



INDIANA  
**WORKFORCE**  
DEVELOPMENT



<b>Grading Scorecard</b>		
<b>Research and ID Grant Application</b>		
<b><i>Consortium Formation and Qualifications:</i></b>		
Consortium formed and eligible to apply for training funds	Yes ____	No ____
Membership geographically representative of region	(1-10) _____	
Membership includes key interest groups &/or individuals	(1-10) _____	
<b><i>Application Condition:</i></b>		
Application submitted on time to IDWD	Yes ____	No ____
Application format complies with requirements of RFA.	(1-10) _____	
Application reflects good understanding of scope and purpose of SSI.	(1-10) _____	
Application's Work Statement is a coherent "plan to plan."	(1-10) _____	
<b><i>Application Purpose and Goals:</i></b>		
Application credibly describes steps to involve regional sector and industry representatives.	(1-10) _____	
Application reflects understanding of creating a "demand driven" system for future projects	(1-10) _____	
<b><i>Application Budget:</i></b>		
Application budget request is reasonable both in size and structure and corresponds to the scope of Consortium's Work Statement.	(1-10) _____	
Application budget request reflects rational level of funding dedicated to building staff capacity.	(1-10) _____	
<b><i>Project Personnel:</i></b>		
Application indicates that Consortium staff is now sufficient to accomplish SSI Planning Phase activities within the required timetable.	Yes ____	No ____
Application indicates additional staff needed to accomplish SSI Planning Phase activities within the required timetable.	Yes ____	No ____
Application reflects a need to build staff capacity to conduct labor market analysis and workforce development activities.	(1-10) _____	
Application identifies name of the regional SSI project leader(s) responsible for the completion of the SSI work, including all deliverables.	(1-10) _____	
Application describes the qualifications of the individuals who will undertake the SSI work.	(1-10) _____	
Application indicates which (if any) parts of SSI work will need to be outsourced to consultants and why that will be necessary.	(1-10) _____	
Application indicates that Consortium intends to follow IDW-recommended methodology as outlined in the <i>How-To-Handbook</i>	Yes ____	No ____
Application indicates that Consortium intends to take advantage of web-based SSI workshops to be provided by IWD	Yes ____	No ____

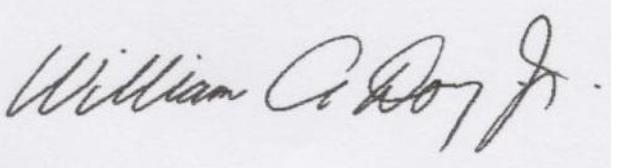
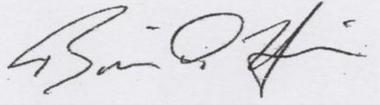
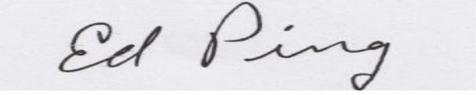
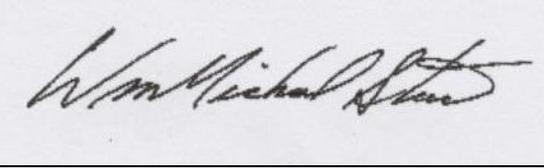
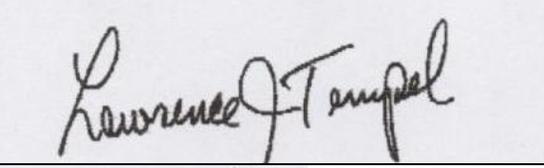
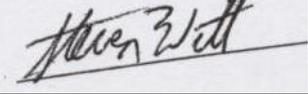
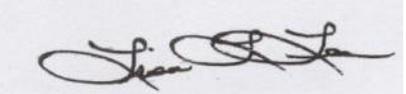


