

**STATE WORKFORCE INNOVATION COUNCIL  
EXECUTIVE COMMITTEE  
DECEMBER 8, 2011, 10 A.M.  
INDIANA GOVERNMENT CENTER SOUTH  
INDIANAPOLIS, IN 46204**

**Present:** Dan Clark (via phone), Mark Goldman, Jac Padgett, Paul Perkins, Derek Redelman, Bill Stanczykiewicz

**Also Present:** From the Indiana Department of Workforce Development: Commissioner Mark Everson, Dr. Gina DelSanto, Senior Deputy Commissioner for Agency Policy and Education and Training, Jeff Gill; General Counsel, Randy Gillespie; Chief Financial Officer, Nancy Manley; Budget Director, Marie Mackintosh; Director of Adult Education

**Call to Order and Roll:**

State Workforce Innovation Council Chair, Paul Perkins, called the meeting to order at 10 a.m. At this time a quorum was not present.

**Committee Business:**

- **New Policy – Defining “Reasonable and Necessary” for WIA-Funded Meetings and Related Expenses**
  - Dr. DelSanto directed the members’ attention to the draft policy regarding reasonable and necessary expenses and asked the board to review. She stated that this policy was reviewed by the legal staff at DWD. Also, guidance from Office Management and Budget was used and DWD tried to mirror State Board of Accounts. Attached is a Technical Assistance Bulletin that the board reviewed as well. The members agreed that purchases need to be justified and an explanation is appropriate when asked. If anyone has any questions on future purchases they are expected to consult DWD for additional guidance.
- **Changes to the Bylaws**
  - Dr. DelSanto and Dan Clark discussed changes to the Customer Flow Policy. They also discussed the language of the bylaws regarding the required duties of the Educational Review Committee and amended them to say: develop, implement and review of adult career pathway and assessment of skill standards and assure alignment with secondary pathways and standards.
  - Mr. Klinck briefly addressed the update to the bylaws regarding a simple language change. Mr. Redelman will present this to the SWIC.
- **Review of Regional Budgets and Expenditures**
  - Randy Gillespie and Nancy Manley directed the members’ attention to their handout regarding Common Measure – Entered Employment. This will be presented to the SWIC at their next meeting and the main focus will be Adult Ed and Youth. There was discussion regarding follow-up after clients exit the system, and simply asking clients whether or not they have found a job.
- **Approval of Minutes**
  - Mr. Perkins recognized a quorum was now present and asked members to review the meeting minutes from August and October. Mark Goldman motioned for approval of the minutes, and Derek Redelman seconded the motion. The minutes were approved.
- **Policy Update – Defining “Business” for Purposes of WIB Membership**
  - The board discussed what ‘business’ really means and if it should include not for profit agencies. The board agreed that it should include for profit organizations or a hospital engaged in trades of goods services to consumers. Mr. Redelman will present this to the SWIC Performance and Compliance Committee at its next meeting.
- **New Policy – Using WIA Funds for Prior Learning Assessment**

- Dr. DeSanto discussed a new policy that would involve using WIA funds for Prior Learning Assessments. She stated the Educational Review Committee will look at this and if they agree then will present this to the SWIC with a vote on a resolution supporting the use of WIA funds for Prior Learning Assessments.
- **Discussion for next meeting date to be changed**
  - The members agreed to move the next SWIC meeting from February 16<sup>th</sup> to March 1<sup>st</sup>.

### **Adjournment**

Mr. Perkins adjourns the meeting at 2pm.