

Joint Meeting Agenda
Grow Southwest Indiana Workforce Board & Indiana Works Council
December 4, 2015
8:30 am CT
Vincennes University - Ft Branch Campus

Time	Agenda Item	Page	Responsible	Action
8:30	1. Call to Order		Sue Habig	
8:31	2. Call for Additional Agenda Items		Sue Habig	
8:32	3. Indiana Works Council Minutes - August 28, 2015	pg 1-4	Sue Habig	Action Item
8:35	4. WDB Consent Agenda			
	a. WDB Meeting Minutes - October 30, 2015	pg 5-7	Sue Habig	Action Item
	b. Executive Committee Minutes	pg 8-9		
	c. Finance Committee Minutes & Reports	pg 10-14		
	d. Operations Committee Minutes & Reports	pg 15-17		
	e. Business Services Committee Minutes	pg 18-20		
	f. HR Committee Minutes	pg 21-25		
	g. Youth Committee Minutes & Reports	pg 26-28		
	h. Outreach Committee Minutes	pg 29		
	i. WDB Staff Report - October 2015	pg 30		
8:55	5. Works Council Business			
	Welcome - Marva Essick - Works Council Staff		Sue Habig	
	Skill UP Indiana Grant		Sue Habig	
9:15	6. WDB Business			
	NEG Grant Contract		Frank Yuda	Action Item
	Articles & By Laws	pg 31-76	Sue Habig	Action Item
	Strategic Workforce Group		Sue Habig	
	Security Guards	pg 77-78	Sue Habig	Action Item
9:59	7. Public Comment		Sue Habig	
10:00	8. Adjournment		Sue Habig	Action Item

Minutes
Grow Southwest Indiana Workforce Board & Indiana Works Council
Joint Meeting

8:30 a.m. CDT, August 28, 2015
Vincennes University – Ft Branch Campus
Gibson County

WDB Members Present:

Sue Habig	Bob Stemple	Frank Yuda	Jim Heck
Amy O'Dell	Chris Harlow	Makenzie Coulter	Jennifer Wigginton
Mike Szakaly	Josh Bowman	Gerald Stone	Nancy Davisson
Dan Ulrich	Chris Kinnett	Jon Keck	Michelle Schaefer
Paula Pinkstaff	Theo Boots	Tim Martin	Phil Seger
Stephanie Norrick			

Works Council Members Present:

Matt Weinzapfel	Sue Habig	Bob Stemple	Dan Ulrich
Mike Szakaly	Darrell Bobe	Laurel Smith	Wendy Wells

Local Elected Officials:

Jerry Walden, Posey County Commissioner

Others Present:

Chad Carter, DWD	Peg Boardman, DWD	Nancy Schroering, JobWorks
Elaine Hubbard, DWD	Joe Timbrook, Radius Indiana	Courtney Hopf, NE Dubois HS
Marti Mauntel, VUJC	Gina Schuetter, Jasper High School	Jerry Parkinson, Sen Donnelly's Office
Glen Roberson, Ivy Tech	Abby Harvey, SW IN Chamber	Kim Stevenson, DWD
Amy Marsh, DWD	Tatum Miller, DWD	Shaun Brames, JobWorks
Jennifer Smith, JobWorks		

WIB Staff:

Sara Huelsman	Kay Johnson	Mary Hamilton	Angie Sheppard
Rochelle McDonald	Breasha Pruitt		

The meeting was called to order by the Workforce Development Board (WDB) Chair Sue Habig at 8:30 a.m. Central Time.

Additional Agenda Items:

WDB & Works Council Member Directories
WDB Conflict of Interest Forms
WDB Security Guards
DWD Data – Mike Szakaly

Speakers:

Dubois County CECI Grant Teacher Presentations:

Marti Mauntel introduced two teachers, Courtney Hopf from NE Dubois High School and Gina Schuetter from Jasper High School, who participated in the CECI grant. Courtney and Gina presented on how they incorporated the workforce and employability skills into their classroom utilizing Shark Tank-type projects. The grant has allowed the teachers to collaborate with other teachers in the county as well as allowing students and teachers to tour the manufacturing facilities in the area to see first-hand what skills are needed in today's workforce.

Action Plan Implementation Grant:

Marti Mauntel explained the current grant for Dubois County has ended, but will have the teachers do a final video presentation to utilize at Manufacturing Day. The new grant is to continue the efforts to other schools in the region. A subgroup met to establish some guideline and decided Marti should start with North Knox schools.