Strategic Skills Initiative Research and ID Grant  
Cover Sheet

Economic Growth Region #7: Western Indiana

<b>1. Funding Request</b>			
<b>Requested: \$267,992.00</b>		<b>Start Date: 06-15-05</b>	<b>End Date: 03-14-06</b>
<b>2. Designated Grantee</b>			
<b>Organization Name:</b> Western Indiana Workforce Investment Board		<b>Telephone Number:</b> (812) 238-5616	
<b>Address:</b> 630 Wabash Avenue, Suite 205		<b>Fax Number:</b> (812) 238-2466	
<b>Address:</b>		<b>Email Address:</b> lisalee@wiwib.com	
<b>City:</b> Terre Haute	<b>State:</b> Indiana	<b>Zip + 4:</b> 47807	
<b>County:</b> Vigo	<b>FEIN: 35-2080570</b>		
<b>3. Contact Person</b>			
<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Other	<b>First Name:</b> Lisa	<b>Last Name:</b> Lee	
	<b>Title:</b> Executive Director	<b>Telephone Number:</b> (812) 238-5616	
<b>Address:</b> 630 Wabash Avenue, Suite 205		<b>Fax Number:</b> (812) 238-2466	
<b>Address:</b>		<b>Email Address:</b> lisalee@wiwib.com	
<b>City:</b> Terre Haute	<b>State:</b> Indiana	<b>Zip + 4:</b> 47807	
<b>Member:</b>	<b>Name</b>		
<b>Lead Team Members</b>			
<b>Name:</b>	<b>Industry:</b>	<b>Title:</b>	<b>Signature:</b>
Carole Barr	Western Indiana Employment & Training Services	Executive Director	



<b>William Dory, II</b>	<b>Greencastle/Putnam Co. Development Center</b>	<b>Executive Director</b>	
<b>Brian Harris</b>	<b>Eli Lilly-Clinton Laboratories</b>	<b>Six Sigma Manager</b>	
<b>Ed Ping</b>	<b>AFL-CIO</b>	<b>Community Services Activities Labor Liason Representative</b>	
<b>Dr. Jeff Pittman</b>	<b>Ivy Tech Community College</b>	<b>Chancellor</b>	
<b>Wm. Michael Steed</b>	<b>Great Dane Trailers</b>	<b>Human Resources Manager</b>	
<b>Lawrence J. Tempel</b>	<b>Growers Co-op</b>	<b>Agronomy Manager</b>	
<b>Steve Witt</b>	<b>Terre Haute EDC</b>	<b>President</b>	
<b>Lisa Lee</b>	<b>Western Indiana Workforce Investment Board, Inc.</b>	<b>Executive Director, SSI Core Agent</b>	



Region 7 - Western Indiana  
Strategic Skills Initiative Application Narrative

**EXECUTIVE SUMMARY**

In order to effectively address the workforce needs of a region, one must first understand the factual realities of that region. While such research has occurred throughout Western Indiana in an informal manner, the Strategic Skills Initiative (SSI) now provides area leaders with the opportunity to systematically and objectively identify the drivers of the regional economy. Specific skill shortages within select driving business sectors can then be identified, a root cause analysis conducted, and solutions that both directly address the root causes and provide a clear “line-of-sight” analysis will be developed.

Supporting the development of regional economies and a demand driven approach to meeting the needs of business are also key factors of the SSI initiative. Regionalization and the development of a strong demand-driven economic/workforce system have been the goals of business, workforce and economic development professionals, educators, labor, and community based organizations for sometime in western Indiana. Regional leaders have come to understand that business must have the right workers with the right skills at the right time if western Indiana is going to effectively retain and attract business and grow the personal income of its citizens.

Evidence of the success that western Indiana has enjoyed through focused efforts on regionalization and development of a demand driven system is the establishment of the Wabash Valley Advanced Manufacturing Cluster. The twenty-five businesses, representing the six counties that compose Region 7 and Clark and Edgar counties in Illinois, identified workforce development as the their number one issue of concern. Successes that members of the Wabash Valley Advanced Manufacturing Cluster have enjoyed as they work with regional partners to develop solutions include; the launching of a career marketing campaign, an increase in the amount of incumbent worker training funds to manufacturers in the region from slightly more than \$33,000 in 2001 to more than \$433,000 for the program period ending June 30, 2005, and the development and implementation of the regional Skills 1 certification program. In fact, the Skills 1 certification program is being highlighted as a best practice in September at the Indiana State Chamber of Commerce Literacy Conference.

