

Minutes
Southwest Indiana Workforce Board
8:30 a.m. CDT, May 19, 2023

WDB Members Present:

Makenzie Coulter	Heather Watts	David St. Clair	Amy O'Dell
Sue Habig	Marcia Forston	Drew Gerth	Daniela Vidal
Terry Marsh	Noah Shelton	Stephanie Norrick	Elaine Graber
Jon Keck	Sara Worstell		

Others Present:

Brian Evans	Allie Johnston	Leslie Crist	Brenda Goff
Jody Robinson	Nancy Schroering	Melissa Baxter	Thomas Donahue
Peg Boardman	Bryan Norman		

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 14 members.

Additional Agenda Items: None

Guest Speaker: Brian Evans-INVets explained the organization is a non-profit partner in business to attract military talent to Indiana. Leaving the military veterans have hard and soft skills desirable to employers. They are on the move and most likely will not go back to their home so INVets goal is to attract them to Indiana. Brian Evans reported over 10,000 veterans are included in the portal available for employers to make connections. An example of INVets success is a veteran originally from Indiana said he would never want to work in Indiana because of a bad experience but now is happily employed in Evansville.

Consent Agenda:

WDB Minutes: Makenzie Coulter asked for comments or questions on the WDB April 28, 2023, meeting minutes. Makenzie Coulter commented on the great job Jody Robinson did facilitating the

JAG students' presentations at the meeting and hearing from the students was great.

Executive Committee: Makenzie Coulter reported the committee approved the minutes, received committees' reports, and reviewed SOPs.

Finance Committee:

Linda Jones reported the committee reviewed the PY 22 March 31, 2023, financial reports since timing did not allow closing for April financials. Budget increases include PRETS - \$75,900 and ABA Apprenticeship - \$607,500. The Workforce Ready grant was reduced \$40,000. As of March 31, 2022, the total budget was \$8,153,193 with planned carry-out to PY23 of \$313,442. The total unobligated is \$1,107,438. The total expenditures through March 31, 2022, were \$3,188,351.

Operations Committee: Amy O'Dell reported the committee approved minutes, reviewed the reports and metrics as of April 30, 2023, and reviewed the SOPs.

Business Services Committee: Sue Habig reported the Perry Jobapalooza had 32 job seekers and Posey County had 23. The Program Support Grant goal of 120 new businesses was exceeded. The committee discussed the ABA apprenticeship program and Next Level Jobs.

Youth Committee: Makenzie Coulter reported the committee approved minutes and reviewed reports. JAG program is achieving 6 of 6. Junior Achievement is taking the lead applying for a Federal Grant opportunity serving 16-21 providing opportunities for JAG students.

H R Committee: Amy O'Dell reported the committee is reviewing a salary market study and review of cost-of-living percentages. A recommendation will be made at the June meeting. A review of the Employee Handbook determined no changes are needed. Dental Insurance premium rate remains the same.

Staff Report: Sara Worstell reported Southridge High School was the big Stem Challenge winner. The Dubois BootCamp kickoff is next week and Southwest BootCamp will be mid-June. Plans are in place to share a Job Developer with Youth Build. A Jobs for the Future grant to include Neighborhood Navigator wrap around services. A meeting is scheduled with JobWorks leadership to discuss the PY23 contract.

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

- *WDB Minutes April 28, 2023*
- *Executive Committee Minutes*
- *Finance Committee Minutes and Financial Reports*
- *Operations Committee Minutes and Reports*
- *Business Services Committee Minutes*
- *Youth Committee – Minutes and Reports*
- *HR Committee - Minutes*
- *WDB Staff Report* *Amy O'Dell seconded. Motion passed.*

WDB 2022-35

New Business:

SOP 17-05 Youth Eligibility Change 1 Sara Worstell reported SOP 17-05 change 1 updates in-school youth Basic Skills Deficient definition, the variety of tests and eligibility to work.

Sue Habig motioned to approve SOP 17-05 Youth Eligibility Change 1 Drew Gerth seconded. Motion passed. **WDB-2022-36**

SOP 22-02 Sara Worstell reported SOP 22-02 Safeguard Protected Information Change 1 outlines the appropriate access, use, and storage of privileged information.

Jon Keck motioned to approve SOP 22 -02 Safeguard Protected Information Change 1. Elaine Graber seconded. Motion passed. **WDB-2022-37**

SOP 23-03 Apprenticeship Grants: Sara Worstell reported the policy provides an overview of the apprenticeship grant requirements and grantee responsibilities.

Heather Watts motioned to approve SOP 23-03 Apprenticeship Grants. Sue Habig seconded. Motion passed. **WDB-2022-38**

Old Business:

DWD Update: Noah Shelton reported several leadership changes at DWD. Richard Paulk is the new Commissioner and Mike Smith is the new Chief Financial Officer. Unemployment weekly vouchers are about 20,000 compared to 35,000 during the winter months. WIOA allocations will be released next week.

Public Comment: None

Adjournment:

Sue Habig motioned to adjourn at 9:25 a.m. Central Time. Amy O'Dell seconded. Motion passed. **WDB-2022-39**



Jason Nord, Workforce Development Board Secretary

July 14, 2023

Date