



NORTHERN
INDIANA
WORKFORCE
BOARD, INC

Board of Directors Meeting Agenda

January 12, 2024

Bethel University - **President's Dining Room (different location)**

Mishawaka, IN 46544

12:00 pm – 2:00 pm

- I. Call to Order– Todd Bruce
- II. ACTION: Consent Agenda (5 minutes) – Todd Bruce
 - o November 12, 2023 Meeting Minutes – approval needed
- III. Fiscal Report (20 minutes)– Carla Crowe
 - a. November Financials
 - b. 2022 Audit
 - c. Monitoring Report and Corrective Action
- IV. Operations Review (15 minutes) – Darcey Mitschelen *
 - a. Youth
 - b. Adult/DW
 - c. Business Services
- V. Policy Approvals (5 minutes)
 - a. Individual Training Account (ITA) - \$5,000 approval
 - b. All Board policies being updated to match DWD policies updates
- VI. NIWB Staff Handbook Update (2 minutes)
 - a. New Handbook implemented 10/01/2023
 - b. \$30 Cellphone Stipend
 - c. Reviewing Payroll/HR contract with Xcel HR
- VII. Items of Interest
 - a. WIOA Reauthorization
 - b. GWC State Plan
 - c. GWC Media Campaign
 - d. Regional with Commissioner Paulk
 - e. DWD pull back of RESEA funding
- VIII. Committee Updates
 - a. Partnership Committee
 - b. Youth Committee
 - c. JAG Students' Career Development Competition (CDC)
 - a. Friday, February 2, 2024 – St. Joseph County Public Library-Downtown Branch (Judges Needed)
 - d. Healthcare Committee
 - e. Finance Committee
- IX. enFocus Update (20 minutes)
- X. Adjourn

NOTE: Balance of scheduled 2 hours intended for discussion of Agenda topics
Next Meeting: March 8, 2024 – 12:00 pm – 2:00 pm – Bethel College



Board Meeting
November 17, 2023
12 NOON – 2:00 p.m.
Bethel University
Mishawaka IN

MEETING MINUTES

Present: Dave Behr, Marlene Betances, Todd Bruce, Kim DeQuis, John DeSalle, Bob Dunn, Brandon Eakins, Joe Gambill, Chad Hartzell, John Jessen, Mark King, Krystal Levi, Christie Maurer, Ricky Reeves, Chris Stager & Jerod Warnock

Absent: Tom Craig, Matt Davis, Jeremy Gillespie, Dennis Hanna, London Martinez, Murray Miller, Gary Morseau, Shawn Peterson, Matt Teevan, Alan Tio & Mayor Wood

Staff Present: Darcey Mitschelen & Barbara White

Guest: Brad Schelle (Crowe), Gayle Williams (Job Works), Savannah Quezada, Heather Eash, Heather Pressley & Billy Lynch (ProResources) & Kathy Jaworski (DWD)

I. Call to Order

Todd Bruce called the meeting to order and welcomed the visitors.

II. Consent Agenda

Minutes from the September 8, 2023 meeting and Operations Report were sent in advance to board members. A motion was made by Joe Gambill to approve the consent agenda, after being second by Dave Behr the motion passed.

III. Fiscal Report

Brad reviewed the grants spending by funding source report for the first three months of PY2023. A copy of reports will be distributed to board members. Brad reported the State Board of Accounts was approved.

IV. Finance Committee Report

Finance Committee Members; Bob Dunn, Todd Bruce, John DeSalle, Chris, Shawn Peterson and Krystal met with Carla Crowe and Brad Schelle.

Bob provided report from last meeting:

- Chad provided excellent guidelines to charter Audit/Finance Committee
- Approval given to staff to procure services for another HR Services Company. Current Payroll provider is Xcel HR. Chad will provide names of additional HR Companies for consideration
- Service Provider Contracts new format – grant explanation to define each grant by funding stream. This will help eliminate some of the administrative work for Crowe.

V. Operations

Job Works & Pro Resources Transition

The contracts are being finalized with new Service Providers. The transition with staff is going very smoothly.

Healthcare Committee

This team decided to focus on healthcare/specialty long term care and is in the process of developing an action plan on job quality in healthcare.

Youth Build Grant

Staff is exploring the possibility of applying for Youth Build Grant but need to get other partners input. Additional information will be presented as it becomes available.