Glen Roberson – Ivy Institute of Technology:

Glen Roberson explained the Ivy Tech technical programs and the value of certification. Ivy Tech is using the National Center for Construction Education and Research (NCCER) based curriculum, which will be a consistent course delivery standard statewide utilizing statewide blackboard shells and embedding certifications in every class.

Works Council Meeting Minutes:

The Council reviewed the Works Council meeting minutes from May 22, 2015.

Matt Weinzapfel motioned to approve the May 22, 2015 Works Council meeting minutes as presented. Bob Stemple seconded. Motion passed. **WC-2015-01**

Consent Agenda

WIB Meeting Minutes:

The Board reviewed the WIB meeting minutes from June 26, 2015 with no concerns.

Paula Pinkstaff motioned to approved the June 26, 2016 WIB meeting minutes as presented. Phil Seger seconded. Motion passed. **WDB-2015-01**

Executive Committee:

Sue Habig mentioned the committee reviewed the minutes, reports, and all discussion items.

Finance Committee:

Frank Yuda gave an overview of the finance meeting highlighting the year-end PY14 financials with year-to-date expenses at \$3,686,029 and the Service Provider expenditure rate increased 11% from the previous month. The committee also reviewed the PY15 budget totaling \$4,554,626 with carry-in funds.

Operations Committee:

Sue Habig mentioned the committee approved the minutes and reports and selected the clients of the year; Timothy Garland-Adult, Kevin Cobb-Dislocated Worker, Tara Fox-HIRE, Logan Carlton-Youth, and Tiffanie Cameron-YES.

Business Services Committee:

Amy O’Dell mentioned the committee selected the business of the year, MS Companies, and discussed the Catholic Charities transportation initiative. The Work Ethic Certification subgroup is developing a business agreement.

WIB Staff Report (June / July 2015):

Jim Heck highlighted the new JAG program at Southridge High School, finishing up the Teacher Bootcamp, promoting the Work Ethic Certification at schools, and held a Rapid Response session and job fair for the Clondalkin employees.

Bob Stemple motioned to approve all of the items in the consent agenda including:
- Executive Committee Minutes – June 19, 2015
- Finance Committee Minutes – June 19, 2015, PY14 Year-End Financials, and PY15 Budget
- Operations Committee Minutes and Reports – June 19, 2015
- Business Services Committee Minutes – June 19, 2015
- WIB Staff Report – June / July 2015
Mike Szakaly seconded. Motion passed. **WDB-2015-02**

Old Business

WorkOne Offices:

Sue Habig mentioned the Rockport facility lease will not be renewed. American Electric Power (AEP) has a space available on US231 with the same amount of rent and is handicapped accessible.

Dan Ulrich motioned to approve entering into a one-year lease agreement with American Electric Power to move the Rockport WorkOne office to their facility on US231. Stephanie Norrick seconded. Motion passed.
WDB-2015-03

Sue Habig mentioned the Mt. Vernon office is in a bad location and the foot traffic is low. The Mt. Vernon office is currently only open one day per week. The Executive Committee recommended opening the office two days per week on a 6-month trial basis to see if foot traffic increases.

Jon Keck motioned to approve opening the Mt. Vernon office 2 days per week on a 6-month trial basis. Paula Pinkstaff seconded. Motion passed.
WDB-2015-04

Paula Pinkstaff motioned to investigate signage to be placed on 4th street in Mt. Vernon with the Executive Committee having authority to approve funds if needed. Phil Seger seconded. Motion passed.
WDB-2015-05

New Business

WDB Audit & Tax Services:

Sue Habig explained the 2-year agreement with an option for a third year for Comer Nowling to perform the audit and tax services. The services can be performed this year under the third year option or procure new services. A procurement of services must be completed next year.

Paula Pinkstaff motioned to approve using the third year option with Comer Nowling for the audit and tax services. Mike Szakaly seconded. Motion passed.
WDB-2015-06

Customer Satisfaction Surveys:

Sue Habig explained the WorkOne offices will be conducting surveys via a tablet for customers to complete regarding their visit. Two tablets will be circulating throughout WorkOne offices every three months. Evansville and Princeton office results were distributed. Jasper and Vincennes offices are currently surveying.

Work Ethic Certification Portal Proposal:

Jim Heck explained the web portal concept to automate the paperwork needed to grade and track the students' efforts for the Work Ethic Certification. Lieberman Groups sent in a proposal for \$12,000 plus a yearly maintenance fee. Chris DuKate from Crowe Horwath has said that the Board could utilize Youth funds to pay for this as all JAG students would utilize the program. The Board discussed and agreed to continue the procurement for the web portal.