While these successes are substantial, regional leaders realize that there is still much work to be done if a highly effective and sustainable regional demand driven system is to become the permanent approach to workforce and economic development in western Indiana. Activities to this point do serve largely to provide a strong base of partnership and cooperation, which will be leveraged to achieve optimum results from the SSI opportunity.



Members of the SSI Executive Team who will be leading this initiative, along with members of the consortium, will be following the Indiana Department of Workforce Development recommended methodology as outlined in the *How to Handbook*.

Members of the Executive Team include the following individuals:

1. Carole Barr, Executive Director of Western Indiana Employment and Training Services, Inc.
2. William Dory, Jr., Executive Director of the Greencastle-Putnam County Development Center
3. Brian Harris, Six Sigma Manager, Eli Lilly, Clinton Laboratories
4. Ed Ping, Community Services Activities Labor Liaison Representative, United Way
5. Dr. Jeff Pittman, Chancellor, Wabash Valley Region, Ivy Tech Community College
6. Wm. Michael Steed, Human Resources Manager, Great Dane Trailers, Brazil, Indiana
7. Lawrence J. Tempel, Agronomy Manager, Growers Co-op
8. Steve Witt, President, Terre Haute Economic Development Corporation

Lisa Lee, as Executive Director of the Workforce Investment Board and designated Core Agent by the State, will serve as regional SSI project leader, and as such, assumes responsibility for all deliverables of this initiative.

The Executive Team, along with the members of the regional consortium, includes individuals from varied backgrounds and are representative of a variety of geographic areas throughout the region. These individuals are leaders in their field, realize and are excited about the great potential for economic growth the Indiana Strategic Skills Initiative offers, and have agreed to assist in completing the tasks set forth by the Indiana Department of Workforce Development.

The steps involved in completing the Research and ID Phase include 1) identifying occupational and skills shortages, 2) determining the root cause of these shortages, and 3) developing solutions that are directly tied to the root cause, will require multifaceted approaches to addressing each of these three areas. Major steps which have been identified to ensure a complete and comprehensive approach to this work include:

- ◆ Participation in the web-based SSI workshops provided by IWD and Workforce Associates.
- ◆ Developing and sifting primary data.
- ◆ Mobilizing and analyzing secondary data.
- ◆ Synthesizing and validating research results.



- ◆ Drawing a direct “line of sight” from the symptoms, to the root causes, and then the solutions.
- ◆ Examining “best practices” in order to develop the most effective solutions possible.
- ◆ Identifying existing resources to be directed at sustaining identified solutions.
- ◆ Composing and distributing an *SSI Report to the Community*.

Given the time constraints of this initiative, the work performed will be intense and concentrated. It will require a concerted effort and maximum cooperation to coordinate and implement numerous meetings, focus groups, surveys, follow-up discussions, data collection and analysis, report composition, etc. throughout the six county region. In order to implement each of these major steps successfully, and the numerous minor steps within each category, an amount of \$267,992.00 in planning funds is requested.

Please see the Attachment A, “Schedule of Activities” for the planned times of execution for each of the above components.

Executive team and consortium members recognize the challenges of the task before them and are eager to begin the process in order to develop a strong and sustainable plan of workforce and economic growth for the region. The SSI plan will detail specific actions to ensure that western Indiana has a highly skilled workforce available to meet the demands of business today and tomorrow. The increasing availability of high skill, high wage jobs in western Indiana will bring increased stability to the regional workforce, therefore allowing Hoosier workers the opportunity to grow and prosper locally and businesses the opportunity to compete successfully in today’s global economy.



## **WORK STATEMENT**

The Research and ID Phase of the Indiana Strategic Skills Initiative consists of a three part process:

1. Identification of Occupational and Skills Shortages; focused on high demand/high skill/high wage jobs.
2. Determination of the Root Causes of the Occupational and Skills Shortages.
3. Development of Solutions.

Upon completion of the first two parts of this initiative, a clear “line of sight” will be evident, establishing linkages between the Skill Shortages Report and the Root Causes Report. The primary document to determine the level of implementation funding will be the final, detailed Solutions/Action Plan. While training may or may not be a root cause of an occupational and skill shortage, if training is proposed as a solution, Western’s Solutions Report will contain specific matrices and templates that illustrate that training is directly tied to the root cause.

