

Minutes
Grow Southwest Indiana Workforce Board
8:30 a.m. CDT, December 4, 2020
Zoom Meeting

WDB Members Present:

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

Others Present:

Timothy Dickel	Jennifer Montgomery	Lauren Markley	Nancy Schroering
Tara Barney	Jody Robinson		

Staff Present:

Kay Johnson	Dana Gustafson	Mary Hamilton	Linda Jones
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Call to Order: The Zoom meeting was called to order by Chair Makenzie Coulter at 8:34 a.m. Central Time.

Roll Call: 18 WDB members present.

Additional Agenda Items: None

Consent Agenda:

WDB Minutes: Makenzie Coulter asked for comments or questions on the October 30, 2020 minutes.

Executive Committee: Makenzie Coulter stated the committee approved minutes, discussed two SOP, reviewed the Local Plan and the Fund Diversification plan.

Finance Committee: Lawrence Taylor reported the committee reviewed the financial reports and discussed financial needs to provide to the Fund Development Committee. He also shared while meeting with a customer he learned her daughter had been a recipient of a JAG award and is now completing medical school.

Operations Committee: Michelle Schaefer reported 188 year-to-date placements. Unemployment Insurance claimants continue not to be seeking employment. Case Managers are continuing customer service and virtual workshops during their at home rotation. The committee reviewed two SOPs and the Local Plan.

Business Services Committee: Brittney Kirwer reported the committee discussed the success of the Ribbon Cutting/Drive Through Job Fair and reviewed the Local Plan. Next Level Jobs' invoices continue to be processed. Also Business Seminars continue to be held virtually.

Youth Committee: Makenzie Coulter reported the committee reviewed the Youth reports and In School JAG which is constantly changing with in school instruction, virtual and hybrid. The committee also reviewed the Local Plan.

Staff Report: Sara Worstell reported Next Level Jobs invoices will total approximately \$2,000,000. Region 11 is one of 8 regions applying for a \$2.5 million Healthcare Grant. Discussions are continuing with Ascend and EmployIndy regarding Talent 2025 Education Attainment. Plans are being discussed to expand the 4T program to Southridge High School. Met with Hard Workers to discuss the social media networking site, similar to LinkedIn, for blue collar workers.

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

Jason motioned to approve all items in the consent agenda including:

- *WDB Minutes – October 30, 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 2020-06

New Business:

Local Plan Review: Makenzie Coulter asked for questions or comments regarding the Local Plan as revised from input from all committees.

Brittney Kirwer motioned to approve the Local Plan for submission. Lawrence Taylor seconded.
Motion passed.

WDB 2020-07

Sara Worstell stated the Local Plan will be available for public comment for 30 days prior to submission.

SOPs

SOP 20-03 User Experience: Kay Johnson reviewed SOP 20-03 User Experience - Formerly Customer Flow outlines how customers move through the process.

Michelle Schaefer motioned to approve SOP 20-03 User Experience. Theo Boots seconded,
Motion passed.

WDB 2020-08

SOP 20-04 TAA: Kay Johnson reviewed SOP-20-04 to provide guidance on new regulations for Trade Adjustment Assistance (TAA) Co-enrollment in the Workforce Innovations and Opportunity Act (WIOA).

Sue Habig motioned to approve SOP 20-04 TAA. Kyla Dowell seconded. Motion passed.

WDB 2020-09

DWD Update: Bob Birge's update included TAA, JAG, virtual Job Fairs and Next Level Jobs. Unemployment insurance fraud continues to be a major challenge. During four days, Indiana had 10.4 million fraud attempts. Most attempts are with larger employers. Jason Nord stated Jasper Engines had 15-20 fraud cases until last week there were 25 cases primarily executives. Sue Habig and Elaine Graber also reported fraud cases at their company.

Sue Habig welcomed new member Chris Pfaff, CEO for Knox County Development Corporation, (KCDC).

Old Business:

Fund Development Plan: Dr. Timothy Dickel, T.A. Dickel Group, LLC reviewed the Draft Fund Development Plan outlining the types of funds to be pursued, three primary goals and priorities for three years. Questions and comments followed. The next Fund Development committee meeting will be Tuesday, December 8, 2020.

Public Comment: None

Jason Nord motioned to adjourn at 9:30 am Central Time. Jon Keck seconded. Motion passed.

WDB-2020-10


Jason Nord, Workforce Development Board Secretary

January 22, 2021
Date