Bob Stemple motioned to approve setting up a web portal for the Work Ethic Certification and entering into a contract for up to \$12,000 plus yearly maintenance fees. Dan Ulrich seconded. Motion passed.
WDB-2015-07

TORQ Works

Jim Heck asked the Board members if they are interested in having a TORQ Works training session. There will be one session scheduled at the Evansville WorkOne office. Other sessions will be scheduled in Vincennes and Jasper if there is interest. Sara Huelsman explained the TORQ Works program.

Coalition Building Technical Assistance Agreement:

Jim Heck explained the Coalition Building agreement. Todd Hurst with EWIN recommended that the region apply for one or two of the free services. The Board reviewed the services and asked Jim to submit the application, which is due September 2, 2015. A subgroup will be need to work on negotiations once the application is accepted.

Employability Skills Benchmark:

Amy Marsh, DWD, distributed the Indiana’s Employability Skills Benchmarks. The benchmarks are to develop a common definition with clear and measurable guidelines. Amy asked the Board and Council to review the benchmarks and submit feedback with any changes.

Post-secondary Pathway Events:

Tatum Miller, DWD, mentioned there have been three post-secondary pathway events in the State. DWD has been asked to have an event in Region 11 at Toyota in February 2016.

Additional Items

WDB and Works Council Directories:

Sue Habig mentioned each member received a WDB Directory and Works Council membership listing.

WDB Conflict of Interest Form:

Sue Habig asked the WDB members to complete a new Conflict of Interest form and return to Angie by September 4, 2015.

WDB Security Guards:

Sue Habig explained the situation with the security guards at the WorkOne offices. The Evansville office security guard is paid for by the State and is an exception to the situation. The Board discussed the situation and other security options. The Board agreed to have Securitas meet with the Executive Committee to discuss the situation, retrieve the incident data to review, and get statements from the staff asking their opinion on having a security guard in their office before any decisions are made.

DWD Data:

Mike Szakaly distributed and explained the 2013-14 Graduating Class: Average Wage by Region. Southwest Indiana Technology division has the highest wage in the State at \$91,162.

Public Comment:

None

Paula Pinkstaff made a motion to adjourn the meeting at 10:45a.m. Central Time. Mike Szakaly seconded. Motion passed. **WDB-2015-08 WC-2015-02**

Next WDB Meeting is the Annual Breakfast Meeting on Friday, October 2, 2015 at 8:00am CT at Vincennes University – Jasper Campus.

Next Works Council meeting is scheduled on Friday, October 2, 2015 at 10:00am CT at Vincennes University – Jasper Campus (immediately following the WDB Annual Meeting).

Frank Yuda, Workforce Development Board Secretary

Date

Dan Ulrich, Indiana Works Council Secretary

Date

Minutes

Grow Southwest Indiana Workforce Board

8:30 a.m. CDT, October 30, 2015
Vincennes University – Ft Branch Campus
Gibson County

WDB Members Present:

Amy O'Dell	Lori Williams	Frank Yuda	Jim Heck
Makenzie Coulter	Jennifer Wigginton	Marcus Anderson	Josh Bowman
Mike Szakaly	Josh Bowman	Nancy Davisson	Todd Mosby
Dan Ulrich	Chris Kinnett	Jon Keck	Michelle Schaefer
Paula Pinkstaff	Theo Boots	Phil Seger	Stephanie Norrick

Sue Habig via telephone

Local Elected Officials:

Jerry Walden, Posey County Commissioner

Others Present:

Nancy Schroering, JobWorks	Bill Lawrence, DWD	Paula Nurrenbern, USI
Abby Harvey, SW IN Chamber	Jodie Gomez, DWD-HIRE	

WIB Staff:

Sara Huelsman	Kay Johnson	Mary Hamilton	Angie Sheppard
Rochelle McDonald	Linda Jones		

The meeting was called to order by the Vice Chair Amy O'Dell at 8:30 a.m. Central Time.

Additional Agenda Items:

Innovation Index – Jim Heck

Service Provider Update:

Nancy Schroering from JobWorks gave an overview of the Service Provider progress in the regional WorkOne Southwest offices including: 18 individuals in Work Experience, OJT's improving, EVSC – AIS project, 99% enrollment in JAG programs, and a few staff changes.

