

**EGR 6 WORKFORCE INVESTMENT BOARD  
EXECUTIVE COMMITTEE  
July 27, 2011  
Meeting Minutes**

Present: E. Roy Budd, Rhonda Duning, Joseph Evans, Jerry Sprouse, and Rick Taylor

Absent: Stuart Armstrong, John Carl, Bob Hobbs, Jim Riggle, and Brad Wilson

Others Present: Tracy Dishman, Jacob Everett, Stephanie Goodman, Dave Koesters, Sonya Paul, and Barbara Street

**OPEN SEATS:** 0

**Executive Committee Seats:** 10

Quorum to conduct business: No

Required votes to conduct business: 51%

**CALL TO ORDER:** The meeting was called to order at 10:00 AM at the Henry County WorkOne office by Executive Committee Chair Rhonda Duning.

**APPROVAL OF JUNE 9, 2011 MEETING MINUTES:** No action was taken on the minutes due to the lack of a quorum.

**DECLARATION OF CONFLICTS OF INTEREST:** Duning requested declarations of member conflicts of interest. None were declared.

**STATUS REPORTS AND UPDATES:**

**WIB Certification:** Barbara Street gave an update on the status of the WIB and Youth Council certification. The request for certification was submitted to DWD on June 23, 2011. Response was received by DWD requesting that all WIB business nominations have a letter of nomination within the file. Street explained that this work is in progress and shared with the committee the file documentation that we currently have versus letters that are expected to be received. The state desires that this be completed by September. It is an important task that must be done in order for the Board to be official.

**WIB Plan & Budget Feedback from Indiana Dept. of Workforce Development:** Jacob Everett gave an update on the Local Workforce Investment Board Plan for Economic Growth Region 6 that was submitted in May, 2011. Everett shared some highlights of the plan and feedback that was received from the State. The plan with revisions will be submitted to DWD mid-August. The SWIC will review in September for final approval for the remainder of PY11. Roy Budd commented that between August – December, PRAGER Company will be conducting a very thorough Target Industry Study for the entire region that will be very significant for what we are doing in the region. The study will lead into career pathways and assist in recruiting in-demand industries. Everett noted that DWD will begin releasing reports comparing regional performance very soon. Street welcomed the idea that things are counted in the same way so that there is comparative data. Budd commented the like-comparisons are important, because Region 6 has been rated low in performance due to counting methods and data collection.

**Budget – Grants – Contracts – Subcontracts – Revenues – Cash Flow:** Street gave an overview on the PY11 Expense-Revenue projections, including reductions that have been made to balance the budget and provide carry-in funds to assist in the transition. The report also outlined fixed costs of operations and direct client costs. Street noted that the cash/expenditure flow is really difficult during the first quarter as our grants are coming for Quarter 1 and

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another for Quarters 2-4. Even more difficult is that expenses cannot exceed the individual funding streams during the first quarter with the supplementation by carry-in funds from the prior year. Some concerns were discussed about using carry-in dollars as a cushion and that in the future it could be viewed as a negative. It was discussed that the organization and board exists to provide services and training to individuals seeking employment. Roy Budd requested that the Executive Committee be informed before future decisions are made to suspend training dollars. Budd also requested that the Executive Committee be provided a report of training dollars that were expended during the last quarter. Street responded that her responsibility is to assure that grant funds are not overspent and her actions were to slow obligations made in PY 10 which would affect PY 11 and could result in the over expenditure of funds. Street reported that it was her intention to maintain field staff at 37.5 hours at this time until it was clear that increased hours could be sustained. It was her opinion that staff morale would be affected more if field staff were increased back to 40 hours and then cut again next quarter due to more federal funding reductions. The Committee concurred with the action being taken by Street.

**WIB & WorkOne Personnel:** Dave Koesters, Director of Human Resources, gave an update on personnel. There are a total of 49 WIB employees with one open position of Business Services Representative. Orientation sessions and fringe benefits enrollments have been completed, as well as background checks and BMV checks. Meetings with trainers have been conducted weekly and some workshops have been improved, while new workshops are being developed. Other workshops are being discontinued due to lack of participation from customers. Koesters reported that Job Club has been very successful. He shared some other upcoming projects including:

- Wage Survey
  - Update Job Descriptions
  - Compare to current wage ranges
  - Make necessary adjustments
- Insurance Procurement
  - Open enrollment in December

Other initiatives in progress include fine tuning of the Personnel Policies, Attendance Policy and synchronization with the state holiday schedule. Other Human Resource initiatives include Individualized Performance Objectives for each employee tied to the Strategic Plan.