VI. Monitoring Report

Krystal said there are some findings in the report. Staff has already responded to most of the findings and working to resolve others.

VII. For the Good of the Order

Rapid Response

Barbara White distributed handout and provided an overview of The Rapid Response Program. Region 2 RR Team work with companies to quickly maximize resources and minimize disruptions association with job losses. Our team assist the company leadership and affected worker through the painful transitions from job losses.

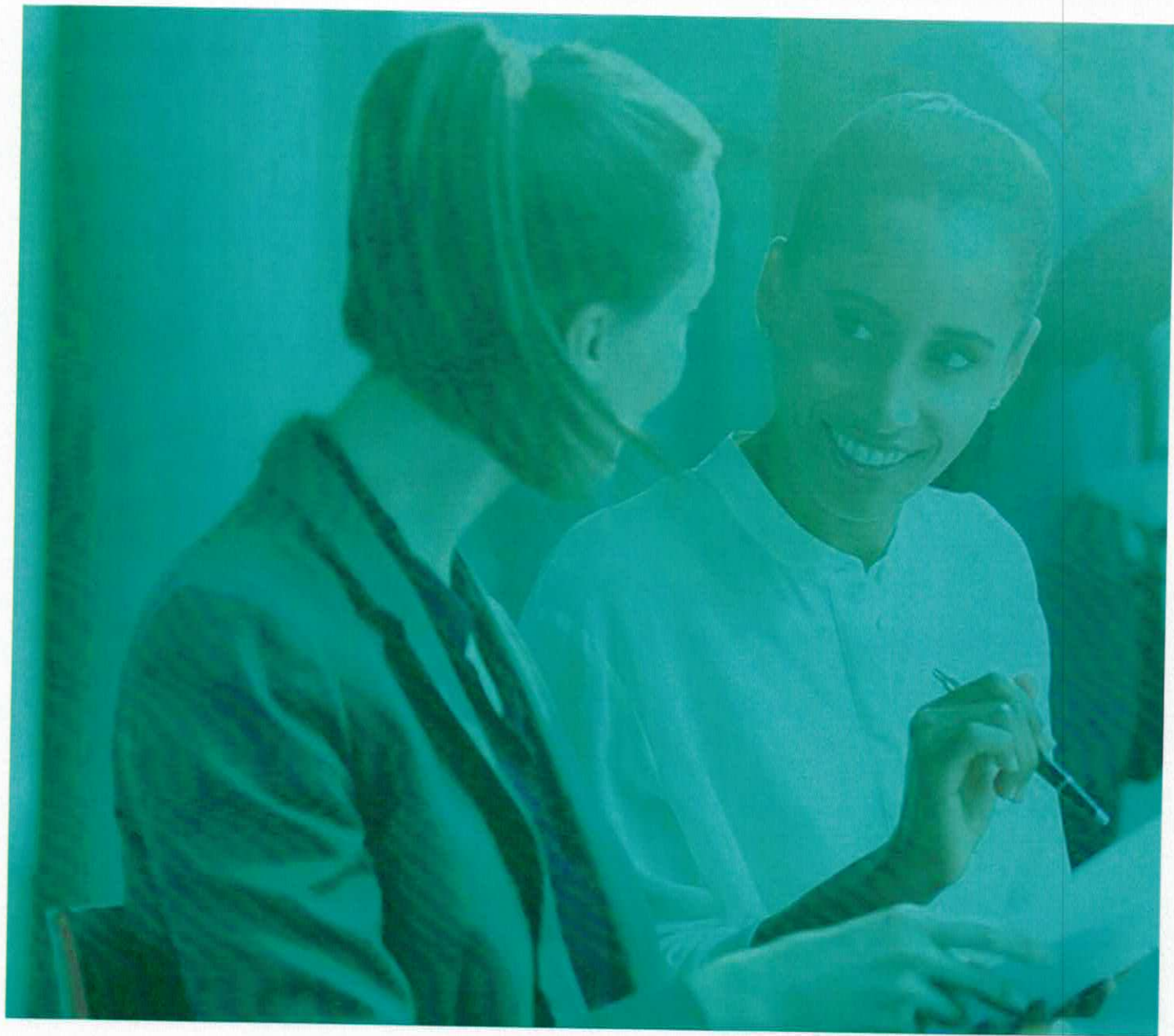
Krystal distributed handout and provided overview on the roles and goals of NIWB and Employ Northern Indiana. She talked about how the work is clearly defined with the community partners and WorkOne.

