

Minutes
Grow Southwest Indiana Workforce Board
Meeting

8:30 a.m. CDT, February 23, 2018
VU-Ft Branch Campus
Gibson County

WDB Members Present:

Josh Bowman	Lori Williams	Frank Yuda	Jim Heck
Bill Nonte	Jon Keck	Michelle Schaefer	Jason Nord
Jennifer Wigginton	Makenzie Coulter	Brittney Kirwer	Marcia Forston
Sue Habig	Debbie Shokouhza deh	Ellen Horan	Tim Martin

Local Elected Officials Present:

Carl Schmitt, Posey County Commissioner

Others Present:

Nancy Schroering, JobWorks Jordan Baer, HIRE Chaze Patrick, USI

WDB Staff Present:

Linda Jones Kay Johnson Mary Hamilton Angie Sheppard

The meeting was called to order by Chair Josh Bowman at 8:31 a.m. Central Time.

Additional Agenda Items:

990 Tax Return, IFA Quarterly Report and School for Skills

School for Skills:

The Board watched the 14 News Special Report: School for Skills highlighting the Dubois County Teacher Bootcamp.
<http://www.14news.com/story/37528443/special-report-school-for-skills>

Speaker:

Jennifer Wigginton, The Literacy Center gave a presentation on the Mind in the Making training, which encompasses the seven essential life skills every child needs.

WDB Consent Agenda

WDB Meeting Minutes (January 26, 2018):

The Board reviewed the meeting minutes from January 26, 2018 with no concerns.

Executive Committee:

Josh Bowman mentioned the committee approved the minutes and agenda items.

Finance Committee:

Lori Williams gave an overview of the YTD financials noting the YTD budget at \$4,546,585 with \$19,500 added in January leaving \$119,197 unobligated. YTD expenses are at \$2,233,944 with 46% Overall WIOA expenditure rate and 25% direct client expenditure rate. The Board discussed the definition of direct client service rate.

Operations Committee:

Josh Bowman mentioned the committee did not have a quorum, but reviewed the reports noting placement were lower for January, but there have been improvements on data tracking. The One-stop certifications are almost complete.

Business Services Committee:

Brittany Kirwer mentioned the committee did not have a quorum but discussed the funding available for incumbent worker training, job fair advisors, and business participation in the work ethic certification.

Youth Committee:

Makenzie Coulter mentioned the committee approved the minutes and reports, discussed the JAG CDC winners and how to increase engagement for some of the JAG classes. The main discussion was on how the committee could best serve the region without duplicating services or initiatives and the need for strategic planning within the committee.

Outreach Committee:

Sara Worstell mentioned the committee reviewed the new website analytics. The website is now hosted by DWD.

WDB Staff Report:

Jim Heck highlighted the ADA compliance at all WorkOne offices, helped coordinate a Disability Matters session hosted by Toyota, JAG program discussion with North Posey High School, and working on two teacher bootcamps.

Sue Habig motioned to approve all items in the consent agenda including:

- WDB Meeting Minutes – January 26, 2018*
- Executive Committee Minutes – January 19, 2018*
- Finance Committee Minutes – January 19, 2018 & PY17 Financial Reports – January 2018*
- Youth Committee Minutes & Reports – January 19 and 31, 2018*
- Outreach Committee Minutes – October 27, 2017*
- WDB Staff Reports – January 2018*

Carl Schmitt seconded. Motion passed.

WDB-2017-23

New Business

PY16 Audit Report:

Lori Williams mentioned the Finance Committee reviewed the audit report prepared by Comer Nowling, which stated no findings and listed as low risk auditee.

Lori Williams motioned to accept the PY16 Audit Report as presented. Tim Martin seconded. Motion passed.

WDB-2017-24

WIOA Expenditure Requirements:

Linda Jones explained the WIOA funding allocations for adult, dislocated worker and youth. Bill Nonte mentioned the PY18 WIOA allocation amounts should be available around March 23.

Youth Committee – Strategic Planning:

Makenzie Coulter mentioned the Youth Committee has partnered with Indiana Youth Institute to understand the data driving the region. The committee would like to do some strategic planning sessions to determine the purpose of the committee and how best to serve the region while partnering with other youth organizations.

Jon Keck motioned to approve up to \$5,000 for the Youth Committee strategic planning. Marcia Forston seconded. Motion passed.

WDB-2017-25

KCDC Annual Meeting:

Josh Bowman mentioned the Knox County Development Corporation (KCDC) annual meeting will be held on March 7th at 11:30am ET at Vincennes University – Green Activity Center. Board members interested in attending should contact Angie Sheppard.

Convoy For Cash:

Jim Heck mentioned the Convoy For Cash will be at the Evansville WorkOne office on Saturday, May 12 around 10:00am CT for approximately one-hour. Staff will be on-site and businesses are welcome to set up a table to connect with the public and veterans.

990 Tax Return:

Lori Williams mentioned the Finance Committee reviewed the 990 Tax Return and had no concerns.

Lori Williams motioned to accept the 990 Tax Return as presented. Jennifer Wigginton seconded. Motion passed.

WDB- 2017-26

IFA Quarterly Report:

Jim Heck mentioned the Fiscal Agent prepared the IFA quarterly report and is ready to send to DWD upon approval.

Carl Schmitt motioned to approve the IFA Quarterly Report as presented. Marcia Forston seconded. Motion passed.
WDB-2017-27

Public Comment:

None.

Adjournment:

Sue Habig motioned to adjourn the meeting at 9:43 a.m. Central Time. Jason Nord seconded. Motion passed.
WDB-2017-28



Frank Yuda, Workforce Development Board Secretary

3/23/2018
Date