the Youth Council on 5/11/11. The question was raised as to what should be used as factors in deciding which site to eliminate. It was suggested that number of students being served at the site should be a consideration.

- May 17, 2011 Service Provider Request for Proposal (RFP) for Youth Services was sent out.
- June 1, 2011 – Deadline for submission of RFP.
 - Received one proposal - Pro Resources Staffing Services
 - Received E-mail from Job Works indicating they would not be submitting a proposal.
- June 3, 2011 - Proposal was reviewed by the following staff:
 - Mellisa Leaming, Director of Operations
 - Cathy Cross, Controller
 - Valerie Alexander, Grants Contract Manager
 - Karen Bailey, Associate Director of Operations

June 6, 2011 - Met with Pro Resources to discuss proposal

Overview of Pro Resources:

- Established company – 25 years – 13 offices in Indiana
- WorkOne Service Provider for Region 2 and 3 – February, 2008
- 130 Employees in 16 WorkOne Offices
- Benefit Package – Health, Dental, Vision, Life Insurance, Accidental Death and Dismemberment, Long Term Disability, 401K, Paid Time Off, Holidays
- Experience in Integrated WorkOne System – Administrative vs. Functional Supervision
- 10% Overhead Cost

Jerry Sprouse, EGR 6 WIB Budget and Administration Committee member, stated that he wanted the Youth Council to know that staff did due diligence in solicitation of proposals.

Barbara Street explained that when completing procurement you must have adequate competition and lack of competition requires a request for sole source approval from the Department of Workforce Development (DWD) to proceed. Since Pro Resources was the only proposal received EGR6 will have to submit required sole source procurement including cost price analysis to DWD.

Karen Bailey asked the Youth Council to consider the following staff analysis:

Offer a contract to Pro Resources for the Youth Service Provider Proposal and staff concurrently submit required sole source procurement and begin contract negotiations.

Youth Council Youth Service Provider Recommendation - Bob Hobbs made a motion to recommend that Pro Resources be offered the contract for the Youth Services Provider and that staff concurrently submit required sole source request for approval. Milton Eley seconded the motion. Motion passed unanimously.

OTHER BUSINESS

Next Meeting Agenda & Location – Members discussed next meeting date. Originally it was discussed that the Youth Council would meet quarterly. It was decided by the members to schedule a meeting on July 21, 2011, 10 am at the Henry County WorkOne to discuss and receive information regarding Youth Funding. Brad Wilson requested that the option to join in by conference call be made available to those who physically cannot be present.

ADJOURNMENT

Milton Eley made a motion to adjourn the meeting and Mike Toschlog seconded the motion. Motion was unanimously passed.

Respectively submitted,

Karen Bailey