

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

8:30 a.m. CT, October 25, 2024

Zoom Meeting

**WDB Members Present:**

Amy O'Dell	Angela Kirlin	Brittney Kirwer	Daniela Vidal
David St. Clair	Drew Gerth	Jason Nord	Jessica Kiesel-Finney
Jon Keck	Makenzie Coulter	Marcia Forston	Michelle Schaefer
Misty Wolford	Peg Boardman	Sara Worstell	Shelia Naab
Sue Habig			

**Others Present:**

Nancy Schroering	Carla Crowe	Patrick Nay	Kim Stevenson
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**Staff Present:**

Jody Robinson	Angie Sheppard	Kay Johnson	Valerie Schmidt
Mary Hamilton			

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

**Roll Call:** Jody Robinson took roll and there was a quorum of members present.

**Additional Agenda Items:** None

**Consent Agenda:**

**WDB Minutes:**

Sue Habig asked for comments or questions on the WDB August 23, 2024, meeting minutes. 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:** Carla Crowe reviewed the financial reports in the packet ending September 30, 2024. Carla Crowe reported that we have received just over \$6.7 million in funding with just over \$5.4 million budgeted, RESEA grant ended on 9-30-2024, a new RESEA grant has been issued, and we are currently at 17% expended in the first quarter.

**Operations Committee:** Michelle Schaefer reported that she was not present at the meeting, and they did not have a quorum. Michelle Schaefer notified there are SOPs to review in new business.

**Business Services Committee:** Brittney Kirwer reported that the business team has served 67 business during September, there were three Apprenticeships started, two ABAs started, Jobapalooza has been rescheduled for the spring, we received additional monies for Next Level Jobs: Employer Training Grant totaling \$1.3 million, and the business seminar has been rescheduled to November 14, 2024.

**Youth Committee:** Makenzie Coulter reported Sara Worstell covered the meeting, they did have quorum, committee discussed JA Job Spark, and a possible new JAG program at Wood Memorial High School.

**Fund Development:** Sara Worstell reported that Slade Consulting are scheduled to have the Menu of Services completed at the end of the calendar year.

**WDB Staff Report:** Sara Worstell reported on the staff attended Warrick Transition Fair, workshops were conducted by staff at Hope of Evansville residents, the after-school program at the Dream Center will be starting through the Evansville Promise Neighborhood Grant, annual monitoring from DWD was conducted in September, and Jasper JAG was awarded a \$1000 from Dubois Community Foundation through an anonymous donor. Sara Worstell reported that funds for Jasper JAG will be used for Barrier Busting for Jasper JAG students.

*Shelia Naad motioned to approve the WDB Consent Agenda. Marcia Forston seconded. Motion passed.*

**WDB-2024-10**

**New Business:**

**SOP 24-06 Measurable Skills Gains:** Sara Worstell reviewed SOP 24-06 Measurable Skills Gains. Sara Worstell reported that the SOP covers the required performance matrix. No questions or concerns currently.

*Jason Nord motioned to approve SOP 24-06 Measurable Skills Gains. Jon Keck seconded. Motion passed.*

**WDB-2024-11**

**SOP 19-03 Change 2 Memorandum Of Understanding and Shared Infrastructure Cost:** Sara Worstell presented SOP 19-03 Change 2 Memorandum Of Understanding and Shared Infrastructure Cost. Sara Worstell reported this policy outlines how we use the infrastructure agreement with partners. No questions or concerns currently.

*Michelle Schaefer motioned to approve SOP 19-03 Change 2 Memorandum Of Understanding and Shared Infrastructure Cost. Peg Boardman seconded. Motion passed.*

**WDB-2024-12**

**Old Business:**

**DWD Update:** Peg Boardman reported that there is nothing to report currently.

**Public Comment:** Sara Worstell notified us that we have placed in the top three of the Courier-Press Community Choice Awards.

**Adjournment:**

*David St. Clair motioned to adjourn. Drew Gerth seconded. Motion passed.*

**WDB-2024-13**

The meeting was adjourned at 8:50 a.m. CST.

  
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Jason Nord, Workforce Development Board Secretary

12/6/2024  
Date

Next WDB Meeting

December 6, 2024, 8:30 a.m. CT/ 9:30 a.m. ET

VU Branch Fort Campus