

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

8:30 a.m. CDT, May 19, 2017  
Vincennes University – Ft Branch Campus  
Gibson County

**WDB Members Present:**

Sue Habig	Amy O'Dell	Frank Yuda	Jim Heck
Lori Williams	Stephanie Norrick	Ron Hagy	Phil Seger
Jon Keck	Jeff France	Chris Harlow	Tim Martin
Jason Nord	Gerald Stone	Jennifer Wigginton via telephone	

**Others Present:**

Nancy Schroering, JobWorks      Jennifer Montgomery, DWD Adult Ed

**WDB Staff Present:**

Linda Jones	Kay Johnson	Sara Worstell	Dana Gustafson
Angie Sheppard			

The meeting was called to order by Chair Sue Habig at 8:34 a.m. Central Time.

**Additional Agenda Items:**

None.

**WDB Consent Agenda**

**WDB LEO Breakfast Meeting Minutes (April 28, 2017):**

The Board reviewed the meeting minutes from April 28, 2017 with no concerns.

**Executive Committee:**

Sue Habig mentioned the committee approved the minutes and agenda items.

**Finance Committee:**

Lori Williams gave an overview of the PY16 financials mentioning the only budget change for April was the RESEA funds were obligated to the Service Provider. Total budget is \$5,047,403 with total expenses at 3,417,945. The committee reviewed the grants that will be expiring soon and noted the Sector Partnership and Integrated Services fund will not be fully spent due to restrictive eligibility and cost saving efforts. JobWorks expenditures increased 6% with an 8% benchmark increase. The committee approved the 1.5% salary increase recommended by the HR Committee.

**Business Services Committee:**

Amy O'Dell mentioned the committee is continuing to discuss the service provider contract metrics. The committee discussed the Spencer County Career Discovery event on June 17, Ivy Tech SkillUp program graduation, Teacher Bootcamps and Rapid Response sessions with Covance and Star Tech. The Bike Share program is progressing with increasing rides and incentive programs. Dubois County is in process of building affordable housing by refurbishing old factories.

**Youth Committee:**

Tim Martin mentioned the committee reviewed the policy and WEX bootcamp curriculum. The committee will work on standardizing the material and process. All eight JAG schools will hit 5 of 5 performance metrics.

**Outreach Committee:**

Ron Hagy mentioned the committee is developing a proposal with visual and digital marketing to present in June.

**WDB Staff Report:**

Jim Heck highlighted STEM Challenge, IYI Career Pathways event and Teacher Bootcamps.

*Phil Seger motioned to approve all items in the consent agenda including:*

- WDB LEO Breakfast Meeting Minutes – April 28, 2017*
- Executive Committee Minutes – April 2017*
- Finance Committee Minutes & PY16 Financial Reports – April 2017*
- Business Services Committee Minutes – April 2017*
- Youth Committee Minutes & Reports – April 2017*
- Outreach Committee Minutes – April 2017*
- WDB Staff Reports – April 2017*

*Ron Hagy seconded. Motion passed.*

**WDB-2016-33**

**Old Business**

**Cost Savings Update:**

Sue Habig and Jim Heck met with President Johnson of Vincennes University to discuss reducing the footprint of the current Knox County office. President Johnson gave suggestions of alternate locations in Vincennes. Staff has researched alternative office space and recommends the Knox Plaza location. A formal 90-day notice will be sent to Vincennes University. Warrick County office has transitioned to the Old National Bank location in Boonville. The Posey County office is still in negotiations.

**Infrastructure Negotiations with the State:**

Jim Heck mentioned the negotiations with the State have been completed. Staff will be on a conference call to discuss the law and develop a cost-sharing formula for the partnership agreements.

**New Business**

**WDB Meeting – June 23 at OCU:**

Sue Habig mentioned moving the June 23, 2017 WDB meeting to Oakland City University in coordination with the Teacher Bootcamp final presentations.

*Tim Martin motioned to approve moving the WDB Meeting to Oakland City University on June 23, 2017. Jeff France seconded. Motion passed.*

**WDB-2016-34**

**Infrastructure Cost Sharing:**

Jim Heck mentioned the board will need to enter into a cost sharing agreement with all partners with a memorandum of understanding for infrastructure and services per the new WIOA law. The agreements must be completed by July 1, 2017. WDB staff will enter into negotiations with the Indiana Department of Workforce Development on their piece of the cost sharing.

**United Way Letter of Intent:**

Jim Heck mentioned entering into an agreement with the Southwest Indiana Chamber of Commerce to develop a grant proposal to map out the workforce and education alignment. WDB staff time will be used for matching funds. The committee reviewed the letter of intent.

Ron Hagy mentioned the “E is for Everyone” branding campaign for Southwest Indiana, eisforeveryone.com.

Ron Hagy mentioned the Courtyard by Marriot visit in Muncie, Indiana. ARC of Indiana Foundation has raised funds to create a special training program utilizing the Courtyard by Marriot. Individuals live in the hotel and learn life skills as well as kitchen, hotel and restaurant work skills.

Jon Keck invited everyone to attend the Ivy Tech SkillUP graduation on May 19 from 1:00-4:00pm.

**Public Comment:**

None.

**Adjournment:**

*Lori Williams motioned to adjourn the meeting at 9:20 a.m. Central Time. Ron Hagy seconded. Motion passed.*  
**WDB-2016-35**

  
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Frank Yuda, Workforce Development Board Secretary

6/23/2017  
Date