

# Minutes

## Grow Southwest Indiana Workforce Board

8:30 a.m. CDT, August 23, 2019  
Vincennes University – Ft Branch Campus  
Gibson County

### WDB Members Present:

Makenzie Coulter	Jason Nord	Drew Gerth	Marcia Forston	Chris Thorsen
Brittney Kirwer	David St. Clair	Darin Lander	Stephanie Norrick	Michelle Schaefer
Lauren Kern	Ellen Horan	Rhonda Broerman	Heather Watts	Theo Boots
Bob Birge	Sara Worstell	Felipe Quirino	Sue Habig via telephone	

### Others Present:

Nancy Schroering	Paula Nurrenbern	Kim Stevenson	Randy Thornburg	Jody Robinson
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### WDB Staff Present:

Kay Johnson	Angie Sheppard	Dana Gustafson	Mary Hamilton	Linda Jones
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The meeting was called to order by Chair Makenzie Coulter at 8:30 a.m. Central Time.

### Additional Agenda Items: None

Marcia Forston, Junior Achievement President, gave an overview of JobSpark, distributed a JobSpark Student Career Guide and shared a video showing the hands-on experience students receive in eight career clusters. This year's event will be held October 1 and 2.

### WDB Consent Agenda

The Board reviewed the consent agenda items with no concerns.

*Marcia Forston motioned to approve all items in the consent agenda including:*

- *WDB Minutes – June 28, 2019*
- *Executive Committee Minutes – June 2019*
- *Finance Committee PY18 Financials Reports – June 2019 and PY 19 Financial Reports – July 2019*
- *Operations Committee Reports & Minutes – June 2019*
- *Business Services Committee Minutes – June 2019*
- *Youth Committee Minutes & Reports – June 2019*
- *WDB Staff Reports – June and July 2019*

*Stephanie Norrick seconded. Motion passed.*

**WDB-2019-01**

### Old Business

**Fund Diversification and Cost Savings:** Makenzie Coulter gave an update on DWD's offer of grant writing assistance and explained no immediate benefit is available. Sara Worstell will be meeting with Pike County officials to discuss the cost effectiveness of the Petersburg office since the traffic flow is so low.

### New Business

<b>Slate of Officers:</b>	Chair – Makenzie Coulter	Vice- Chair – Sue Habig
	Secretary – Jason Nord	Treasurer – Lori Williams

*Chris Thorsen motioned to elect the slate of officers as presented for a two-year term. Marcia Forston seconded. Motion passed.*

**WDB-2019-02**

**Audit Proposal for period July 1, 2018 - June 30, 2019:** Chris Thorsen explained only one audit proposal was received but based on Comer Nowling past performance and the reasonable price of \$10,570 the Finance Committee voted to recommend getting approval to sole source the contract.

*Brittney Kirwer motioned to accept Comer Nowling's proposal to audit the WDB's financial records for the period July 1, 2018 – June 30, 2019 based on DWD's approval to sole source contract. Chris Thorsen seconded. Motion passed.*  
**WDB-2019-03**

*Ellen Horan motioned to approve the Business Services Committee's Business of the Year recommendation – Kimball Electronics and the Operation Committee's recommendations for Clients of the Year: Sandra Jewell-Latta – Adult; Melinda Smith – Dislocated Worker; Jaliayah Gasaway - Youth. Jason Nord seconded. Motion passed.*  
**WDB-2019-04**

**Board Certification and CEO's:** Makenzie Coulter explained the need to request certification of the WDB and referred members to Mayor Dennis Spinner's, Chief Elected Official, letter and the board membership list.

**WIOA Performance Grant:** A \$200,000 grant proposal was submitted to DWD to continue and to expand the partner referral incentives to include adults.

**Funding for CDL and CNA Training:** Sara Worstell explained one of the parts of the Next Level Jobs is Workforce Ready Grants. Region 11 is being funded for 7 CDLs and 6 CNAs.

**Letter from Commissioner Payne:** Makenzie Coulter reviewed a letter for Commissioner Payne which lists three priorities for discretionary funding: Incentive Grants, Grant writing/sourcing resource and WorkOne Innovation.

**Princeton WorkOne Ribbon Cutting:** August 23, 2019 10:00 a.m. – 12:00 p.m. CT.

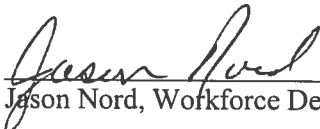
**WDB Annual Breakfast Meeting:** September 27, 2019 Breakfast 8:00 a.m. CT/9:00 a.m. ET at KCARC, 711 Old Wheatland Road, Vincennes, Indiana.

**DWD Update:** Bob Birge reminded members of the Workforce Board Retreat scheduled for October 3, 2019. Next Level Jobs has provided training for 5,000 workers and employers are taking advantage of Workforce Ready grants. Plans to improve rural broadband continue.

**Public Comment:** None.

**Adjournment:**

*David St. Clair motioned to adjourn the meeting at 9:35 a.m. Central Time. Stephanie ONorrick seconded. Motion passed.*  
**WDB-2019-05**

  
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Jason Nord, Workforce Development Board Secretary

10/25/19  
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Date