

**Minutes**  
**Grow Southwest Indiana Workforce Board**  
8:30 a.m. CDT, February 25, 2022  
VU Ft. Branch Campus

**WDB Members Present:**

Makenzie Coulter  
Sue Habig  
Michelle Schaefer

Jason Nord  
Brittney Kirwer  
Marcia Forston

Drew Gerth  
Sara Worstell

Elaine Graber  
David St. Clair

**Via Telephone:**

Darin Lander  
Alisha Hawkins

Angela Kirlin

Heather Watts

Stephanie Norrick

Carla Crowe

**Others Present:**

Chris Thorsen  
Bud Koehler  
Sherri Montgomery

Peg Boardman  
Jim Barnabee

Nancy Schroering  
Michael Thomas

Kyela Jones  
Audrey Buckman

**Staff Present**

Kay Johnson  
Jessica Simpson

Valerie Schmidt  
Linda Jones

Angie Sheppard

Whitney Zellers

**Call to Order:**

Makenzie Coulter called the meeting to order at 8:36 a.m. CT.

**New Member – Alisha Hawkins:** Makenzie Coulter welcomed new board member Alisha Hawkins.

**Recognition:** Makenzie Coulter recognized and expressed appreciation to Theo Boots for her service on the board from February 2013 until December 2021 and Chris Thorsen for his service on the board from October 2017 – May 2021.

Bud Koehler, Local Veterans Employment Representative, was recognized for 44 years of service with Department of Workforce Development.

Audrey Buckman, JobWorks, Employment Specialist, was recognized for being chosen by DWD as Youth Worker of the Year 2021-2022.

Jobs for America's Graduates' Glynn Hines Lifetime Service Award was presented to Kyela Jones, Vincennes Lincoln. Corriann Arts, Southridge, received the Longevity Award for Dedication and Service. Sherri Montgomery, JAG Coordinator, received the Longevity Award for Dedication and Service.

Makenzie Coulter expressed appreciation to all for their hard work and passion for their work.

**Additional Agenda Items:** None

**Consent Agenda:**

**WDB Minutes:** Makenzie Coulter asked for comments or questions on the WDB December 3, 2021, meeting minutes.

**Executive Committee:** Makenzie Coulter reported the committee received committees' reports and discussed items later in the agenda.

**Finance Committee:** : Carla Crowe reported the Committee approved minutes and reviewed PY21 financial reports through January 31, 2022. Carla Crowe reported a \$50,000 increase in Workforce Ready funds and \$1,700,000 in Next Level Jobs funds. The total budget is \$8,223,159 with planned carry out to PY22 of \$356,005. Obligations increased \$1,934,351 leaving the total unobligated at \$497,847. The total expenditures through January 31, 2022, are \$1,772,337. WIOA expenditures compared to budget are 32% with 58% benchmark. Total direct client expenditures for period-to-date are \$205,149 or 12% of the eligible expenditures.

**Operations Committee:** Kay Johnson reported the Operations Committee approved the minutes, reviewed the traffic counts, Covid Grants, Rural Health Grant, United Way Grant, and the new Neighborhood Navigators' program.

**Business Services Committee:** Brittney Kirwer reported staff provided updates on talent retention efforts, Next Level Jobs, and new content for social media. Information has been received that IBEW will be needing 1,200 additional workers and Holiday World will be hiring for the coming season.

**Youth Committee:** Makenzie Coulter reported the Youth Committee meeting was cancelled and expressed the need to discuss the committee's focus and the need to stay relevant.

**Fund Development Committee:** Discussed in Old Business

**Staff Report:** Sara Worstell reported on the completion of a Process Mapping exercise with the Talent 2025 Poverty Reduction work group regarding when individuals engage our services. The Neighborhood Navigators will be connecting with individuals at Potter's Wheel, Teepee Park, Carver Community Center, Gresham Place and United Caring. Meeting with Local Elected Officials preparing for the April 22, 2022, Local Elected Officials breakfast at VU Ft. Branch. An application was submitted to the Perry County Foundation for \$5,000 for additional Barrier Busting funds.

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

*Sue Habig motioned to approve all items in the consent agenda including:*

- *WDB Minutes January 22, 2022*
  - *Executive Committee Minutes*
  - *Finance Committee Minutes and Financial Reports*
  - *Operations Committee Minutes and Reports*
  - *Business Services Committee Minutes*
  - *Youth Committee – Meeting Cancelled*
  - *WDB Staff Report*
- Brittney Kirwer seconded. Motion passed. WDB 2021-19*

**New Business:**

**Neighborhood Navigators:** Makenzie Coulter reported the Neighborhood Navigators are in area neighborhoods providing the same services for eligible individuals as employment specialist do in the

WorkOne office. Locations include Gresham House, Tepe Park Neighborhood Association, Potter's Wheel, and Carver Community Organization.

**Barrier Busting Funding:** Makenzie Coulter reported \$5,000 of the \$20,000 goal has been received to help remove barriers preventing individuals from obtaining employment. Some examples include boots, court costs, bad debt at the bank and utility assistance.

**JAG Career Development Conference:** Makenzie Coulter reported the local JAG Career Development Conference was held earlier this month recognizing winners of competition in multiple areas. The winners will compete in Indianapolis which is very exciting for the youth.

**DWD Update:** Peg Boardman complimented the Region on how well they are doing.

**Old Business:**

**WDB Branding:** Darin Lander reported Fund Development Committee members reviewed Locality Studio's initial website design. Website updates and logo design will be discussed at the next meeting March 2, 2022.

**Public Comment:** Chris Thorsen expressed his appreciation on what the WDB is doing and to keep on because business needs the services. Alishea Hawkins complimented the Board in their diversification efforts and expressed looking forward to serving on the Board.

Sara Worstell introduced Board Team member, Jessica Simpson, Business Services and Communications Specialist.

**Adjournment:**

*David St. Clair motioned to adjourn at 9:17 am Central Time. Drew Gerth seconded. Motion passed.*

**WDB 2021-20**

  
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Jason Nord, Workforce Development Board Secretary

March 28, 2022  
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Date