The Western Indiana staff, and those Executive Team or Consortium members electing to do so, will participate in the web-based SSI workshops provided by IWD and Workforce Associates. By participating in this valuable activity, the processes and procedures involved with the SSI experience will become institutionalized within the region, therefore eliminating the need to hire outside consultants when such work is necessary in the future.

Staff for the SSI Research and Development Stage will consist of the three individuals that make up the WIB staff, a part time contracted staff person to the WIB, and a part time contracted support staff person, such as a graduate student or associate professor focused largely on statistical analysis. The WIB staff is experienced in the development and submission of grants, having convened community leaders, facilitated meetings, and written State Human Resource Investment Council Grant, Energize Indiana Grant, and Rural Development Council grants proposals, all of which were funded. WIB staff has also been involved in the development of CAPE grant proposals in two counties within the Workforce Service Area.

While the statistical support person has not been identified, the Executive Team and consortium members have identified Dr. Louis Jensen, PhD as the individual they wish to perform the duties described in Attachment B. While serving as a professor at Indiana State University, Dr. Jensen has compiled an extensive background in education and training, meeting facilitation, and program development. Dr. Jensen is also currently serving as the Project Leader for a Rural Development Council (RDC) Grant which was



awarded to the Workforce Investment Board in April of 2005. The focus of this planning grant is to create a plan for increased telecommunication connectivity throughout a twelve county area, and to assess the educational and training needs of area manufacturers in that same twelve county area and then develop a plan to establish processes by which business and education can work together to become more responsive to those needs. If through the processes of the SSI grant, the data and ideas generated through the RDC grant are relevant, Dr. Jensen will be uniquely positioned to integrate such information immediately and efficiently.

With Sullivan County as a member county of Region 7, SSI staff will be in contact with, and encourage the participation of representatives of the Shawnee Trace WSA. Cooperation between Western and Shawnee Trace has always been very good, as Sullivan has been a part of the Shawnee Trace service area and at the same time part of Western's planning area for years. It should be noted that Chuck Roche was appointed the SSI Secondary Agent to Region 11, and therefore is largely involved with the Evansville area.

Members of the Executive Team and Consortium will also be called upon to actively support and participate in every phase of the SSI. The Region 7 Consortium is composed of a diverse, highly knowledgeable group of community leaders. The largest sector represented on the consortium is business. The involvement and support of industry representatives in the three phases of the SSI is critical to the success of this effort. Economic development officials also compose a large percentage of the consortium, along with representatives from education, labor, and community based organizations. Each member serving on the consortium will be asked to contribute information and ideas from their own business experience and recruit peers to participate in various data gathering and problem solving processes.

The gathering of appropriate primary and secondary data is critical to the success of this initiative. Processes which will be employed will include, but may not be limited to, interviews, focus groups, WorkKeys assessments, and surveys. Members of the Executive Team and consortium feel that it is important to assess the skill levels of area students in order to develop a baseline measure of the skill levels of our emerging workforce. The group will then compare these rates to regional, state, and national profiles and the assessment scores of adults who have completed the Work Keys assessment locally through the Department of Workforce Development. It is anticipated that the majority of these assessments will be conducted in September and early October, however, plans have been made to assess students in Parke and Vermillion counties in early February, allowing for a comparison of these assessment scores to earlier scores, yielding further important primary data.

Business members have expressed the importance of focusing on competency-based skill assessments as skill shortages are examined through the SSI processes. By defining the



competencies required of an occupation, the information gleaned is more specific and objective. Work Keys is the competency-based assessment system which the region will use to measure both the required competencies of relevant occupations and the competency levels of incumbent workers who currently hold these positions. Staff of Ivy Tech Community College will complete the job profiles necessary to measure the required competencies and administer related Work Keys assessments to local workers who are employed in these positions.

