



INDIANA  
**WORKFORCE**  
 DEVELOPMENT  
 AND ITS **WorkOne** CENTERS

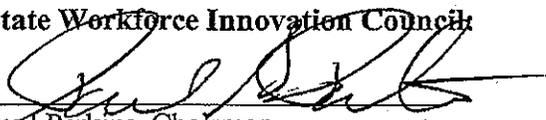
**Resolution to Adopt an Operational Plan for Budget Oversight by the  
 State Workforce Innovation Council—Balance of State Workforce Investment Board  
 May 14, 2009**

**WHEREAS**, the State Workforce Innovation Council (SWIC), functions as the Balance of State Workforce Investment Board (covering all Indiana counties except Marion) in accordance with the Workforce Investment Act of 1998 Section 111(d); and

**WHEREAS**, the eleven regions within the regional workforce system, to which the SWIC, acting in its role as Balance of State Workforce Investment Board has oversight, receive annual allocations for the provision of programs and services under WIA Title I Adult, Youth and Dislocated Worker ; and

**IT IS THEREFORE RESOLVED**, that the SWIC, in its role as the Balance of State Workforce Investment Board, hereby approves the attached operational plan for budget oversight of the state's regional workforce system.

**State Workforce Innovation Council:**



Paul Perkins, Chairman

Date 5/14/09

**Attest:**



Teresa L. Voors

Date 5/19/09

**Protocol for SWIC-Balance of State Workforce Investment Board  
Oversight of Workforce Investment Act and Special Program Budgets**

- **May—Annually**
  - Full SWIC reviews annual allocations and grants pending to regions
  - Executive Committee will recommend spending targets for service and training/support
  - SWIC will vote on allocations and targets (recommended)
  - SWIC will report its actions to the Regional Workforce Boards
  
- **December—Annually**
  - Full SWIC conducts YTD budget review:
    - Total expenditures and funds remaining
    - Productivity
      - \$ and % to service
      - \$ and % to training and support
      - Number of learners served and average capitation costs
      - Number of learners in Core, Intensive, Training; average capitation costs
      - \$ and % in major service and training/support categories
  - May make recommendations for rescission and reallocation.
  - SWIC will report its actions to the Regional Workforce Boards.
  
- **Periodically**
  - **Incremental Requests**
    - SWIC-Executive Committee will review and vote upon incremental requests equal to or greater than 10% of annual allocation
    - Executive Committee will inform SWIC via e-mail of incremental requests and outcome of vote
    - DWD will review and decide upon incremental requests less than 10% of annual allocation; DWD will inform Executive Committee of such requests and determination.
    - Executive Committee will review and vote upon second incremental requests, even if a second request is less than 10% of annual allocation; Executive Committee will inform SWIC of requests and outcomes of votes.
    - Executive Committee/DWD will report its actions to the Regional Workforce Boards.
  
  - **Special Funding**
    - DWD will inform SWIC of special funding sought by and awards made to regions.
      - National Emergency Grants
      - Federally-funded competitive grants
      - Sponsored programs grants
  
- **Monthly**
  - **Review of Regional Budgets**
    - Executive Committee will review detailed reports for service and training/support
      - Total expenditures and funds remaining
      - Productivity:
        - \$ and % to service
        - \$ and % to training and support
        - Number of learners served and average capitation costs
        - Number of learners in Core, Intensive, Training; average capitation costs
        - \$ and % in major service and training/support categories
    - Executive Committee will report questions and recommendations to Regional Workforce Boards for remediation.