

**Minutes**  
**Southwest Indiana Workforce Board**

8:30 a.m. CT, August 23, 2024  
Zoom Meeting

**WDB Members Present:**

Amy O'Dell	Angela Kirlin	Ashley Willis	Brittney Kirwer
Daniela Vidal	Darin Lander	Drew Greth	Heather Watts
Jason Nord	Jessica Kiesel-Finney	Jon Keck	Makenzie Coulter
Marcia Forston	Michelle Schaefer	Peg Boardman	Sara Worstell
Shelia Naab	Stephanie Norrick	Sue Habig	Terry Marsh
Tyler Stock			

**Others Present:**

Cecilia Carmon	Brenda Stallings	Nancy Schroering	Carla Crowe
Chrissy Ash	Allie St. Germain	Kim Stevenson	Nadia Wall
Bill Dyer			

**Staff Present:**

Jody Robinson	Angie Sheppard	Kay Johnson	Valerie Schmidt
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**Call to Order:** Sue Habig called the meeting to order at 8:30 a.m. Central Time.

**Call for Additional Agenda Items:** None

**Consent Agenda:**

**WDB Minutes:**

Sue Habig asked for comments or questions on the WDB June 28, 2024, meeting minute. No questions or concerns reported.

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

**Finance Committee:** Heather Watts referenced the financial reports in the packet for June 2024 and July 2024 and reviewed the Local Plan. Heather Watts reported that Crowe reported on grants continuing and ending.

**Operations Committee:** Michelle Schaefer reported minutes were approved, reviewed the Operations Reports, reviewed SOPs that will be discussed later in New Business, reviewed the Local Plan, and

voted on recommendations for Annual Meeting awards for Adult, Dislocated Worker, Community Partner, and the Audrey Buckman award.

**Business Services Committee:** Brittney Kirwer reported that they did not have quorum. Brittney Kirwer reported that the business team reported working with 55 employers, Jobapalooza is scheduled for October, good attendance for the Active Shooter business seminars, ABA process has changed, they reviewed the Local Plan, and made recommendations for Business and Business Development Partner of the Year.

**Youth Committee:** Makenzie Coulter reported the committee approved minutes and reviewed reports, there is a new member of the JAG management team, reviewed new JAG schools, reported an up tick in OSY traffic, requesting more data from OSY traffic, and recommended a Youth Client of the Year.

**Fund Development:** Darin Lander reported that this will be discussed in new business.

**WDB Staff Report:** Sara Worstell reported on the staff hosting the Vanderburgh Partners Group, EPN has started at the Dream Center serving youths grades 6-10 and adults, staff meet with IMPACT to assist with job searching and training component, and staff is working on a grant application for the Evansville mayor's office, "Forward Together". Sara Worstell reported that the grant application will focus on work with language services for applicates and employers partnering with Heartland Communications Group.

*Jason Nord motioned to approve the WDB Consent Agenda. Tyler Stock seconded. Motion passed.*

**WDB-2024-01**

#### **New Business:**

**SOP 24-05 WIOA Customer Satisfaction Survey:** Michelle Schaefer presented SOP 24-05 WIOA Customer Satisfaction. Michelle Schaefer reported that the policy concerns putting up posters for customer surveys. No questions or concerns currently.

*Tyler Stock motioned to approve SOP 24-05 WIOA Customer Satisfaction Survey. Jason Nord seconded. Motion passed.*

**WDB-2024-02**

**SOP 21-07 Change 2 Training Provider Eligibility and ETPL:** Michelle Schaefer presented SOP Change 2 Training Provider Eligibility and ETPL. Michelle Schaefer reported this policy outlines how employers can be removed from the ETPL and how they can be added back on the list. No questions or concerns currently.

*Jason Nord motioned to approve SOP 21-07 Change 2 Training Provider Eligibility and ETPL. Peg Boardman seconded. Motion passed.*

**WDB-2024-03**

**Local Plan:** Sara Worstell presented the Local Plan. Sara Worstell reported that the region is required to complete a local plan every four years after the state issues their local plan. Sara is requesting that we put the local plan out for comment for 30 days. No questions or concerns at the time of presentation.

*Jon Keck motioned to put the local plan out for the 30-day comment period. Daniela Vidal seconded. Motion passed.* **WDB-2024-04**

**Annual Meeting Awards:** Sara Worstell presented the list of awards recommendations from the committees, Jefrin Espinal-Carrasco, Adult Client of the Year, Amy Mundy, Dislocated Worker Client of the Year, Liliana Allen, Youth Client of the Year, Gribbins Specialty Group, Business of the Year, Evansville Regional Economic Partnership, Business Development Partner of they Year, Community Corrections of Knox County, Community Partner of the Year, and Belinda Henby, the Audrey Buckman Award. No questions or concerns at the time of presentation.

*Michelle Schaefer motioned to approve the Annual Meeting Awards recommendations. Brittney Kirwer seconded. Motion passed.* **WDB-2024-05**

**Old Business:**

**INWBA Update:** Sara Worstell presented an update on the upcoming 2024 Indiana Workforce Summit October 28-29, 2024.

**Menu of Services:** Darin Lander reviewed the current menu of services with asked for feedback on the working of the offerings.


**DWD Update:** Peg Boardman reported that she has been attending meetings and there may be possible changes coming. Nothing specific to report currently.

**Public Comment:** Sara Worstell reminded everyone about the Governors Workforce Cabinet meeting on August 29, 2024, and the upcoming Annual meeting on September 27, 2024.

**Adjournment:**

*Brittany Kirwer motioned to adjourn. Michelle Schaefer seconded. Motion passed.* **WDB-2024-06**

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

  
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Jason Nord, Workforce Development Board Secretary

October 25, 2024  
Date

Annual Meeting – September 27, 2024, 8:00 a.m. CT/ 9:00 a.m. ET

Venue 812, Evansville, IN