



State Workforce Development Board (SWDB) Meeting

May 20, 2026



Welcome, Call to Order, and Roll Call

Natalie Carroll, SWDB Chair

Acknowledgment of Appointments and Opening Remarks

Kate Shelby, DWD Commissioner

Opening Remarks

IN AI Initiative

Jahon Hobbeheydar
Indiana Corporate Partnership (CICP)



Member Introductions

Member Self-Introductions and Objectives

SWDB Administration: DWD Contacts

Natalie Carroll, SWDB Chair

SWDB Administration: DWD Contacts

- Kate Shelby, DWD Commissioner
- Mike Smith, Chief Operating Officer
- Allison Bertl, Chief Workforce Officer
- Connie Wray, Associate Chief, Program Administration and Oversight
- Christmas Hudgens, Workforce Program Administration Director
- Jacob Harkin, State Workforce Board Director and Special Projects

Overview of Workforce Innovation and Opportunity Act (WIOA) and the SWDB

WIOA Statutory Authority and Core Programs

SWDB Roles and Responsibilities

WIOA Unified State Plan

Jacob Harkin, SWDB Director

WIOA Statutory Authority

The Workforce Innovation and Opportunity Act of 2014 (WIOA) is a Federal law that is designed to strengthen and improve the public workforce system and to help people, including youth and individuals with barriers to employment, obtain high-quality jobs and assist employers with hiring and retaining skilled workers.

[WIOA Public Law 113-128, 113th Congress](#)

