

Minutes
Grow Southwest Indiana Workforce Board
8:30 a.m. CDT, March 26, 2021
Zoom Meeting

WDB Members Present:

Makenzie Coulter	Michelle Schaefer	Darin Lander	Bob Birge
Heather Watts	Marcia Forston	Ryan McRoberts	Elaine Graber
Chris Thorsen	Lawrence Taylor	Jon Keck	Chris Pfaff
Sara Worstell			

Others Present:

Lauren Markley	Jennifer Montgomery	Nancy Schroering	Rebecca Griffiths
Jody Robinson	Bryan Norman		

Staff Present:

Kay Johnson	Dana Gustafson	Mary Hamilton	Angie Sheppard
Linda Jones			

Call to Order: The Zoom meeting was called to order by Chair Makenzie Coulter at 8:33 a.m. Central Time.

Roll Call: Quorum of 13WDB members present.

Additional Agenda Items: None

Consent Agenda:

WDB Minutes: Makenzie Coulter asked for comments or questions on the February 26, 2021 minutes.

Executive Committee: Makenzie Coulter reported the committee reviewed minutes, the audit report and discussed Fund Development next steps.

Finance Committee: Lawrence Taylor reported the committee reviewed the financial reports for period ending February 28, 2021. Additional Workforce Ready Rapid Recovery funds were received and total unobligated funds were reduced by the amount spent for Workforce Ready/Next Level Jobs and RESEA.

Operations Committee: Ryan McRoberts reported the committee approved the minutes, reviewed reports and accepted the SOP for approval.

Business Services Committee: Jon Keck reported the quarterly business seminar; "Holding Employees Accountable through Discipline" was very good. Dana Gustafson added two future seminar topics are Helping Employees with Financial Responsibility and Active Shooter. The committee also discussed the availability of On-The-Job Training funds and Job Fairs. A Drive through Job Fair is scheduled in Jasper May 31, 2021.

Youth Committee: Makenzie Coulter reported the committee approved the minutes, discussed the JAG CDC winners and devoted the remainder of the meeting discussing the barriers in getting youth enrolled in the program.

Staff Report: Sara Worstell reported staff coordinated the Drive-Thru Job Fair to be held on March 31 in Jasper. A virtual Rapid Response was held for Parker Hannifin, staff participated in a virtual meeting with Region 10 to discuss registered apprenticeship processes, continued adding workshop videos on the website. Staff also started a business Did You Know Campaign with Constant Contact, met with Tepe Park neighborhood to learn about residents' employment

needs and met with Charity Tracker providing a data system for community service organization to enter support provided for individuals.

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

Ryan McRoberts motioned to approve all items in the consent agenda including:
- *WDB Minutes – February 26, 2021*
- *Executive Committee Minutes – February 19, 2021*
- *Finance Committee February 19, 2021 Minutes and PY 20 February Financial Reports*
- *Operations Committee February 19, 2021 Minutes and February Reports*
- *Business Services Committee Minutes – February 19, 2021*
- *Youth Committee February 19, 2021 Minutes & February Reports*
- *WDB Staff Report*
Lawrence Taylor seconded. Motion passed. *WDB 2020-17*

New Business:

Slate of Officers: Sara Worstell reported current officers' terms end June 30, 2021. An election of officers will be at the April 23, 2021 meeting. The slate is: Chair – Makenzie Coulter, Vice-Chair – Sue Habig, Secretary – Jason Nord, Lawrence Taylor Treasurer. Sara asked for any additional nominations for the one-year term.

SOP-20-01 WIOA Service Delivery: Makenzie Coulter reported to ensure that all WIOA participants are appropriately assessed to determine eligibility and the need for individualized career planning and training services.

Marcia Forston motioned to approve SOP 21-01 WIOA Service Delivery. Ryan McRoberts seconded. Motion passed. *WDB 2020-18*

Audit Report Period Ending June 30, 2020: Makenzie Coulter reported the annual audit for period ending June 30, 2020 was completed with no issues. Lauren Markley added the audit revealed no findings and no questioned costs.

Chris Thorsen motioned to approve the audit report for period ending June 30, 2021. Lawrence Taylor seconded. Motion passed. *WDB 2020-19*

DWD Update: Bob Birge reported he met with Adult Education staff in 5 regions including Region I. TAA has been very busy the last twelve months with 23 certifications which include Kimball Hospitality. Fraud continues to be media's number one interest. Bob Birge also referenced the Hoosier Talent Network job board and recruiting tool.

Old Business:

Fund Development Committee and Plan: Darin Lander reported the committee met March 18 and will met March 31, 2021. Tiffanie Hadin with TOYOTA Motor North American has joined the committee and Darin Lander asked WDB members if their business has staff to help with marketing and rebranding. Sara Worstell reported the TA Dickel contract has been extended to June 30, 2021.

Public Comment: None

Ryan McRoberts motioned to adjourn at 9:10 am Central Time. Chris Thorsen seconded. Motion passed. *WDB-2020-20*

Jason Nord, Workforce Development Board Secretary

Date