

Minutes
Southwest Indiana Workforce Board
8:30 a.m. CDT, March 24, 2023

WDB Members Present:

Makenzie Coulter	Michelle Schaefer	Heather Watts	David St. Clair
Chris Pfaff	Jessica Kiesel-Finney	Marcia Forston	Angela Kirlin
Drew Gerth	Ryan McRoberts	Daniela Vidal	Roger Clark
Terry Marsh	Stephanie Norrick	Elaine Graber	Sara Worstell

Others Present:

Bryon Silks	Rebecca Griffiths	Stephanie Wells	Carla Crowe
Tad Dickel	Jody Robinson	Nancy Schroering	
Peg Boardman			

Staff Present:

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

Call to Order:

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

Roll Call: Quorum of 16 members.

Additional Agenda Items: None

Strategic Plan Update: Tad Dickel reviewed the timeline and stated of the Vision/Mission/Values the Mission is updated to say Grow Southwest Indiana Workforce Board shapes and supports evolving talent and employers needs by developing and promoting strategies that provide capable employees for Southwest Indiana. The three strategic priorities from the January WDB SWOT analysis are Build awareness, Enhance programs and Diversify funding. The next step is the Steering Committee, Makenzie Coulter, Marcia Forston, Elaine Graber, Darin Lander, Jason Nord, and Sara Worstell will meet in-person to develop a more focused plan.

Guest Speaker: Indiana Workforce Board Alliance (INWBA) Consultant, Stephanie Wells, gave an overview of her role as consultant for INWBA. A summary of the 2023 priorities gathered from the regions are: Improve working relationships with DWD, advocacy and

education with policy makers, look for more diverse funding and professional development. Observations include confusion about who we are, confusion about WDB business model and WDB employee morale. Stephanie Wells also provided an update on HB 1002, HB 1609, HB 1160 and Budget HB 1001.

Consent Agenda:

WDB Minutes: Makenzie Coulter asked for comments or questions on the WDB February 24, 2023 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: Makenzie Coulter reported Heather Watts has accepted the Finance Chair/Treasure position beginning in April.

Carla Crowe reported the Committee reviewed the PY 22 February 28, 2022, financial reports. Carla Crowe reported no changes in the budget this month. As of February 28, 2022, the total budget was \$7,509,793 with planned carry-out to PY23 of \$313,442. The total unobligated is \$685,761. The total expenditures through February 28, 2022, are \$2,725,449. WIOA expenditures compared to budget are 44% with 67% benchmark. The carry-out amount accounts for some difference. Carla Crowe explained Next Level Jobs expenditure level is low even though dollars are obligated since payments are based on training completion.

Operations Committee: Michelle Schaefer reported the committee reviewed the reports as of February 28, 2023 indicating placements are below goal and performance standards are improving. Skill gains are below target as is most of the state. The Posey County and Pike County Navigators are hired. Michelle Schaefer reported the committee reviewed the RFP and SOP.

Business Services Committee: Sara Worstell reported the committee discussed the STEM Challenge, BootCamps, JobSpark, Jobapalooza, Perry County Skill Trade Fair and the Homeless Connect.

Youth Committee: Makenzie Coulter reported the committee reviewed reports. The Jobs for America's Graduates CDC winners will be at the April 28, 2023 WDB/LEO breakfast. The committee discussed the Navigators' progress continuing to build relationships and trust in the community.

Staff Report: Sara Worstell reported speaking with a SHRM member about doing workshops at the Evansville WorkOne. Discussions regarding integrating JA curriculum in the JAG classes. Sara Worstell reported she gave a presentation to the Southern Indiana Education Center on education to work pathways.

Ryan McRoberts motioned to approve all items in the consent agenda including:

- WDB Minutes February 24, 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 Daniela Vidal seconded. Motion passed.

WDB 2022-26

New Business:

PY23 Meeting Schedule: Makenzie Coulter reviewed the proposed PY23 meeting schedule noting the Executive Committee will meet May 14,2024 at 9:00 a.m. CT and committees should plan to meet prior.

Michelle Schaefer motioned to approve the PY23 Meeting Schedule. David St. Clair seconded. Motion passed.

WDB-2022-27

SOP 23-02 Workforce Programs Data Validation: Michelle Schaefer reported SOP 23-02 Workforce Programs Data Validation describes how DWD looks at data validation. Provides procedures for DWD and regions.

Ryan McRoberts motioned to approve SOP 23-02 Workforce Programs Data Validation. Michelle Schaefer seconded. Motion passed.

WDB-2022-28

PY 21 Audit Report: Carla Crowe reported on the PY 21 Audit Report. The audit reported revenue period ending June 30, 2022, of \$5,032,604 and expenses \$5,024,802. The audit reported no financial statement findings and no federal award findings and is considered a low-risk auditee.

Jessica Kiesel-Finney motioned to approve the PY 21 Audit Report. Ryan McRoberts seconded. Motion passed.

WDB-2022-29

Old Business:

DWD Update: No updates were provided.

Public Comment: None

Adjournment:

Michelle Schaefer motion to adjourn at 9:30 a.m. Central Time. Ryan McRoberts seconded. Motion passed.

WDB-2022-30



Jason Nord, Workforce Development Board Secretary

May 3, 2023

Date