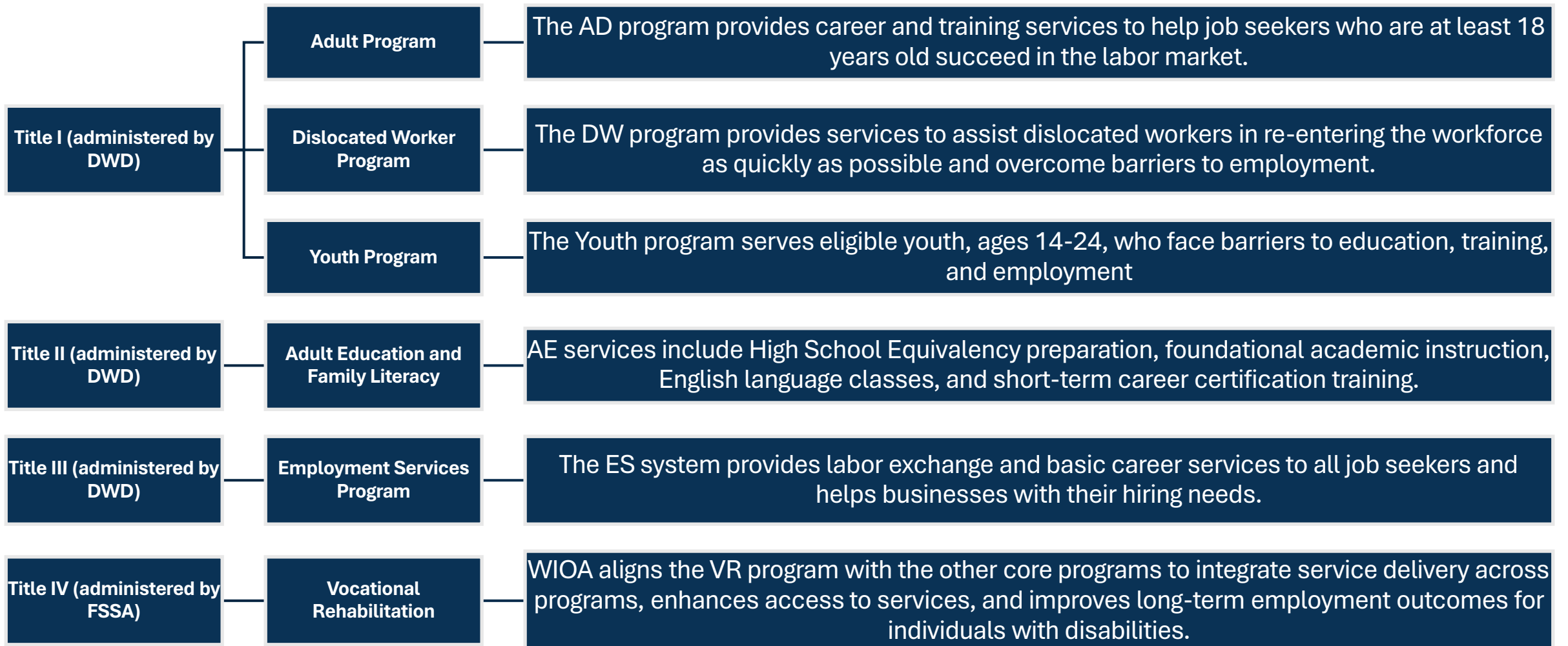
WIOA Core Programs

WIOA operates within the one-stop delivery system through coordination of Local Workforce Development Boards (LWDBs) and local partners. The six WIOA core programs are:

- **Title I:** Employment and Training Services (Adult, Dislocated Worker, and Youth Programs)
 - **Title II:** Adult Education
 - **Title III:** Employment Service (Wagner-Peyser Act)
 - **Title IV:** Vocational Rehabilitation
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- WIOA ensures that core employment and training service programs are coordinated and complementary so that job seekers acquire skills and credentials that meet employer needs.

[One-Stop Partners 20 CFR Part 678 Subpart B](#)

WIOA Core Programs (continued)



WIOA Core Program Stakeholders

Federal

- U.S. Department of Labor (DOL)
- U.S. Department of Education (DOE)

State

- Governor
- Secretary of Commerce
- State Workforce Development Board (SWDB)
- DWD
- FSSA

Local

- Local Chief Elected Officials (County Commissioners and Mayors)
- Local Workforce Development Boards (LWDBs)
- Core Program Operators, Service Providers, Training Providers, One-Stop Partners
- WorkOne American Job Centers

SWDB Roles and Responsibilities

Purpose of **State Workforce Development Board (SWDB)** is to convene State, regional, and local workforce system and partners, to:

- a) Enhance the capacity and performance of the workforce development system;
- b) Align and improve the outcomes and effectiveness of Federally-funded and other workforce programs and investments; and
- c) Through these efforts, promote economic growth.
- d) Engage public workforce system representatives, including businesses, education providers, economic development, labor representatives, and other stakeholders to help the workforce development system achieve the purpose of the Workforce Innovation and Opportunity Act (WIOA); and
- e) Assist to achieve the State's strategic and operational vision and goals as outlined in the State Plan.

[State Workforce Development Board 20 CFR 679.100](#)

SWDB Membership

Business Representation (min. 51%)

