

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

8:30 a.m. CDT, January 27, 2017  
Vincennes University – Ft Branch Campus  
Gibson County

**WDB Members Present:**

Sue Habig	Amy O'Dell	Lori Williams	Frank Yuda
Jim Heck	Josh Bowman	Bob Stemple	Mike Szakaly
Ron Hagy	Phil Seger	Jon Keck	Paula Pinkstaff
Stephanie Norrick	Michelle Schaeffer	Dan Ulrich	Chris Harlow
Makenzie Coulter	Bill Nonte		

**Elected Officials:** Jerry Walden, Carl Schmitz – Posey County Commissioner

**Others Present:**

Wes Wood, Conexus Indiana	Matthew Schwartz, VU	Walter Lambert, Warrick County School Corp
Nancy Schroering, JobWorks	Rebecca Griffiths, JobWorks	Jodie Gomez, DWD-HIRE
Christy Gillenwater, SW IN Chamber		

**WDB Staff Present:**

Linda Jones	Kay Johnson	Angie Sheppard	Mary Hamilton
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The meeting was called to order by Chair Sue Habig at 8:31 a.m. Central Time.

**Additional Agenda Items:**

None.

**Speaker – Wes Wood, Conexus Indiana:**

Wes Wood gave an overview of Conexus Indiana noting the focus on advance manufacturing and logistics to promote the high-wage, in-demand careers. Wes explained and distributed information on the Conexus High School Internship program. The program is a paid six-week summer advanced manufacturing and logistics internship for students 16-18 years old. 350 positions have been requested within 115 businesses throughout the state with one in Evansville. Wes encouraged the regional businesses to contact him regarding participation.

**WDB Consent Agenda**

**WDB Meeting Minutes (December 2, 2016):**

The Board reviewed the meeting minutes from December 2, 2016 with no concerns.

<i>Phil Seger motioned to approve the WDB meeting minutes for December 2, 2016 as presented. Mike Szakaly seconded. Motion passed.</i>
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**WDB-2016-16**

**Executive Committee:**

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

**Finance Committee:**

Lori Williams mentioned the committee reviewed the November and December financial reports. Lori gave an overview of the YTD PY16 financials noting the budget changes to JAG TANF, Rapid Response, RESEA, STEM Challenge and Ticket to Work with a total budget of \$5,369,668 and \$304,532 unobligated. YTD expenditures were \$2,018,427 with an overall expenditure rate of 43%. The direct client expenditure rate is strong at 32%. Lori explained the new trend charts.

**Operations Committee:**

Josh Bowman mentioned the committee reviewed the November and December reports noting placements and foot

traffic are low, stating seasonal UI claims and holidays to be a factor. Annual internal regional monitoring has been started and will be completed in March.

**Business Services Committee:**

Amy O'Dell mentioned the committee approved the minutes and discussed the workforce survey, work ethic certification grant, EMMSO layoff aversion, Bike Share, Ivy Tech Skill Up and the Ability Matters initiative. Ron Hagy mentioned the momentum behind the Ability Matters initiative on how to hire individuals with disabilities and the new action oriented reserved signage.

**Youth Committee:**

Bob Stemple mentioned the committee reviewed the metrics for In-School and Out-of-School youth with the main discussion on the WEX bootcamp courses and how the committee can connect or mentor the youth. A case manager attended the meeting to give an overview of a few of the bootcamp courses. Bob mentioned the JAG Career Development Conference was held on Wednesday, January 25 and encouraged others to judge an event next year.

**Outreach Committee:**

Ron Hagy mentioned the ads are up and running and the committee discussed the foot traffic data and phase two outreach options.

**WDB Staff Report:**

Jim Heck highlighted the staff has been helping to coordinate the Career Development Conference tentatively set for April 14 at USI and working with the Brainpower Task Force on engaging the northern counties of the I-69 corridor. The Board received a flyer on the Federal Networking & Education Event on February 2 in Washington. The staff has been working on outreach to community partners, neighborhood associations and met with new Vanderburgh Commissioner, Cheryl Musgrave, on awareness of WorkOne services.

*Paula Pinkstaff motioned to approve all items in the consent agenda including:*  
-Executive Committee Minutes – November 2016  
-Finance Committee Minutes & PY16 Financial Reports – November & December 2016  
-Operations Committee Minutes & Reports – November & December 2016  
-Business Services Committee Minutes – November 2016  
-Youth Committee Minutes and Reports – November & December 2016  
-Outreach Committee Minutes – November 2016  
-WDB Staff Reports – November & December 2016  
*Ron Hagy seconded. Motion passed.* **WDB-2016-17**

**Old Business**

**Cost Saving Options:**

Sue Habig reiterated the need to look at cost saving options due to the \$400,000 funding cut. The executive committee has been researching alternate options for the Warrick County – Boonville office and is negotiating a rent free space at the Old National Bank in Boonville. Research is still in process for a free space in Posey County – Mt. Vernon. Sue Habig and Jim Heck have met with Vincennes University to discuss the Knox County-Vincennes office and are awaiting options from Vincennes University.

**Service Provider / One-Stop Operator RFP:**

Sue Habig mentioned a request for proposal (RFP) must be issued for the Service Provider contract and a One-Stop Operator must be procured. The Executive Committee recommended combining the RFP's.

*Mike Szakaly motioned to approve combining the Service Provider and One-Stop Operator Request for Proposals as presented. Paula Pinkstaff seconded. Motion passed.* **WDB-2016-18**

The Board discussed the RFP timeline with a release date of Monday, January 30, 2017. The Executive Committee will compile and score all proposals for recommendation to the Board.

*Bob Stemple motioned to approve the release of the Service Provider / One-Stop Operator Request for Proposal as vetted by the Executive Committee and the Executive Committee to approve the proposals for recommendation to the Board on April 28, 2017. Paula Pinkstaff seconded. Motion passed.* **WDB-2016-19**

Jon Keck mentioned Manpower may be submitting a proposal for the Service Provider contract and recuses himself from the selection and approval process.

**Work Ethic Certification Grant:**

Sue Habig mentioned the \$50,000 work ethic certification grant has been awarded to enhance the online portal and pay a one-time stipend to schools to implement the certification. The timeline of completion will be in the fall for next school year.

**New Business**

**PY15 Audit Report:**

Lori Williams mentioned the Finance Committee reviewed the PY15 Audit Report from Comer Nowling. There were no issues, no findings, no recommendations and unmodified.

*Paula Pinkstaff motioned to accept the Comer Nowling PY15 Audit as presented. Ron Hagy seconded. Motion passed.*  
**WDB-2016-20**

**Additional Comments:**


Bill Nonte, Indiana Department of Workforce Development (DWD), Chief of Staff and CFO gave an overview of the DWD initiatives mentioning the low unemployment rate in Southwest Indiana, new case management tracking system to help measure and improve data-driven workforce system, and awareness of all careers. Bill also mentioned the overall WIOA funding looks down for the next program year and the need for automation, virtual assistance with a personal touch mix will be needed. DWD is seeking additional funds for the Jobs for America's Graduate programs to help offset the youth WIOA funds.

**Public Comment:**

None.

**Adjournment:**

*Phil Seger motioned to adjourn the meeting at 9:48 a.m. Central Time. Jon Keck seconded. Motion passed.*  
**WDB-2016-21**

  
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Frank Yuda, Workforce Development Board Secretary

2/24/2017  
Date