

**Minutes**  
**Grow Southwest Indiana Workforce Board**  
8:30 a.m. CDT, April 24, 2020  
Skype Meeting

**WDB Members Present:**

Makenzie Coulter	Jason Nord	Drew Gerth	Chris Thorsen
Jon Keck	Michelle Schaefer	Bob Birge	Brittney Kirwer
Sara Worstell	Amy O'Dell	Terry Marsh	Rhonda Broerman
Sue Habig	Ryan McRoberts	Kyla Dowell	Stephanie Norrick
Lauren Kern	Heather Watts	Theo Boots	Elaine Graber

**Others Present:**

Allie Johnston	Jennifer Montgomery	Nancy Schroering	Jody Robinson
Tom Kavanagh	Gary Krick		

**Staff Present:**

Kay Johnson	Angie Sheppard	Dana Gustafson	Linda Jones
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The Skype meeting was called to order by Chair Makenzie Coulter at 8:32 a.m. Central Time.

**Additional Agenda Items:** None

**WDB Minutes** – Members reviewed the February 28, 2020 minutes.

<i>Jason Nord motioned to approve the February 28, 2020 minutes. Sue Habig seconded. Motion passed.</i> <b>WDB-2019-26</b>
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**Service Provision Update:** Sara Worstell reported that a team approach, patterned from employers, was put in place just before receiving the Stay At Home Order. Job Works had teams of 5 rotating every three days. Currently JobWorks is launching virtual workshops to provide re-employment services providing a way to serve our customers. Staff office telephones are forward and they can call in to retrieve messages from the business and unemployment lines. Most of the messages are those needing help with filing unemployment which local staff cannot provide. The current situation is an opportunity to change our landscape to be known as the re-employment office.

Sara Worstell said she is very proud of all the teams for adapting and continuing to provide service to customers.

As we look toward re-opening we are struggling to get necessary Personal Protective Equipment, disinfectant, masks and gloves.

Allie Johnston with Congressman Bucshon's office offered assistance from their office where possible.

**New Business:**

**One-Stop Operator/Service Provider RFP Bidders Presentation:**

Makenzie Coulter recapped reporting the WDB reviewed the RFP package at the February meeting. Four proposals were received by the required due date and met the requirements for consideration. On March 20, 2020 bidders gave a virtual presentation of their proposal to the Executive Committee describing how their organization will meet Region 11 needs, comply with regulations and budget guidelines. Committee members rated each proposal and presentation and voted to recommend contracting with JobWorks.

Makenzie Coulter asked WDB members for questions and comments being none she explained following the motion Sara Worstell will send members an e-mail that will require a yes or no or abstain e-mail response.

*Kyla Dowell motion to approve JobWorks Inc. as the One-Stop Operator/Service Provider and to begin the contract process. Chris Thorsen seconded. Motion passed with E-mail vote of 19 yes 0 no and 1 abstain. **WDB-2019-27***

**Public Comment:** None

*Jason Nord motioned to adjourn at 8:59 a.m. Central Time. Brittney Kirwer seconded. Motion passed **WDB-2019-28***

*Jason Nord*  
Jason Nord, Workforce Development Board Secretary

5/18/2020  
Date