

Minutes
Grow Southwest Indiana Workforce Board & Indiana Works Council
Joint Meeting

8:30 a.m. CDT, December 4, 2015
Vincennes University – Ft Branch Campus
Gibson County

WDB Members Present:

Sue Habig	Frank Yuda	Jim Heck	Ron Hagy
Amy O'Dell	Makenzie Coulter	Jennifer Wigginton	Stephanie Norrick
Mike Szakaly	Nancy Davisson	Phil Seger	Tim Martin
Dan Ulrich	Jon Keck	Michelle Schaefer	Theo Boots
Paula Pinkstaff			

Works Council Members Present:

Matt Weinzapfel	Sue Habig	Dan Ulrich
Mike Szakaly	Terry Babb	Wendy Wells

Local Elected Officials:

Jerry Walden, Posey County Commissioner

Others Present:

Bill Lawrence, DWD	Dee Shrieves, DWD	Nancy Schroering, JobWorks
Jarred Howard, PCPV Coop	Peg Boardman, DWD	Jerry Parkinson, Senator Donnelly
Kim Stevenson, DWD	Martha Vance, VU	Marti Mauntel, VU-APIG Grant
Marva Essick, DWD	Jodie Gomez, DWD	

WDB Staff:

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

The meeting was called to order by the Workforce Development Board (WDB) Chair Sue Habig at 8:30 a.m. Central Time.

Additional Agenda Items:

Unemployment Insurance
180 Skills Maker
Work Ethic Certification

Works Council Meeting Minutes:

The Council reviewed the Works Council meeting minutes from August 28, 2015.

<i>Mike Szakaly motioned to approve the Works Council meeting minutes from August 25, 2015 as presented. Dan Ulrich seconded. Motion passed.</i>	WC-2015-03
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Consent Agenda

WDB Meeting Minutes:

The Board reviewed the WDB meeting minutes from October 30, 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 financials mentioning the YTD expenses are at \$1,400,000 and the WIOA expenditure rate is at 32% with the benchmark at 33%. Expense budget changes included the \$15,000 to support the Works Council grant staff member and \$150,000 moved to JobWorks Service Provider-WIOA for youth services. Currently, the Out-of-School youth is at 65% and In-School youth is at 35%. Youth services is continuing to transition to the 75% / 25% WIOA requirements.

Operations Committee:

Sue Habig mentioned the committee approved the minutes and reports with the main discussion on the low placements. The Board briefly discussed the low placements and asked Nancy Schroering to develop a plan to present at the next meeting.

Business Services Committee:

Amy O'Dell mentioned the committee approved minutes and discussed the Tour of Opportunity events, Rapid Response with Gibson County Coal and the Work Ethic Certification tracking system. SICTC and New Tech will begin offering the Work Ethic Certification in January. The committee also discussed what metrics need to be tracked.

HR Committee:

Amy O'Dell mentioned the committee reviewed the health insurance options and selected the UHC ACA Option 1 and updated the employee handbook clarifying the Paid Time Off availability upon termination.

Youth Committee:

Tim Martin mentioned the committee has developed a mission and currently working on metrics.

Outreach Committee:

Ron Hagy mentioned the committee met at the WorkOne Southwest office in Evansville to tour the facility to get a better understanding of available services to help develop a marketing message.

WDB Staff Report (September 2015):

Jim Heck highlighted the Bridge Builders transportation initiative and spots on WEVV.

Work Ethic Certification:

Sara Huelsman explained the procurement process for the online tracking system for the Work Ethic Certification. Proposals were received from Axiom, Lieberman Technology and Relative Creative. The Board discussed the proposals and decided to use Axiom.

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

- *WDB Minutes – October 30, 2015*
- *Executive Committee Minutes – October 16, 2015*
- *Finance Committee Minutes & Financials – October 16, 2015*
- *Operations Committee Minutes and Reports – October 16, 2015*
- *Business Services Committee Minutes – October 16, 2015*
- *HR Committee Minutes – June 18, 2015*
- *Youth Committee Minutes – October 16, 2015*
- *Outreach Committee Minutes – October 9, 2015*
- *WDB Staff Report – September 2015*

Paula Pinkstaff seconded. Motion passed.

WDB-2015-13

Works Council Business

Welcome – Marva Essick:

Sue Habig welcomed Marva Essick as the Works Council Support Staff.

Skill UP Indiana Grant:

Sue Habig explained the collaborative initiative with the WDB, regional CTE Directors, Ivy Tech, Oakland City University and Conexus Indiana to develop a grant proposal encompassing the needs of the region. A summary proposal has been submitted and feedback received to develop the final proposal that is due December 31.

Dan Ulrich mentioned a statewide mass marketing initiative is needed for CTE awareness.

180 Skills Maker:

Marva Essick mentioned an online career program with stackable coursework leading to certifications. More information can be found at www.180skillsmarker.com.

WDB Business

NEG Grant Contract:

Frank Yuda mentioned the NEG Grant for \$80,000 has been received. The Executive Committee recommended to move \$75,000 to contract with JobWorks to service veterans in accordance with the grant requirements. \$5,000 will be used for administration of the grant.

<p><i>Paula Pinkstaff motioned to move \$75,000 to contract with JobWorks for the NEG Grant. Phil Seger seconded. Motion passed.</i></p>
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WDB-2015-14

Articles & By Laws:

The Board reviewed the Articles and By Laws in accordance to the By Laws stating no concerns.

<p><i>Ron Hagy motioned to approve the Articles and By Laws as presented. Tim Martin seconded. Motion passed.</i></p>

WDB-2015-15

Strategic Workforce Group:

Sue Habig explained the development of a regional leadership group with the help from John Burnett and Jack Hess from Region 9. The leadership group will be developing a strategic plan, goals and metrics for the region.

Unemployment Insurance:

Jim Heck mentioned the State has decided to move Unemployment Insurance (UI) out of the WorkOne offices. UI will be handled online with a chat feature or via phone to a call center. Region 11 has been assigned a specific toll free number to help track usage. Call centers and webchat personnel will be directing clients to the WorkOne offices for employment services.

Security Guards:

Sue Habig mentioned the State will no longer be providing any security guard services due to budget costs, low incidents and UI being moved out of the WorkOne offices. The Executive Committee recommended to eliminate the security guards in all WorkOne Southwest offices effective December 31, 2015. The Board discussed the security service and reviewed the incident summary report.

Paula Pinkstaff motioned to accept the recommendation to eliminate the security guards in all WorkOne Southwest offices effective December 31, 2015. Phil Seger seconded. Stephanie Norrick and Jennifer Wigginton opposed. Motion passed. **WDB-2015-16**

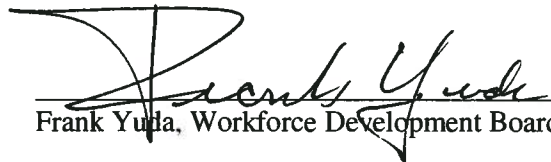
Public Comment:

None

Ron Hagy made a motion to adjourn the meeting at 10:03a.m. Central Time. Tim Martin seconded. Motion passed. **WDB-2015-17 WC-2015-04**

Next Meetings:

WDB – Friday, January 22, 2016 at 8:30am CT at VU-Ft Branch Campus
Works Council – Friday, January 22, 2016 at 10:00am CT at VU-Ft Branch Campus



Frank Yuda, Workforce Development Board Secretary

2/26/2016
Date



Dan Ulrich, Indiana Works Council Secretary

4/29/2016
Date