

Indiana State Workforce Development Board (SWDB) Meeting Minutes

Date: Wednesday, May 20, 2026

Time: 10:00 AM-12:00 PM (ET)

Location: MADE @ Plainfield, 1610 Reeves Rd., Plainfield, IN 46168

I. CALL TO ORDER

The State Workforce Development Board (SWDB) inaugural meeting convened at 10:06 AM ET at MADE @ Plainfield with Chair Natalie Carroll presiding.

II. ROLL CALL

Present: Penny Callaway, Natalie Carroll, Makenzie Coulter, Darrek Davis, Mayor Mary Ferdon (virtual), Brent Fye, Chuck Goodrich, County Commissioner Jeannine Gray, Sarah Harrison, Shawn Holm-Hensen, Rob Keisling, Paul Ketcham (proxy), Theresa Koleszar, Lara Pastore, Sen. Jeff Raatz, Brenda Reetz, Rebecca Schroeder, Kate Shelby, Laura Starks, Tony Vespa

Regrets: Governor Mike Braun, Rep. Bob Behning, and Paul Perkins

SWDB Staff: Jacob Harkin

III. OPENING REMARKS

Chair Carroll welcomed the Board and invited the Department of Workforce Development's (DWD) Commissioner, Kate Shelby, to provide opening remarks.

Commissioner Shelby thanked Chair Carroll and the Board for their attendance and their willingness to serve. She discussed her recent appointment, her return to DWD, and strategic expectations for the Board. Commissioner Shelby highlighted Governor Braun's recent announcement regarding the utilization of artificial intelligence (AI) in Indiana. She then introduced Jahon Hobbeheydar, Executive Vice President of Strategy at the CEOs of Indiana Corporate Partnership (CICP), to help frame the conversation around incorporating AI and innovation statewide. Mr. Hobbeheydar demonstrated the website (www.inaiready.com) and outlined how it benefits Indiana business owners of all size.

IV. MEMBER INTRODUCTIONS

Chair Carroll invited Board members to introduce themselves and share their expectations and goals for the Board. Chair Carroll then introduced Jacob Harkin, State Workforce Board Director from DWD, to begin presentations.

V. WIOA AND SWDB OVERVIEW

The SWDB Director provided an overview of the Workforce Innovation and Opportunity Act (WIOA). WIOA is a federal law that is designed to strengthen the public workforce system. It helps individuals, especially youth and those facing barriers to employment, secure high-quality jobs, while assisting employers with hiring and retaining skilled workers. The SWDB Director explained the Board's role under WIOA and invited the Board to ask questions, and there were none.

VI. GOVERNANCE AND PROCEDURAL ACTIONS

The SWDB Director continued with DWD's presentation to discuss governance and procedural actions for review by the Board.

Chair Carroll asked Board Members to confirm they received and reviewed the draft bylaws in advance. She highlighted Section 308, 309, and 601.4.

Motion to Approve: Brenda Reetz moved to approve the bylaws.

Second: Rebecca Schroeder seconded the motion.

Outcome: Adopted unanimously.

Following the vote, the SWDB Director discussed ethics and conflicts of interest, highlighting Indiana Code 35-44.1. He requested Board members to notify him in writing of any potential conflicts that might hinder them from discussion or voting on an agenda item, even if they are unsure a conflict exists.

VII. ADMINISTRATIVE AND OPERATIONAL ITEMS

The SWDB Director stated that he will work with Chair Carroll to develop a future meeting schedule.

Chair Carroll added that while the SWDB should plan to meet quarterly, she suggested meeting bi-monthly for these first initial meetings as the Board works to establish itself. The Board agreed that meeting locations should remain centrally located in Indiana to accommodate those traveling from various areas of the State.

Commissioner Shelby suggested voting on a finalized schedule at the next meeting and proposed July 16 at 10:00 A.M. at MADE @ Plainfield for the next meeting.

Motion to Approve Date/Location: Laura Starks moved that the next meeting of the SWDB be held on July 16, 2026, at 10:00 A.M. ET at MADE @ Plainfield.

Second: Chuck Goodrich seconded the motion.

Outcome: Adopted unanimously.

VIII. BOARD OFFICERS AND COMMITTEES

Chair Carroll shifted the focus of the discussion to officer positions and committees. She highlighted Articles IV and V of the bylaws, and the need to nominate and elect a Vice-Chair from the Board members representing the business representation category. Chair Carroll noted that a function of the Executive Committee will be to handle ad hoc matters in between full Board meetings. The Board decided to vote on the Executive Committee membership at the July meeting and agreed not to conduct any ad hoc business until after July 16.

IX. CLOSING REMARKS AND ADJOURNMENT

Board members briefly discussed finalization of the bylaws. Commissioner Shelby stated that she is reviewing the realignment plan to familiarize herself with the matter. Chair Carroll thanked the Board for coming and adjourned the meeting at 11:51 AM.

Approved 07.16.2026