

Minutes
Grow Southwest Indiana Workforce Board
8:30 a.m. CDT, May 17, 2019
Vincennes University – Ft Branch Campus
Gibson County

WDB Members Present:

Makenzie Coulter	Jim Heck	Jason Nord	Sue Habig
Theo Boots	Chris Thorsen	Drew Gerth	Bob Stemple
Jon Keck	Darin Lander	Elaine Graber	Marcia Forston
Rhonda Broerman	Ryan McRoberts		

Others Present:

Brenda Goff	Tim Hayden	Rob King	Nancy Schroering
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WDB Staff Present:

Linda Jones Kay Johnson Sara Worstell Mary Hamilton Angie Sheppard

The meeting was called to order by Chair Makenzie Coulter at 8:35 a.m. Central Time.

Additional Agenda Items: None

Makenzie Coulter welcomed two new board members; Ryan McRoberts from IBEW and Darin Lander from Old National Bank.

Makenzie Coulter mentioned Bob Stemple will be retiring from the Board. The Board thanked Bob and presented him a plaque for his service as past Board Chair and Youth Committee Chair.

Speaker: Kim Stevenson with the Indiana Department of Workforce Development gave a presentation on the Regional Workforce Analyst Service available to all stakeholders. Kim gave an overview of the data points and reports that are available as well as custom reports when requested.

WDB Consent Agenda

WDB Minutes: The Board reviewed the meeting minutes from April 26, 2019 with no concerns.

Executive Committee: Makenzie Coulter mentioned the committee approved minutes and discussed all items on the agenda.

Finance Committee: Chris Thorsen mentioned the committee reviewed the financial reports with no concerns. Linda Jones mentioned the 68% expenditure rate, 84% benchmark is skewed due to funds expiring after June 30, 2019.

Operations Committee: Kay Johnson mentioned the committee reviewed the reports with discussions on open positions, WorkIndiana funding, and the monitoring report submitted to the State.

Business Services Committee: Jason Nord mentioned the committee discussed the registered apprenticeship program Career Signing Days with Perry Central, Castle and EVSC, and the Inclusion and Beyond seminar on June 19.

Youth Committee: Makenzie Coulter mentioned the committee reviewed the reports with discussion on the student roundtable follow up, youth conference planning, and funding diversification.

HR Committee: Linda Jones mentioned the committee is working on revisions to the employee handbook and smartphone policy and reviewed staff salaries.

WDB Staff Report: Jim Heck highlighted STEM Challenge, Ivy Tech – Princeton space, new board member orientation, and Promise Zone initiatives.

Marcia Forston motioned to approve all items in the consent agenda including:

- WDB Minutes – April 26, 2019
- Executive Committee Minutes – April 2019
- Finance Committee PY18 Financials Reports – April 2019
- Operations Committee Reports & Minutes – April 2019
- Youth Committee Reports – April 2019
- WDB Staff Reports – April 2019

Sue Habig seconded. Motion passed.

WDB-2018-38

New Business

Audit / Tax Service RFP: Makenzie Coulter explained the need to procure the audit/tax service. The current contract has expired. Crowe Horwath will facilitate the request for proposal.

Jon Keck motioned to proceed with the Audit / Tax Service Request for Proposal. Chris Thorsen seconded. Motion passed.

WDB-2018-39

PY19 Allocations: The Board discussed the PY19 Allocations with discussions on funding diversification and help with fund development, grant identification and writing. The Board will discuss in more detail at the next meeting.

PY19 Financial Budget: The Board reviewed the PY19 Financial Budget with no concerns.

Bob Stemple motioned to approve the PY19 Financial Budget as presented. Marcia Forston seconded. Motion passed.

WDB-218-40

PY19 Meeting Schedule: The Board reviewed the PY19 Meeting Schedule with no concerns.

Jason Nord motioned to approve the PY19 Meeting Schedule as presented. Sue Habig seconded. Motion passed.

WDB-2018-41

DWD Update: Josh Richardson was unable to attend the meeting.

Executive Director Update: Makenzie Coulter mentioned the Executive Committee selected Sara Worstell for the Executive Director position. Sara has accepted the offer.

Public Comment: None.

Adjournment:

Darin Lander motioned to adjourn the meeting at 9:16 a.m. Central Time. Bob Stemple seconded. Motion passed.

WDB-2018-42



Jason Nord, Workforce Development Board Secretary

6-28-19
Date