

Minutes Grow Southwest Indiana Workforce Board

8:30 a.m. CDT, June 28, 2019
Vincennes University – Ft Branch Campus
Gibson County

WDB Members Present:

Makenzie Coulter	Jim Heck	Jason Nord	Sue Habig
Drew Gerth	Jon Keck	Marcia Forston	Ryan McRoberts
Mike Szakaly	Josh Richardson	Brittney Kirwer	David St. Clair
Lori Williams	Stephanie Norrick	Eric Ahlbrand	Ellen Horan

Others Present:

Brenda Goff	Nancy Schroering	Paula Nurrenbern	Kim Stevenson
Rebecca Griffiths	Heather Watts		

WDB Staff Present:

Linda Jones Kay Johnson Sara Worstell Mary Hamilton Angie Sheppard

The meeting was called to order by Chair Makenzie Coulter at 8:05 a.m. Central Time.

Additional Agenda Items: Annual Meeting location.

WDB Consent Agenda

The Board reviewed the consent agenda items with no concerns.

Stephanie Norrick motioned to approve all items in the consent agenda including:

- *WDB Minutes – May 17, 2019*
- *Executive Committee Minutes – May 10 & 29, 2019*
- *Finance Committee PY18 Financials Reports – May 2019*
- *Operations Committee Reports & Minutes – May 2019*
- *Business Services Committee Minutes – March, April & May 2019*
- *Youth Committee Minutes & Reports – January, February, March, April & May 2019*
- *WDB Staff Reports – May 2019*

Sue Habig seconded. Motion passed.

WDB-2018-43

Old Business

Fund Diversification: Makenzie Coulter mentioned the Executive Committee is seeking advice from DWD regarding help with grant writing and finding additional funding sources.

New Business

Smartphone Policy: The Board reviewed the Smartphone Policy for WDB Staff.

Stephanie Norrick motioned to approve the Smartphone Policy as presented. Brittney Kirwer seconded. Motion passed.

WDB-2018-44

SOP 19-03 MOU & Infrastructure Shared Costs: The Board reviewed the SOP. Kay Johnson explained the changes including the roles and responsibilities and administrative duties.

Sue Habig motioned to approve the Executive Director be the designated signatory. Drew Gerth seconded. Motion passed.

WDB-2018-45

Stephanie Norrick motioned to approve SOP 19-03 MOU & Infrastructure Shared Costs as presented. Brittney Kirwer seconded. Motion passed.

WDB-2018-46

WDB Staff Organization Chart: Makenzie Coulter explained the need to eliminate the Administrative Assistant position due to funding cuts. The Board reviewed the updated WDB Staff organization chart.

Stephanie Norrick motioned to approve the WDB Staff Organization Chart as presented. Jason Nord seconded. Motion passed. **WDB-2018-47**

Innovation Pointe Lease: The Board discussed the Innovation Pointe lease and consolidating all the staff to the WorkOne Evansville office. The Innovation Pointe lease expires October 31, 2019 and requires a 30-day written notice.

Jon Keck motioned to not renew the Innovation Pointe lease and consolidate the staff at the Evansville WorkOne office. Sue Habig seconded. Motion passed. **WDB-2018-48**

Southwest Indiana Chamber Contract (TSMA): The Board discussed the Southwest Indiana Chamber contract for \$25,000 to help support an integration role with TSMA. The contract expires June 30, 2019.

Stephanie Norrick motioned to not renew the Southwest Indiana Chamber (TSMA) contract that expires June 30, 2019. Brittney Kirwer seconded. Mike Szakaly abstained. **WDB-2018-49**

DWD Update: Josh Richardson mentioned Bob Birge will be the DWD representative effective July 1, 2019. Josh showed a video from DWD colleagues wishing Jim Heck a happy retirement.

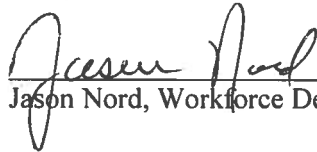
Annual Meeting Location: The Board discussed where to hold the annual meeting in September.

Brittney Kirwer motioned to hold the annual meeting in Vincennes. Lori Williams seconded. Motion passed. **WDB-2019-50**

Public Comment: None.

Adjournment:

Stephanie Norrick motioned to adjourn the meeting at 8:30 a.m. Central Time. Marcia Forston seconded. Motion passed. **WDB-2018-51**



Jason Nord, Workforce Development Board Secretary

8-23-19
Date