

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

8:30 a.m. CDT, August 28, 2015  
Vincennes University – Ft Branch Campus  
Gibson County

**WDB Members Present:**

Sue Habig	Bob Stemple	Frank Yuda	Jim Heck
Amy O'Dell	Chris Harlow	Makenzie Coulter	Jennifer Wigginton
Mike Szakaly	Josh Bowman	Gerald Stone	Nancy Davisson
Dan Ulrich	Chris Kinnett	Jon Keck	Michelle Schaefer
Paula Pinkstaff	Theo Boots	Tim Martin	Phil Seger
Stephanie Norrick			

**Works Council Members Present:**

Matt Weinzapfel	Sue Habig	Bob Stemple	Dan Ulrich
Mike Szakaly	Darrell Bobe	Laurel Smith	Wendy Wells

**Local Elected Officials:**

Jerry Walden, Posey County Commissioner

**Others Present:**

Chad Carter, DWD	Peg Boardman, DWD	Nancy Schroering, JobWorks
Elaine Hubbard, DWD	Joe Timbrook, Radius Indiana	Courtney Hopf, NE Dubois HS
Marti Mauntel, VUJC	Gina Schuetter, Jasper High School	Jerry Parkinson, Sen Donnelly's Office
Glen Roberson, Ivy Tech	Abby Harvey, SW IN Chamber	Kim Stevenson, DWD
Amy Marsh, DWD	Tatum Miller, DWD	Shaun Brames, JobWorks
Jennifer Smith, JobWorks		

**WIB Staff:**

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

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:**

WDB & Works Council Member Directories  
WDB Conflict of Interest Forms  
WDB Security Guards  
DWD Data – Mike Szakaly

**Speakers:**

**Dubois County CECI Grant Teacher Presentations:**

Marti Mauntel introduced two teachers. Courtney Hopf from NE Dubois High School and Gina Schuetter from Jasper High School, who participated in the CECI grant. Courtney and Gina presented on how they incorporated the workforce and employability skills into their classroom utilizing Shark Tank-type projects. The grant has allowed the teachers to collaborate with other teachers in the county as well as allowing students and teachers to tour the manufacturing facilities in the area to see first-hand what skills are needed in today's workforce.

**Action Plan Implementation Grant:**

Marti Mauntel explained the current grant for Dubois County has ended, but will have the teachers do a final video presentation to utilize at Manufacturing Day. The new grant is to continue the efforts to other schools in the region. A subgroup met to establish some guideline and decided Marti should start with North Knox schools.

**Glen Roberson – Ivy Institute of Technology:**

Glen Roberson explained the Ivy Tech technical programs and the value of certification. Ivy Tech is using the National Center for Construction Education and Research (NCCER) based curriculum, which will be a consistent course delivery standard statewide utilizing statewide blackboard shells and embedding certifications in every class.

**Works Council Meeting Minutes:**

The Council reviewed the Works Council meeting minutes from May 22, 2015.

*Matt Weinzapfel motioned to approve the May 22, 2015 Works Council meeting minutes as presented. Bob Stemple seconded. Motion passed.* **WC-2015-01**

**Consent Agenda**

**WIB Meeting Minutes:**

The Board reviewed the WIB meeting minutes from June 26, 2015 with no concerns.

*Paula Pinkstaff motioned to approved the June 26, 2016 WIB meeting minutes as presented. Phil Seger seconded. Motion passed.* **WDB-2015-01**

**Executive Committee:**

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

**Finance Committee:**

Frank Yuda gave an overview of the finance meeting highlighting the year-end PY14 financials with year-to-date expenses at \$3,686,029 and the Service Provider expenditure rate increased 11% from the previous month. The committee also reviewed the PY15 budget totaling \$4,554,626 with carry-in funds.

**Operations Committee:**

Sue Habig mentioned the committee approved the minutes and reports and selected the clients of the year; Timothy Garland-Adult, Kevin Cobb-Dislocated Worker, Tara Fox-HIRE, Logan Carlton-Youth, and Tiffanie Cameron-YES.

**Business Services Committee:**

Amy O’Dell mentioned the committee selected the business of the year, MS Companies, and discussed the Catholic Charities transportation initiative. The Work Ethic Certification subgroup is developing a business agreement.

**WIB Staff Report (June / July 2015):**

Jim Heck highlighted the new JAG program at Southridge High School, finishing up the Teacher Bootcamp, promoting the Work Ethic Certification at schools, and held a Rapid Response session and job fair for the Clondalkin employees.

*Bob Stemple motioned to approve all of the items in the consent agenda including;*  
- Executive Committee Minutes – June 19, 2015  
- Finance Committee Minutes – June 19, 2015, PY14 Year-End Financials, and PY15 Budget  
- Operations Committee Minutes and Reports – June 19, 2015  
- Business Services Committee Minutes – June 19, 2015  
- WIB Staff Report – June / July 2015  
*Mike Szakaly seconded. Motion passed.*

**WDB-2015-02**

## Old Business

### WorkOne Offices:

Sue Habig mentioned the Rockport facility lease will not be renewed. American Electric Power (AEP) has a space available on US231 with the same amount of rent and is handicapped accessible.

