

Minutes
Grow Southwest Indiana Workforce Board

8:30 a.m. CDT, May 21, 2021

Zoom Meeting

WDB Members Present:

Makenzie Coulter	Michelle Schaefer	Darin Lander	Bob Birge
Heather Watts	Marcia Forston	Theo Boots	Terry Marsh
Lawrence Taylor	Sara Worstell	Amy O'Dell	David St. Clair
Jason Nord	Kyla Dowell	Sue Habig	Brittncy Kirwer
Stephanie Norrick			

Others Present:

Carla Crowe	Nancy Schroering	Jody Robinson	Kim Stevenson
B J Watts			

Staff Present:

Kay Johnson	Mary Hamilton	Angie Sheppard	Linda Jones
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Roll Call: Quorum of 17 WDB members present.

Additional Agenda Items: None

Consent Agenda:

WDB Minutes: Makenzie Coulter asked for comments or questions on the LEO/WDB April 23, 2021 meeting minutes.

Executive Committee: Makenzie Coulter reported the committee received and reviewed committees' reports, SOPs and discussed Fund Development.

Finance Committee: Carla Crowe reported the Committee reviewed the PY 20 financial reports through April 30, 2021 noting additional funding for Pre-ETS and the Rural Healthcare Grant making the current budget \$5,170,563. The current unobligated amount is \$430,184. Expenditures are under benchmark because several grants extend to 2022.

Operations Committee: Michelle Schaefer reported the Committee reviewed reports, discussed placements are below plan and mostly likely will not meet goal. Short term CDL trainings continue. JobWorks and IVY TECH are working together to make HVAC and welding training available. Two additional OJT contracts were finalized.

Business Services Committee: Brittncy Kirwer reported June 10th Business Seminar is Workplace Finance Wellness. Teachers' BootCamp will be June 11 – June 25 with 17 teachers participating. An in person Job Fair is scheduled for June 17, 2021 in Evansville.

Youth Committee: The committee meeting was cancelled due to scheduling conflicts.

HR Committee: Amy O'Dell reported the committee reviewed the Employee Handbook with a recommendation to add Paid Time Off after 15 years. Employees would receive 30 days PTO as a one year

maximum. The Committee also reviewed Economic Growth Region 11 – 2020 OEWS position salary ranges.

Staff Report: Sara Worstell reported on the Appteon Inc. Cyber Security and Information Technology Registered Apprenticeship and work with Caldwell Community Center revitalization project. Other activities have included preparing for Teachers' BootCamp, the Rural Healthcare program, and DWD monitoring.

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 –April 23, 2021*
- *Executive Committee Minutes – April 16, 2021*
- *Finance Committee Minutes - April 16, 2021 and Financial Reports – April 30, 2021*
- *Operations Committee Minutes – April 16, 2021 and Reports – April 30, 2021*
- *Business Services Committee Minutes – April 16, 2021*
- *Youth Committee – Cancelled*
- *HR Committee Minutes – October 15, 2020 – Employee Handbook Review*
- *WDB Staff Report*

Michelle Schaefer seconded. Motion passed.

WDB 2020-25

New Business:

Audit Contract Extension: Makenzie Coulter reported the audit contract has an option to renew for a third year without doing a RFP. The audit firm has provided good service during the contract period.

Jason Nord motioned to renew the audit contract for year three. David St. Clair seconded. Motion passed.

WDB 2020-26

Meeting Schedule: Makenzie Coulter reviewed the proposed PY 21 meeting calendar noting April 2022's normal meeting date is on Good Friday and asked committees to set their April date.

Sue Habig motioned to accept the proposed PY 21 meeting schedule. Amy O'Dell seconded. Motion passed.

WDB 2020-27

SOP 17-02 Non- Discrimination and Equal Opportunity: Makenzie Coulter stated the SOP revision is to expand the steps under the Complaint Processing Procedures.

Michelle Schaefer motioned to approve SOP 17-02 amendment to expand the processing procedures. Jason Nord seconded. Motion passed.

WDB 2020-28

SOP 18-04 WIOA Youth Work Experience: Makenzie Coulter stated the purpose of the SOP revision is to add information from the Supportive Service SOP.

Kyla Dowell motioned to approve SOP18-04 amendment to add information from the Supportive Service SOP. Brittney Kirwer seconded. Motion passed.

WDB 2020-29

SOP 21-02 Supportive Services: Makenzie Coulter stated the purpose is to move from Youth Work Experience SOP to Supportive Service SOP. Sara Worstell stated utilization of gas cards is included and JobWorks has a detailed gas card process.

Kyla Dowell motioned to approve SOP 21-02 Supportive Services. Theo Boots seconded. Motion passed.
WDB 2020-30

Sop 21-03 Regionally Elected Youth Barriers: Makenzie Coulter stated the purpose is to update the Youth Barriers with Workforce Innovation and Opportunity Act language.

Michelle Schaefer motioned to approve SOP 21-03 Regionally Elected Youth Barriers. Lawrence Taylor seconded. Motion passed.
WDB 2020-31

DWD Update: Bob Birge reported the changes to Indiana Career Explorer are to be implemented July 1, 2021. An RFP was issued to prepare a 5-year JAG strategic plan. A system evaluation will be completed to better connect systems with ICC. Jennifer Montgomery has been temporarily serving as Region 11's Regional Support Manager (RSM) supervising Wagner-Peyser but not TAA or veterans. Peg Boardman will now be Region 11's RSM.

Bob Birge expressed appreciation to Makenzie Coulter, Sue Habig and Jason Nord for their role in changing UI back to requiring job search. They in turn thanked Bob Birge for pushing their message up to make needed change and for keeping us updated.

Sara Worstell asked if there is method in the ICC system for employers to indicate a job seeker's follow through to interviews and employment. Bob Birge agreed to gather more information and stated this would encourage job seekers to follow through.

Old Business: None

Fund Diversification and Development Plan: Theo Boots reported the committee has two more members and asked Executive Committee members to think of individuals at their business to serve on the committee. The Funds Diversification Committee has been working on the mission, branding, top three goals and donor tracking.

Public Comment: None

Darin Lander motioned to adjourn at 9:12 am Central Time. Lawrence Taylor seconded. Motion passed.
WDB 2020-32



Jason Nord, Workforce Development Board Secretary

June 28, 2021

Date