



Board of Directors Meeting Agenda

March 13, 2025

Bethel University – President's Dining Room

(located in Commons Building)

2:30 p.m. – 4:00 pm

- I. Welcome & Introductions - Todd Bruce
- II. *January 23, 2025 Meeting Minutes Approval*
- III. *Finance Committee Report* – Bob Dunn
- IV. Fiscal Agent Request – Tom Kavanagh
- V. DWD Monitoring Report & MOU Update – Tom Kavanagh
- VI. Youth Update – Savannah Quezada
 - a. CDC
 - b. IGNITE
- VII. OSO Partner Update – Gayle Williams
- VIII. RFP Committee – Tom Kavanagh
- IX. President's Report – Tom Kavanagh
- X. Board Chair's Closing Remarks – Todd Bruce
- XI. Adjourn

**Italicized items require approval 2025*

Next Meeting: May 8, 2025 – Annual Meeting

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



MEETING MINUTES

Present: Todd Bruce, Tom Craig, Matt Davis, John DeSalle, Bob Dunn, Brandon Eakins, Joe Gambill, Chad Hartzell, Jana Humphreys, Tom Kavanagh, London Martinez, Murray Miller, Ricky Reeves, Alan Tio, Jerod Warnock, Mayor Dave Wood (City of Mishawaka) & Mayor Phil Jenkins (City of Nappanee)

Absent: Jeremy Gillespie, Dennis Hanna, John Jessen, Mark King, Christie Maurer, Shawn Peterson, Chris Stager & Matt Teevan

Staff Present: Darcey Mitschelen & Barbara White

Guest: Carla Crowe (Crowe), Gayle Williams (Job Works), Savannah Quezada, Heather Eash, Heather Pressley (Pro Resources)

I. Call to Order

Todd Bruce called the meeting to order and welcomed everyone.

II. Meeting Minutes Approval

A correction of the minutes was noted and will be made as follows:

Under #VI. President's Report - Instead of savings of about \$350-\$400 annually, it should have said, savings of about \$350K-\$400K annually.

A motion was made by Bob Dunn to approve November 19, 2024, meeting minutes with the correction as listed above, after being second by Jerod Warnock the motion passed.

III. Finance Committee

Bob Dunn provided an overview of December 31, 2024, Grant Spending by Funding Source Report. A motion was made by Tom Craig to approve December 31, 2024, financials, after being second by Matt Davis the motion passed.

IV. DWD Monitoring Report, Local Plan & MOU Update

Tom reported:

DWD Monitoring Report

-NIWB was monitored during May 2024 for the timeframe covering July 2023 to May 2024. The report from DWD was received on October 29th and contained several findings and areas of concern that we needed to address to avoid these issues in the next monitoring session.

- The areas identified in the report were both administrative and operational
- These findings were addressed, and we submitted our response to DWD ahead of the deadline.
- DWD responded to us in early January
 - o Of the 11 findings, 7 have been considered resolved, three are partially resolved, and one is considered unresolved.

- Program Updates
 - Continuing to work with our services providers to improve our customer service approach and ensuring we are on pace with spending and performance activities.
 - Business Services – we are working on recalibrating the approach from a business services perspective and aligning the value we can offer to the employers, starting with talent first, then working on the different ways the talent can be developed, with and/or for them.
 - NLJ Employer Training Grants – working with the team to close out our 7.0 funds, should have that wrapped up by the end of the month.
 - NLJ Employer Training Grants 8.0 – we had \$675k to work with local employers on their training needs. I believe that we have had about \$650k obligated to employers that had their training begin in December.
 - Working with Lippert and DWD to inquire about additional ABA funds for the region, also are inquiring about additional WRG funds for this program year.
- Legislation Update
 - At the federal level there was some proposed reauthorization, ASWA, that almost crossed the finish line in December, until the late push to shrink the bill and only fund the more necessary items to keep the Gov't running – Skinny Bill.
 - Two things were highlighted in the bill
 - Redesignation
 - Training funds at 50% of WIOA allocations
 - What to expect going forward – what do we need to do as the WDB to be prepared

VII. SlateUp Presentation

Robert Merritt presented a PowerPoint presentation. (copies available upon request)

VIII. Board Chair's Closing Remarks

Todd encouraged the Board of Directors to volunteer as a judge at the CDC, If scheduling permit.

IX. Adjournment

Motion to adjourn.

