

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

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

**WDB Members Present:**

Sue Habig	Amy O'Dell	Lori Williams	Frank Yuda
Jim Heck	Nick Vaught	Mike Szakaly	Dan Ulrich
Tim Martin	Phil Seger	Josh Bowman	Paula Pinkstaff
Michelle Schaefer	Jeff France	Ron Hagy	Chris Kinnett
Chris Harlow	Jennifer Wigginton	Marcia Forston	

**Elected Officials:** Jerry Walden

**Others Present:**

Barb Dodson, WorkOne	Nancy Schroering, WorkOne	Jodie Gomez, DWD
Paula Nurrenbern, USI	Kim Stevenson, DWD	Matt Schwartz, VU

**WDB Staff Present:**

Linda Jones	Sara Huelsman	Rochelle McDonald	Kay Johnson
Angie Sheppard			

The meeting was called to order by Chair Sue Habig at 8:32 a.m. Central Time.

**Additional Agenda Items:**

None.

**Teacher Bootcamp Video:**

Kimball Electronics produced a video from the Dubois County Teachers' Manufacturing Bootcamp. The Board viewed the video.

**WDB Consent Agenda**

**WDB Meeting Minutes (May 27 & June 24):**

The Board reviewed the meeting minutes from May 27 and June 24 with no concerns.

**Executive Committee:**

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

**Finance Committee:**

Lori Williams gave an overview of the PY15 yearend financials noting the final expenses came in at \$4,117,902 with a few last minute budget changes for Teacher Bootcamp and STEM Challenge. The final expenditure rate was 12% behind benchmark, excluding the additional JAG TANF and Rapid Response funds. Youth funds ended with 36% In-School Youth and 64% Out-of-School Youth. The committee developed a new graph on the dashboard report to track benchmark and expenditure rate trends.

Lori explained the current PY16 financials, which began July 1, 2016, with year-to-date expenses at \$264,000, an overall WIOA expenditure rate of 5%, In-School Youth 41% and Out-of-School Youth 59%. Additional WIOA funds are anticipated to be received in October.

**Operations Committee:**

Josh Bowman reported that the committee reviewed the minutes and reports. Staff is continuing to monitor case notes stating improvements. The Service Provider has hired Barb Dobson to fill the Quality Assurance Position. The committee reviewed and selected the adult and dislocated worker clients of the year for recommendation to the Board.

**Business Services Committee:**

Amy O'Dell mentioned the committee approved the minutes and discussed the Rapid Response sessions at Flanders and Triad Mining and Ivy Tech CNC non-credit program. The Tour of Opportunity events will be held in October; Evansville on October 20, Vincennes on October 7, Dubois County on October 14 and Perry County on October 12. The committee selected the Business of the year for recommendation to the Board.

**Youth Committee:**

Jim Heck mentioned the committee approved the minutes and reviewed the metrics. The committee is concentrating on a mentor program for the out-of-school youth in the work experience (WEX) program. The committee reviewed and selected the Youth client of the year for recommendation to the Board.

Sue Habig mentioned the regional JAG program has hit 5 of 5 performance metrics for PY15, Shaun Brames received a leadership award from the State and National JAG, and Jody Robinson received the Outstanding JAG Specialist award.

**HR Committee:**

The committee reviewed minutes, updated the employee handbook and discussed the Fair Labor Standards Act.

**Outreach Committee:**

Sara Huelsman mentioned the committee discussed the board proposal and discussed the PSA's, television, newspaper and radio marketing.

Sue Habig mentioned the Executive Committee discussed the proposal and agreed some funds should be allocated to the committee.

*Paula Pinkstaff motioned to approve up to \$5,000 for the Outreach Committee marketing campaign. Ron Hagy seconded. Motion passed.*  
**WDB-2016-01**

**WDB Staff Report:**

Jim Heck highlighted the Teacher Bootcamps, finalizing the local plan and PowerNEG grant. The Economic Development Coalition of Southwest Indiana will be having a LEDO Summit on August 31, 2016 at Vincennes University, ICAT Building, in Vincennes to discuss the area trends in the coal industry.

*Phil Seger motioned to approve all items in the consent agenda including:*  
-WDB Meeting Minutes - May 27 and June 24, 2016  
-Executive Committee Minutes – May 20 and June 17, 2016  
-Finance Committee Minutes & Reports – May 20 and June 17, 2016  
-Operations Committee Minutes & Reports – May 20 and June 17, 2016  
-Business Services Committee Minutes – May 20 and June 17, 2016  
-Youth Committee Minutes and Reports – May 20 and June 17, 2016  
-HR Committee Minutes – May 11, 2016  
-Outreach Committee Minutes – May 13 and June 16, 2016  
-WDB Staff Reports – May and June/July 2016  
*Mike Szakaly seconded. Motion passed.*  
**WDB-2016-02**

**Old Business**

**PY16 Financial Budget:**

Lori Williams gave an overview of the PY16 financial budget currently totaling \$4,801,649, which includes the PY15 carry-in of \$968,992 and TAA Case Management and RESEA – reemployment services handed down from DWD. The region has received a decrease of \$400,000 in funding. The Finance Committee recommends decreasing the carry-over to 15% and allocating an additional 5% to the Service Provider to maintain performance. The Board will need to discuss other cost-saving initiatives.

*Paula Pinkstaff motioned to approve the PY16 Financial Budget as presented with the exception of changing the carry-over to 15% and allocating an additional 5% to the Service Provider. Mike Szakaly seconded. Motion passed.*  
**WDB-2016-03**

**Update on discussion with Commissioner Braun:**

Sue Habig and Jim Heck met with Commissioner Braun, Josh Richardson, Dennis Wimer and Bill Nonte. The Commissioner's vision is to have more technology and less bricks and mortar. DWD has stated they can help with the long term leases if needed. The Board discussed the lack of broadband in the rural area of Southwest Indiana and the current lease amounts in the Evansville and Vincennes offices. The Board may need to discuss the possibility of cutting

down the square footage of the offices.

**USDOL Monitoring Update:**

Sue Habig mentioned the monitoring went well with no issues and was very complementary of the staff. DOL noted the Teacher Bootcamp as a best practice to share nationwide.

**New Business**

**Annual Meeting:**

Sue Habig mentioned the Annual Meeting will be held at Ivy Tech – Evansville campus with breakfast starting at 8:00am CT in room 107 and the meeting and awards will begin at 9:00am CT in the auditorium. RSVP's for the meeting are due September 9<sup>th</sup> to Angie Sheppard.

**Clients and Business of the Year:**

The committees reviewed the nominations for the clients and business of the year to be awarded at the annual meeting. The committees chose the following for recommendation to the Board; Adult – Lauren Marks, Dislocated Worker – David Cowling, Youth – Dalton Riley, and Business – Unique Personnel Services.

*Mike Szakaly motioned to approve the following Clients and Business of the Year;*

*-Adult: Lauren Marks*

*-Dislocated Worker: David Cowling*

*-Youth: Dalton Riley*

*-Business: Unique Personnel Services*

*Phil Seger seconded. Motion passed.*

**WDB-2016-04**

**Additional Comments:**

A group hiring event was held at the Evansville WorkOne office on Thursday, August 25. 20 employers participated and 192 job seekers attended.

WorkOne Southwest will have a presence at the Ivy Tech – Evansville campus starting September 21, 2016.

**Public Comment:**

None.

Adjournment:

*Paula Pinkstaff motioned to adjourn the meeting at 9:28 a.m. Central Time. Ron Hagy seconded. Motion passed.*

**WDB-2016-05**



Frank Yuda, Workforce Development Board Secretary

*10/28/2016*

Date