

**Minutes**  
**Southwest Indiana Workforce Board**

8:30 a.m. CDT, February 24, 2023

**WDB Members Present:**

Sue Habig	Michelle Schaefer	Heather Watts	Sara Worstell
Lawrence Taylor	Shelia Naab	Jessica Kiesel-Finney	David St. Clair
Marcia Forston	Angela Kirlin	Drew Gerth	Ryan McRoberts
Noah Shelton			

**Others Present:**

Allie Johnston	Brenda Goff	Kim Stevenson	Jody Robinson
Nancy Schroering	Peg Boardman	B J Watts	Chrissy Ash
Melissa Bassemier			

**Staff Present**

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

**Call to Order:**

Sue Habig called the meeting to order 8:33 a.m. CT.

**Additional Agenda Items:** None

**Guest Speaker:** Junior Achievement (JA)

Marcia Forston, Executive Director, gave a history of JA highlighting their annual JobSpark, a two- day event for eighth graders where professionals share their passion of the work they do. A Hands On Minds Open philosophy provided to 3500 students in ten counties. If students can see it, they can believe it.

**Consent Agenda:**

**WDB Minutes:** Sue Habig asked for comments or questions on the WDB January 27, 2023 meeting minutes.

**Executive Committee:** Sue Habig 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 January 31, 2023, financial reports and Carla Crowe reported no change in funding plus a fund by fund review

of actual compared to budget indicating no areas of concern at this time. Direct client expenditures are 11% of eligible expenditures. The committee reviewed the One-Stop-Operator/Service Provider RFP.

**Operations Committee:** Ryan McRoberts reported the committee reviewed the reports as of January 31, 2023. The committee also reviewed the RFP and SOPS listed later on the agenda.

**Business Services Committee:** Sue Habig reported on the Dubois County Jobapalooza , the Job Fair/ Resource Fair in Evansville for our Hispanic community and the Migrant Seasonal Farmer Workforce Business Seminar. The committee reviewed the One-Stop-Operator/Service Provider RFP.

**Youth Committee:** Sara Worstell reported the committee reviewed reports indicating Out-of-School enrollments are increasing. The Jobs for America’s Graduates CDC competition was held February 17 at Ivy Tech. Winners will compete at the State conference in Indianapolis The JAG program is currently meeting 6 of the 6 measures.

**Staff Report:** Sara Worstell reported INWBA is working on improving social media marketing. INWBA hosted a meet and greet with Legislators Tuesday, February 21, 2023 at the State House. Staff has been working on One-Stop-Operator/Service Provider Request for Proposal final additions. Working with Knox County Economic Development Corporation’s Workforce Development Committee. The Strategic Plan Review Team is working to categorize the information the SWOT analysis generated: 1) Awareness 2 Fund Development 3 Holistic Centered Approach.

*Marcia Forston motioned to approve all items in the consent agenda including:*

- *WDB Minutes January 27, 2023*
- *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 David St. Clair seconded. Motion passed.*

**WDB 2022-20**

**New Business:**

**One-Stop-Operator and Service Provider RFP:** Sue Habig ask everyone in attendance interested in submitting a proposal for One-Stop-Operator /Service Provider please leave the room during the discussion. Sara Worstell stated the RFP was forward to each Committee for discussion and recommended changes.

*Shelia Naab motioned to approve the One-Stop-Operator and Service Provider RFP.*

*Ryan Mc Roberts seconded. Motion passed.*

**WDB-2022-21**

**SOP 17-02 Revision 1 Non-discrimination and EO:** Kay Johnson reported the revision is to include timeframes for each step in the process.

Lawrence Taylor motioned to approve SOP 17-02 Revision 1. Non-discrimination and EO.  
Michelle Schaefer seconded. Motion passed.

*WDB-2022-22*

**SOP 21-07 Change 1 Eligible Training Provider List:** Kay Johnson reported the revision is to clarify eligibility and continued eligibility.

Ryan McRoberts motioned to approve SOP 21-07 Change 1 Eligible Training Provider List  
Shelia Naab seconded. Motion passed.

*WDB-2022-23*

**SOP 23-01 WIOA Individual Training Account Funding:** Kay Johnson reported the policy is to establish a uniform process.

Marcia Kirwer motioned to approve SOP 23-01 WIOA Individual Training Account Funding.  
Lawrence Taylor seconded. Motion passed.

*WDB-2022-24*

**Old Business:**

**DWD Monitoring Report:** Sara Worstell reported Department of Workforce Development's monitoring visit revealed no financial or program findings. An area of concern is contract language to insure separation of one-stop-operator and service provider roles. The report was excellent and included note-worthy highlights of the talent retention program, neighborhood navigators and social media.

**Public Comment:** Sara Worstell reported April Committees' meeting will be cancelled to allow time for REP bidders to present their proposal.

Sue Habig stated since Lawrence Taylor will be leaving the Board, she expressed appreciation for his dedication as Treasurer and Finance Chair.

**Adjournment:**

*David St. Clair motion to adjourn at 9:27a.m. Central Time. Ryan McRoberts seconded.  
Motion passed.*

*WDB-2022-25*

  
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Jason Nord, Workforce Development Board Secretary

March 27, 2023

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Date