**New Software for Customer and Outcomes Reporting:** Street reported that staff have fully implemented the new customer-flow policy. The staff have been realigned to provide the Basic and Premier customer services as outlined in the WIB Plan. Street discussed some of the new programs, occupational trainings and processes. The new case management reporting system that was to be in place by July 1, 2011, as well as the new unemployment insurance modernization program software launch are now scheduled for October 1, 2011. Rhonda Duning requested a breakdown of new customers versus old customers who are currently in the OJT program. Street responded that it can be provided without any issue. The contract with ProResources is in place and working well, which is the subcontractor for the Youth Program as required. A Rapid Response request is in process to obtain additional dollars to work with Key Plastics in Hartford City. The Program Director with the Department of Labor will be in Muncie, Indiana to look at Indiana's new customer flow and to see how the transition is going. Street also shared that on August 4, 2011 Governor Daniels will be at the John Jay Center for Learning in Portland to support the entrepreneurship program.

**CORPORATE NAME AND ANNUAL MEETING CONTENT DISCUSSION:** Tracy Dishman reported that the Marketing & Communications Committee requested a discussion with the Executive Committee regarding the new name of the EGR 6 WIB and the Annual Meeting. The project of naming the EGR 6 WIB has been in process for a couple of months. Surveys have been conducted, staff and the board has been involved along the way. A list of approximately 31 suggested names was developed. The Marketing Committee would like to present to the full EGR 6 WIB the top 4 suggested names. The Marketing Committee suggests to the Executive Committee that the names be shared with the full board for an electronic vote before the annual meeting. It is also a thought to announce the new name at the annual meeting. Street reminded the Executive Committee that a name change is an amendment to the By-Laws and as such requires a super 2/3 majority vote for approval. Street suggested a conference call or online voting before going through the process of verifying trademarks on the new chosen name and actually changing the name. The top four suggested names are:

1. Alliance for Strategic Growth
2. Solutions for Employment & Training (Ready? SET. Go!)
3. Hoosier Economic Advancement League (HEAL)
4. Economic Growth Region 6 Workforce Investment Board

Dishman explained that the name chosen should be very fluid and able to adapt to handling future changes and requested thoughts. She suggested an online vote with the recommended top four names. Rick Taylor commented that he is in favor of keeping the name simple and not geographic-specific. The consensus of the committee agreed. The annual meeting is tentatively scheduled for Friday, September 23, 2011. She requested feedback regarding content, location, purpose and date. Rhonda Duning questioned the value of staff recognitions during the annual meeting. Duning commented that the recognition of business partners is a good idea. Rick Taylor cautioned that a meeting lasting longer than 1 ½ is too long. Joe Evans suggested recognizing Progress Rail. Taylor commented that it is nice to hear success stories. The committee was excited about having entertainment after the event and about the location of the venue being in Wayne County. A keynote speaker was discussed and the consensus of the committee was that it would not be beneficial. An employer showcase for Wayne & Fayette counties was suggested. Career Pathways was also a suggested topic to showcase.

**BOARD WORK PLAN AND MEETING PLANNING:** The Executive Committee will meet again August 24, 2011. Street requested feedback on what needs to be accomplished at full board meetings versus being accomplished at committee meetings. Should committee reports be discussed at full board meetings, etc? She requested that the Executive Committee dedicate time in thinking through what items of value need to happen at those meetings. Rick Taylor suggested committee reports be placed on the Internet.

**COMMITTEE REPORTS AND ASSIGNMENTS:** None.

**NEXT MEETING DATE AND AGENDA:** August 24, 2011

**ADJOURNMENT:** With no other business to be conducted the meeting was concluded at 12:15 PM.

Respectfully submitted,

Barbara Street  
Secretary