

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

8:30 a.m. CDT, June 23, 2017  
Oakland City University  
Gibson County

**WDB Members Present:**

Sue Habig	Amy O'Dell	Frank Yuda	Jim Heck
Lori Williams	Stephanie Norrick	Phil Seger	Dan Ulrich
Jeff France	Bill Nonte	David St. Clair	Jennifer Wigginton
Paula Pinkstaff	Michelle Schaefer	Makenzie Coulter	Josh Bowman
Theo Boots	Ellen Horan		

**Others Present:**

Jennifer Montgomery, DWD Adult Ed      Jodie Gomez, DWD/HIRE      Paul Waters, GCEDC  
Hannah Sitzman – Dubois County Teacher Bootcamp

**WDB Staff Present:**

Linda Jones	Kay Johnson	Sara Worstell	Dana Gustafson
Angie Sheppard	Mary Hamilton		

The meeting was called to order by Vice Chair Amy O'Dell at 8:31 a.m. Central Time.

**Additional Agenda Items:**

None.

**Speaker**

Hannah Sitzman gave a presentation on her experience with the Dubois County Teachers' Manufacturing Bootcamp and how she incorporated what she learned into her classroom.

**WDB Consent Agenda**

**WDB Meeting Minutes (May 19, 2017):**

The Board reviewed the meeting minutes from May 19, 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 noting the additions of \$5,000 for WorkIndiana, \$10,176 for Teacher Bootcamp and \$1,057 for Ticket-to-Work changing the total budget to \$5,548,841. The Service Provider expenditure rate increased 6% while the benchmark increased 8% with direct client expenditure rate at 36.7%. The committee reviewed the grants soon to expire with no concerns, but noting the Sector Partnership and Integrated Services grants will not be fully spent.

**Operations Committee:**

Josh Bowman mentioned the committee reviewed the minutes and reports with discussion on enrollments and placements. The committee is continuing the discussion on placement goal percentage versus an actual number and looking at reporting for unique individual visits.

**Business Services Committee:**

Amy O'Dell mentioned the committee did not meet, but Amy and Sara Worstell worked on developing the metrics to discuss at the next meeting. Phil Seger has agreed to chair the committee beginning PY17.

**Youth Committee:**

Michelle Schaefer and Jennifer Wigginton mentioned that JAG has met all 5 of 5 performance metrics and Jonathan Kraeszig with Vocational Rehabilitation presented a partnership proposal for transition services for youth with disabilities. The committee will discuss the proposal at the next meeting. The committee continued the WEX bootcamp discussion and youth outreach initiative.

**Outreach Committee:**

Sue Habig mentioned the committee is developing a proposal for PY17.

**WDB Staff Report:**

Jim Heck highlighted Work Ethic Certification, Rapid Response with Startech in Tell City and LEO meetings.

*Paula Pinkstaff motioned to approve all items in the consent agenda including:*

- WDB Meeting Minutes – May 16, 2017*
- Executive Committee Minutes – May 2017*
- Finance Committee Minutes & PY16 Financial Reports – May 2017*
- Operations Committee Minutes – May 2017*
- Youth Committee Minutes & Reports – May 2017*
- Outreach Committee Minutes – May 2017*
- WDB Staff Reports – May 2017*

*Dan Ulrich seconded. Motion passed.*

**WDB-2016-36**

**Old Business**

**Cost Savings Update:**

Sue Habig mentioned that a letter has been sent to Vincennes University to vacate the facility on August 30, 2017. The Knox County office will be relocated to the Knox Plaza. The Posey County office will be relocated in the Old National Bank facility in Mt. Vernon, a \$1.00/year lease has been negotiated.

**Infrastructure Negotiations with the State:**

Jim Heck mentioned the agreement has been completed and submitted to the State. A few concerns regarding mandatory partners have been sent to the State for clarification.

**New Business**

**PY17 Budget:**

Lori Williams gave an overview of the PY17 budget with the starting funds of \$3,700,000, which does not include additional funds such as JAG TANF, Teacher Bootcamp, etc. The planned carry-in of \$687,000 will be closer to \$800,000.

*Paula Pinkstaff motioned to approve the PY17 Budget as presented. Dan Ulrich seconded. Motion passed.*

**WDB-2016-37**

**SOP 17-01 Selective Service Registration:**

The committee reviewed SOP 17-01 Selective Service Registration. Josh Bowman mentioned SOP incorporates the current procedure for the selective service registration.

*Phil Seger motioned to approve SOP 17-01 Selective Service Registration as presented. Makenzie Coulter seconded. Motion passed.*

**WDB-2016-38**

**Conflict of Interest Forms**

Jim Heck explained a Conflict of Interest and asked the board member to complete a new form for PY17.

**INWBA**

Jim Heck mentioned the INWBA committee meeting discussed the infrastructure agreement, new ICC system and old data extraction reporting, and Indiana Career Ready, and INWBA fees are due.

*Lori Williams motioned to approve to pay the INWBA fees. Paula Pinkstaff seconded. Motion passed.*

**WDB-2016-39**

Sue Habig mentioned the Alcoa Foundation Teacher Bootcamp final presentations are being held in the OCU – Cornwell Reed Auditorium and ask the members to attend.

Sue Habig mentioned that Dan Ulrich and Gerald Stone as retiring and therefore leaving the board. Sue presented Dan Ulrich with a gift for his service. Dan Ulrich introduced David St. Clair who will be replacing Dan at the Southwest Indiana Career and Technical Center and on the board.


Amy O'Dell thanked Sue Habig for her service as the Board Chair and presented her with a gift. Sue will remain on the board and join the youth committee.

**Public Comment:**

None.

Adjournment:

*Lori Williams motioned to adjourn the meeting at 9:41 a.m. Central Time. Paula Pinkstaff seconded. Motion passed.*  
**WDB-2016-40**

  
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Frank Yuda, Workforce Development Board Secretary

8/25/17  
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Date