

Minutes
Southwest Indiana Workforce Board
8:30 a.m. CDT, May 20, 2022
Zoom Meeting

WDB Members Present:

Jason Nord
Darin Lander
Stephanie Norrick
Daniela Vidal

Brittney Kirwer
Ryan McRoberts
Terry Marsh
Noah Shelton

Amy O'Dell
Elaine Graber
Drew Gerth
Sara Worstell

Sue Habig
Heather Watts
Bill Bryant

Others Present:

Carla Crowe
Peg Boardman

Allie Johnston
Nancy Schroering

Kim Stevenson
Tad Dickel

Rebecca Griffiths
Bryan Norman

Staff Present

Kay Johnson
Jessica Simpson

Angie Sheppard
Mary Hamilton

Valerie Schmidt
Linda Jones

Whitney Zellers

Call to Order:

Jason Nord called the meeting to order at 8:33 a.m. CT.

Roll Call: Quorum of 15 members

Additional Agenda Items: None

Sara Worstell introduced and welcomed new members Bill Bryant, Daniela Vidal and Noah Shelton.

Consent Agenda:

WDB Minutes: Jason Nord asked for comments or questions on the WDB March 25, 2022, and April 22, 2022, meeting minutes.

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

Finance Committee: Carla Crowe reported no change in the total budget of \$8,228,159 with planned carry-out to PY22 of \$356,005. The total expenditures through April 30, 2022, are \$4,091,764. Carla Crowe also reviewed the grants due to expire June 30, 2022.

Operations Committee: Jason Nord reported the SOPs included on the agenda are coming from the Operations Committee.

Business Services Committee: Brittney Kirwer reported staff have been busy visiting employers including Solar Training in Pike County. The Grow Southwest Bootcamp will be June 10 – June 25 and Dubois Bootcamp is to begin July 25. Work continues with Next Level Jobs, the new website, social media and a Perry County courts referral system to WorkOne for individuals owing back child support.

Youth Committee: Sara Worstell reported the Committee reviewed Region 11’s winners at the State Conference and noted the Outstanding Senior received honorable mention. The winners will receive monetary recognition. The Committee also focused on the Neighborhood Navigator program including Navigators in the meeting. Navigators reported they are getting helpful feedback about what individuals want to do. The biggest interest is Gig work to work as needed.

H R Committee: Amy O’Dell reported the Committee recommends a two percent increase for the Board Team effective July 1, 2022. The Committee reviewed the Employee Handbook and recommended adding “and/or bonus” to the Wage and Salary Policy.

Fund Development Committee: Darin Lander reported the Fund Development Committee did not meet this month but continue to work on the Board Values Statement.

Staff Report: Sara Worstell reported the Perry County Foundation’s \$5,000 Barrier Buster check has been received. The apprenticeship program was monitored, and any issues are being resolved. DWD WIOA monitoring went well, and case management was applauded so kudos for all those responsible. As mentioned earlier staff have been working on bootcamps, branding, website and social media.

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

Sue Habig motioned to approve all items in the consent agenda including:

- *WDB Minutes March 25, 2022 and April 22, 2022*
- *Executive Committee Minutes March and April*
- *Finance Committee Minutes and Financial Reports March and April*
- *Operations Committee Minutes and Reports March and April*
- *Business Services Committee Minutes March and April*
- *Youth Committee Minutes and Reports March and April*
- *H R Committee*
- *Fund Development*
- *WDB Staff Report* Brittney Kirwer seconded. Motion passed.

WDB 2021-30

New Business:

WDB Staff Compensation: Jason Nord stated the Executive Committee approved H R Committee’s recommendation for 2% increase for the Board Team and to modify the employee handbook to allow bonuses. Based on this year’s gain up to 2% bonus is recommended specific for this year.

Drew Gerth motioned to approve 2% increase for Board staff, modify the employee handbook to allow bonuses and to approve up to 2% bonus specific to this year. Stephanie Norrick seconded. Motion passed.

WDB 2021-31

SOP 22-01 - Co-Enrollment Common Exit: Sara Worstell reviewed the SOP 22-01 that provides guidance for encouraging co-enrollment in WIOA.

Amy O'Dell motioned to approve SOP 22-01 Co-Enrollment Common Exit. Drew Gerth seconded. Motion passed.
EC-2101-32

SOP 22-02 – Safeguard Protected Information and DWD Account Management: Sara Worstell reviewed SOP 22-02 guidelines and requirements of protected information.

Brittney Kirwer motioned to approve SOP 22-02 Safeguard Protected Information and DWD Accounts Management. Stephanie Norrick seconded. Motion passed.
WDB-2101-33

SOP 20-04 – TAA Co-Enrollment Revision 1: Sara Worstell reviewed SOP 20-04 clarification regarding co-enrollment timelines and an additional federal reporting section

Terry Marsh motioned to approve SOP 20-04 TAA Co-enrollment Revision 1. Elaine Graber seconded. Motion passed.
WDB-2101-34

SOP 22-03 – Rapid Response: Sara Worstell reviewed SOP 22-03 clarifying roles and responsibilities of DWD, WDB and Local Rapid Response Teams.

Daniela Vidal motioned to approve SOP 22-03 Rapid Response. Sue Habig seconded. Motion passed.
WDB-2101-35

SOP 22-04 – RESEA: Sara Worstell reviewed SOP 22-04 RESEA guidance of reporting elements, performance measures and monitoring.

Terry Marsh motioned to approve SOP 22-04 RESEA. Brittney Kirwer seconded. Motion passed.
WDB-2101-36

PY 22 Meeting Schedule: Jason Nord presented the PY 22 committees' and WDB meeting schedule.

Elaine Graber motion to approve the PY 22 Meeting Schedule. Stephanie Norrick seconded. Motion passed.
WDB-2101-37

Strategic Plan: Tad Dickel recapped prior Fund Development Committee activities leading to now development of a strategic plan beginning with what are the Board and Region needs. The process will start with the listening phase to complete in the Fall 2022 and finish the process by the end of the year.

Old Business:

Slate of Officers: Sara Worstell presented the slate of officers for July 1, 2022 – June 30, 2024

Chair	–	Makenzie Coulter
Vice Chair	–	Sue Habig
Treasurer	–	Lawrence Taylor
Secretary	–	Jason Nord

Amy O-Dell motioned to approve the slate of officers for July 1, 2022 – June 30, 2024. Ryan McRoberts seconded. Motion passed.
WDB-2101-38

Public Comment: None

Adjournment:

*Sue Habig motioned to adjourn at 9:20 a.m. Central Time. Brittney Kirwer seconded.
Motion passed.*

WDB-2101-39



Jason Nord, Workforce Development Board Secretary

June 27, 2022

Date