

**Minutes**  
**Grow Southwest Indiana Workforce Board**  
**Meeting**

8:30 a.m. CDT, December 2, 2016  
Vincennes University – Ft Branch Campus  
Gibson County

**WDB Members Present:**

Sue Habig	Amy O'Dell	Lori Williams	Frank Yuda
Jim Heck	Gerald Stone	Josh Bowman	Nick Vaught
Mike Szakaly	Ron Hagy	Phil Seger	Jon Keck
Chris Kinnett	Jennifer Wigginton	Stephanie Norrick	Theo Boots
Tim Martin	Michelle Schaeffer	Dan Ulrich	

**Elected Officials:** Jerry Walden

**Others Present:**

Peg Boardman, DWD      Kim Stevenson, DWD      Shaun Brames, JobWorks  
Peter Tullis, Datalink Communications

**WDB Staff Present:**

Linda Jones                      Kay Johnson                      Angie Sheppard                      Mary Hamilton

The meeting was called to order by Chair Sue Habig at 8:30 a.m. Central Time.

**Additional Agenda Items:**

None.

**Speaker – Peter Tullis – Business & Professional Exchange:**

Peter Tullis from Datalink Communication explained the importance of a local network, resources and accountability for professionals in transition through the Business & Professional Exchange (B&PE). B&PE helps professionals find employment through networking, encouragement, and skill development with help from mentors.

**WDB Consent Agenda**

**WDB Meeting Minutes (October 28, 2016):**

The Board reviewed the meeting minutes from October 28, 2016 with no concerns.

**Executive Committee:**

Sue Habig stated the committee reviewed the minutes and all agenda items.

**Finance Committee:**

Lori Williams gave an overview of the PY16 financials noting the small \$1,000 change to the budget and an overall expenditure rate of 27% with a benchmark of 33%. The committee discussed ways to better monitor spending and will add an expenditure trend line to the look back chart.

**Operations Committee:**

Josh Bowman mentioned the committee did not have a quorum, but reviewed the reports, discussed the new tracking system and continued the discussion on placement goals.

**Business Services Committee:**

Amy O'Dell mentioned the committee approved the minutes and discussed the workforce survey with over 800 responses, Indiana InternNet, work ethic certification proposal, EEMSCO layoff aversion, Bike Share program in Evansville, Tour of Opportunity events and Changethesign.com. Ron Hagy mentioned the Changethesign.com initiative is a petition to the State to change the "handicapped" wheelchair sign to a "reserved" active wheelchair. All were encouraged to check out the website.

**Youth Committee:**

Jim Heck mentioned the committee is working on incorporating a youth mentoring program within the work experience program. Youth case managers will be invited to the next meeting to review the WEX bootcamp modules to determine the appropriate needs for a mentor.

**Outreach Committee:**

Ron Hagy mentioned the ads are up and running and the committee has asked for log sheets on run times to review with the foot traffic information.

**WDB Staff Report:**

Jim Heck highlighted the board member orientation, new tracking system implementation and workforce survey. Final results of the workforce survey will be shared with the Board and presented at the HR Leaders Lunch at the Southwest Indiana Chamber on December 8, 2016 at 11:30am CT.

*Nick Vaught motioned to approve all items in the consent agenda including:*

- WDB Meeting Minutes – October 28, 2016
- Executive Committee Minutes – October 21, 2016
- Finance Committee Minutes & PY16 Financial Reports – October 21, 2016
- Operations Committee Minutes & Reports – October 21, 2016
- Business Services Committee Minutes – October 21, 2016
- Youth Committee Minutes and Reports – October 21, 2016
- Outreach Committee Minutes – October 7, 2016
- WDB Staff Reports – October 2016

*Phil Seger seconded. Motion passed.*

**WDB-2016-11**

**New Business**

**Cost Saving Options:**

Sue Habig explained the need to reduce overall costs due to the loss of \$400,000 in funding. The board reviewed the foot traffic and expenses for the WorkOne Southwest Knox County – Vincennes office.

*Dan Ulrich motioned to approve the Executive Committee to enter into negotiations with Vincennes University to reduce the square footage of the WorkOne Southwest Knox County - Vincennes office. Phil Seger seconded. Motion passed.*

**WDB-2016-12**

The Board reviewed the foot traffic and expenses for the Warrick County - Boonville and Posey County – Mt. Vernon express offices.

*Chris Kinnett motioned to close the WorkOne Southwest – Warrick County - Boonville and Posey County - Mt Vernon express offices in April 2017 unless a no cost location is acquired. Nick Vaught seconded. Motion passed.*

**WDB-2016-13**

**Old Business**

**SOP 16-12 Dislocated Worker Category A Eligibility:**

Josh Bowman explained the standard operating procedure and changes to reflect the needs of the region.

*Josh Bowman motioned to approve SOP 16-12 Dislocated Worker Category A Eligibility as presented. Mike Szakaly seconded. Motion passed.*

**WDB-2016-14**

**Work Ethic Certification Proposal:**

Jim Heck mentioned the State released a request for proposal to establish or expand work ethic certification programs. A \$50,000 proposal has been submitted to enhance the current work ethic certification web portal with reporting and data metrics. School corporations and businesses have submitted their interest and support for the proposal and program.

**Additional Comments:**

None.

**Public Comment:**

None.

**Adjournment:**

*Phil Seger motioned to adjourn the meeting at 9:39 a.m. Central Time. Ron Hagy seconded. Motion passed.*

**WDB-2016-15**

  
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Frank Yuda, Workforce Development Board Secretary

1/27/2017  
Date