The services of individuals or companies to perform other needed information gathering activities will be procured as needed, with the exception of a survey to be performed with the Wabash Valley Advanced Manufacturing Cluster. A survey performed through the manufacturing cluster last year yielded extensive information concerning hiring projections and skill requirements of business participants. One surprising statistic was the fact that of the 15 companies participating in the process, 1803 job opening were projected over the next three years. These companies then defined the key skills needed for each job category. Kim LaGrange of Prime Resource conducted this survey. She has the format completed from last year and ready to implement. Ms. LaGrange has earned the trust of the businesses in region, which is critical if accurate data is to be gathered on such detailed and sensitive information.

Members of the Executive Team and the consortium feel that it is critical that they, and other stakeholders throughout the region, have a clear and comprehensive understanding of external factors which impact our local economic growth and the development of the local workforce. Issues such as the impact that India and China are having on the economy and jobs - now and in the future, the part immigration will play in workforce issues over the next ten years, and skills and competencies that are critical to developing in order to prosper in today's "flat world." It is for this reason the group will organize a regional conference in which Steve Gunderson of the Greystone Group will educate our citizens on these issues.

There is also a need to understand what is working outside of Region 7 in order to address the root cause issues that will be identified. By understanding a host of best practices from around the nation, and perhaps the globe, the Executive Team and consortium will have a strong foundation from which to design a system customized to address the unique needs of western Indiana. It is for this reason that an RFP will be issued to bring an expert in this field to the area. It should be clearly understood that this individual or individuals will in no way be requested to design a plan for this area. Their only job will be to present our regional SSI group with a menu of ideas to draw from.





Strategic Skills Initiative EGR #7: Western Indiana  
Planning Activities and Schedule

<b>Project Activity 1:</b> ERRIS Job Vacancy Survey	<b>Timeline:</b> 06-01-05 to 09-30-05	<b>Staff Responsible &amp; Agency:</b> ERRIS Staff	<b>Effort/Work Hours:</b>	<b>Product Produced (if applicable):</b> Regional Job Vacancy Survey
<b>Project Activity 2:</b> Employer Skill Needs and Hiring Survey	<b>Timeline:</b> 09-06-05 to 10-14-05	<b>Staff Responsible &amp; Agency:</b> Kim LaGrange, Prime Resources	<b>Effort/Work Hours:</b>	<b>Product Produced (if applicable):</b> Employer Skill Needs and Hiring Projections
<b>Project Activity 3:</b> Student Work Keys Assessments	<b>Timeline:</b> Between 09-06-05 to 10-14-05 and 01-05-06 to 02-10-06	<b>Staff Responsible &amp; Agency:</b> ISS Staff and School Administrators	<b>Effort/Work Hours:</b>	<b>Product Produced (if applicable):</b> WorkKeys Assessment Score Report
<b>Project Activity 4:</b> Info gathering, Focus Groups, Interviews, surveys, etc.	<b>Timeline:</b> Between 09-06-05 and 02-15-06	<b>Staff Responsible &amp; Agency:</b> ISS staff and possible procured service providers	<b>Effort/Work Hours:</b>	<b>Product Produced (if applicable):</b> ISS Regional Data
<b>Project Activity 5:</b> Workforce Associates SSI Online Workshops	<b>Timeline:</b> 09-16-05 to 02-21-06	<b>Staff Responsible &amp; Agency:</b> Workforce Associates Staff	<b>Effort/Work Hours:</b>	<b>Product Produced (if applicable):</b> (Training/ Technical Assistance)
<b>Project Activity 6:</b> Convene Lead Team and Consortium	<b>Timeline:</b> 09-16-05 to 02-21-06	<b>Staff Responsible &amp; Agency:</b> ISS Staff	<b>Effort/Work Hours:</b>	<b>Product Produced (if applicable):</b> Phase 3 ISS Regional Reports
<b>Project Activity 7:</b> Development and installation of a web-based career interest/image survey.	<b>Timeline:</b> 09-06-05 to 12-31-05	<b>Staff Responsible &amp; Agency:</b> Procured	<b>Effort/Work Hours:</b>	<b>Product Produced (if applicable):</b> Survey Data
<b>Project Activity 8:</b> Examination of “best practices” to resolve root cause issues.	<b>Timeline:</b> Between 12-17-05 and 02-21-05	<b>Staff Responsible &amp; Agency:</b> Procured	<b>Effort/Work Hours:</b>	<b>Product Produced (if applicable):</b>



