

Minutes
Southwest Indiana Workforce Board

8:30 a.m. CT, February 23, 2024

Zoom Meeting

WDB Members Present:

Makenzie Coulter	Terry Marsh	Jessica Kiesel-Finney	Darin Lander
Michelle Schaefer	Amy O'Dell	Drew Gerth	Peg Boardman
Heather Watts	Jon Keck	Marcia Forston	Elaine Graber
Sue Habig	Shelia Naab	Daniela Vidal	Roger Clark
Sara Worstell			

Others Present:

Fran Valentine	Stephanie Wells	Allie St. German	Brenda Goff
Mary Jo Wallin-Orlowski	Nancy Schroering	Jody Robinson	

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 8:39 a.m. Central Time.

Makenzie Coulter expressed appreciation for the delicious breakfast prepared and served by Southern Indiana Career and Technical Center's Culinary Class.

Call for Additional Agenda Items: None

One Stop to Start, Governor's Workforce Cabinet: Fran Valentine with the Governor's Workforce Cabinet explained One Stop to Start is a project not a program. The Governor's State of the State addressed a public awareness campaign to better connect the workforce pieces. The One Stop to Start website includes a simple form for individuals and employers to connect to a Talent Navigator who will direct them to the right agency.

Legislative Updates, INWBA: Stephanie Wells, INWBA Executive Director, explained INWBA, an organization of the twelve regions Executive Directors, provides inter regional support and partnership building. Stephanie Wells gave an update on WIOA Reauthorization that includes 50 percent for training and 10 percent for Critical Industry and an overview of House Bills 1001,1093, 1243 and Senate Bill 148.

Consent Agenda:

WDB Minutes:

Makenzie Coulter asked for comments or questions on the WDB January 26, 2024, meeting minutes.

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

Finance Committee: Heather Watts reported the Committee reviewed the PY 23 January 31, 2024, financial reports. The budget remained the same at \$7,538,972 and expense budget \$6,289,178. Planned carry-out is \$303,415 with \$946,370 unobligated, the majority being Apprenticeship. Expenditures are 44% compared to 58% benchmark and Service Provider is 41%.

Operations Committee: Michelle Schaefer reported the committee approved minutes and reviewed reports indicating placements are slightly down. Wagner-Peyser placements are being tracked to verify they are not WIOA eligible. Also discussed: Rural Health Care seven new enrollments; additional WorkReady funds expected and JAG expansion plans in the fall for Perry Central High School, South Spencer High School, Boonville High School, Southridge Middle School, and Princeton Middle School. The Committee Members discussed the Neighborhood Navigator program and the Partner Referral.

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

Business Services Committee: Sue Habig reported the Committee Members reviewed and approved minutes. Sue Habig reported based on recent attendance at the Jobapalooza translation services are needed. The committee discussed Next Level Jobs funding, the STEM Challenge (April 12), Teachers' BootCamp (July 8 – 12 and Job Fairs.

Youth Committee: Makenzie Coulter reported the committee approved minutes and reviewed January reports. January out of school activity is low but seems to be picking up in February. The committee discussed the highlights of the JAG CDC competition. Makenzie Coulter stated students are now preparing for the state competition.

WDB Staff Report: Sara reported working on the Agency Fair allowing approximately thirty partners to network and learn more about each other's service. Continue collaborating with Goodwill and adding new partners to the Partner Referral System.

Sue Habig motioned to approve the WDB Consent Agenda. Daniela Vidal seconded. Motion passed.

WDB-2023-25

New Business:

SOP-22-02 Change 2 Safeguarding Protected Information and DWD User Accounts – to update the previous guidance on the use, sharing and discussion of protected information through social media, collaboration platforms, and the DWD call center.

Jon Keck motioned to approve SOP-22-02 Change 2 Individual Training Account Funding. Amy O'Dell seconded. Motion passed. **WDB-2023-26**

SOP-23-02 Change 1 Workforce Programs Data Validation – To provide timelines for annual data validation training and reviews to include the formula used to calculate errors. Apprenticeship Grants are to implement the data validation framework.

Sue Habig motioned to approve SOP-23-02 Change 1 Workforce Program Data Validation. Makenzie Coulter seconded. Motion passed. **WDB-2023-27**

SOP-24-01 Data Integrity in Workforce Programs - To provide guidelines on uniform paperless documentation of files including collection, dissemination, storage, and protection of information in DWD's case management system.

Shelia Naab motioned to approve SOP-24-01 Data Integrity in Workforce Program. Makenzie Coulter seconded. Motion passed. **WDB-2023-28**

WIOA State Plan WIOA: Sara Worstell reported public comment closed February 22, 2024, and revisions should be received in a couple of months.

Old Business:

Capacity Building: Makenzie Coulter reported in support of fund diversification and fund development the board has contracted with Slade Consulting to outline the programs and activities donors could support such as marketing and Jobapalooza.

DWD Update: Peg Boardman reported no updates at this time.

Public Comment: None

Adjournment:

Terry Marsh motioned to adjourn. Shelia Naab seconded. Motion passed. **WDB-2023-29**

The meeting was adjourned at 9:45 a.m. CST.



Jason Nord, Workforce Development Board Secretary

March 24, 2024

Date

Next Zoom Meeting – March 22, 2024, 8:30 a.m. CT/ 9:30 a.m. ET