



Board of Directors Meeting Agenda
July 16, 2025
Bethel University – Miller Moore Academic
(Trustee Board Room - 4th Floor)
2:30 p.m. – 4:00 pm

- I. Welcome
- II. *March 8, 2025, Meeting Minutes Approval*
 - a. *NIWB Board of Directors Meeting*
 - b. *Annual Meeting*
- III. *Finance Committee Report* – Bob Dunn
- IV. Workforce Ready Grant (WRG)/Next Level Job (NLJ)
Local Funding Requirements
- V. President's Update
- VI. Adjourn

**Italicized items require approval*

Next Meeting: September 18, 2025

Bethel University – Academic Center - Trustee Board Room (4th Flr.)



Board Meeting
May 8, 2025
2:30 p.m. – 3:15 p.m.
Bethel University
Mishawaka IN

MEETING MINUTES

Present: Todd Bruce, Tom Craig, Matt Davis, Bob Dunn, Brandon Eakins, Dan Funston, Jeremy Gillespie, Liz Negron-Haniford, Chad Hartzell, Jana Humphreys, John Jessen, Tom Kavanagh, London Martinez, Shawn Peterson, Alan Tio, Jerod Warnock & Mayor Phil Jenkins (Nappanee)

Absent: John DeSalle, Joe Gambill, Dennis Hanna, Mark King, Christie Maurer, Murray Miller, Chris Stager, Matt Teevan

Staff Present: Darcey Mitschelen & Barbara White

Guest: Carla Crowe (Crowe), Rebecca Griffith & Gayle Williams (Job Works), Billy Brent, Savannah Quezada, Heather Pressley (Pro Resources) & Kathy Jaworski (DWD)

I. Welcome & Introductions

Todd Bruce called the meeting to order and welcomed everyone.

II. Meeting Minutes Approval

The minutes of March 13, 2025, meeting were provided in the packet of advance materials. A motion was made by Bob Dunn to approve the minutes, after being second by Chad Hartzell the motion passed.

III. Finance Committee Report

Bob Dunn provided an overview of March 31, 2025, Grant Spending by Funding Source Report. A motion was made by Alan Tio to approve March 31, 2025, financials, after being second by Jeremy Gillespie the motion passed.

IV. Resolution

Tom Kavanagh referred to the Resolution document which acknowledges that Brad Schelle has been given full signatory authority to manage day-to-day banking activities as it relates to the operation of the corporation. A motion was made by Bob Dunn to approve the Resolution after being second by John Jessen the motion passed.

V. Audit Report

Cami Demaree, from Comer, Nowling & Associates provided a detailed overview of the Audit Report. A motion was made by Chad Hartzell to approve the Independent Auditor's Report, after being second by Matt Davis the motion passed.

VI. Adult/Dislocated Worker & Youth Services RFP

Todd Bruce thanked the RFP Committee (Bob Dunn, Shawn Peterson & Chad Hartzell) for its work. He provided a summary of the RFP Process:

- RFP for WIOA Adult, Dislocated Worker, and Youth Services was released on March 26, 2025, with a due date of April 17th.
- NIWB received proposals from the following companies:
Business Interface, Eckerd, Grant Associates, JobWorks, KRA & Pro Resources
- The proposals were evaluated on three categories:
 - 1) Minimum requirements of the proposal to be accepted as outlined in the RFP.
 - a. Based on the minimum requirements, Business Interface and KRA did not meet them as defined in the RFP and therefore did not move to the next phase.
 - 2) Evaluation of the written proposals
 - a. Based on the individual evaluation of the written proposals by the committee members Grant Associates, JobWorks, and Pro Resources were invited to the Oral Interviews.
 - 3) Oral Interviews
 - a. Oral interviews were conducted on Monday May 5th with Grant, JobWorks, and Pro Resources.
- The committee met to complete their deliberation of the minimum requirements, written responses, oral interviews, and included assessment of the unknown future of the workforce landscape from both the National and State perspectives.
- The committee is recommending to the full board for approval:
 - JobWorks, Inc. to operate the WIOA Adult and Dislocated Worker Programs, and Pro Resources to operate the WIOA Youth Program. With the unknown landscape, the committee is recommending that staff enter negotiations with each provider for a 1-year contract, with the option to renew for 2 additional years based on annual performance.

A motion was made by John Jessen to approve the following recommendation from the RFP Committee after being second by London Martinez, the motion passed.

JobWorks, Inc. to operate the WIOA Adult and Dislocated Worker Programs, and Pro Resources to operate the WIOA Youth Program. The contract will be for 1-year with the option to renew it for 2 additional years based on annual performance.

VII. Offered Items

Tom Kavanagh said we are anticipating WIOA funding cuts. There is uncertainty whether the JAG Program will continue to be funded.

DWD monitoring will be held on site June 9-13

VIII. Adjournment

Motion to adjourn.

