

**Minutes**  
**Grow Southwest Indiana Workforce Board**  
8:30 a.m. CDT, March 25, 2022  
Zoom Meeting

**WDB Members Present:**

Makenzie Coulter	Brittney Kirwer	Michelle Schaefer	Amy O'Dell
Darin Lander	Ryan McRoberts	Chris Pfaff	Jon Keck
Terry Marsh	Heather Watts	Angela Kirlin	Sara Worstell

**Others Present:**

Carla Crowe	Rebecca Griffiths	Kim Stevenson	Nancy Schroering
William Deck	Heather Flanigan	Thomas Donohue	Bryan Norman

**Staff Present**

Kay Johnson	Angie Sheppard	Whitney Zellers	Jessica Simpson
Linda Jones			

**Call to Order:**

Makenzie Coulter called the meeting to order at 8:32 a.m. CT.

**Roll Call:** Quorum of twelve members

**Additional Agenda Items:** None

**Presentation: William Deck, MindBusiness LLC:** William Deck provided an overview of MindBusiness LLC's core philosophy, strategic approach, process and measuring success to provide knowledge and success to change thoughts, feelings and imagination to be more engaged personally and professionally.

**Consent Agenda:**

**WDB Minutes:** Makenzie Coulter asked for comments or questions on the WDB February 25, 2022, meeting minutes.

**Executive Committee:** Makenzie Coulter reported the committee approved the minutes, received committees' reports, and discussed items later in the agenda.

**Finance Committee:** Carla Crowe reported the Committee reviewed the PY 21 financial reports through February 28, 2022. The report reflects no increase in budget only a transfer of \$100,000 WIOA Dislocated Worker to WIOA Adult. The total budget is \$8,223,159 with planned carry-out to PY22 of \$356,005. The total unobligated is \$497,847 with contracts in process. The total expenditures through February 28, 2022, are \$2,816,650. WIOA expenditures compared to budget are 37% with 67% benchmark. The low percentage compared to benchmark is primarily due to the large amount for COVID grants with requirements that did not match customer need.

**Operations Committee:** Michelle Schaefer reported the Committee approved minutes and reviewed February 2022 data. Placements total 374, no new On-the-Job Training contracts, six new Rural Health enrollments and CDL, CMA and CNA trainings continue. Neighborhood Navigators are in place and making connections.

**Business Services Committee:** Brittney Kirwer reported there is a lot of business services activity with networking and events. Teachers' BootCamps, the March 31, 2022 Homeless Connect and the social media procurement to target neighborhoods were discussed. The April 21, 2022, Business Seminar will be Work and Learn presented by Ashley Williams.

**Youth Committee:** Makenzie Coulter reported Jobs for America's Graduates Region 11 competition winners are completed in Indianapolis March 18, 2022. The Committee discussed their focus. The discussion included the Neighborhood Navigators partnerships and their connections to high school dropouts. Neighborhood Navigators will be included on future agendas.

**Fund Development Committee:** Darin Lander reported website and logo development continues with a short timeline of April 22, 2022. Tweaks are being made to the WDB Values Statement to make sure it truly defines the Board's values. Darin Lander expressed appreciation for Sara Worstell's and Jessica Simpson's work outside their normal work demands.

**Staff Report:** Sara Worstell reported on work with Evansville-Vanderburgh School Corporation's Career and Tech Center on potential apprenticeship program. Branding and logo design is on-going. Neighborhood Navigator site development continues with the newest being Caldwell Community. Staff will evaluate the Warrick and Spencer Counties' sites to make sure they best serve the counties.

**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 25, 2022*
- *Executive Committee Minutes*
- *Finance Committee Minutes and Financial Reports*
- *Operations Committee Minutes and Reports*
- *Business Services Committee Minutes*
- *Youth Committee Minutes and Reports*
- *Fund Development*
- *WDB Staff Report*

*Michelle Schaefer seconded. Motion passed.*

**WDB 2021-21**

**New Business:**

**PY 20 Audit Report:** Makenzie Coulter stated the audit report included in the agenda packet reported no findings or questioned costs. The report indicates Region 11 Workforce Board is a low-risk auditee due to no findings.

*Brittney Kirwer motioned to approve the PY20 Audit Report. Ryan McReynolds seconded. Motion passed.*  
**WDB 2021-22**

**SOP 20-01 WIOA Title I Adult Priority of Service:** Michelle Schaefer reported the SOP revision includes DOL priority of service goal of 75% and minimum priority rate 50.1%. Also included are updates to align with TEFL 7-20 and a data entry section

*Jon Keck motioned to approve SOP-20-01 Title I Adult Priority of Service Revision 1. Amy O'Dell seconded. Motion passed.*  
**WDB 2021-23**

**JobWorks One Stop Operator:** Makenzie Coulter stated JobWorks One-Stop Operator/Service Provider contract ending June 30, 2022. The contract allows for a one-year extension. The Executive Committee recommends extending the contract through June 30, 2023.

*Michelle Schaefer motioned to extend JobWorks One-Stop Operator/Service Provider contract for one year through June 30, 2023. Brittney Kirwer seconded. Motion passed.* **WDB 2021-24**

**Marketing Campaign:** Makenzie Coulter referred to the proposals included in the agenda packet for digital marketing services to highlight the Neighborhood Navigators' services. The amount of available funding is \$35,000. Sara Worstell reported the evaluations of the proposals reveals Axiom best meets the needs.

*Brittney Kirwer motioned to accept Axiom's proposal to provide the marketing services. Ryan McReynolds seconded. Motion passed.* **WDB 2021-25**

**Old Business:** None

**Public Comment:** None

**Adjournment:**

*Darin Lander motioned to adjourn at 9:33 a.m. Central Time. Amy O'Dell seconded. Motion passed.* **WDB 2021-**

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Jason Nord, Workforce Development Board Secretary

May 20, 2022  
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Date