VIII. Adjournment

Motion to adjourn.

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

	B	C	D	E	K	L	M	N	O
1	Northern Indiana Workforce Investment Board, Inc.								
2	Grant Spending by Funding Source								
3	November 30, 2023								
4	Benchmark 42%								
5	Grant Description	Carry-In	PY23 Allocation	Available Funding	Year to Date	Balance	% Expended	Expires	# Months Remaining
6	WIOA								
7									
8	Adult	\$ 587,799	\$ 788,246	\$ 1,376,045	\$ 656,632	\$ 654,414	48%	6/30/2025	19
9	Dislocated Worker	685,565	826,262.00	1,511,826.76	\$ 428,571	1,083,255.81	28%	6/30/2025	19
10	Youth	-	860,878.00	860,878.00	531,798	329,079.56	62%	6/30/2025	19
11	Total WIOA	1,273,364	2,475,386	3,748,750	1,617,001	2,066,749	43%		
12	Other Grants								
13									
14	Business Consultant	-	120,000.00	120,000.00	\$ 59,771	60,228.64	50%	6/30/2024	7
15	RESEA	-	463,040.00	463,040.00	\$ 217,313	245,727.44	47%	9/30/2024	10
16	Jobs for American Grads (JAG)	89,988.60	692,500.00	782,488.60	\$ 119,497	662,991.21	15%	12/31/2024	13
17	JAG TANF	-	436,000.00	436,000.00	-	436,000.00	0%	3/31/2025	16
18	PRETS	-	125,000.00	125,000.00	-	125,000.00	0%	6/30/2024	7
19	Performance Support Grant (PSG)	70,500.00	-	70,500.00	1,533.36	68,966.64	2%	12/31/2023	1
20	Next Level Jobs (NLJ)	2,232,959.16	250,000.00	1,346,629.16	\$ 598,469	748,159.78	44%	6/30/2024	7
21	Workforce Ready Grant (WRG)	29,006.98	650,000.00	679,006.98	\$ (1,766)	680,772.97	0%	6/30/2024	7
22	Apprenticeship Grant (ABA)	127,500.00	-	127,500.00	\$ 143	127,356.94	0%	5/15/2026	29
23	Rapid Response	-	100,000.00	100,000.00	17,671	82,329.16	18%	1/20/2024	1
24	Total Other DWD Grants	2,549,954.74	2,836,540.00	4,250,164.74	1,012,631.96	3,155,203.62	24%		
25	Non-DWD Grants								
26									
27	DOL Rural Healthcare Grant	140,214	-	140,214	\$ 18,406	121,808	13%	1/31/2024	2
28	SCSEP/SCSEP Match	-	719,207	719,207	\$ 291,241	427,966	40%	6/30/2024	7
29	LIFT Network Apprenticeship	160,453	-	160,453	\$ 1,299	159,155	1%	NA	NA
30	Unrestricted/Other	50,000	53,700	103,700	49,999	53,701	NA	NA	NA
31	Total Non-DWD Grants	300,667	772,907	1,123,574	360,944	708,929			
32									
33	Total Available Funding	4,123,986	6,084,833	9,122,489	2,990,577	5,930,881	33%		