*Dan Ulrich motioned to approve entering into a one-year lease agreement with American Electric Power to move the Rockport WorkOne office to their facility on US231. Stephanie Norrick seconded. Motion passed.*

**WDB-2015-03**

Sue Habig mentioned the Mt. Vernon office is in a bad location and the foot traffic is low. The Mt. Vernon office is currently only open one day per week. The Executive Committee recommended opening the office two days per week on a 6-month trial basis to see if foot traffic increases.

*Jon Keck motioned to approve opening the Mt. Vernon office 2 days per week on a 6-month trial basis. Paula Pinkstaff seconded. Motion passed.*

**WDB-2015-04**

*Paula Pinkstaff motioned to investigate signage to be placed on 4<sup>th</sup> street in Mt. Vernon with the Executive Committee having authority to approve funds if needed. Phil Seger seconded. Motion passed.*

**WDB-2015-05**

## New Business

### WDB Audit & Tax Services:

Sue Habig explained the 2-year agreement with an option for a third year for Comer Nowling to perform the audit and tax services. The services can be performed this year under the third year option or procure new services. A procurement of services must be completed next year.

*Paula Pinkstaff motioned to approve using the third year option with Comer Nowling for the audit and tax services. Mike Szakaly seconded. Motion passed.*

**WDB-2015-06**

### Customer Satisfaction Surveys:

Sue Habig explained the WorkOne offices will be conducting surveys via a tablet for customers to complete regarding their visit. Two tablets will be circulating throughout WorkOne offices every three months. Evansville and Princeton office results were distributed. Jasper and Vincennes offices are currently surveying.

### Work Ethic Certification Portal Proposal:

Jim Heck explained the web portal concept to automate the paperwork needed to grade and track the students' efforts for the Work Ethic Certification. Lieberman Groups sent in a proposal for \$12,000 plus a yearly maintenance fee. Chris DuKate from Crowe Horwath has said that the Board could utilize Youth funds to pay for this as all JAG students would utilize the program. The Board discussed and agreed to continue the procurement for the web portal.

*Bob Stemple motioned to approve setting up a web portal for the Work Ethic Certification and entering into a contract for up to \$12,000 plus yearly maintenance fees. Dan Ulrich seconded. Motion passed.*

**WDB-2015-07**

### TORQ Works

Jim Heck asked the Board members if they are interested in having a TORQ Works training session. There will be one session scheduled at the Evansville WorkOne office. Other sessions will be scheduled in Vincennes and Jasper if there is interest. Sara Huelsman explained the TORQ Works program.

### Coalition Building Technical Assistance Agreement:

Jim Heck explained the Coalition Building agreement. Todd Hurst with EWIN recommended that the region apply for one or two of the free services. The Board reviewed the services and asked Jim to submit the application, which is due September 2, 2015. A subgroup will be need to work on negotiations once the application is accepted.

**Employability Skills Benchmark:**

Amy Marsh, DWD, distributed the Indiana’s Employability Skills Benchmarks. The benchmarks are to develop a common definition with clear and measurable guidelines. Amy asked the Board and Council to review the benchmarks and submit feedback with any changes.

**Post-secondary Pathway Events:**

Tatum Miller, DWD, mentioned there have been three post-secondary pathway events in the State. DWD has been asked to have an event in Region 11 at Toyota in February 2016.

**Additional Items**

**WDB and Works Council Directories:**

Sue Habig mentioned each member received a WDB Directory and Works Council membership listing.

**WDB Conflict of Interest Form:**

Sue Habig asked the WDB members to complete a new Conflict of Interest form and return to Angie by September 4, 2015.

**WDB Security Guards:**

Sue Habig explained the situation with the security guards at the WorkOne offices. The Evansville office security guard is paid for by the State and is an exception to the situation. The Board discussed the situation and other security options. The Board agreed to have Securitas meet with the Executive Committee to discuss the situation, retrieve the incident data to review, and get statements from the staff asking their opinion on having a security guard in their office before any decisions are made.

**DWD Data:**

Mike Szakaly distributed and explained the 2013-14 Graduating Class: Average Wage by Region. Southwest Indiana Technology division has the highest wage in the State at \$91,162.

**Public Comment:**

None

*Paula Pinkstaff made a motion to adjourn the meeting at 10:45a.m. Central Time. Mike Szakaly seconded. Motion passed.* **WDB-2015-08 WC-2015-02**

Next WDB Meeting is the Annual Breakfast Meeting on Friday, October 2, 2015 at 8:00am CT at Vincennes University – Jasper Campus.

Next Works Council meeting is scheduled on Friday, October 2, 2015 at 10:00am CT at Vincennes University – Jasper Campus (immediately following the WDB Annual Meeting).

  
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Frank Yuda, Workforce Development Board Secretary

10/30/15  
Date

  
\_\_\_\_\_  
Dan Ulrich, Indiana Works Council Secretary

12/4/2015  
Date