Consent Agenda

WDB Meeting Minutes:

The Board reviewed the WDB/Works Council joint meeting minutes from August 28, 2015 with no concerns.

Executive Committee:

Amy O'Dell mentioned the committee reviewed the minutes, reports, and all discussion items.

Finance Committee:

Lori Williams mentioned the financials are on target with the overall expenditure rate at 24% with the benchmark at 25%. Youth funds have been broken down into in-school and out-of-school to monitor progress for WIOA changes.

Operations Committee:

Josh Bowman mentioned the committee reviewed minutes, reports and standard operating procedures. Foot traffic continues to be down. The committee discussed the low volume of OJT's.

Business Services Committee:

Amy O’Dell mentioned the committee discussed the STEM Challenge, Tour of Opportunity events, Skill UP and EWIN Technical Assistant grants and the Work Ethic Certification presentation at SICTC. The committee discussed the need to update the process and metrics for OJT’s and measurable for the State reports.

Youth Committee:

Jim Heck mentioned the committee is currently developing a mission statement and metrics to determine the focus of the new committee.

Outreach Committee:

Todd Mosby mentioned the goal of the new committee is to spread the word about the WorkOne services in the region. The committee is working on a strategic plan and crafting a message for non-paid advertisements.

WIB Staff Report (August & September 2015):

Jim Heck highlighted the White House Roundtable which is encouraging the region to pursue a Power NEG grant for coal fired power plants, meeting with elected officials and working a few potential layoffs.

Paula Pinkstaff motioned to approve all of the items in the consent agenda including;
- *WDB / Works Council Joint Meeting Minutes – August 28, 2015*
- *Executive Committee Minutes – August & September 2015*
- *Finance Committee Minutes & Financials– August & September 2015*
- *Operations Committee Minutes and Reports – August & September 2015*
- *Business Services Committee Minutes – August & September 2015*
- *Youth Committee Minutes – August & September 2015*
- *Outreach Committee Minutes – September 2015*
- *WIB Staff Reports – August & September 2015*
Phil Seger seconded. Motion passed. **WDB-2015-09**

Old Business

Standard Operating Procedures:

Josh Bowman explained the updated SOP 15-05 Customer Flow Policy and SOP 15-06 Regional Defined Youth Barrier. The Board reviewed the changes to the standard operating procedures.

Nancy Davisson motioned to approve SOP 15-05 Customer Flow Policy and SOP 15-06 Regional Defined Youth Barrier as presented. Paula Pinkstaff seconded. Motion passed. **WDB-2015-10**

Skill UP Grant:

Jim Heck updated the Board on the Skill Up grant. A partnership with the regional CTE Directors, Ivy Tech Community College, Vincennes University and Conexus Indiana was established to develop a proposal to help build career and technical education and career pathways. The preliminary proposal is due Monday, November 2.

Spencer County Office:

Jim Heck mentioned the Spencer County office lease will not be renewed in Rockport. A new location in the AEP building with the Spencer County Chamber and the Lincolnland Development Corporation has been negotiated with no rent. Negotiations are currently underway to share an employee with the chamber and economic development corporation, which will allow the office to be open five days per week.

New Business

Financial Budget Changes:

Frank Yuda explained the JobWorks request for \$150,000 of additional funds to support the Out-of-School youth programs and the \$75,000 over two-years to support a project manager for the Works Council grant. \$15,000 will be needed for the current year and \$60,000 for program year 2016. The funds will be moved from WIA Admin. The total unobligated will be \$48,000.

Dan Ulrich motioned to approve the budget changes of \$150,000 from WIA Admin to Service Provider for Youth programs and \$75,000 (\$15,000 PY15 and \$60,000 PY16) to support the program manager for the Works Council grant. Marcus Anderson seconded. Motion passed. **WDB-2015-11**

EWIN Technical Assistance:

Jim Heck explained the technical assistance of building a collaborative system provided by Jack Hess and John Burnett of EcO15 in Columbus Indiana. Sara Huelsman mentioned the CELL Sector Partnership grant proposal has been submitted. The grant will help pull all the regional partners together to work on similar initiatives.

Innovation Index:

Jim Heck updated the group on the Innovation Index utilized by the I-69 Consortium to help track the progress of the initiatives since 2012. The Innovation Index started at 81.6% in 2012 and is currently at 86.3%. The Board reviewed the metrics.