Next meeting – Thursday, July 10, 2025 @ Bethel University



Annual NIWB Board of Directors Meeting
May 8, 2025
3:15 p.m. – 4:00 p.m.
Bethel University
Mishawaka IN

MEETING MINUTES

Present: Todd Bruce, Tom Craig, Matt Davis, Bob Dunn, Brandon Eakins, Dan Funston, Jeremy Gillespie, Liz Negron-Haniford, Chad Hartzell, Jana Humphreys, John Jessen, Tom Kavanagh, London Martinez, Shawn Peterson, Alan Tio, Jerod Warnock & Mayor Phil Jenkins (Nappanee)

Absent: John DeSalle, Joe Gambill, Dennis Hanna, Mark King, Christie Maurer, Murray Miller, Chris Stager, Matt Teevan

Staff Present: Darcey Mitschelen & Barbara White

Guests: Carla Crowe (Crowe), Rebecca Griffith & Gayle Williams (Job Works), Billy Brent, Savannah Quezada, Heather Pressley (Pro Resources) & Kathy Jaworski (DWD)

I. Welcome

Todd Bruce called the meeting to order and welcomed everyone.

II. NIWB By-laws Approval

Tom Kavanagh discussed some changes Attorney Slaugh made to the document.

- Updating language from WIA to WIOA
- Political subdivision language same in Bylaws as LEO Agreement
- Defining the partnership area defined between Chief Elected Official and Local Elected Officials
- Committees clearly defined
- Board Of Directors Terms
- Public Notice of Meetings

A motion was made by Alan Tio to ratify the Amended NIWB Bylaws after being second by Brandon Eakins, the motion passed.

III. Board of Directors Terms & Elections

(Board Member Slates (3-year terms))

Tom said the Board Member current appointment terms needed to be adjusted to align with NIWB Bylaws and ensure a balanced rotation and board composition to correlate with DWD Policy. The Board terms are listed on handout (see attached). NIWB Staff will work with the Regional Chief Elected Official and notify you with new appointment term.

(Election of Board Officers)

- Chair - Chad Hartzell
- Vice Chair – Alan Tio
- Treasurer – Bob Dunn
- Secretary – Tom Craig

A motion was made by Jerod Warnock to approve the 3-year Board Terms and Slate of Officers, after being second by Matt Davis the motion passed.

IV. Board Chair's Closing Remarks

Todd made a few remarks about the year.

V. President's Remarks

Tom comments:

- MOU - Final approval from DWD
 - o In signature process
- CEO Agreement
 - o 70% of signature acquired
- 2 Warn Notices
 - o Hartland – 147
 - o SSC/SB Contractor - 200

VI. Adjournment

Motion to adjourn.

Realignment of Appointment Terms for NIWB Board of Directors

Adjust the current appointment terms for the Board of Directors to align with NIWB Bylaws and ensure a balanced rotation and board composition to correlate with DWD Policy.

Term will end June 30, 2025

Joe Gambill
London Martinez
Christie Maurer
Jerod Warnock
Mark King
Todd Bruce
Tom Craig
Dennis Hanna

Term will end June 30, 2026

Chad Hartzell
Shawn Peterson
Chris Stager
Alan Tio
Matt Teevan
John DeSalle
Matt Davis
Brandon Eakins

Term will end June 30, 2027

Jeremy Gillespie
Murray Miller
Elizabeth Negron-Haniford
Bob Dunn
Tom Kavanagh
Jana Humphreys
John Jessen

NIWB Staff will work with the Regional Chief Elected Official and notify you with new appointment term.