Next meeting – Thursday, March 13, 2025 @ Bethel University

1	E	F	G	H	J	K	L	M	N	O
Northern Indiana Workforce Investment Board, Inc.										
Grant Spending by Funding Source										
January 31, 2025										
5	6	7	8	9	10	11	12	13	14	15
Grant Description	Carry-In	PY24 Allocation	Available Funding	Year to Date	Balance	% Expended	Benchmark	Expires	# Months Remaining	
WIOA	\$ 75,551	\$ 750,215	\$ 825,766	\$ 705,452	\$ 120,314	85%	53%	6/30/2026	17	
8 Adult	\$ 56,500	\$ 350,000	\$ 406,500	\$ 180,853	\$ 225,647	44%	53%	6/30/2026	17	
9 Dislocated Worker Transfer to Adult										
10 Dislocated Worker	245,045	779,830	1,024,875	313,422	711,453	31%	53%	6/30/2026	17	
11 Youth	44,168	858,525	902,693	492,938	409,756	55%	53%	6/30/2026	17	
Total WIOA	421,263	2,738,570	3,159,833	1,692,664	1,467,169	54%				
Other Grants										
15 Business Consultant	-	120,000	120,000	34,908	85,092	29%	59%	6/30/2025	5	
16 RESEA	130,220	287,941	418,161	307,912	110,250	74%	89%	3/31/2025	2	
17 Jobs for American Grads (JAG)	174,533	617,500	792,033	356,682	435,351	45%	63%	12/31/2025	11	
18 JAG TANF	1,248,973	-	1,248,973	553,351	695,622	44%	78%	6/30/2025	5	
19 Next Level Jobs (NLJ)	222,052	750,000	972,052	204,875	767,177	21%	59%	6/30/2025	5	
20 Workforce Ready Grant (WRG)	-	400,000	400,000	374,710	25,290	94%	59%	6/30/2025	5	
21 Apprenticeship Grant (ABA)	93,325	-	93,325	55,320	38,005	59%	55%	5/15/2026	16	
Total Other DWD Grants	1,869,103	2,175,441	4,044,544	1,887,758	2,156,787	47%				
Non-DWD Grants										
25 SCSEP/SCSSEP Match	-	741,514	741,514	407,826	333,688	55%	59%	6/30/2025	5	
26 LIFT Network Apprenticeship	-	-	-	13,895	(13,895)	0%	NA	NA	NA	
27 Community Foundation of Elkhart	20,800	-	20,800	6,273	14,527	0%	NA	NA	NA	
28 GEAR UP (South Bend CSC)	-	37,500	37,500	1,535	35,965	0%	NA	NA	NA	
29 Unrestricted/Other	-	-	-	-	-	NA	NA	NA	NA	
Total Non-DWD Grants	20,800	779,014	799,814	429,528	319,794	54%				
Expired Grants										
33 Rapid Response (2402)	38,008	-	38,008	10,258	27,750	27%	NA	8/30/2024	Expired	
34 PRETS	180,730	-	180,730	51,259	129,471	28%	NA	12/31/2024	Expired	
35 Rural Healthcare Grant	75,744	-	75,744	65,338	10,406	88%	100%	1/31/2025	Expired	
Total Expired Grants	294,482	-	294,482	126,854	167,628	43%				
Total	2,605,648	5,693,025	8,298,673	4,136,804	4,111,377	50%				

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

Benchmark 58%

Description	Year to date Actual	Total Budget	Remaining Budget	% Spent
NIWB Overhead				
Board Staff Salaries/Benefits	593,792	935,221	341,429	63%
Other Costs	60,003	150,200	90,197	40%
Contracted Services	181,257	312,700	131,443	58%
WorkOne Costs	150,834	335,000	184,166	45%
Total Overhead	985,886	1,733,121	747,235	57%
Direct Training (Employer Training; Apprenticeships)	222,966	953,086	730,120	23%
Service Provider - Proresource	1,622,371	3,484,512	1,862,141	47%
Service Provider/OSO - JobWorks	1,305,581	1,974,843	669,262	66%
Total Expenses	4,136,804	8,145,561	4,008,757	51%
Total Direct Training	727,882		18% percent of total budget	

Northern Indiana Workforce Board, Inc.
Grant Narrative

1/31/2025

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 Workforce 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.



Be Our Guest IGNITE 2025

INNOVATE. GROW. NAVIGATE. INSPIRE. THRIVE. EDUCATE.



**THURSDAY,
APRIL 24
9:00AM-4:00PM**

**St. Joseph County 4H Fairgrounds
5117 S Ironwood Dr.
South Bend, IN 46614**

**Stop by and see how South
Bend Community Schools is
supporting career exploration
for their 8th and 9th graders.**

**Use the QR Code or Link to
Register!**



bit.ly/4bksgXn



**NORTHERN
INDIANA
WORKFORCE
BOARD, INC.**

**PRO
Resources
Staffing Services**