Public Comment:

None

Nancy Davisson made a motion to adjourn the meeting at 9:28 a.m. Central Time. Theo Boots seconded. Motion passed. **WDB-2015-12**

The next meeting is a WDB / Works Council Joint Meeting on Friday, December 4, 2015 at 8:30am CT at VU-Ft Branch Campus.

Frank Yuda, Secretary

Date

Minutes
Grow Southwest Indiana Workforce Board
Executive Committee

9:15 a.m. CDT, October 16, 2015
Innovation Pointe- Evansville, IN

Members Present: Sue Habig, Amy O’Dell, Frank Yuda

Others Present: Jim Heck, Linda Jones, Kay Johnson, Angie Sheppard and Chris DuKate via telephone

Chair Sue Habig called the meeting to order at 9:27 a.m. Central Time.

Call for Additional Agenda Items:

Chair Sue Habig asked Kay Johnson to explain the Standard Operating Procedure (SOP) that needed approval due to no quorum in the Operations Committee meeting. Kay explained SOP 15-06 Regionally Elected Youth Barrier policy. The committee discussed the barriers needed to be eligible for youth services.

<i>Frank Yuda motioned to approve SOP 15-06 Regionally Elected Youth Barrier as presented. Amy O’Dell seconded. Motion passed.</i>
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EC-2015-13

Executive Committee Minutes:

The Committee reviewed the Executive Committee minutes from September 18, 2015 with no concerns.

<i>Frank Yuda motioned to approve the Executive Committee minutes from September 18, 2015 as presented. Amy O’Dell seconded. Motion passed.</i>

EC-2015-14

Review WDB Consent Agenda

Finance Committee: Frank Yuda gave a brief overview of the finance committee meeting. Chris DuKate explained the PY15 year-to-date financials mentioning \$7,725 of restricted funds were added to the budget, expenditures are at 1,026,729 with an expenditure rate of 23%. The dashboard report now shows the breakdown of in-school and out-of-school youth funds. The budget expenditure rate of 24% is on target. The finance committee recommended to move \$150,000 from WIA Admin to the JobWorks Service Provider contract for out-of-school youth programs and \$75,000 over two years with \$15,000 for the current year to help support the CECI Grant program coordinator for the Works Council.

<i>Frank Yuda motioned to approve \$150,000 be moved from WIA Admin to JobWorks Service Provider for Out-of-School Youth programs and \$75,000 be budgeted to help support the Works Council CECI Grant coordinator position with \$15,000 for the current year and \$60,000 for year-two. Sue Habig seconded. Motion passed.</i>

EC-2015-15

Operations Committee: Sue Habig mentioned there was no quorum, but the committee reviewed the minutes, reports and standard operating procedures. The group also had a lengthy discussion on the low number of OJT’s.

Business Services Committee: Amy O’Dell mentioned the committee discussed the Work Ethic Certification presentation at SICTC, STEM Challenge scheduled on April 8, Skill UP grant proposal due November 2, the EWIN grant proposal due next week, and the Tour of Opportunity events in Knox and Perry counties. The Evansville Tour of Opportunity will be held on October 22 where 140 middle school students will visit four manufacturing facilities. A Tour of Opportunity for veterans was suggested. The committee discussed the OJT process and metrics as well as other metrics that need to be tracked for the year-end reports for the State.

Youth Committee: Jim Heck mentioned the committee is working on metrics and reports. Jim distributed and explained the current report, noting funding and incentives will be added to future reports.

Outreach Committee: Jim Heck mentioned the new ad hoc committee is going well. Several individuals with marketing experience have joined the group. The committee is developing strategies to market to clients and businesses utilizing PSA's, 5-10 second filler radio spots, and other free advertising methods.

WDB Staff Report: Jim Heck highlighted the Project Lead the Way conference, Skill UP grant and WEVV television spots.

Frank Yuda motioned to approve all the following items to the WDB consent agenda:

- 1) Finance Committee Minutes & Reports*
- 2) Operations Committee Minutes & Reports*
- 3) Business Services Committee Minutes*
- 4) Youth Committee Minutes*
- 5) Outreach Committee Minutes*
- 6) WDB Staff Report (September 2015)*

Amy O'Dell seconded. Motion passed.

EC-2015-16

Works Council CECI Grant: Works Council CECI Grant was discussed with the Finance Committee report out.

Security Guards: Sue Habig mentioned that board members are not personally liable in the event of an incident. The Board has received notice that the State will no longer be funding the security guards that remain in the WorkOne offices due to budget cuts, low unemployment volume, and low incidents. The security service provided by the State will end on November 13, 2015.

