

**Minutes**  
**Grow Southwest Indiana Workforce Board**  
8:30 a.m. CDT, January 22, 2021  
Zoom Meeting

**WDB Members Present:**

Makenzie Coulter	Jason Nord	Drew Gerth	Brittney Kirwer
Michelle Schaefer	Darin Lander	Sue Habig	Sara Worstell
Bob Birge	Theo Boots	Jon Keck	Heather Watts
Lauren Kern	Stephanie Norrick	David StClair	Marcia Forston
Chris Pfaff			

**Others Present:**

Timothy Dickel	Carla Crowe	Jennifer Montgomery	Lauren Markley
Nancy Schroering	Michael Thomas	BJ Watts	

**Staff Present:**

Kay Johnson	Dana Gustafson	Mary Hamilton	Angie Sheppard
Linda Jones			

**Call to Order:** The Zoom meeting was called to order by Chair Makenzie Coulter at 8:30 a.m. Central Time.

**Roll Call:** 17 WDB members present.

**Additional Agenda Items:** None

**Consent Agenda:**

**WDB Minutes:** Makenzie Coulter asked for comments or questions on the December 4, 2020 minutes.

**Executive Committee:** Makenzie Coulter stated the committee approved minutes, discussed the next steps in the Fund Diversification plan and a pending apprenticeship program.

**Finance Committee:** Lauren Markley reported the committee reviewed the financial reports that included Dislocated Worker National Emergency funding and the remaining \$60,000 for the Business Consultant contract. As of December 31, 2020, \$383,729 is unobligated. Also reviewed were grants expiring in the next 90 days.

**Operations Committee:** Stephanie Norrick reported traffic is down, the Disaster Recovery grant performance is on track and the WIOA Performance Grant 2 is totally expended. Also discussed was the WorkOne certification process and the committee who will be completing the review.

**Business Services Committee:** Brittney Kirwer reported the committee reviewed an update of the 4T Manufacturing Program and the final payments for Next Level Jobs. Also discussed were the next Business Seminar and a test Virtual Job Fair.

**Youth Committee:** Makenzie Coulter reported the meeting was an in-depth review of the Out-of-School youth program and reviewing the hurdles presented to qualify and to enroll individuals.

**Staff Report:** Sara Worstell reported on Rapid Response sessions for White Stallion Energy. Met with Jody French, Principal at Perry SR High School, to discuss registered pre-apprenticeships. Jody French is a new member of the Governor's Workforce Cabinet. Attended Helfrich Park STEM Academy's presentation of product prototypes for Berry Global. Met with IVY TECH's Executive Director of Career and Employer Connections to discuss partnerships and align services. The Local Plan was posted and available for comment or 30 days/

**WDB Consent Agenda:** The Board reviewed the consent agenda items with no concerns.

*Britney Kirwer motioned to approve all items in the consent agenda including:*

- *WDB Minutes – December 5, 2020*
- *Executive Committee Minutes*
- *Finance Committee Minutes and PY 20 Financial Reports*
- *Operations Committee Minutes and Reports*
- *Business Services Committee Minutes*
- *Youth Committee Minutes & Reports*
- *WDB Staff Report*

*Sue Habig seconded. Motion passed.*

**WDB 2020-11**

**New Business:**

**Local Plan Review:** Makenzie Coulter reported no public comments were received on the Local Plan and it is ready for final approval before submission to DWD.

*Jon Keck motioned to approve the Local Plan for submission. Theo Boots seconded. Motion passed. WDB 2020-12*

**DWD Update:** Bob Birge explained the new UI CAA (Consolidated Appropriations Act) has new coding, new requirements and is not a continuation. A webinar for employers is scheduled for January 28, 2021 to help employers since fraud continues to be a large problem. Angie Sheppard will be serving on the Media Policy Committee. Bob Birge offered DWD's assistance with Virtual Job Fairs.

**Old Business:**

**Fund Development Plan:** Makenzie Coulter reported the T A Dickel Group contract has been extended to continue working with WDB's fund development. Makenzie Coulter stated the Fund Development Committee must be established and a Chair named. Theo Boots added committee membership needs to include a variety of talents. Successful fund development requires a consistent message and Board Members need to have a good understanding to deliver the message. Sara Worstell will prepare a schedule of Committee and programs that will be added to future WDB meeting agendas.

Timothy Dickel stated next steps will include defining the mission, the elevator speech and logo.

Bob Birge stated he will forward a DWD Board Member Initiative link.

**Public Comment:** None

*Theo Boots motioned to adjourn at 9:15 am Central Time. Stephanie Norrick seconded. Motion passed.*

**WDB-2020-13**

  
Jason Nord, Workforce Development Board Secretary

March 1, 2021  
Date