Strategic Skills Initiative EGR #   7  : Western Indiana  
Planning Activities and Schedule  
Page 2

<b>Project Activity 9:</b>  <b>Gunderson Conference</b>	<b>Timeline:</b> Between <b>October 15, 2005</b> and <b>January 20, 2006</b>	<b>Staff Responsible &amp; Agency:</b>  <b>Greystone Group – Steve Gunderson</b>	<b>Effort/Work Hours:</b>	<b>Product Produced (if applicable):</b>  <b>Conference Materials</b>
<b>Project Activity 10:</b>  <b>Job Profiles Produced</b>	<b>Timeline:</b> Between <b>September 10, 2005</b> and <b>February 10, 2006</b>	<b>Staff Responsible &amp; Agency:</b>  <b>Ivy Tech State College</b>	<b>Effort/Work Hours:</b>	<b>Product Produced (if applicable):</b>  <b>Job Profiles</b>
<b>Project Activity :</b> <b>11</b>  <b>Incumbent Worker Work Keys Assessments</b>	<b>Timeline:</b> Between <b>September 10, 2005</b> and <b>February 10, 2006</b>	<b>Staff Responsible &amp; Agency:</b>  <b>Ivy Tech State College</b>	<b>Effort/Work Hours:</b>	<b>Product Produced (if applicable):</b>  <b>Work Keys Assessment Scores</b>
<b>Project Activity12:</b>	<b>Timeline:</b>	<b>Staff Responsible &amp; Agency:</b>	<b>Effort/Work Hours:</b>	<b>Product Produced (if applicable):</b>
<b>Project Activity13:</b>	<b>Timeline:</b>	<b>Staff Responsible &amp; Agency:</b>	<b>Effort/Work Hours:</b>	<b>Product Produced (if applicable):</b>
<b>Project Activity14:</b>	<b>Timeline:</b>	<b>Staff Responsible &amp; Agency:</b>	<b>Effort/Work Hours:</b>	<b>Product Produced (if applicable):</b>

Expand table as needed



Strategic Skills Initiative Research & ID Grant  
Line Item Budge Request

Economic Growth Region # 7

ITEM	AMOUNT REQUESTED
1. Staff Costs	70,459.00
2. Consultant Assistance	71,634.00
3. Travel Expenses	1,500
4. Other Expenses	124,399.00
<b>TOTAL REQUEST</b>	<b>267,992.00</b>

- Staff Costs:** Prorated wages and benefit costs for that portion of time staff actively work on the project. Staff time charged to the project must be documented (i.e. time sheets).
- Consultant Assistance:** Costs for consultants assisting with the project. Include both consultant fees and expenses here. Please note that contracts for consultant services must meet all applicable state and local procurement requirements
- Travel Expenses:** Transportation (i.e. mileage), lodging, and meals (or Per Diem) costs for staff and other personnel (excluding consultants) participating in the project.
- Other Expenses:** Include costs such as: meeting room costs; purchase of data, reports, and materials; data processing fees; and printing expenses.

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**\*NOTICE:** Attach a detailed justification for all requested costs by line item. The justification must explain what is being requested in relation to the work statement, as well as the “reasonableness” of the amount being requested – this is a critical piece that must be well developed in order for the state to determine final funding levels.



**SSI Region 7 Planning Budget**

**Staff Costs:**

WIB Staff Support (3staff, approx.7 hrs. per week ea. for 39 weeks and 2 staff attending web workshops) \$41,459.00

WIB Staff (Contracted) Dr. Lou Jensen \$26,500.00  
442 hours at \$60.00/hr.

WIB Staff (Contracted) Statistical Analysis \$2,500.00  
100 hours at \$25.00/ hr.

