

Minutes
Grow Southwest Indiana Workforce Board
8:30 a.m. CDT, December 3, 2021
VU Ft. Branch Campus

WDB Members Present:

Sue Habig
Lawrence Taylor
Michelle Schaefer

Jason Nord
Sara Worstell
Terry Marsh

Heather Watts
David St. Clair
Angela Kirlin

Drew Gerth
Amy O'Dell
Kyla Dowell

Darin Lander, Theo Boots, and Marcia Forston via telephone

Others Present:

Nancy Schroering

Jennifer Montgomery

Tad Dickel

Carla Crowe via telephone

Staff Present

Kay Johnson
Linda Jones

Valerie Schmidt
Whitney Zellers

Mary Hamilton

Angie Sheppard

Call to Order:

Sue Habig called the meeting to order at 8:30 a.m. CT.

Roll Call: Quorum of 15 WDB members present.

Additional Agenda Items: None

Consent Agenda:

WDB Minutes: Sue Habig asked for comments or questions on the WDB October 22, 2021, meeting minutes.

Executive Committee: Sue Habig reported the committee received committees' reports and items later in the agenda.

Finance Committee: Lawrence Taylor reported the committee reviewed the Financial Reports through October 31, 2021, showing an increase in STRADA funds of \$31,250. The total budget is \$5,417,977 with planned carry out to PY22 of \$356,005. Obligations increased \$874,518 leaving the total unobligated at \$112,406. The total expenditures through October 31, 2021, are \$1,015,138.

Operations Committee: Amy O'Dell reported the committee approved the minutes, reviewed reports and the two SOP amendments under New Business.

Business Services Committee: Sara reported the committee discussed business services updates, Job Fairs, and communications.

Youth Committee: The youth committee's focus is on out-of-school youth and the message to reach out, find them and pilot services.

HR Committee: Sue Habig reported the HR Committee meeting was cancelled.

Fund Development Committee: Discussed in Old Business

Staff Report: Sara Worstall reported staff has devoted a great deal of time to Registered Apprenticeships. Meetings with JAG High School Superintendents and Principals to finalize JAG agreements are about to be completed. Coordinating with United Way to establish the WorkOne office as a VITA tax preparation site.

WDB Consent Agenda: The Board reviewed the consent agenda items with no concerns.

Lawrence Taylor motioned to approve all items in the consent agenda including:

- *WDB Minutes October 22, 2021*
- *Executive Committee Minutes – November 19, 2021*
- *Finance Committee Minutes – November 19, 2021, and Financial Reports*
- *Operations Committee Minutes – November 19, 2021, and PY 21 Reports*
- *Business Services Committee Minutes – November 19, 2021*
- *Youth Committee – August and September 2021 minutes*
- *HR Committee – Meeting Cancelled*
- *Fund Development Committee*
- *WDB Staff Report*

Jason Nord seconded. Motion passed.

WDB 2021 – 10

New Business:

TORQ Contract: Sara Worstall reported the TORQ contract ends December 31, 2021. TORQ is an excellent and useful tool for job seekers to determine any skill gaps and actions needed to close the gaps. The annual cost is \$10,396.32.

Kyla Dowell motioned to approve renewing the TORQ contract. Michelle Schaeffer seconded. Motion passed.

WDB 2021-11

SOP 21-02 Supportive Services Revision: Kay Johnson reported SOP 21-02 clarifies provision of electronic devices as a supportive service for adults and dislocated workers.

Amy O'Dell motioned to approve SOP 21-02 Supportive Services Revision. Drew Gerth seconded. Motion passed.

WDB 2021-12

SOP 21-09 WIOA Youth Program Elements: Kay Johnson reported SOP 21-09 clarifies provision of electronic devices as a WIOA youth supportive service.

Terry Marsh motioned to approve SOP 21-09 WIOA Youth Program Elements. David St. Clair seconded. Motion passed.

WDB 2021-13

DWD Update: A DWD representative has not been appointed to replace Bob Birge. Sara Worstall asked Jennifer Montgomery if she would provide any DWD updates. Jennifer Montgomery reported work on unemployment insurance fraud continues but at a reduced level. Services are being made available for 750

refugees located at Atterbury. Services include English as a Second Language. Sara Worstell reported 2 or 3 families will be in our area.

Old Business:

Fund Development: Sue Habig turned the meeting over to TAD Dickel to engage everyone in an activity dividing the group into four teams to complete a challenge. TAD Dickel related the challenge to Fund Development challenge. First cultivate relationships, solicit or the ask and acknowledgement. A new logo, new website and new URL will proceed the launch of a barrier buster campaign.

United Way Empowering Employment grant: Sue Habig congratulated Sara Worstell and Makenzie Coulter for the grant award of \$140,000. TAD Dickel reported the total awarded was \$250,000.

Public Comment: None

Adjournment:

*Jason Nord motioned to adjourn at 9:27 am Central Time. David St. Clair seconded. Motion passed.
WDB 2021-14*



Jason Nord, Workforce Development Board Secretary

2/15/2022

Date