

Minutes
Grow Southwest Indiana Workforce Board
Meeting

8:30 a.m. CDT, October 28, 2016
Vincennes University – Ft Branch Campus
Gibson County

WDB Members Present:

Amy O'Dell	Lori Williams	Frank Yuda	Jim Heck
Nick Vaught	Mike Szakaly	Makenzie Coulter	Ron Hagy
Phil Seger	Paula Pinkstaff	Jeff France	Jon Keck
Chris Kinnett	Chris Harlow	Jennifer Wigginton	Marcia Forston

Elected Officials: Jerry Walden

Others Present:

Nancy Schroering, WorkOne Kim Stevenson, DWD Angie Mann, NSWC Crane

WDB Staff Present:

Linda Jones	Sara Huelsman	Megan Kite	Kay Johnson
Angie Sheppard	Mary Hamilton		

The meeting was called to order by Vice Chair Amy O'Dell at 8:32 a.m. Central Time.

Amy introduced Megan Kite. Megan has accepted the Business Services Specialist position.

Additional Agenda Items:

None.

Speaker – Marcia Forston, Junior Achievement (JA):

Marcia Forston gave an overview of Junior Achievement of Southwest Indiana and ways JA can partner with WorkOne Southwest; Jobs for Americas Graduate program, Work Ethic Certification, Tour of Opportunity and Speakers Bureau. JA has partnered with Ivy Tech and others with the Skill UP grant. JA plans to develop a careers in advanced manufacturing module.

Teacher Bootcamp Video:

Jim Heck mentioned the television production on WNIN. Three videos are embedded in the show. The group watched the second video in the series.

WDB Consent Agenda

WDB Meeting Minutes (August 26, 2016):

The Board reviewed the meeting minutes from August 26, 2016 with no concerns.

Executive Committee:

Amy O'Dell stated the committee reviewed the minutes and all agenda items.

Finance Committee:

Lori Williams gave an overview of the PY16 financials noting the total budget of \$5,184,152 with \$121,140 unobligated. Year-to-date expenses are at \$972,382 with an overall WIOA expenditure rate of 18% and direct client expenditure rate of 23.8%. JobWorks expenditure rate increased 1% from August, benchmark of 8%. The small increase is due to additional WIOA funds being allocated for remainder of PY16.

Operations Committee:

Kay Johnson mentioned the committee approved minutes and reviewed reports with discussions on the large hiring events in the Evansville office. the new tracking system, placement goals, and staffing.

Business Services Committee:

Amy O'Dell mentioned the committee approved the minutes and discussed the workforce survey being piloted with five employers and Tour of Opportunity events. Copies of the workforce survey were distributed to the board members.

Youth Committee:

Jim Heck mentioned the committee is working on incorporating a youth mentoring program within the work experience program. The committee members have been given access to the WEX bootcamp online modules to help understand the process.

HR Committee:

The committee reviewed minutes and discussed the health care options due for renewal December 1. The committee recommends to renew with United Healthcare.

Outreach Committee:

Sara Huelsman mentioned the committee has been diligently working on the marketing campaign. Media spots with radio, newspapers and television have been approved by DWD. The media outlets have been running the ads and will provide tear sheets of when the spots have run. The Board viewed the television ad WorkOne Southwest Find Employment. Find Success.

WDB Staff Report:

Jim Heck highlighted the PowerNEG grant and Local Plan.

Paula Pinkstaff motioned to approve all items in the consent agenda including:
-*WDB Meeting Minutes – August 26, 2016*
-*Executive Committee Minutes – August 19 and September 16, 2016*
-*Finance Committee Minutes & PY16 Financial Reports – August 19 and September 16, 2016*
-*Operations Committee Minutes & Reports – August 19 and September 16, 2016*
-*Business Services Committee Minutes – August 19 and September 16, 2016*
-*Youth Committee Minutes and Reports – August 19, September 7 and September 16, 2016*
-*HR Committee Minutes – June 16, 2016*
-*Outreach Committee Minutes – August 19 and September 9, 2016*
-*WDB Staff Reports – August and September 2016*
Ron Hagy seconded. Motion passed. **WDB-2016-08**

New Business

PY16 Budget:

Lori Williams mentioned the receipt of the remaining WIOA funds and gave an overview of the PY16 budget changes including; \$121,200 for JAG TANF, \$136,000 for Integrated Services for the remaining nine months, 100,000 moved to a separate line item for Alcoa Scholarships, the reduction of the carry-over to 15%, and \$5,000 for the Outreach committee.

Paula Pinkstaff motioned to approve the PY16 budget as presented. Phil Seger seconded. Motion passed. **WDB-2016-09**

Audit Proposals:

Lori Williams mentioned the committee reviewed and scored the procured audit proposals from Comer Nowling and Sikich. The committee recommends Comer Nowling based on the procurement process.

Phil Seger motioned to approve Comer Nowling’s audit proposal for \$10,410 based on the procurement process. Paula Pinkstaff seconded. Motion passed. **WDB-2016-10**

Conflict of Interest Update:

Jim Heck explained the conflict of interest renewal and asked the board members to complete the Conflict of Interest forms and return to Angie Sheppard.

Additional Comments:

None.

Public Comment:

None.

Adjournment:

Lori Williams motioned to adjourn the meeting at 9:31 a.m. Central Time. Ron Hagy seconded. Motion passed.
WDB-2016-11



Frank Yuda, Workforce Development Board Secretary

12/2/2016
Date