

Minutes
Grow Southwest Indiana Workforce Board
8:30 a.m. CDT, August 27, 2021
Zoom Meeting

WDB Members Present:

Makenzie Coulter
Heather Watts
Lawrence Taylor
Brittney Kirwer
Stephanie Norrick

Michelle Schaefer
Theo Boots
Sara Worstell
Chris Psaff
Jason Nord

Darin Lander
Jon Keck
Amy O'Dell
Ryan McRoberts
Drew Gerth

Bob Birge
Elaine Graber
David St. Clair
Kyla Dowell

Others Present:

Brad Schelle
Peg Boardman

Nancy Schroering
B J Watts

Jody Robinson

Christy Teeters

Staff Present

Mary Hamilton

Angie Sheppard

Linda Jones

Call to Order:

Makenzie Coulter called the Zoom meeting to order at 8:30 a.m. CT.

Roll Call: Quorum of 19 WDB members present.

Additional Agenda Items: None

Consent Agenda:

WDB Minutes: Makenzie Coulter asked for comments or questions on the WDB June 25, 2021 meeting minutes.

Executive Committee: Makenzie Coulter reported the committee received and reviewed committees' reports and items later-on the agenda.

Finance Committee: Lawrence Taylor reported the Committee reviewed the PY 20 financial reports through June 30, 2021 noting additional funding for Covid Rapid Response, Apprenticeship and 4T Academy making the total \$6,142,760. Planned carryover is \$222,559. The Committee also reviewed the PY21 financial reports for July 2021 which reflects adjustments for estimated carry in and pending grants. Also discussed was the percentage reported for direct client expenditures.

Operations Committee: Michelle Schaefer reported the committee reviewed reports, 562 placements during PY 20 with June being the highest month with 61. The new year began with 57 placements in July. The number of OJTs are increasing and as well as the number of enrollments in CNA and CDL training. Work Experience staff is engaging more youth. The committee reviewed client of the year nominations and selected an Adult Client of the Year and a Dislocated Worker Client of the Year.

Business Services Committee: Brittney Kirwer reported the Evansville Job Fair was well attended by employers but not job seekers. The next Evansville Job Fair will be September 21, 2021. September's Business Seminar topic is Indiana Department of Labor's new Youth Employment System. As of July 9,

2021 seven hundred state-wide Next Level Jobs applications totaling \$7 million dollars were written. If the process opens up September 9, 2021 \$760,000 is ready to process. The committee reviewed Business of the Year nominations and selected Infinity Molding.

Youth Committee: Makenzie Coulter reported the committee reviewed reports and began reviewing the committee structure to determine who else to engage to find out-of-school youth. The committee also reviewed Youth Client of the Year nominations and selected two winners Youth Client of the Year and Youth Work Experience Client of the Year

Fund Development Committee: Darin Lander reported committee activity is reflected later in the agenda.

Staff Report: Sara Worst ell reported interest in apprenticeships is increasing such as the Goodwill's Digital Skills Academy. The 2021 Teachers' BootCamp was a success. This year's teachers were very passionate about the experience and shared a true comradery. A 2.1 million dollar grant was submitted for capacity building, navigator program and scholarship program.

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 June 25, 2021*
- *Executive Committee Minutes – June 18, 2021*
- *Finance Committee Minutes – June 18, 2021 and PY20 thru June 30 and PY21 July Financial Reports*
- *Operations Committee Minutes – June 18, 2021 and Reports – June 30, 2021 and July 31, 2021*
- *Business Services Committee Minutes – June 18, 2021*
- *Youth Committee – April 16, 2021 minutes and reports thru July 31, 2021*
- *Fund Development Committee – Agenda Action Items*
- *WDB Staff Report*

Ryan McRoberts seconded. Motion passed.

WDB 2021 – 01

Makenzie Coulter expressed appreciation of the Fund Development Committee their progress.

New Business:

Case Statement & Mission, Values, and Goals: Theo Boots reviewed the revised Mission Statement: Grow Southwest Indiana Workforce Board develops and promotes strategies that provide a skilled workforce for employers in Southwest Indiana. We support and train job seekers to pursue careers with competitive wages that lead to self- sufficiency.

Theo Boots motioned to approve the Mission, Values, Goals and Case Statement. Lawrence Taylor seconded. Motion passed.

WDB 2021 -02

Branding RFP: Darin Lander viewed the process the Fund Development Committee used to make a recommendation for rebranding, website, logo and social media. Eight proposals were received and narrowed down to three. Locality Studios in St. Louis was selected due to the committed community engagement, listening to those we interact with, collateral and being under budget.

Darin Lander motioned to approve Locality Studios Branding proposal. Jason Nord seconded. Motion passed.

WDB 2021-03

Dress Code Revision 1 – SOP 11-08: Michelle Schaefer reported the dress code policy change includes the statement hair should be workplace appropriate, jean jackets are appropriate and jeans on Friday.

Jason Nord motioned to approve Dress Code Revision 1 SOP-11-08. David St. Clair seconded. Motion passed. **WDB 2021-04**

Supportive Services SOP 21-02: Michelle Schaefer reported the revision is to clarify youth are not required to obtain supportive services from other sources.

Jon Keck motioned to approve Supportive Services SOP 21-02. Lawrence Taylor seconded. Motion passed. **WDB 2021-05**

Eligible Training Provider List – SOP 21-07: Michelle Schaefer reported the revision is to include updated information for the INTraining program and the Eligible Training Provider list.

Lawrence Taylor motioned to approve Supportive Services SOP 21-07. Ryan McRoberts seconded. Motion passed. **WDB 2021-06**

DWD Update: Bob Birge's update included: the Federal Benefit period ends September 4, 2021; applicants have thirty days after but employment must end before September 9, 2021; fraud cases are less; work search is reinstated and housing assistance is available through the Indiana Housing and Community Development Authority.

Old Business:

WDB Meetings: Makenzie Coulter reported based on the survey results WDB meetings are planned to alternate virtual and in person. The September annual meeting is scheduled for in person and asks members for their thoughts based on rising Covid cases. Members agreed to change the annual meeting to virtual.

Board Education - Youth Programs: Jody Robinson, JobWorks' Jobs For America's Graduates Manager presented an overview and eligibility requirements for in-school youth primarily JAG students. Cristy Teeters, Job Works' Work Experience Specialist presented an overview and eligibility requirement for out-of-school youth.

Public Comment: None

Michelle Schaefer motioned to adjourn at 9:33 am Central Time. Jason Nord seconded. Motion passed. **WDB 2021-07**



Jason Nord, Workforce Development Board Secretary

2/15/2022
Date