Northern Indiana Workforce Board
Operations Report

December 2023

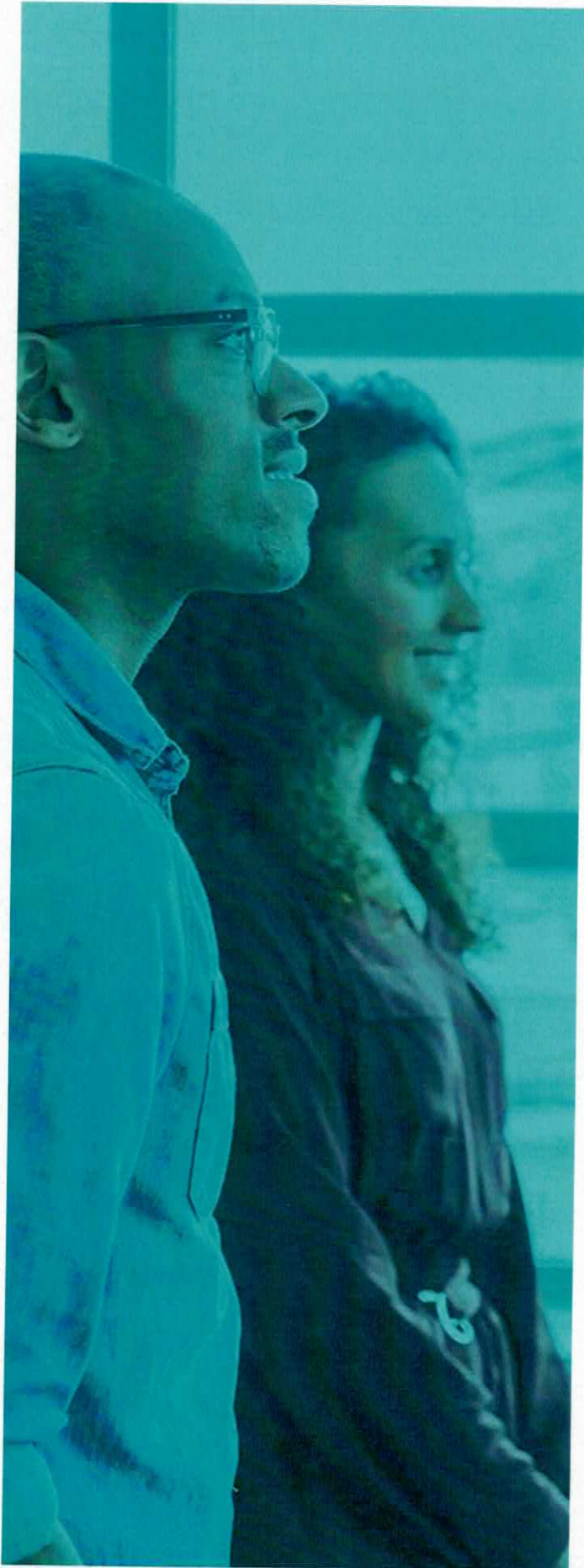


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CHIEF OPERATING OFFICER

Happy New Year!

As we move into 2024, I would like to take a moment to recognize and celebrate the dedication and commitment of the Northern Indiana Workforce Board (NIWB) staff. They have navigated the ups and downs, shifts, and changes of 2023 while serving Region 2 with exceptional care and purposefulness. I look forward to an exciting and successful year ahead and am very grateful to be able to work along side them.

The work of NIWB has 3 main areas of focus: WorkOne (employees), WIOA Partnerships (resources and supports), and Employ Northern Indiana (employers). It is our job to connect all three areas to best meet the needs of the community and to jointly maximize the resources within our Region to develop a robust workforce, a workforce that has both quality of life and of work.

In looking at our staff and their efforts, it was clear that we needed to better align their work to one of the 3 areas, define the internal associations between staff, and identify external essential relationships for each individual. Conversations have occurred with each and efforts are under way to ensure that there is a collective understanding of where we are going and why.

Jay Dixon (Director of WorkOne Operations), Susan Beals (Director of Strategic Partnerships), and Vivian Schwatz (Director of Employ Northern Indiana Operations) have provided the following to assist in the association of programs and undertakings to the area of focus.

Did I mention...I am looking forward to an exciting and successful year?! With an amazing team!

Warm regards,
Darcey

Director of WorkOne Operations – Jay Dixon

REG 02	Local Negotiated, Actual, and Adjusted Levels of Performance				
	PY22				
	Adult				
	Negotiated	Actual	Adjustment Factor	Adjusted Negotiated	Indicator Score
Employment 2Q	76.90%	79.60%	1.35%	78.25%	101.73%
Employment 4Q	73.80%	79.50%	2.85%	76.65%	103.72%
Median Earnings	\$6,253	\$7,425.00	\$586	\$6,839.00	108.57%
Credential Rate	67.30%	85.50%	9.10%	76.40%	111.91%
MSG	61.00%	62.90%	0.95%	61.95%	101.53%

REG 02	Dislocated Worker				
	Negotiated	Actual	Adjustment Factor	Adjusted Negotiated	Indicator Score
Employment 2Q	75.70%	81.30%	2.80%	78.50%	103.57%
Employment 4Q	75.85%	84.50%	4.33%	80.18%	105.39%
Median Earnings	\$7,640	\$9,711.00	\$1,036	\$8,675.50	111.94%
Credential Rate	72.20%	82.80%	5.30%	77.50%	106.84%
MSG	61.00%	67.90%	3.45%	64.45%	105.35%

