

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

8:30 a.m. CDT, May 27, 2016  
Vincennes University – Ft Branch Campus  
Gibson County

**WDB Members Present:**

Sue Habig	Frank Yuda	Jim Heck	Lori Williams
Amy O'Dell	Josh Bowman	Bob Stemple	Tim Martin
Mike Szakaly	Chris Harlow	Gerald Stone	Jennifer Wigginton
Chris Kinnett	Makenzie Coulter	Lacey Peer	Nancy Davisson
Nick Vaught	Paula Pinkstaff	Stephanie Norrick	

**Local Elected Officials Present:**

Commissioner Jerry Walden

**Others Present:**

Nancy Schroering, JobWorks      Clay Whitaker, VU      John Spanogle, OJRV      Jason Salstrom, USI  
Bill Lawrence, DWD

**WDB Staff Present:**

Kay Johnson	Mary Hamilton	Sara Huelsman	Angie Sheppard
Breasha Pruitt	Linda Jones		

The meeting was called to order by Chair Sue Habig at 8:30 a.m. Central Time.

**Additional Agenda Items:**

None.

**Speaker – Jason Salstrom – Innovation X Showcase:**

Jason Salstrom mentioned a partnership with USI, Ivy Tech, GAGE, UE and Southwest Indiana Chamber are creating an event, Innovation X Showcase, for business and educators to showcase their regional innovations in a STEM career fair type event on October 28 at Old National Events Plaza in Evansville. The collaboration would like the Board to become a partner with the initiative and possibly be the fiscal agent. The board asked for a list of expectations from the board and goals of the event.

**Consent Agenda**

**LEO Breakfast Meeting Minutes:**

The Board reviewed the LEO Breakfast meeting minutes from April 29, 2016 with no concerns.

**Executive Committee:**

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

**Finance Committee:**

Lori Williams gave an overview of the financials reporting the year-to-date expenses are at \$3,349,641 with the overall WIOA expenditure rate at 71%. The expenditure rate benchmark is currently at 83%. Lori mentioned the new JAG TANF and Rapid Response funds are skewing the actual expenditure rate. Taking the new funds out of the equation the expenditure rate is around 10% below benchmark. The fiscal agent will replace a graph on the financial dashboard report with a new trend line graph for benchmarks.

**Operations Committee:**

Josh Bowman mentioned the committee approved the minutes and reports noting placements are up from last year and foot traffic is down. The committee approved the SOP's presented and the local plan.

**Business Services Committee:**

Amy O'Dell mentioned the committee approved minutes and the local plan with discussions on the Alcoa TAA orientation, Triad Mining Rapid Response, Lewis Bakery layoff, and Tour of Opportunity events. The committee discussed the Work Ethic Certificates where 19 SICTC students were award certificates, Axiom is finalizing the web portal, and eight Microsoft Surface tablets were purchased with an AT&T grant for the JAG classes to administer the Work Ethic Certification.

**Youth Committee:**

Bob Stemple mentioned the committee approved the minutes and reports with the main discussion on the planning the work session. The committee is currently focusing on setting up a mentor program for the out-of-school youth while they go through the Work Experience (WEX) Bootcamp and actual work experience. The mentors will help give the youth the support to be successful in their work experiences. The group is currently researching mentor training and will sit in a WEX Bootcamp session to understand the program.

**HR Committee:**

Amy O'Dell mentioned the committee approved the minutes and updated the employee handbook with discussions on the changes to the Fair Labor Standards Act. Upon research, the WDB staff is exempt from the changes due to the 501c3 non-profit status.

Sue Habig mentioned the HR Committee recommended to the Board to allow the WDB staff to purchase additional Paid Time Off (PTO) up to 40 hours. The benefit would be a voluntary election and payroll deducted.

*Mike Szakaly motioned to approve the recommendation to allow the WDB Staff to purchase additional Paid Time Off up to 40 hours and for the HR Committee to insert the wording for the benefit into the employee handbook. Tim Martin seconded. Motion passed.* **WDB-2015-33**

**Outreach Committee:**

Sara Huelsman mentioned the committee is working on a campaign to better brand the WorkOne offices targeting the un/under employed individuals emphasizing better careers and skills. The committee will develop a proposal for the next board meeting.

