

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

8:30 a.m. CDT, February 26, 2016  
Vincennes University – Ft Branch Campus  
Gibson County

**WDB Members Present:**

Sue Habig	Frank Yuda	Jim Heck	Ron Hagy
Amy O'Dell	Jennifer Wigginton	Stephanie Norrick	Josh Bowman
Bob Stemple	Mike Szakaly	Nancy Davisson	Todd Mosby
Jon Keck	Michelle Schaefer	Chris Kinnett	Chris Harlow

**Local Elected Officials:**

Jerry Walden, Posey County Commissioner

**Others Present:**

Bill Lawrence, DWD	Nancy Schroering, JobWorks	Marva Essick, DWD
Peg Boardman, DWD	Jerry Parkinson, Senator Donnelly	Jodie Gomez, DWD
Paula Nurrenbern, USI		

**WDB Staff:**

Kay Johnson	Mary Hamilton	Angie Sheppard
Rochelle McDonald	Breasha Pruitt	Linda Jones

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

**Additional Agenda Items:**

Mike Szakaly – Ivy Tech ESL Program

**Speaker – Marva Essick – Indiana Department of Workforce Development:**

Marva Essick presented on the Indiana DWD Adult Education Program. The Adult Education program assists adults and out of school youth with foundational development, occupational bridge training and academic and career counseling. The key changes in the program include focus on transition to post-secondary education, employment and training, and bridging students into a career pathway.

**Consent Agenda**

**WDB Meeting Minutes:**

The Board reviewed the WDB/Works Council joint meeting minutes from December 4, 2015 with no concerns.

**Executive Committee:**

Sue Habig mentioned the committee reviewed the minutes, reports, and all discussion items.

**Finance Committee:**

Frank Yuda gave an overview of the year-to-date financials mentioning the YTD expenses are at \$2,349,908 and the WIOA expenditure rate is at 53% with the benchmark at 58%. Direct client expenditure rate is at 27.5%. Expense budget changes included the \$25,000 for CTE Innovation Grant, \$5,000 for WIA Transition, \$750 STEM Challenge and \$200 for Disable Veterans. The Finance Committee did approve additional funds to be used if needed for the Veterans Breakfast.

**Operations Committee:**

Josh Bowman mentioned the committee reviewed the minutes and reports. The enrollments are good, but the year-to-date placements are low. Although, the monthly placements have improved. The committee reviewed the standard operating procedures to be discussed under new business.

**Business Services Committee:**

Amy O'Dell mentioned the majority of the discussion was around the rapid response sessions for Alcoa and Vigo Coal. A TAA petition has been submitted. The Service Provider is in the process of hiring a new OJT Specialist. The committee developed metrics for the position including; 8 placements per month, maximum of 10% reverse referrals and establishing a case manager process.

**Youth Committee:**

Bob Stemple mentioned the committee approved minutes and reviewed the reports. The main discussion was to develop a plan to create a working session with other youth professional to develop a strategic plan to help out of school and in school youth.

**Outreach Committee:**

Todd Mosby mentioned the committee is developing a slogan and ad campaign using several different media outlets. The committee will bring a proposal and budget to the Board for approval.

**WDB Staff Report (Nov/Dec 2015 & January 2016):**

Jim Heck highlighted Alcoa and Vigo Coal rapid response, Power NEG Grant, Jobs for America's Graduate Career Development Conference, Bridge Builders Transportation Service, and YouthBuild.

*Ron Hagy motioned to approve all of the items in the consent agenda including;*

- *WDB /Works Council Minutes – December 4, 2015*
- *Executive Committee Minutes – November 20, 2015 & January 15, 2016*
- *Finance Committee Minutes & Financials – November 20, 2015 & January 15, 2016*
- *Operations Committee Minutes and Reports – November 20, 2015 & January 15, 2016*
- *Business Services Committee Minutes – November 20, 2015*
- *Youth Committee Minutes – November 20, 2015 & January 15, 2016*
- *Outreach Committee Minutes – November 6, 2015 & January 8, 2016*
- *WDB Staff Report – November/December 2015 & January 2016*

*Mike Szakaly seconded. Motion passed.*

**WDB-2015-18**

**Old Business****Service Provider Update:**

Nancy Schroering, JobWorks, gave a presentation on the service provider performance. Currently, 188 clients are enrolled in training and 342 clients are receiving supportive services. The staff is working on the changes to the youth program which includes increasing to the work based learning (WEX) programs.

