

## Minutes

### Southwest Indiana Workforce Board

8:30 a.m. CT, January 26, 2024

Zoom Meeting

#### WDB Members Present:

Makenzie Coulter	Jason Nord	Terry Marsh	Jessica Kiesel-Finney
Darin Lander	Brittney Kirwer	Michell Schaefer	David St. Clair
Amy O'Dell	Drew Gerth	Stephanie Norrick	Peg Boardman
Heather Watts	Jon Keck	Marcia Forston	Ashley Willis
Ryan McRoberts	Chris Pfaff	Elaine Graber	Shelia Naab
Stephanie Norrick	Sara Worstell		

#### Others Present:

Allie St. German	Carla Crowe	Kim Stevenson	Nancy Schroering
Jody Robinson	Jillan Lindauer		

#### Staff Present:

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

**Call to Order:** Makenzie Coulter called the meeting to order at 8:30 a.m. Central Time.

**Call for Additional Agenda Items:** None

#### Consent Agenda:

#### WDB Minutes:

Makenzie Coulter asked for comments or questions on the WDB December 1, 2023, meeting minutes.

**Executive Committee:** Makenzie Coulter reported the committee approved the minutes, approved the Consent Agenda, SOPs and Other Business below.

**Finance Committee:** Heather Watts reported the committee reviewed the PY 23 December 31, 2023, financial reports. The budget increased \$985,232. \$66,297 WIOA Dislocated Worker, \$100,000 JAG TANF, \$653,935 Evansville Promise Neighborhood Grant and \$165,000 United Way, Navigator Grant. The total income budget increased to \$7,536,459 and expense budget \$6,231,256. Planned carry-out is \$303,415 and unobligated funds yet to be obligated. Heather Watts reported no concerns regarding expenditure compared to the benchmark.

**Operations Committee:** Michelle Schaefer reported the committee approved minutes and reviewed reports that showed 22 placements in November and 21 in December. Wagner-Peyser enrollments

were 151. Workforce Ready enrolled 23 in December and now totals 33. Unemployment traffic is increasing. Currently 28 individuals are in CDL training, 5 in IT and 3 in the medical field. RESEA activity has increased.

Michelle Schaeffer reported the committee reviewed and recommended for approved 5 SOPs.

**Business Services Committee:** Brittney Kirwer reported Warrick Jobapalooza will be February 7, 2024. Business Seminars are scheduled for Vincennes, Jasper and Evansville presenting the topic Recruiting/Creating a Successful Workplace for Non-English-Speaking individuals. Next Level Jobs 6.0 is ending and 7.0 is ready to start plus ABA Apprenticeship grant work continues. Jody Robinson gave a WorkOne update.

**Youth Committee:** Makenzie Coulter reported the committee approved minutes and reviewed November and December In School and Out of School reports. The JAG CDC competition will be February 2, 2024.

**WDB Staff Report:** Sara Worstell reported adding Hillcrest Youth Home and Vanderburgh Health Department to the partner referral system, an on-line system to make appointments with any partner agency. Recent contact with the Vanderburgh County Prosecutor Office's Pre-Trial Diversion Program to work with individuals to obtain employment before their trial.

Sara Worstell reported she had the opportunity to attend the Youth Apprenticeship conference hosted by Trident Technical College in South Carolina, a pioneer youth apprenticeship. The Evansville Vanderburgh Public Library will be a navigator location beginning in January. A United Way of Southwest grant was received for the Neighborhood Navigator program in Vanderburgh, Warrick, and Spencer Counties.

*Brittney Kirwer motioned to approve the WDB Consent Agenda. Michelle Schaefer seconded. Motion passed.* **WDB-2023-18**

#### **New Business:**

**SOP-23-01 Change 1 Individual Training Account Funding** – Michelle Schaefer reported the purpose of the policy is to create a uniform process for issuing ITAs. No changes are needed in Region 11's process.

*Jason Nord motioned to approve SOP-23-01 Change 1 Individual Training Account Funding. Jon Keck seconded. Motion passed.* **WDB-2023-19**

**SOP-23-08 VOS Greeter Guidance** – Michelle Schaefer reported the purpose is to provide an overview of the purpose and significance of its data and how it must be uniformly implemented.

*Terry Marsh motioned to approve SOP-23-08 VOS Greeter Guidance. Sue Habig seconded.  
Motion passed.*

**WDB-2023-20**

**SOP-23-06 Social Media Management** – Michelle Schaefer reported this is a new policy to establish guidelines for the use of social media within Region 11 workforce development system.

*Brittney Kirwer motioned to approve SOP-23-06 Social Media Management. Amy O'Dell seconded.  
Motion passed.*

**WDB-2023-21**

**SOP-18-05 Change 2 Educational Functioning Level Assessment** – Michelle Schaefer reported the policy is to describe the procedure regarding measurement of Educational Functioning Levels, test administration, proctor training and testing accommodations adding ACT WorkKeys assessment.

*Jason Nord motioned to approve SOP-18-08 Change 2 Educational Functional Level Assessment.  
Elaine Graber seconded. Motion passed.*

**WDB-2023-22**

**SOP-20-05 One-Stop American Job Center Certification Change 1-** Michelle Schaeffer reported the policy outlines the process and criteria for evaluating and certifying Indiana's comprehensive and affiliate Job Centers.

*Peg Boardman motioned to approve SOP-20-05 One-Stop American Job Center Certification  
Change 1. Shelia Naab seconded. Motion passed.*

**WDB-2023-23**

Sara Worstell reported we received a call from a customer complimenting staff and saying they would love to help people at the computers when we have an opening.

**Election of Officers:** Makenzie Coulter reported election of officers will be held to be effective July 1, 2024. Sara Worstell stated four offices: Chair, Vice Chair, Treasurer and Secretary.

**Old Business:**

**Strategic Plan and Capacity Building:** Darin Lander reported on an initial meeting with Slade Consulting to provide context about where we are seeking additional funding opportunities.

Darin Lander asked members to join the Fund Development Committee.

**DWD Update:** Peg Boardman reported UI traffic has increased causing wait times for the call center to be one to two hours. Improvement to the system is in process.

**Public Comment:** None

Makenzie Coulter reported Linda Jones has given her retirement notice for the end of the program year.

**Adjournment:**

*Michelle Schaefer motioned to adjourn. Jon Keck seconded. Motion passed. WDB-2023-24*

The meeting was adjourned at 9:08 a.m. CST.

*Jason Nord*  
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Jason Nord, Workforce Development Board Secretary

2/23/2024  
\_\_\_\_\_  
Date

Next Meeting – February 23, 2024, 8:30 a.m. CT/ 9:30 a.m. ET at Southern Indiana Technical Education Center