	E	F	G	H	I	J	K	L	N	O
Northern Indiana Workforce Investment Board, Inc. Grant Spending by Funding Source May 31, 2025										
	Grant Description	Carry-In	PY24 Allocation	Available Funding	Year to Date	Balance	% Expended	Benchmark	Expires	# Months Remaining
1	WIOA									
2										
3										
4										
5										
6	Adult	\$ 75,551	\$ 750,215	\$ 825,766	\$ 814,589	\$ 11,176	99%	64%	6/30/2026	13
7	Dislocated Worker Transfer to Adult	56,500	\$ 600,000	656,500	406,500	250,000	62%	64%	6/30/2026	13
8	Dislocated Worker	245,045	529,830	774,875	467,243	307,632	60%	64%	6/30/2026	13
9	Youth	44,168	858,525	902,693	694,360	218,333	76%	64%	6/30/2026	13
10	Total WIOA	421,263	2,738,570	3,159,833	2,372,692	787,141	75%			
11	Other Grants									
12										
13										
14										
15										
16	Business Consultant	-	120,000	120,000	111,936	8,064	93%	92%	6/30/2025	1
17	Jobs for American Grads (JAG)	174,533	621,300	795,833	380,870	414,963	48%	77%	12/31/2025	7
18	JAG TANF	1,481,073	-	1,481,073	1,142,941	338,132	77%	96%	6/30/2025	1
19	PRETS	180,730	158,400	339,130	149,996	189,134	44%	NA	12/31/2025	7
20	Next Level Jobs (NLJ)	222,052	750,000	972,052	553,918	418,134	57%	92%	6/30/2025	1
21	Workforce Ready Grant (WRG)	-	575,000	575,000	441,593	133,407	77%	92%	6/30/2025	1
22	Apprenticeship Grant (ABA)	93,325	-	93,325	59,720	33,605	64%	67%	5/15/2026	12
23	Total Other DWD Grants	2,151,713	2,224,700	4,376,413	2,840,975	1,535,438	65%			
24	Non-DWD Grants									
25										
26										
27										
28										
29	SCSEP/SCSEP Match	-	606,913	606,913	562,433	44,480	93%	92%	6/30/2025	1
30	LIFT Network Apprenticeship	-	-	-	16,505	(16,505)	0%	NA	NA	NA
31	Community Foundation of Elkhart	20,800	-	20,800	20,800	0	0%	NA	NA	NA
32	GEAR UP (South Bend CSC)	-	37,500	37,500	37,500	(0)	0%	NA	NA	NA
33	Unrestricted/Other	-	-	-	4,119	(4,119)	NA	NA	NA	NA
34	Total Non-DWD Grants	20,800	644,413	665,213	641,357	27,975	96%			
35	Expired Grants									
36										
37										
38										
39										
40	Rapid Response (2402)	38,008	-	38,008	10,258	27,750	27%	NA	8/30/2024	Expired
41	Rural Healthcare Grant	75,744	-	75,744	60,363	15,381	80%	NA	1/31/2025	Expired
42	RESEA	130,220	287,941	418,161	384,383	33,778	92%	NA	3/31/2025	Expired
43	Total Expired Grants	243,972	287,941	531,913	455,003	76,909	86%			
44	Total	2,837,748	5,895,624	8,733,372	6,310,028	2,427,463	72%			

Northern Indiana Workforce Investment Board, Inc.
Overhead and Service Provision
May 31, 2025

Benchmark 92%

Description	Year to date Actual	Total Budget	Remaining Budget	% Spent
NIWB Overhead				
Board Staff Salaries/Benefits	845,375	935,221	89,845	90%
Other Costs	90,565	150,200	59,635	60%
Contracted Services	282,550	312,700	30,150	90%
WorkOne Costs	254,399	335,000	80,601	76%
Total Overhead	1,472,890	1,733,121	260,231	85%
Direct Training (Employer Training; Apprenticeships)	513,765	953,086	439,321	54%
Service Provider - Proresource	2,598,840	3,722,731	1,123,891	70%
Service Provider/OSO - JobWorks	1,724,534	2,141,093	416,559	81%
Total Service Provision	4,323,373	5,863,824	1,540,450	
Total Expenses	6,310,028	8,550,030	2,240,003	74%

Total Direct Training 1,648,175 26% percent of total budget

Northern Indiana Workforce Board, Inc. Grant Narrative

5/31/2025

The purpose of WIOA is to better align the workforce system with education and economic development in an effort to create a collective response to economic and labor market challenges on the national, state, and local levels. WIOA continues the trend in workforce legislation by further engaging the private sector to lead local workforce development efforts and focuses on introducing increased flexibility and accountability of board members. WIOA encourages an improved response to labor market needs by connecting board performance to outcomes that require an understanding of the correlation between training investments and economic return. Changes in WIOA prompt Workforce Development Boards to be increasingly engaged in the business of collaboration, convening and partnership.*

Workforce Innovation and Opportunity Act

Business Consultant

Provides the salary of one regional business consultants who will be responsible for linking Employers, Local Economic Development Organizations and Small Business Development Centers to the Workforces Development System.

JAG State, PRETS, JAG TANF

Through the additional funding support, the WDV operating JAG programs will maintain current programs funded through WIOA, increase program capacity, maintain or add schools, target 21st Century Scholars, Career and Technical Education and free and reduced lunch students.

RESEA

Grant is to support case management and administrative cost incurred in conducting the RESEA program.

Workforce Ready Grant

Provide training

Next Level Jobs

Reimburse employers for training of existing employees

Rural Healthcare Grant

Provide funding for training and supportive services in healthcare.

Senior Community Service Employment Program

SCSEP Program offers low-income older people paid community service and training as an entry into productive work.

LIFT Network Apprenticeship

Implements and monitors the success of DOL Registered Apprenticeships within the Manufacturing Industry sectors

Apprenticeship Building America

Implement a variety of strategies to significantly expand Registered Apprenticeship Programs (RAP) opportunities to Indiana's employers and job seekers. US DOL Approved Registered Apprenticeship is an important and pivotal program which enables businesses to establish high quality talent pipelines for both attraction and retention, foster technical and employability skill development for both youth and adult populations, and increase credential attainment.