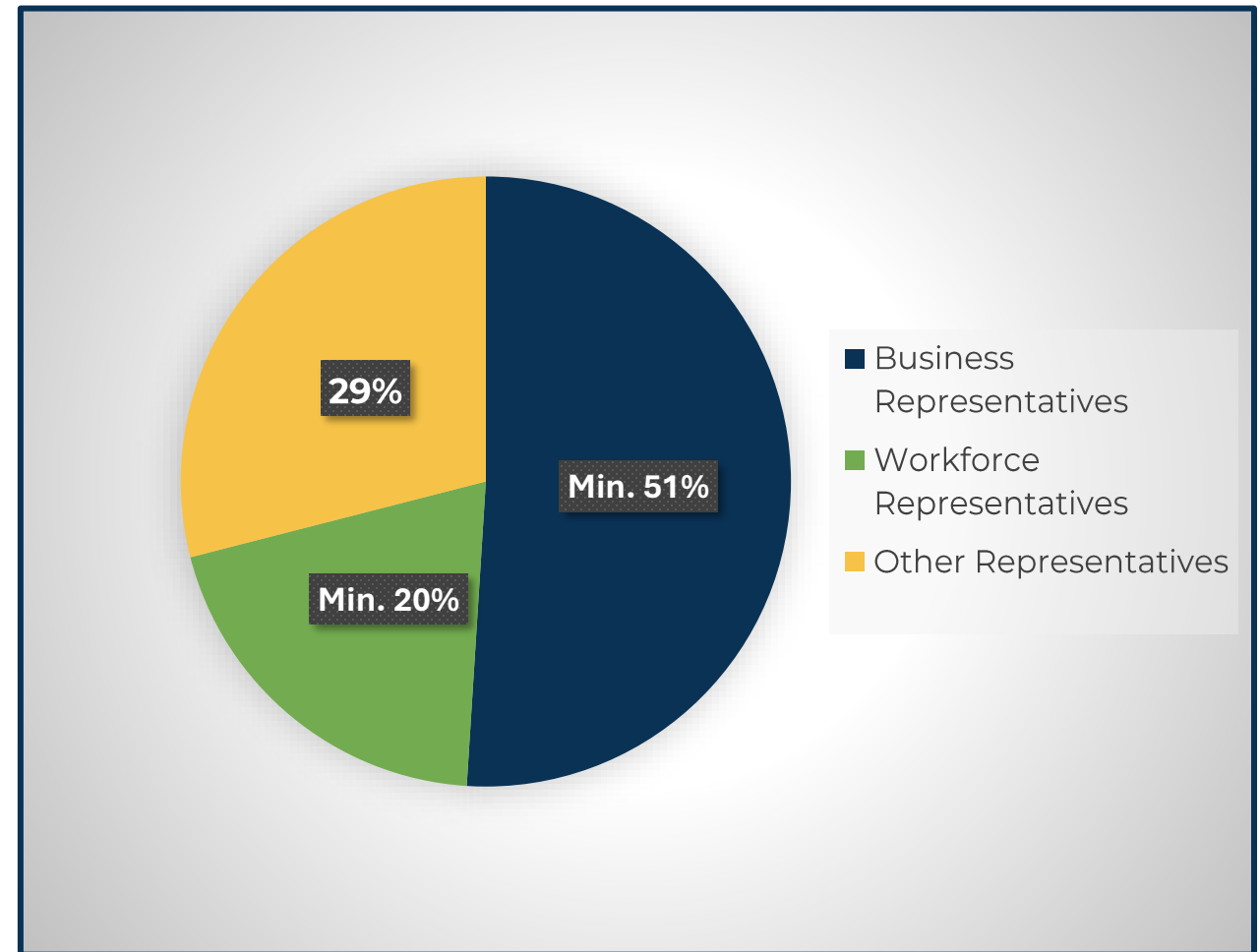
- Chair

Workforce Representatives (min. 20%)

- Labor Organizations (min. 2)
- Registered Apprenticeship (min. 1)
- Community Based Organizations (optional)

Other Representatives

- Governor
- Member from each chamber of state legislature
- Local Chief Elected Officials (County and City)
- State Government officials
- Governor designees
- Optional



20 CFR 679.110(b)

SWDB Roles and Responsibilities

Strategic Functions

Developing and implementing state plan and performance measures

Developing career pathways strategies

Developing/expanding strategies for partnerships in in-demand sectors/occupations

Developing and aligning policies

Capacity Building

Developing strategies to support staff training and awareness

Disseminating best practices

Developing and continuously improving the One-Stop delivery system

Supporting effective local boards

Operational Alignment

Developing strategies for aligning technology and data systems

Developing local area allocation formulas

Developing a statewide LMI system

Developing policies and guidance on One-Stop partner roles and resource contributions

[20 CFR 679.130](#)

WIOA Unified State Plan



A single, unified plan for all WIOA core programs

Four-year Plan (Spring 2024)

Two-year State Plan Modification (Spring 2026)



Describes a state's overall workforce development strategy and vision



Indicates how strategy meets identified skill needs for workers, jobseekers, and employers



Jointly approved by the U.S. Secretaries of Labor and Education

[WIOA State Plan 34 CFR Part 361 Subpart D](#)

WIOA Unified State Plan Goals

GOAL 1: PREPARE FUTURE SKILLED WORKERS AND UPSKILL INCUMBENT WORKERS

Priorities:

- Incumbent worker training
- Occupational skills training
- Quality employment services

GOAL 2: IMPROVE SYSTEM EFFICIENCY AND SIMPLIFY SERVICE DELIVERY

Priorities:

- Workforce system structure and governance
- Efficient and innovative service delivery
- Workforce development and education alignment

Q&A / BREAK



Governance and Procedural Actions

Review and Adoption of Bylaws

Open Meetings and Public Transparency Requirements

Ethics and Conflicts

Jacob Harkin, SWDB Director

Review and Adoption of Bylaws

- Review of draft bylaws provided to SWDB members in pre-read materials
- Discuss questions and any proposed changes
- Next steps

[20 CFR 679.110\(d\)](#) provides minimum requirements for bylaws

Open Meetings and Public Transparency Requirements

SWDB must conduct business in an open manner as required by WIOA sec. 101(g) and **Required by [20 CFR 679.140](#)**.

