

Minutes
Southwest Indiana Workforce Board
8:30 a.m. CDT, January 27, 2023
Zoom Meeting

WDB Members Present:

Makenzie Coulter	Michelle Schaefer	Brittney Kirwer	Heather Watts
Sue Habig	Jon Keck	Sara Worstell	Terry Marsh
Lawrence Taylor	Chris Pfaff	Daniela Vidal	Shelia Naab
Stephanie Norrick	Jessica Kiesel-Finney	Jason Nord	Amy O'Dell
Elaine Graber	Marcia Forston		

Others Present:

Allie Johnston	Jody Robinson	Nancy Schroering	Peg Boardman
Victor Oberhausen			

Staff Present

Valerie Schmidt	Kay Johnson	Angie Sheppard	Mary Hamilton
Whitney Zellers	Jessica Simpson	Linda Jones	

Call to Order:

Makenzie Coulter called the meeting to order 8:30 a.m. CT.

Additional Agenda Items: None

Consent Agenda:

WDB Minutes: Makenzie Coulter asked for comments or questions on the WDB October 28, 2022 meeting minutes.

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

Finance Committee: Lawrence Taylor reported the Committee reviewed the PY 22 December 31, 2022 financial report indicating \$213,450 increase in the budget \$90,000 for STRADA and \$123,450 for Performance Support Grant. \$22,000 was allocated to the WDB and \$180,000 to JobWorks.

Operations Committee: Michelle Schaefer reported the committee reviewed the WIOA performance data as of December 31, 2022. The committee also reviewed the Navigators' activity, Rural Health Care Grant, United Way Grant, Work Ready Grant, Employment Recovery Grant and SOP 22-07. The new Performance Support Grant will fund a Navigator to serve Posey and Pike Counties.

Business Services Committee: Brittney Kirwer reported on the Knox County Jobapalooza and stated the Dubois County Jobapalooza will be February 2, 2023. A Job Fair/ Resource Fair is scheduled for our Hispanic community on February 4, 2023 at the Central Library. A Job Fair will be held at the Evansville WorkOne February 6, 2023. February 16, 2023's Business Seminar topic is Migrant Seasonal Farmer Workforce.

Youth Committee: Makenzie Coulter reported the JAG conference will be February 17, 2023, which is WDB committees' meeting date. Makenzie Coulter stated JAG schools encourage employers to be speakers. Shelia Naab asked if it would be possible for the students to come to the company.

Staff Report: Sara Worstell reported JAG CDC plans are being finalized. Meeting with economic developers in the region to determine how the WDB can help and be incorporated in the process as they develop goals that include workforce committees. The Indiana Workforce Board Alliance (INWBA) is working with legislators to advocate for workforce and show the impact of Workforce Boards. Staff is developing the One-Stop-Operator/Service Provider Request for Proposal. The RFP asks bidders to describe how instead of instructions on what is being prescribed. Rural Health Care Grant plans are in process with Memorial Hospital in Jasper to train Certified Clinical Medical Assistants. VU Jasper offers the training.

Jon Keck motioned to approve all items in the consent agenda including:

- *WDB Minutes October 27, 2022*
- *Executive Committee Minutes*
- *Finance Committee Minutes and Financial Reports*
- *Operations Committee Minutes and Reports*
- *Business Services Committee Minutes*
- *Youth Committee – Minutes and Reports*
- *WDB Staff Report Sue Habig seconded. Motion passed.*

WDB 2022-16

New Business:

SOP 22-07 Non -formula Grant Performance Management: Sara Worstell reported the SOP provides grant management strategies to track metric and set benchmarks for non WIOA grants.

Jason Nord motioned to approve SOP 22-07 Non-formula Grant Performance Management. Stephanie Norrick seconded. Motion passed.

WDB 2022-17

RFP SCHEDULE: Makenzie Coulter reviewed the One-Stop-Operator/Service Provider Request for Proposal timeline beginning with the issuance of the RFP through the new contract start date.

Stephanie Norrick motioned to approve the OSO/Service Provider Request for Proposal Timeline. Marcia Forston seconded. Motion passed with Jon Keck abstaining.

WDB 2022-18

Old Business: None

Strategic Plan Kickoff Session: Timothy Dickel, T.A. Dickel Group LLC, (TAD) led the members in the Strategic Plan Kickoff Session by first reviewing the how we got here background information and the Vision, Mission and Values Statement. TAD listed changes members suggested.

The next step was a SWOT analysis. TAD recorded on flip charts members thoughts on strengths, weaknesses, opportunities, and threats for the organization.

Each member then marked what they feel are the 3 priorities for the organization in the coming 3 years.

A Steering Committee will be formed to work with TAD with the next step.

Public Comment: None

Adjournment:

*Jason Nord motion to adjourn at 10:05 a.m. Central Time. Jon Keck seconded.
Motion passed.*

WDB-2022-19

Jason Nord

Jason Nord, Workforce Development Board Secretary

2/25/2023

Date