

Minutes
Grow Southwest Indiana Workforce Board
8:30 a.m. CDT, May 15, 2020
Zoom Meeting

WDB Members Present:

Makenzie Coulter	Jason Nord	Drew Gerth	David StClair
Jon Keck	Michelle Schaefer	Bob Birge	Daren Lander
Sara Worstell	Terry Marsh	Marcia Forston	Elaine Graber
Sue Habig	Ryan McRoberts	Kyla Dowell	Theo Boots
Lauren Kern	Heather Watts		

Others Present:

Allison Johnston	Jennifer Montgomery	Nancy Schroering	Jody Robinson
Tara Barney			

Staff Present:

Kay Johnson	Angie Sheppard	Dana Gustafson	Mary Hamilton
Linda Jones			

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

Additional Agenda Items: None

WDB Minutes: Members reviewed the April 24, 2020 minutes.

Sue Habig motioned to approve the April 24, 2020 minutes. Jason Nord seconded. Motion passed.
WDB-2019-29

Executive Committee Minutes: Members reviewed the April 17, 2020 Executive Committee minutes.

Kyla Dowell motioned to approve the April 17, 2020 minutes. Ryan McRoberts seconded. Motion passed.
WDB-2019-30

Financial Reports: Carla Crowe gave an overview of the PY19 financials that included \$100,752 additional funds for JAG, Grant Writing, HSE and Boot Camp with \$277,586 unobligated planned to be carried forward. The year-to-date expenditure rate is at 60%, benchmark 83% due to recent additional funding.

Theo Boots motioned to approve the Financial Reports. David StClair seconded. Motion passed. **WDB-2019-31**

Budget: Carla Crowe presented a proposed PY 20 Budget explaining allocations have not been received but we need to have a budget in place to be able to move forward with contracting for services. Additional funding is anticipated but was not included until allocations are received.

Jon Keck motioned to approve the proposed PY20 Budget. Marcia Forston seconded. Motion passed.
WDB-2019-32

SOP: Kay Johnson reviewed SOP-20-01 WIOA Title I Adult Priority of Service noting priority to public assistance recipients, other low income individuals and individuals who are basic skills deficient. Dislocated Workers are not included in this SOP.

Sue Habig motioned to approve SOP-20-01 WIOA Title I Adult Priority of Service. David StClair seconded. Motion passed. **WDB-2019-33**

HR Committee: Makenzie Coulter stated in addition to discussing the possibility of a short term disability policy, the committee recommends revising the employee handbook to allow employees to carry over a maximum of 40 PTO hours to the following program year rather than the current use or lose policy.

Marcia Forston motioned to revise the employee handbook to allow employees to carry over a maximum of 40 PTO hours to the following program year rather than the current use or lose policy. Michelle Schaefer seconded. Motion passed

WDB-2019-34

Staff Report: Sara Worstell reported progress is being made to reopen May 26, 2020 by appointment and following the social distancing guidelines. The Evansville WorkOne has 4 unemployment direct dial telephones that are currently turned off. When the telephones are turned on and considering the current 2 hour wait time 8 unemployment insurance customers can be served in one day. WorkKeys testing will resume May 26, 2020.

One Stop Operator/Service Provider: Information is being provided to two bidders requesting information to help them prepare for future opportunities.

Evansville WorkOne Move Update: Sara Worstell reported purging of files and furniture is being completed to prepare to move into a smaller space. The construction at the new location is progressing with the move set the week of June 22, 2020 and State surplus pick up is scheduled for June 29, 2020.

Public Comment: None

Ryan McRoberts motioned to adjourn at 9:10 am Central Time. Sue Habig seconded. Motion passed. **WDB-2019-35**



Jason Nord, Workforce Development Board Secretary

July 10, 2020

Date