

Minutes
Southwest Indiana Workforce Board
8:30 a.m. CDT, October 28, 2022
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		

Others Present:

Carla Crowe	Allie Johnston	Kim Stevenson	Jody Robinson
Rebecca Griffiths	Nancy Schroering	Charlie Baer	Peg Boardman

Staff Present

Valerie Schmidt	Kay Johnson	Mary Hamilton	Linda Jones
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Call to Order:

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

Roll Call: Quorum of 14 members

New WDB member, Jessica Kiesel-Finney stated she is the Director of Programs and the United Methodist Youth Home. The United Methodist Youth Home serves ages 10 to 21 providing a variety of services including residential and High School Equivalency preparation.

Additional Agenda Items: None

Consent Agenda:

WDB Minutes: Makenzie Coulter asked for comments or questions on the WDB August 26, 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 September 30, 2022 financial reports. As of September 30, 2022, the total budget was \$7,296,344 a change of \$1,918,157 with planned carry-out to PY23 of \$313,442 The total unobligated is \$685,761. The total expenditures through September 30, 2022, are \$884,905. Reviewed Comer Nowling audit and tax proposal and recommend for approval by the WDB.

Operations Committee: Michelle Schaeffer reported the committee reviewed reports. The number of job seekers interested in the Rural Health Care program is down, Neighborhood Navigators' connections are increasing. The committee reviewed and approved two SOPS to be discussed later in the agenda.

Business Services Committee: Brittney Kirwer reported 72 Next Level Jobs applications were received totally 2.6 million dollars. The amount of funding received is 1.3 million dollars. Options to award funding was discussed. The successful Evansville Jobapalooza was discussed with the next one to be held in Vincennes. A Job Fair is scheduled in Evansville November 7, 2022, for part-time workers.

Youth Committee: Makenzie Coulter reported our Jobs for America's Graduates achieved the 6 of 6 metrics. The committee reviewed the reports and Out-of-School is showing an increase. The Neighborhood Navigators are reporting increased connections and building relationships.

Fund Development Committee: Strategic Plan later in the agenda.

HR Committee: Heather Watts reported the committee reviewed Health Insurance Plan options since the current plan is no longer available. The committee approved a plan similar to the current plan.

Staff Report: Sara Worstell reported nine teachers participated in the Dubois Bootcamp. Presented the difference in Department of Workforce Development, Workforce Board and WorkOne to the Dubois HR Group. Pathways to Success posters are being designed to provide visuals. The Workforce Board is being included in a 5-year Evansville Promise Neighborhood Grant. Funding will provide partial funding for Bosse's JAG program. Meeting with all JAG Superintendents and Principals to review the new agreement and also meeting with Local Elected Officials. The STEM Challenge is scheduled for April 2023. Five Corporations attended the NAPE information session. Perry Central and Washington High School will participate in in-person sessions November 14 and 15. David Adams, Indiana Department of Workforce Development's new Commissioner, met with Regional Directors to discuss challenges and opportunities.

Lawrence Taylor motioned to approve all items in the consent agenda including:

- *WDB Minutes August 26, 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*
 - *HR Committee*
 - *WDB Staff Report*
- Sue Habig seconded. Motion passed.*

WDB 2022-10

New Business:

Audit and Tax Request Proposal: Makenzie Coulter ask for approval of the recommendation coming from the Finance Committee the Comer Nowling audit and tax services proposal.

Lawrence Taylor motioned to approve the Comer Nowling contract for audit and tax services. Michelle Schaefer seconded. Motion passed. **WDB-2022-11**

SOP 22-05 WIOA OJT Change 1: Update expenditures to \$12,000 and wage figures to \$13.50 or \$28,080 annual salary. OJT and Registered Apprenticeship update.

Brittney Kirwer motioned to approve SOP 22-05 WIOA Change OJT Change 1. Lawrence Taylor seconded. Motion passed. **WDB 2022-12**

SOP 22-06 WIOA GOVERNANCE – Single Entity Filling Multiple Roles: Guidance for WIOA required agreements when Local Workforce Development Boards have a single entity fulfilling more than one role. Local Elected Officials Agreements and Conflict of Interest Statements. Sara Worstell reported the Request for Proposal allows an entity to bid on one program, a variety or all programs.

Daniela Vidal motioned to approve SOP 22-06 WIOA Governance – Single Entity Filling Multiple Roles. Heather Watts seconded. Motion passed with Jon Keck abstaining. **WDB-2022-13**

INWIBA Workforce Symposium: Sara Worstell reported Indiana Workforce Board Alliance made up of the twelve Workforce Boards will be hosting the Workforce Symposium on November 17, 2022, at 10:00 a.m. ET. at IVY TECH in Indianapolis. Ron Painter, President and CEO of National Association of Workforce Boards, will be the guest speaker at breakfast.

DWD Updates: Peg Boardman complimented Region 11 on their successful Jobapaloosa. Great event with employers and agencies. Sara Worstell stated one employer made eight job offers using paper applications. Jon Keck also stated a great event.

Old Business:

Strategic Plan:

Tad Dickel reviewed Phases I -IV of the Strategic Plan Process including staff input, planning team meetings and phase two Data Collection will at the WDB December 2, 2022 meeting. The Development Phase will be completed in January to be implement in the second quarter of 2023.

Chris Pfaff motion to approve the Strategic Plan Process. Heather Watts Seconded. Motion passed. **WDB-2022-14**

Makenzie Coulter asked if the meeting date could be changed to December 9, 2022. The date will be confirmed later.

Public Comment: None

Makenzie Coulter wished everyone a Happy Thanksgiving.

Adjournment:

*Sue Habig motioned to adjourn at 9:32 a.m. Central Time. Michelle Schaefer seconded.
Motion passed.*

WDB-2022-15

Jason Nord
Jason Nord, Workforce Development Board Secretary

1/27/2023
Date