

DRAFT

**Indiana State Energy Sector Partnership Meeting
February 24, 2010
Indiana Department of Workforce Development
10 N. Senate Avenue
Indianapolis, IN 46204
Conference Room 301-A**

Present: Kris Deckard, David Blumenthal, Gary Gatman, Jim Heck, Bart Brown, Barbara Street, John Corcoran, and John Schneider, and Nate Klinck

Also Present: Fannie Cox and Patricia Vann

Absent: Paul Perkins, E. Mitchell Roob, Brandon Seitz, Thomas Snyder, Victor Lechtenberg, Ronald Keeping Dennis Southerland, Linda Woloshansky, Lisa Lee, and Ron McKulick, Gerald Rea, Michael Sheek, and Carol D' Amico

No Quorum was present.

Mr. Klinck welcomed everyone to the first meeting of the State Energy Sector Partnership. An e-mail was sent out to all charter members requesting they send Mr. Klinck a letter to assign a designee for their organization. This will ensure that all individuals participating in the meetings have voting rights. The designee letter should be received prior to the next meeting. Mr. Klinck will send out a sample letter to the Committee members.

A question was raised about voting via e-mail. Mr. Klinck stated that a vote can be taken by remote participation. A conference call-in line will be set up for future meetings and DWD staff is also working on conducting the Committee meetings via webinar. This will assist in keeping travel to a minimum. If a Committee member votes via conference call or webinar; they are required to submit a letter or e-mail stating their vote.

Also discussed was the definition of what constitutes as a quorum. It was determined that a quorum for this Committee would consist of a majority of the Committee member's attendance in person or through conference call.

Mr. Klinck introduced Ms. Patricia Vann to discuss the Bylaws of the Committee.

Ms. Vann walked through the Bylaws providing important highlights. SESP members will serve on this committee through the grant period of January 29, 2010 through February 28, 2013. Department of Workforce Development (DWD) staff will serve as staff. Members should excuse themselves from discussing and voting on any action items that come before the committee that might constitute a conflict of interest. Members discussed conflict of interest.

The SWIC Executive Committee is the responsible body that will nominate the Chair and Vice Chair of the SESP Committee. Any member wishing to resign from the committee should do so in writing to the DWD Director of Policy. The SWIC Executive Committee will nominate new members. Attendance will be brought up for review by the Committee if a member misses two or more meetings or conference calls. Procedures for Action Items must follow Roberts Rules of Order. If a member is using the conference call to cast a vote, they must then submit their vote in writing to the DWD Policy Director within five (5) business days of the meeting.

The Roberts Rules of Order were discussed and it was determined they should be included in the Bylaws.

Mr. Klinck reviewed the Bylaws with the Committee members emphasizing the need for members to send in their designee letters to ensure representation from their area. He also reminded members the conference call feature will be available at every meeting. Agendas will be sent to members at least one week in advance.

Discussion followed. Questions were raised on whether the Chair could add adhoc members to committees in their area of expertise for advice and voting. It was determined this would be acceptable. It was also determined that the requirement for special meetings should not be changed in the Bylaws.

Also discussed was the fact that some regions share representatives such as Regions 5 and 9 and Regions 2 and 3. Mr. Klinck will discuss this issue with the SWIC Executive Committee to ensure each region has representation of its own.

Mr. Klinck updated the Committee on the grant paperwork from Department of Labor. This has not been received as of yet. Distribution of funds will not occur until all paperwork has been received.

Mr. Klinck introduced Ms. Fannie Cox to review the Draft Scopes of Performance.

Ms. Cox stated there were four (4) separate Scopes of Performance. The language used for these Scopes of Performance was taken from the information sent to U.S. Department of Labor for receipt of this grant. The project guidelines for the OJT Scope of Performance follow DWD's OJT Guidelines. The OJT guidelines are for green manufacturing. Discussion ensued on what constitutes term "green" manufacturing.

It was determined that the term "green" manufacturing be defined for Committee members prior to any voting.

A question was raised regarding the locality of the OJT Grant. Was this for certain regions or areas? How do new companies get added?

Mr. Klinck stated these questions would be answered once documentation was received from U.S. Department of Labor. The companies that were listed in the grant were examples of companies that could be used. After discussion, it was determined that guidelines should be created for OJT companies. Committee members should be working with their regional IEDC representative and LIDO to ensure everyone has a clear understanding of the OJT Grant. Marketing of the OJT Grant was also discussed.

It was decided that a change should be made to Page 2 of the OJT Scope of Performance under Project Description to “emerging green energy manufacturing” rather than sectors.

Discussion was held regarding the term “placement cycle” on Page 5. This term relates to the end of the OJT training when the participant is employed. The employer or training provider will not be paid until the OJT participant is trained and employed. For example, Ivy Tech would provide the training and it is the responsibility of the Regional Operators to have employers available to hire these participants. If the participant does not get employment, the trainer is not paid. DOL had a stipulation in the grant that they would like an 85% success rate. DWD staff will conduct additional research on payment for training.

Because of time constraints, Mr. Klinck and Ms. Cox asked the Committee members to review each of the four Scopes of Performance and send comments and suggestions back to them. These will then be brought back before the Committee.

Mr. Klinck requested that all Committee members start working on their Work Plans. DWD staff will provide a sample of what the work plan should look like.

Mr. Klinck provided the Committee with a list of suggested quarterly meeting dates. The attending members chose to meet on the second Wednesday of the month. The dates are as follows: June 9, September 8, December 8, and March 9. An additional meeting will be set up as soon as information on the grant is received from U.S. DOL. This meeting will be held at DWD and the conference call line will be available. The meetings will be held from 10:00 a.m. – 12:00 noon unless otherwise notified of special circumstances. Some meetings may occur offsite at regional facilities.

Meeting adjourned at 12:05 p.m.