Sue Habig motioned to pick up the expense of the Evansville security guard until December 31, 2015. Frank Yuda seconded. Motion passed.

EC-2015-17

Spencer County Office: Jim Heck updated the committee on the Spencer County office moving to the AEP Center with the Spencer County Chamber and Economic Development Corporation (EDC). The Chamber and EDC would like to share a staff member to have the office open five days per week.

EWIN Technical Assistance: Sue Habig mentioned a EWIN grant is paying for John Burnett and Jack Hess to speak to a select group on October 29, 2015 on how to build sector partnerships. Another EWIN grant proposal for \$20,000 is due next week to help build sector partnerships. Jim Heck has reached out to TPMA for help with a proposal to target healthcare and the service industry sectors.

Annual Meeting Agenda: The Committee reviewed the annual meeting agenda and discussed providing donuts and coffee at the board meeting.

Frank Yuda motioned to provide donuts and coffee at the Workforce Development Board meetings. Amy O'Dell seconded. Motion passed.

EC-2015-18

Public Comment: None:

Adjournment:

Amy O'Dell motioned to adjourn at 10:57 a.m. Central Time. Frank Yuda seconded. Motion passed.

EC-2015-19

The next meeting will be held on November 20, 2015 at 9:15am CT at Innovation Pointe, Evansville.

Minutes
Grow Southwest Indiana Workforce Board
Finance Committee

8:15a.m. CST, October 16, 2015
Innovation Pointe – Evansville, IN

Members Present: Frank Yuda, Paula Pinkstaff via telephone

Others Present: Linda Jones, Angie Sheppard and Chris DuKate via telephone

The meeting was called to order by Frank Yuda at 8:23 a.m. Central Time.

Call for Additional Agenda Items:

None

Approval of Minutes:

The Committee reviewed the September 18, 2015 meeting minutes with no concerns.

<p><i>Paula Pinkstaff motioned to approve the September 18, 2015 minutes as presented. Frank Yuda seconded. Motion passed.</i></p>
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FC-2015-04

Fiscal Agent Financial Reports PY15:

Chris DuKate explained the year-to-date PY15 financial reports mentioning there were minor changes to the budget of \$7,725 of restricted funds for STEM Challenge, JAG and Disabled Vet Outreach. The current expenditures are at \$1,026,079, an expenditure rate of 23% with the benchmark at 25%. The dashboard report now reflect a breakdown of in-school and out-of-school youth to monitor the new spending requirements. Currently the in-school youth is at 35% and out-of-school youth at 65%. Direct client expenditure rate is at 19.9%

Linda Jones mentioned that JobWorks has analyzed their youth budget and is requesting an additional \$150,000 for out-of-school youth programs, which will include incentives. The funds will be transferred from the WIA Admin to the JobWorks Service Provider contract, which will reduce the unobligated funds.

<p><i>Frank Yuda motioned to recommend to the Executive Committee to move \$150,000 from WIA Admin to JobWorks Service Provider contract for Out-of-school youth programs. Paula Pinkstaff seconded. Motion passed.</i></p>

FC-2015-05

Linda Jones mentioned the Executive Committee approved \$75,000 to help support the CECI Grant program coordinator for the Works Council. \$15,000 will be for the current program year and \$60,000 for year-two of the grant. The grant fiscal agent is Vincennes University.

<p><i>Paula Pinkstaff motioned to budget \$75,000 over two years, obligating \$15,000 for the current program year to help support the CECI Grant program coordinator for the Works Council. Frank Yuda seconded. Motion passed.</i></p>
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FC-2015-06

The committee discussed the over spending of \$2,643 from Community Marriage Builders (CMB). Crowe Horwath has sent a final invoice with the adjustment. CMB will be officially out of business on October 30, 2015 due to loss of funding.

*Frank Yuda motioned to approve the PY15 Financial Reports as presented. Frank Yuda seconded.
Motion passed.* **FC-2015-07**

JobWorks Expenses:

Expenses were discussed in the financial review.

Spencer County Office:

Linda Jones updated the committee on moving the Spencer county office to the AEP center with the Spencer County Chamber and Economic Development Corporation (EDC). The chamber and EDC would like to co-share a staff member to have the office open five days per week.

Public Comment:

None

Adjournment:

*Paula Pinkstaff motioned to adjourn the meeting at 8:55am Central Time. Frank Yuda seconded.
Motion passed.* **FC-2015-08**

The next meeting will be held on November 20, 2015 at 8:15a.m. Central Time at Innovation Pointe.

