

**Minutes**  
**Grow Southwest Indiana Workforce Board**  
8:45 a.m. CDT, October 24, 2014  
Vincennes University, VU-ICAT Building  
Vincennes IN

**Members Present:**

Bob Stemple	Frank Yuda	Jim Heck	Michelle Schaefer
Glenn Weil	Stephanie Norrick	Georg Karl	Josh Bowman
Nancy Davisson	Paula Pinkstaff	Debbie Dewey	Marilyn Pitzulo
Lori Williams	Amy O'Dell	Phil Seger	Bob Rothermel

**Others Present:**

Roy Evans, DWD	Lacey Peer, Trilogy	Dee Shrieves, WorkOne	Sheriene Knox, OJRV
Rob Hudson, VU			

**WIB Staff:**

Sara Huelsman	Linda Jones	Kay Johnson	Mary Hamilton
Pam Martin	Angie Sheppard		

The meeting was called to order by Chairperson Bob Stemple at 8:54 a.m. Central Time.

**Additional Agenda Items:**

None

**Consent Agenda:**

**WIB Meeting Minutes:**

The Board reviewed the WIB meeting minutes from August 29, 2014.

**Executive Committee:**

Bob Stemple gave a brief overview of the Executive Committee meeting.

**Finance Committee:**

Lori Williams updated the Board on the YTD financials highlighting: JAG contracts are finalized adding \$61,684, \$25,000 was de-obligated from NEGJWT funds, received \$20,000 from CELL to pass through to TPMA and Radius Indiana, and received \$50,000 from the Alcoa Foundation for the Teacher Bootcamp. The first quarter benchmark should be at 25%, but are currently at 19%. The finance committee will monitor the benchmark closely as the new Service Provider transitions.

**Operations Committee:**

Glenn Weil gave an overview of the Operations Committee; reports and standard operating procedures were reviewed. The Service Provider is working well with the State staff and making progress with the transition.

**Business Services Committee:**

Jim Heck gave a brief overview of the Business Services Committee highlighting the US 41 transportation initiative, Hispanic community outreach, TSMA 4<sup>th</sup> Quarter event on November 12 and Legislative Day on October 28 at Brake Supply.

**HR Committee:**

Debbie Dewey updated the group on the HR Committee meeting mentioning; the WIB staff will undergo a 360 degree evaluation and the PTO section of the employee handbook was updated with more detail per the monitor's request. The committee reviewed and discussed the options for health insurance. The committee decided to stay with Starmark, which is a 69.5% increase.

### **WIB Staff Report (September 2014):**

Jim Heck highlighted the Business & Professional Exchange is going well, the Princeton WorkOne office was relocated, attended the Community Conversations event with Mayor Winnecke, and visited the JAG school superintendents and principals to discuss the upcoming changes with the WIOA youth funding.

The Board reviewed all the items in the consent agenda.

Georg Karl made a motion to approve all items in the consent agenda as presented including:

- *Executive Committee Minutes – August 15 & September 20, 2014*
- *Finance Committee Minutes & Reports – August 15 & September 20, 2014*
- *Operations Committee Minutes & Reports – August 15 & September 20, 2014*
- *Business Services Committee Minutes – August 15 & September 20, 2014*
- *HR Committee Minutes – April 10, 2014*
- *WIB Staff Report – September 2014*

Stephanie Norrick seconded. Motion passed.

**WIB-2014-05**

### **Standard Operating Procedures:**

Kay Johnson explained SOP 11-05 WIA Participant Drug Screening and SOP 14-02 On-The-Job Training to the Board.

*Georg Karl made a motion to approve SOP 11-05 and SOP 14-02 as presented. Debbie Dewey seconded. Motion passed.*

**WIB-2014-06**

### **Old Business**

#### **Annual Meeting Debrief:**

Bob asked for suggestions for next year's annual meeting. Items to take into consideration are; rotating the location to different parts of the region; lapel microphones, move speaker to the end of the meeting, and video personal statements from award winners to be an introduction into the awards.

#### **SWIC Update:**

Jim Heck updated the group on the SWIC meeting. The main discussion was on direct client services. Region 11 is currently at 27% on direct client services. The new goal will be 35%. SWIC is currently working to define direct client costs.

### **New Business**

#### **Ticket to Work:**

Sheriene Knox from Operation: Job Ready Vets explained the Ticket to Work program funded through the Social Security Administration. Sheriene asked for the Board to be the Employment Network in the region. Sheriene would facilitate the program and work with the clients. The WIB would be the fiscal agent and some staff time would be required for monitoring and reporting.

*Debbie Dewey motioned to move forward with contract negotiations with Operation: Job Ready Vets on the Ticket to Work program. Michelle Schaefer seconded. Motion passed.*

**WIB-2014-07**

**Public Comment:**

Jim Heck introduced Lacey Peer from Trilogy Health Services. Lacey is in the process of becoming a new board member representing Pike county.

Rob Hudson from Vincennes University thanked everyone for visiting the campus and mentioned the Vincennes and Gibson County campuses are available for any future meetings. The group was invited to a short presentation from Doug Bowman and to tour the HTEC lab.

Frank Yuda made a motion to adjourn the meeting at 9:44 a.m. Central Time. Paula Pinkstaff seconded. Motion passed. **WIB-2014-08**

The next meeting will be on Friday, December 5, 2014 at 8:00 a.m. Central Time at VU, Fort Branch Campus.

  
Frank Yuda, Secretary

12/5/2014  
Date