**Sub Total \$70,459.00**

**Consultant Assistance**

ERISS \$13,454.00

Workforce Associates SSI Web Workshops \$10,000.00

Prime Resources Manufacturing Survey \$6,200.00

Technical Assistance – Best Practices/Solutions \$12,000.00

Other Data Collection Services \$25,000.00

Gunderson Presentation \$3,000.00

Air Travel \$900.00

Room and Board \$1,080.00

**Sub Total \$71,634.00**

**Travel Expenses**

Mileage \$1,500.00

**Sub Total \$1,500.00**

**Other**

Supplies (copier paper, envelopes, report covers, binders) \$1200.00

Student WorkKeys Assessments (2,400 X 13.00) \$31,200.00

Work Keys Profiles (12 @ 2,000) \$24,000.00

Incumbent Worker Work Keys assessments (300 X 40.00) \$12,000.00

Newspaper Notices (RFP) \$700.00

Postage \$2,246.00

Teleconference Cost \$4,900.00

Telephone \$1,200.00

Printing/Binding \$4,500.00

Meeting Costs \$9,000.00

1,000 CD for ISS Reports \$6,700.00

Web survey \$5,800.00

Administration (8%) \$20,953.00

**Sub Total \$124,399.00**

**TOTAL \$267,992.00**



## Region 7 Strategic Skills Initiative Budget Detail

### **Staff Costs:**

The WIB employs 2.5 FTE staff persons. It is estimated that the 2 full time staff will devote approximately 6 hours per week to this project and the part time staff somewhat less. WIB staff will also participate in the web workshops. Approximately 550 actual staff hours will be made available through staff contracted to the WIB for the duration of the project. This includes the services of Dr. Lou Jensen, as named in the statement of work.

### **Consultant Assistance:**

This line item includes the contracted services of ERISS and Workforce Associates, Inc. In addition, Prime Resources, Inc. will be contracted to complete and compile a survey with the members of the Wabash Valley Advanced Manufacturing Cluster. The consortium has agreed that there is a need for a national and global perspective when it comes to determining best practices, and has chosen to contract with Steve Gunderson, of the Greystone Group, Inc. to provide this service. Because this is such a data intensive project, other data collection may be required as the group delves into the project. This could include, but not necessarily be limited to, telephone surveys, face-to-face question and answers, or written surveys to be prepared and compiled. This cost category includes all costs associated with the travel expenses of outside consultants.

### **Travel Expenses:**

Staff mileage will be reimbursed at the current Federal Government Rate. Other travel costs may include meals and hotels for staff if required.

### **Other:**

Supplies – Routine office supplies such as paper, envelopes, copies, report covers, binders, etc.

Student WorkKeys Assessments – The purchase, administering, and shipping associated with assessing area students using WorkKeys to aid in the identification of skill gaps of the emerging workforce.

WorkKeys Profiles – In order to ensure that skill gaps are determined based on required competencies profiles of up to 12 occupations will be completed by Ivy Tech Community College, the entity named by IWD to complete profiles in Region 7.

Incumbent Worker WorkKeys Assessments – Approximately 300 incumbent workers will complete WorkKeys assessments to establish a baseline of current skill levels and gaps. Includes purchasing, administering and shipping.

Newspaper Notices – Publication of Requests for Proposals in newspapers.

Postage – U.S. Postal office charges for the mailing of meeting notifications and/or materials to participants, consortium members and survey respondents.



Teleconference Costs – In an effort to limit the demands on participants’ time, the consortium will conduct teleconferences whenever possible.

Telephone – Telephone costs, other than conference calls associated with the initiative.

Printing/Binding – For materials, reports, surveys or other items requiring professional printing prior to distribution.

Meeting Costs – To cover usual and customary costs associated with large and small meetings throughout the region.

1,000 CD’s for the final SSI report – The production of compact discs containing the reports associated with the initiative for distribution to consortium members, participants and community stakeholders.

Web Survey – The development and marketing of a survey to be posted on the 456Jobs.com website as a tool to measure the impact of the initiative in the area.



Western Indiana Workforce Investment Board, Inc.  
SSI Staff Position Description

TITLE:	Strategic Skills Initiative Contracted Staff Position
REPORTS TO:	Executive Director
LOCATION:	WIB Office – Vigo County, however the position requires possible travel to Clay, Parke, Putnam, Sullivan, and Vermillion counties.
SALARY:	Contracted position. \$60 per hour, plus .40.5 cents per mile mileage reimbursement (No benefits provided with this position.)