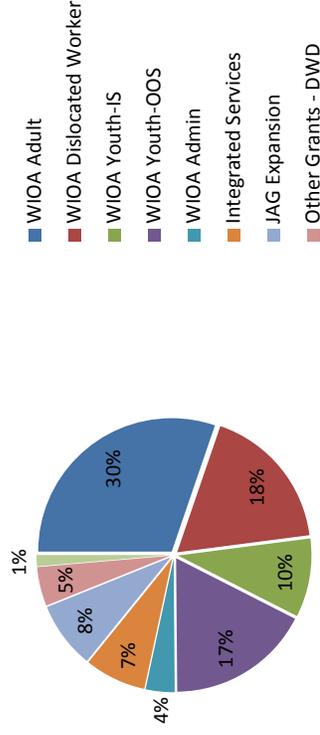
	A	B	C	D
1	GROW SOUTHWEST INDIANA WORKFORCE BOARD, INC.			
2	PY15 Grant Schedule/Budget			
3	July 2015 through June 2016			
4				
5		Previously		
6		Approved	Change	Recommended
7	Funding			
8	WIOA Adult - PY15 Allocation	648,480	-	648,480
9	WIA Adult - PY14 Carry-Over Funds	418,149	-	418,149
10	WIOA DW - PY15 Allocation	984,641	-	984,641
11	WIA DW - PY14 Carry-Over Funds	387,552	-	387,552
12	WIOA Youth - PY15 Allocation	707,372	-	707,372
13	WIA Youth - PY14 Carry-Over Funds	229,853	-	229,853
14	WIOA Admin - PY15 Allocation	260,055	-	260,055
15	WIA Admin - PY14 Carry-Over Funds	238,321	-	238,321
16	Less: WIOA Planned Carry-Over to PY'16	(480,109)	-	(480,109)
17	Total Workforce Investment Act (WIOA) for use in PY15	3,394,312	-	3,394,312
18				
19	Business Consultant (BC)	120,000	-	120,000
20	WorkINdiana (WIN)	58,435	-	58,435
21	Jobs for Americas Graduates Expansion - 3-11 (JAG)	498,520	-	498,520
22	National Emergency Grant - Dislocated Worker Training (NEGDWT)	18,572	-	18,572
23	Sector Partnership - NEG	-	80,000	80,000
24	WIOA Incentive Grant	39,262	-	39,262
25	Disability Employment Initiative - Data Collection & Evaluation	4,336	-	4,336
26	Community Marriage Builders (Carry-In and Amend to extend and add funding)	12,300	-	12,300
27	WorkOne Integrated Services	348,294	-	348,294
28	Youth Employment Services (YES) - Vectren, Toyota, Fifth Third & Old National	20,328	-	20,328
29	Teacher Bootcamp (ALCOA Foundation)	35,500	-	35,500
30	STEM Challenge	3,000	-	3,000
31	Fifth Third - JAG	4,500	-	4,500
32	Disable Vet Outreach	225	-	225
33	Rent (Sublease)	4,750	-	4,750
34	Unrestricted Funds	17	-	17
35	Total Funding for use in PY15	4,562,351	80,000	4,642,351
36				
37	Expense Budget			
38	WDB Staff and Related Costs	689,591	15,000	704,591
39	WorkOne Costs	500,383	-	500,383
40	Fiscal Agent	90,000	-	90,000
41	Job Works Service Provider - WIOA	2,364,723	150,000	2,514,723
42	Job Works Service Provider - Work IN	50,144	-	50,144
43	Job Works Service Provider - JAG	444,780	-	444,780
44	Job Works Service Provider - NEGDWT	15,470	-	15,470
45	Job Works Service Provider - WIA Incentive	35,729	-	35,729
46	Job Works Service Provider - Marriage Builders	11,500	-	11,500
47	Job Works Service Provider - Integrated Services	42,336	-	42,336
48	Chamber - WIOA	26,345	-	26,345
49	Audit/Tax	10,200	-	10,200
50	Board Costs (Meetings, Insurance, etc.)	3,864	-	3,864
51	Youth Employment Services (YES) - Vectren, Toyota, Fifth Third & Old National	20,148	-	20,148
52	Teacher Boot Camp	35,500	-	35,500
53	Total Expense Budget for use in PY15	4,340,713	165,000	4,505,713
54				
55	Total Unobligated	221,638	(85,000)	136,638

