

Minutes
Grow Southwest Indiana Workforce Board
Meeting

8:30 a.m. CDT, October 27, 2017
VU-Ft Branch Campus
Gibson County

WDB Members Present:

Amy O'Dell	Josh Bowman	Jim Heck	Jon Keck
Bill Nonte	Eric Ahlbrand	Bob Stemple	Mike Szakaly
Michelle Schaefer	Ellen Horan	Chris Harlow	Nick Vaught
Stephanie Norrick	Makenzie Coulter	David St. Clair	Brittney Kirwer
Deb Shokouhzadeh			

Others Present:

Jordan Baer, DWD	Schroering, JobWorks	Jennifer Montgomery, DWD
Kim Stevenson, DWD	Leslie Crist, DWD	

WDB Staff Present:

Linda Jones	Kay Johnson	Dana Gustafson	Angie Sheppard
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The meeting was called to order by Chair Amy O'Dell at 8:31 a.m. Central Time.

Additional Agenda Items:

INWBA Dues
One-Stop Certification Team

Chair Amy O'Dell welcomed new board members; Chris Thorsen with IBEW/JACT, Brittney Kirwer with Farbest Foods, and Deb Shokouhzadeh with Alcoa.

Bill Nonte introduced Leslie Crist, DWD Associate Chief Operating Officer of Workforce Programs.

Speaker: Stephanie Wells, Indiana Manufacturing Association

Stephanie Wells from Indiana Manufacturing Association presented on Indiana manufacturing data covering workforce surveys, career and technical education legislation, career counseling, Next Level Jobs, and the Governor's realignment efforts.

WDB Consent Agenda

WDB Meeting Minutes (August 25, 2017):

The Board reviewed the meeting minutes from August 25, 2017 with no concerns.

Executive Committee:

Amy O'Dell mentioned the committee approved the minutes and agenda items.

Finance Committee:

Linda Jones mentioned the committee reviewed the minutes and YTD financials. Funds for the infrastructure agreements have been received. YTD budget is at \$4,720,157 and YTD expenses are \$1,005,211. The Service Provider expenditures are tracking ahead of schedule.

Operations Committee:

Ellen Horan mentioned the committee did not have a quorum, but reviewed the minutes and metrics noting a decrease in placements. The committee reviewed three SOP's to be discussed later in the agenda.

Business Services Committee:

Stephanie Norrick mentioned the committee approved the minutes and discussed the metrics, job fair feedback, Tour of Opportunity events and Ability Matters.

Youth Committee:

Jim Heck mentioned the committee did not have a quorum, but reviewed the minutes and metrics noting a slight increase in out-of-school youth. The committee discussed the upcoming Jobs for America’s Graduate (JAG) Career Development Conference (CDC) scheduled for January 26, 2018. The WDB meeting is scheduled for the same date. The Board discussed moving the WDB meeting on January 26, 2018 to 8:00am CT to allow members to attend and judge the JAG CDC.

Outreach Committee:

Amy O’Dell mentioned the Outreach Committee was scheduled to meet following the Board meeting

HR Committee:

Amy O’Dell mentioned the HR Committee met via telephone to discuss the health insurance renewal. The committee recommended to continue with the current health care plan. The Executive Committee approved the plan selection.

WDB Staff Report:

Jim Heck highlighted the focus on Chamber of Commerce and economic developers to gain feedback for the Skill Up grant, Toyota Employer Training Grant kickoff, and Vanderburgh County Commissioner Job Fair.

Mike Szakaly motioned to approve all items in the consent agenda including:
-*WDB Meeting Minutes – August 25, 2017*
-*Executive Committee Minutes – August 18 & September 15, 2017*
-*Finance Committee Minutes – August 18 & September 15, 2017 & PY17 Financial Reports – August 2017*
-*Operations Committee Minutes & Reports – August 18, 2017*
-*Business Services Committee Minutes – August 18 & September 15, 2017*
-*Youth Committee Minutes & Reports – August 18, 2017*
-*Outreach Committee Minutes – August 4, 2017*
-*HR Committee Minutes – April 20, 2017*
-*WDB Staff Reports – August & September 2017*
Bob Stemple seconded. Motion passed.

WDB-2017-13

Old Business

Infrastructure Cost Agreement:

Linda Jones explained the new Infrastructure Cost Agreement showing the partners and cost sharing for each county office.

New Business

Standard Operating Procedures:

Kay Johnson explained the revisions to SOP 12-01 Media Inquiry, SOP 17-05 Youth Eligibility and SOP 17-06 Conflict of Interest. The board discussed the SOP revisions.

Jon Keck motioned to approve the following SOP’s as presented: SOP 12-01 Media Inquiry, SOP 17-05 Youth Eligibility, SOP 17-06 Conflict of Interest. David St. Clair seconded. Motion passed. **WDB-2017-14**

Next Level Jobs:

Amy O’Dell mentioned Stephanie Wells with Indiana Manufacturing Association covered the new initiative in her presentation. Leslie Crist stated participation data will be shared with each region.

Additional Items:

One-Stop Certification Team:

Jim Heck explained the requirements for the One-Stop Certification Team. Josh Bowman, Kay Johnson and Sara Worstell were recommended for the certification team.

Jon Keck motioned to approve Josh Bowman, Kay Johnson and Sara Worstell for the One-Stop Certification team. Michelle Schaefer seconded. Motion passed.

WDB-2017-15

INWBA Dues:

Jim Heck mentioned the board has been an INWBA member for years, but attending meetings is a real effort and the value has dwindled. Jim recommends paying half the dues and discontinue attending meetings. Jim will continue to meet with his counterparts in other regions.

Mike Szakaly motioned to approve paying half the INWBA membership dues and discontinue attending meetings. Bob Stemple seconded. Motion passed.

WDB-2017-16

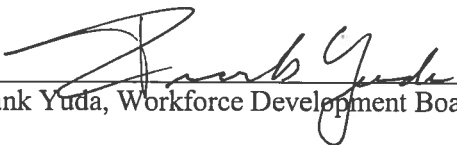
Public Comment:

None.

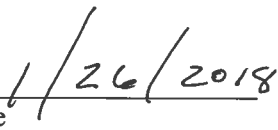
Adjournment:

Eric Ahlbrand motioned to adjourn the meeting at 9:43 a.m. Central Time. Jon Keck seconded. Motion passed.

WDB-2017-17



Frank Yuda, Workforce Development Board Secretary



Date