

Minutes

Southwest Indiana Workforce Board

8:30 a.m. CT, June 28, 2024

VU Gibson Center, Fort Branch, Room 217

WDB Members Present:

Makenzie Coulter
Peg Boardman
Shelia Naab

Michelle Schaefer
Jon Keck
Brittney Kirwer

Amy O'Dell
David St. Clair
Tyler Stock

Sue Habig
Sara Worstell
Terry Marsh

Others Present:

Carla Crowe
Karen Yung
Chrissy Ash

Nancy Schroering
Keenan Koehler
Allie St. Germain

Cecilia Carmon
Bobby Bosch

Kim Stevenson
B.J. Watts

Staff Present:

Kay Johnson
Mary Hamilton

Valerie Schmidt
Linda Jones

Angie Sheppard

Jody Robinson

Call to Order: Makenzie Coulter called the meeting to order at 8:39 a.m. Central Time.

Call for Additional Agenda Items: None

Guest Speaker: Karen Yung, President of Nexttech, spoke about the CATAPULT program. Karen Yung provided an overview of the program focusing on Computer Science Education for students and teachers. Keenan Koehler, CATAPULT participant, spoke about his time in the program and the benefits received. Time was provided for questions from people in attendance.

Consent Agenda:

WDB Minutes:

Makenzie Coulter asked for comments or questions on the WDB May 17, 2024, meeting minute. No questions or concerns reported.

Executive Committee: Makenzie Coulter reported the committee approved the minutes and the consent agenda. Other items will be reviewed in New Business.

Finance Committee: Carla Crowe referenced the financial reports in the packet. Carla Crowe reported receiving \$1.1 million in Next Level Jobs funding. Carla Crowe asked for questions or comments. None at the time.

Operations Committee: Michelle Schaefer reported minutes were approved, reviewed the PY23 performances and metrics, service provider provided an update and reviewed SOP that will be discussed later in New Business.

Business Services Committee: Brittany Kirwer reported minutes were approved, discussed staff attending Apprenticeship Indiana Meeting, reviewed Facebook data, and upcoming Business Seminars over active shooters and the Association for the Blind.

Youth Committee: Makenzie Coulter reported the committee approved minutes and reviewed reports. JAG received 6 of 6 performance as a region for the year. Makenzie Coulter reported the there were no OSY enrollments, and they will be looking into the data surrounding OSY enrollments. Chrissy Ash was introduced as the new JAG Manager.

HR Committee: Amy O'Dell reported minutes were approved and the Guardian Renewal was reviewed with no changes to coverage. Amy O'Dell reported they reviewed and approved an update to the employee handbook which will be reviewed in New Business.

WDB Staff Report: Sara Worstell reported on the JAG expansion. Sara Worstell reported that with the addition of the new JAG programs there will be a JAG school in every county in our Workforce Region. Sara Worstell discussed Evansville Promise Neighborhood and the partnership with the Dream Center. Sara Worstell also discussed staff conducting site visits at all locations to assess the needs of the staff.

David St. Clair motioned to approve the WDB Consent Agenda. Shelia Naab seconded. Motion passed.
WDB-2023-44

New Business:

SOP 24-04 WIOA Negotiations and Sanctions: Michelle Schaefer presented SOP 24-04 WIOA Negotiations and Sanctions. No questions or concerns reported at the time of presentation.

Brittney Kirwer motioned to approve SOP 24-04 WIOA Negotiations and Sanctions. Tyler Stock seconded. Motion passed.
WDB-2023-45

PY24 WIOA Allocations: Makenzie Coulter presented the WIOA Allocations for PY24. It is noted that the region has received an increase from the prior year.

PY24 Preliminary Budget: Carla Crowe presented the PY24 Preliminary Budget in detail. No questions or concerns at the time of presentation.

Amy O'Dell motioned to approve PY24 Preliminary Budget. David St. Clair seconded. Motion passed.
WDB-2023-46

Employee Handbook -Update: Amy O'Dell presented an update to the employee handbook concerning unpaid time off. No questions or concerns at the time of presentation.

Tyler Stock motioned to approve the update to the employee handbook. Jon Keck seconded. Motion passed.
WDB-2023-47

Old Business:

DWD Update: Peg Boardman reported that we should receive an update on Employer Training Grant next week.

Public Comment: Makenzie Coulter recognized Linda Jones for her years of service and her retirement. Brittney Kirwer recognized Makenzie Coulter for her service to the board as chair.

Adjournment:

Brittany Kirwer motioned to adjourn. David St. Clair seconded. Motion passed.
WDB-2023-48

The meeting was adjourned at 9:35 a.m. CST.



Jason Nord, Workforce Development Board Secretary

August 23, 2024

Date

Next Zoom Meeting – June 28, 2024, 8:30 a.m. CT/ 9:30 a.m. ET

VU Gibson Campus, Room 217