REG 02					
	Youth				
	Negotiated	Actual	Adjustment Factor	Adjusted Negotiated	Indicator Score
Employment 2Q	78.25%	81.40%	1.57%	79.83%	101.97%
Employment 4Q	77.25%	84.70%	3.73%	80.98%	104.60%
Median Earnings	\$3,279	\$4,522.00	\$622	\$3,900.50	115.93%
Credential Rate	58.15%	66.70%	4.28%	62.43%	106.85%
MSG	65.00%	58.70%	-3.15%	61.85%	94.91%

Indicator Scores	Adult	DW	Youth	Overall Indicator
Employment 2Q	101.73%	103.57%	101.97%	102.42%
Employment 4Q	103.72%	105.39%	104.60%	104.57%
Median Earnings	108.57%	111.94%	115.93%	112.15%
Credential Rate	111.91%	106.84%	106.85%	108.53%
MSG	101.53%	105.35%	94.91%	100.60%
Overall Program	105.49%	106.62%	104.85%	

Senior Community Service Employment Program (SCSEP)

County	Allotted Slots	Slots Filled	Available Slots
Elkhart	18	17	1
St. Joseph	41	34	7
Marshall	6	1	5
Kosciusko	9	5	4
LaGrange	2	0	2
Noble	3	1	2

Number of SCSEP Job Seekers Exited between 10/1/2023 - 12/3/2023:

10

Number of SCSEP Job Seekers Exited to Employment between 10/1/2023 - 12/3/2023:

2

Number of SCSEP Job Seekers Enrolled between 10/1/2023 - 12/31/2023:

8

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

Activity	Results
Ticketholders Assigned	20
Services & Support Provided	12
Ticketholder in (OST) Training	0
Ticketholder Working PT	7
Ticketholder Working FT	5
Ticketholder Self-Employed	1
Ticketholder in Job Search	8
Ticketholder Discharged	0
Projected Activity	4
Networking & Partner Events Attended	8
Resource Fairs	0
Staff Development & Training	5
Quarterly Income	\$8,287
Year End Total	\$55,103

Apprenticeship

Number of companies visited	4	
Number of companies in Queue	6	
Total DOL Approved		
Apprenticeship Programs	18	
Companies with DOL Apprenticeship programs	19	
DOL applications in process	2	
Apprentices On-Boarded in December	6	
Apprentices currently active	76	
Apprentices completed program (total)	14	
		(CY, 2023 24 were
Apprentices disengaged (total)	26	CNAs)

In queue

*Bremen Casting	Ind. Maintenance
*Crane Composites	Ind. Maintenance
	Lean
*Lippert	Manufacturing
Speed Grip	Quality
	Electronic
*Vermillion	Technician
*Voyant	Quality

Next Level Jobs Employer Training Grant

In December, we successfully processed invoices totaling over \$97,000 in ETG (Employer Training Grant) funds, marking a significant milestone in our commitment to supporting employers and facilitating workforce development. These funds were utilized to reimburse employers for various trainings conducted throughout the fiscal year 2022-2023. As part of our ongoing efforts to invest in the growth and skill development of the workforce, we are pleased to report that the total expenditure for the 6.0 Employer Training Grant has reached \$751,957, reflecting our dedication to fostering a well-trained and competitive workforce.

Youth Services

In-School Youth

- Active ISY WIOA: 235
- Active ISY JAG: 450
- ISY Follow Up: 104

General Updates

- Filled Positions:
 - o Training and Development Specialist position has been filled by Dawna Heilinger.
 - o Culver High School JAG Specialist position has been filled by Jerry Miller.
 - o Pennway Alternative position has been filled by Mary Smith.
- Open Positions:
 - o None
- Coordinator
 - Secured Keynote Speaker for CDC – Jeff Yalden

Out of School Youth

- Active OSY: 93
- OSY Follow Up: 131
- Total Enrollments for December = 5 (22 potentials)
- Total Credentials Received = 2 (1 CNA, 1 Misc.)
- Total Placements = 4

General Updates

- Filled Positions:
 - o Elkhart OSY Specialist position has been filled by Billie Jo Hayes.
- Open Positions:
 - o St. Joseph County OSY Specialist.