**Rockport Office Relocation Update:**

Sue Habig mentioned the Rockport office has moved to the Lincoln Commerce Center. There has been some issues with the former tenant with wiring and signage. The Board reviewed the statements from DWD legal and the property owner, AEP, and agreed to install the WorkOne sign.

**Skill UP Indiana Grant Update:**

Jim Heck mentioned the Skill UP Indiana grant was not awarded. The partners have agreed to meet to discuss moving forward with the grant initiatives.

**New Business**

**Finance Committee Budget Revisions & PY14 Audit Report:**

Frank Yuda explained the budget revisions. The Youth funds were changed from 50% Out-of-School Youth (OSY) / 50% In-School Youth (ISY) to 75% OSY / 25% ISY. \$150,000 from WIA Admin was transferred to the Youth fund for supportive services. \$3,000 was added to the WDB Staff and Related Costs. These changes were recommended and approved by the Finance and Executive Committee in January and were reflected in the February 2016 financials. The Finance Committee reviewed the PY14 audit report, which stated no findings, low risk auditee and unmodified.

*Ron Hagy motioned to approve the Budget Revisions as presented. Chris Kinnett seconded. Motion passed.*  
**WDB-2015-19**

*Todd Mosby motioned to approve the PY14 Audit Report as presented. Stephanie Norrick seconded. Motion passed.*  
**WDB-2015-20**

**JobWorks Contract:**

Sue Habig mentioned the Service Provider contract is up for renewal. The current contract with JobWorks can be extended one year or the Board could elect to procure a new contract.

*Nancy Davisson motioned to approve the extension of the JobWorks contract for one year. Michelle Schaefer seconded. Motion passed.*  
**WDB-2015-21**

**Local Elected Officials Meeting – April 29:**

A special invitation will be extended to the local elected officials for the April 29, 2016 Workforce Development Board / Works Council joint meeting. Breakfast will be served.

**Knox County Development Corporation Annual Meeting – March 9:**

The Board has purchased a table of eight for the Knox County Development Corporation annual meeting on March 9, 2016. Board members were asked to let Angie Sheppard know if they want to attend.

**Meeting Attendance Review:**

Sue Habig mentioned that according to the By Laws a board member will be reviewed if they have missed more than two meetings. A few individuals have missed several meetings. These individuals will be contacted to discuss their board membership. Sue mentioned that each board member is required to serve on a committee. A few individuals have not been assigned to a committee. Board members are to contact Angie Sheppard with their committee preference. Sue will assign a committee if one is not chosen.

**Standard Operating Procedures:**

Kay Johnson gave an overview of the standard operating procedures. SOP 16-01 Training Provider Eligibility is a new policy. The training provider list is owned by the state and the policy explains the performance based changes. SOP 15-03 On the Job Training was changed to add additional notes for eligible employed workers.

*Mike Szakaly motioned to approve SOP 16-01 Training Provider Eligibility as presented. Chris Kinnett seconded. Motion passed.*  
**WDB-2015-22**

*Chris Kinnett motioned to approve SOP 15-03 On the Job Training as presented. Jon Keck seconded. Motion passed.*  
**WDB-2015-23**

**Mike Szakaly – Ivy Tech ESL Program:**

Mike Szakaly mentioned approximately 36 individuals showed up for the first ESL class at Ivy Tech.

**Public Comment:**

None

*Chris Kinnett made a motion to adjourn the meeting at 9:43a.m. Central Time. Ron Hagy seconded. Motion passed.*

**WDB-2015-24**

Next Meeting: WDB – Friday, April 1, 2016 at 8:30am CT at VU-Ft Branch Campus



Frank Yuda, Workforce Development Board Secretary

4/1/2016

Date