**WDB Staff Report (April 2016):**

Jim Heck highlighted the local plan, Alcoa TAA orientation, TSMA Q1 event, WorkOne staff tour of Toyota, Tour of Opportunity event planning and two Teacher Bootcamps.

*Paula Pinkstaff motioned to approve all of the items in the consent agenda including:*  
- *LEO Breakfast Meeting Minutes – April 29, 2016*  
- *Executive Committee Minutes – April 2016*  
- *Finance Committee Minutes & YTD Financials – April 2016*  
- *Operations Committee Minutes and Reports – April 2016*  
- *Business Services Committee Minutes – April 2016*  
- *Youth Committee Minutes – April & May 2016*  
- *HR Committee Minutes – November 2015 & April 2016*  
- *Outreach Committee Minutes – April 2016*  
- *WDB Staff Report – April 2016*  
*Stephanie Norrick seconded. Motion passed.* **WDB-2015-34**

**Old Business**

**Region 11 – Local Plan:**

The Board reviewed and discussed the local plan. All committees reviewed and approved their portion of the plan.

*Tim Martin motioned to approve the Region 11 Local Plan as presented. Paula Pinkstaff seconded. Motion passed. WDB-2015-35*

**New Business**

**WDB Meeting Schedule:**

Sue Habig mentioned changing the location of the June 24<sup>th</sup> meeting to Oakland City University to allow the Board to attend the Teacher Bootcamp final presentations.

*Mike Szakaly motioned to approve the June 24, 2016 meeting be changed to Oakland City University starting at 8:00am Central Time. Paula Pinkstaff seconded. Motion passed. WDB-2015-36*

The Board reviewed the PY16 meeting schedule and decided to change the May 2017 meetings; Finance, Business Services, Operations, Youth and Executive Committee meetings to be held on May 12, 2017 and the WDB meeting to be held on May 19, 2017.

*Paula Pinkstaff motioned to approve the PY16 calendar as amended. Stephanie Norrick seconded. Motion passed. WDB-2015-37*

**SOP's:**

Kay Johnson explained the following SOP's approved by the Operations Committee;

- 1) SOP 16-08 Sub-recipient Monitoring Policy
- 2) SOP 16-09 MOU and Shared Infrastructure Costs
- 3) SOP 16-10 Priority of Service for Veterans and Eligible Spouses
- 4) SOP 16-11 Required Roles & Responsibilities of DVOP and LVER

*Mike Szakaly motioned to approve the SOP's as presented. Tim Martin seconded. Motion passed. WDB-2015-38*

**PY16 Budget:**

Lori Williams mentioned the total funding for PY16 has been reduced \$400,000 due to the past low unemployment rates in the region. The Board has reserved and will carry in \$480,000 to PY16, which will offset the reduction. The Board will need to make plans for future program years if the funds remain at the reduced rate. Paula Pinkstaff mentioned the funding allocations were not presented to the State Workforce Innovation Council (SWIC). A straight line formula was used to determine the allocations.

**Public Comment:**

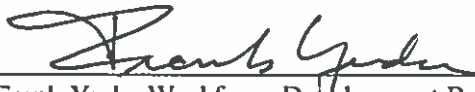
John Spanogle with Operation: Job Ready Veterans thanked the board for their partnership with the transitional classes moving veterans into employment.

Jennifer Wigginton mentioned the Literacy Center will be hosting an "All In Block Party" for the public on Saturday, June 18 from 3:00 – 5:00pm CT at the Tropicana Outdoor Events Plaza in Evansville. More information can be found at [www.litcenter.org](http://www.litcenter.org).

**Adjournment:**

*Bob Stemple motioned to adjourn the meeting at 9:43am Central Time. Lori Williams seconded. Motion passed.* **WDB-2015-39**

The next meetings will be held on Friday, June 24, 2016 at Oakland City University, Student Life Center at 8:00am CT / 9:00am ET.

  
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Frank Yuda, Workforce Development Board Secretary

8/26/2016  
Date