Director of Strategic Partnerships – Susan Beals

- The WIOA Region 2 Youth Committee met on December 18th for a short virtual check-in. It was decided that the January meeting be scheduled for Jan 10th 2024, from 10:00am-11:30am at the St. Joseph County Public Library. At that time, the committee will meet to discuss the purpose and plans for 2024 as well as discuss current youth trends in Indiana and our region, specifically as they relate to job readiness and employment.
- The WIOA Quarterly Partner Meeting schedule was finalized in December and sent to all WIOA partners. The first meeting of 2024 is scheduled for January 17th at the Marshall County Community Resource Center where partners will begin to build committees which will focus on specific components of the new local plan that will be created this year.
- Monthly check-ins are being schedule with each WIOA partner. These monthly 30-minute updates will build stronger connections between partners and help with the implementation of collective regional goals.

Projects

- The focus in December has been on researching the Youth Build grant, Block Grants, and new changes coming with the SNAP and TANF programs that could increase Adult Ed and job training traffic.
- Matrix of Services will be updated and ready to share with WIOA partners at the meeting in January.

Possibilities

- Continued work with the Business Service Representatives in each of the 5 counties to promote the benefits of Work One and strategize ways to address needs that will be laid out in the local plan.

Regional Media and Community Outreach

Social Media Analytics (12.04.2024) - (01.03.2024)

Dec. 2023 – Jan. 2024 Social Media Metrics (Metric | % Change)

Platform	Reach Views		New Followers		Profile Visits		Engagement	
Facebook	13,793	-63.5	27	-18.2	1,308	-44.4	1,985	+42.5
Instagram	47	-33.8	1	-88.9	6	-64.7	32	+28
LinkedIn	2,632	-11.7	16	+23.1	47	-59.8	114	+18.8
TikTok	3,700	-30.2	102	+6.25	30	+11.1	50	-39.8

December Report Brief

The month of December revolved around creating progressive goals to engage with the audience that we've captured. In the New Year, focus is on prioritization of efforts into more than job seekers, but employers and partners as well. Review our website, and edit pages to reflect changes to WorkOne (Staff, About Us, Resources, etc.)

January Projects:

- Review of Website content to ensure ease of information access
- Develop content calendar to reflect needs and interests of the Region
- Create a pipeline graphic to show what it takes to create a flyer/infographic to improve internal communication/timeline.
- Develop press release templates to standardize outreach with aim to increase traffic
- Create Bios for the Business Service Team for development of business partner relationships

Director of Employment Northern Indiana/Business Services – Vivian Schwartz

The transition to Job Works as the service provider is starting to settle down now that they have assumed the HR role. ICC and InGage training took place for the Business Consultants and we are now seeing increased entries into each database documenting the activities that are happening throughout the region.

The focus for the Business Services team during the month of December was on Next Level Jobs. Business Consultants reached out to their employer contacts who had applied for NLJ funds during the past year. If training had been completed, the Business Consultant assisted the employer with gathering the required information needed to have their application processed and approved.

There were no off-site job fairs held during December, however, the South Bend office continued with a weekly in-house job fair each Wednesday. We had a total of 58 job seekers who attend those in-house events with positive feedback from the employers who participated. As a team, we discussed scheduling quarterly off-site job fairs in all 5 counties along with continuing the in-house job fairs in 2024.

December activity:

Business visits/contacts: 150

Business emails sent (Job packet, labor market info, contact email, etc): 3655

Job Works requires an Employer Profile be created after an employer visit and the Business Consultants are working on getting these completed and uploaded to SharePoint.

Rapid Response Coordinator – Barbara White

COMPANY NAME/COUNTY	# EMPLOYEES AFFECTED	COMMENTS
Medtronic (Kosciusko)	384	Two employees were laid off in April 19, 2023. A larger layoff is scheduled in February, 2024 with the remainder of employees laid off later in 2024.
Dwyer Instruments, Inc. (Elkhart)	57	The company makes air pressure gauges. The plant in Wakarusa will be permanently closed. Most of the jobs will stay in Indiana but some operations has already been moved to Mexico. The layoffs has been delayed until end of February, 2024. Most of the workers participated in Core Job Search Workshop on November 30. And a Rapid Response Session was held on December 14.
Warsaw Machinery (Kosciusko)	6	This business made custom machinery but after 60 years in business this company has been forced to close due to lack of orders. Our team has reached out to the 4 employees and two owners to offer job leads and to schedule workshops.
Rue21 (Kosciusko)	7	Women Clothing Store. Rapid Response session to be held prior to end of January closing.

For additional information:

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