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 An Equal Opportunity Employer  
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Essential Duties:

- Attend consortium/lead team meetings, as needed.
- Attend SSI Web Workshops
- Work with other SSI staff in the collection, analysis and validation of regional data.
- Facilitate focus groups, as needed.
- Provide technical assistance, as needed.
- Conduct interviews, as needed.
- Assist in the writing and/or editing of all reports to IDWD.
- Assist in the organization and analysis of related data.
- Examine present and anticipated future “output” of education and training institutions that prepare entrants into critical occupations.
- Other duties as needed.

Qualification Requirements:

- Bachelor’s degree required. Masters or PhD preferred.
- Prior grant development and writing experience.
- Knowledge of regional social and business climate.
- Knowledge of regional educational institutions and training programs.

- \* Duration of contract: September 6, 2005 – February 21, 2006.
- \* Contingent on approval and receipt of funds from IDWD.



## ATTACHMENT A

Strategic Skill Initiative  
Region 7 Executive Team and Consortium Membership  
Core Agent: Lisa Lee, Executive Director, Western Indiana WIB

### Executive Team:

1. Carole Barr, Executive Director, Western Indiana Employment & Training Services, Inc.
2. Bill Dory, Executive Director, Greencastle-Putnam Co. Development Ctr.
3. Brian Harris, Six Sigma Manager, Eli Lilly, Clinton Laboratories
4. Lisa Lee, Executive Director, Western Indiana WIB
5. Ed Ping, Community Service Labor Liaison, United Way, AFL-CIO
6. Dr. Jeff Pittman, Chancellor, Wabash Valley Region, Ivy Tech Community College
7. Wm. Michael Steed, Human Resource Manager, Great Dane Trailers, Brazil, Indiana
8. Lawrence J. Tempel, Agronomy Manager, Growers Co-op
9. Steve Witt, President, Terre Haute Economic Development Corporation

### Consortium:

1. M. Kenneth Baker, Corporate Director of Human Resources, Applied Extrusions Technology (AET)
2. Kristin Clary, Executive Director, Parke County Economic Development Office
3. Ed Cole, Executive Director, Vermillion County Economic Development Council
4. Kelly Gibson, HR Manager, Staples Distribution Center
5. Mike Harmless, Crowe Chizek\*
6. Rod Henry, Executive Director, Terre Haute Chamber of Commerce
7. Dr. Larry Heath, School of Technology, Indiana State University
8. Craig Hinks, Superintendent, (Sullivan) Wabash Valley Correctional Facility
9. Tim Kelley, Program Director, IDWD
10. Craig Ligda, Plant Manager, Applied Extrusions Technology (AET)
11. Dr. Jeff McNabb, Assistant Dean, Indiana State University School of Technology
12. Keith Moenter, Human Resource Manager, Sony Digital Audio Disc Corp
13. Ken Pierce, Area 35 Director of Career, Technical, and Adult Ed.
14. Mary Caye Pfister, Owner, Pfister and Company, Inc.
15. John Rutherford, SUCCEED (Sullivan Co. Economic Develop. Organization)
16. Mark Spelbring, Director, Parke County Purdue Extension Office
17. Mike Walton, Area 30 Director of Career, Technical, and Adult Ed.
18. Dr. Arthur Western, Vice President of Academic Affairs, Rose-Hulman Institute of Technology
19. Joe Wey, Parke-Vermillion Interlocal, Director of Career, Technical, and Adult Ed.



## CONTACT INFORMATION

For any questions or concerns regarding this document or the Strategic Skills Initiative, please contact:

### Contact for Report Submissions:

Ruby Rigdon  
10 N. Senate Ave.  
Indianapolis, IN 46204  
(317) 233-5661  
[RRidgon@dwd.IN.gov](mailto:RRidgon@dwd.IN.gov)

### Fiscal Agent Contact:

Crowe Chizek and Company  
320 East Jefferson Blvd.  
PO Box 7  
South Bend, IN 46624  
Attn. (Douglas O. Jones)  
[djones@crowechizek.com](mailto:djones@crowechizek.com)