SWDB must make available to the public, on a regular basis through electronic means and open meetings, information about the activities and functions of the SWDB, including:

- The WIOA State Plan, or modification to the WIOA State Plan, prior to submission of the State Plan or modification of the State Plan;
- Information regarding membership;
- Minutes of formal meetings of the State WDB upon request
- State WDB by-laws as described at [§ 679.110\(d\)](#)

[Indiana Code \(IC\) 5-14-1.5](#) also provides additional requirements for public agency, open meetings, electronic communications, public notice of meetings, and various other matters.

Ethics and Conflicts

- Offenses Against General Public Administration [IC 35-44.1](#) provides requirements for Board Members.
- **Indiana Office of Inspector General** provides additional guidance including:
 - Ethics Rules [\(42 IAC 1-5\)](#) and **Required Ethics Training (42 IAC 1-4-1)**
 - Conflict of Interest- Contracts [\(IC 4-2-6-10.5\)](#)
 - Conflict of Interest- Decisions and Voting [\(IC 4-2-6-9\)](#)
- If you identify a potential conflict of interest SWDB members must provide this notice **in writing** to the SWDB Director.
- In some cases, Board members may need to request a formal advisory opinion from the State Ethics Commission.

Administrative and Operational Items

Meeting Schedule (annual calendar)

Required Training

Travel Reimbursement Procedures

Jacob Harkin, SWDB Director

Meeting Schedule (Annual Calendar)

- The SWDB Director will coordinate with the Chair to identify best potential dates and times for future meetings.
- Member availability and attendance updates should be communicated to the SWDB Director.
- Group discussion on ideal cadence for future meetings.

Required Training

Board members are considered special state appointees, defined as “individuals elected to an authority, a board, a commission, a committee, a council, a task force, or other body that is authorized by statute or executive order,” and must abide by all statute or regulations which govern special state appointees.

Board members are **required** to complete trainings on the following topics:

- Ethics ([42 IAC 1-4-1](#))
- Sexual Harassment Prevention
- Information Technology Resources (ITR) User Policy and Agreement
- Other trainings as required

Travel Reimbursement Procedures

- SWDB Members are eligible for mileage reimbursement for travel to and from SWDB meetings and may be eligible for mileage reimbursement to other in-state, SWDB-related events pre-approved by the SWDB Chair and SWDB Director.
 - Please submit any events for reimbursement consideration a **minimum of 30 days** in advance.
- If SWDB Members elect to request mileage reimbursement, they will need to submit a [Direct Deposit Form](#) and [IRS Form W-9](#) to the SWDB Director.
- SWDB Director will provide a ready-to-review Travel Voucher form for members to sign at SWDB meetings.

Board Officers and Committees

Committee Structure, Discussion, and Next Steps

Natalie Carroll, SWDB Chair

Committee Structure, Discussion, and Next Steps

- **Executive Committee**

- May act on behalf of the Board between regularly scheduled Board meetings.
- Actions of the ad hoc executive committee shall be the actions of the Board unless rejected by the Board at its next meeting(s).

- **Standing and Special Committee(s)**

- Designed to address a particular workforce topic(s) or action item(s) needed in the workforce system.

Closing Remarks and Adjournment

Optional SWDB Member Tour: WorkOne American Job Center

Natalie Carroll, Chair



Thank You!

Questions?

Submit via:

Email: JaHarkin@dwd.in.gov

Mail: IN Department of Workforce Development

ATTN: PAO Department, Jacob Harkin

10 N Senate Ave, IGCS SE304

Indianapolis, Indiana 46204-2027.

Phone: 317-234-1100

Mon – Fri, 8:30AM - 5:00PM EST