GROW SOUTHWEST INDIANA WORKFORCE BOARD, INC.
Expenses by Funding Source and Budget Category
PY'15 Through October 31, 2015

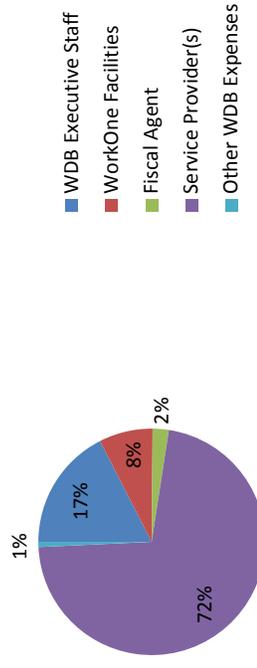
Funding Source	YTD Expenses	Budget	Remaining	Total % Used
1 WIOA Adult	\$ 420,237	\$ 936,933	\$ 516,695	45%
1 WIOA Dislocated Worker	245,808	1,215,264	969,456	20%
1,2 WIOA Youth-IS	132,621	397,875	265,255	33%
1,2 WIOA Youth-OOS	241,339	397,875	156,536	61%
1 WIOA Admin	48,608	446,365	397,757	11%
Integrated Services	103,434	348,294	244,860	30%
JAG Expansion	112,356	498,520	386,164	23%
Other Grants - DWD	65,837	320,605	254,768	21%
Grants - DOL and Other	18,875	80,620	61,745	23%
	\$ 1,389,114	\$ 4,642,351	\$ 3,253,237	30%

Benchmark 33%

YTD Expenses by Funding Source



YTD Expenses by Budget Category



Budget Category	YTD Expenses	Budget	Remaining	Total % Used
WDB Executive Staff	\$ 242,657	\$ 704,591	\$ 461,934	34%
WorkOne Facilities	106,476	500,383	393,907	21%
Fiscal Agent	32,000	90,000	58,000	36%
Service Provider(s)	997,703	3,114,682	2,116,979	32%
Other WDB Expenses	10,277	96,057	85,780	11%
	\$ 1,389,114	\$ 4,505,713	\$ 3,116,599	31%

- 1 Overall WIOA expenditure rate is 32%
- 2 Out-of-School Youth 65% (\$241,339); In-School Youth 35% (\$132,620)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	GROW SOUTHWEST INDIANA WORKFORCE BOARD, INC.												
2	Funding & Expense to Total Budget												
3	PY15 Through October 31, 2015										Benchmark % =		33%
4													
5													
6		Grant	Month to date	Year to date									
7		Expiration	Actual	Actual									
8	WIOA Adult PY15	6/30/2017	2,088	\$ 2,088				\$ 518,784		\$ 516,695			
9	WIA Adult PY14 (Carry-In)	6/30/2016	122,057	418,149				418,149		-			33%
10	WIOA Dislocated Worker PY15	6/30/2017	-	-				827,712		827,712			
11	WIA Dislocated Worker PY14 (Carry-in)	6/30/2016	58,240	245,808				387,552		141,743			33%
12	WIOA Youth PY15	6/30/2017	76,418	144,107				565,898		421,791			
13	WIA Youth PY14 (Carry-in)	6/30/2016	14,523	229,853				229,853		-			33%
14	WIOA Admin PY15	6/30/2017	-	-				208,044		208,044			
15	WIA Admin PY14 (Carry-in)	6/30/2016	12,985	48,608				189,714		189,714			33%
16	Sub Total Workforce Investment Act (WIA)		286,312	1,088,613				3,394,312		2,305,699			33%
17													
18	Business Consultant	6/30/2016	9,584	38,588				120,000		81,412			33%
19	WorkIndiana (WorkIN)	9/30/15 and 6/30/16	10,951	22,687				58,435		35,749			0%
20	JAG Expansion - 3-11	12/31/2015	25,480	112,356				498,520		386,164			67%
21	NEGDWT	6/30/2016	-	-				80,000		18,572			33%
22	Sector Partnership - NEG	6/30/2017	-	-				80,000		80,000			0%
23	WIA Incentive Grant	6/30/2016	3,895	3,895				39,262		35,367			0%
24	Disability Employment Initiative Data Collection	9/30/2015	58	667				4,336		3,669			100%
25	Community Marriage Builders	9/30/2015	13	14,956				12,300		(2,656)			100%
26	WorkOne - Integrated Services	9/30/2016	25,229	103,434				348,294		244,860			33%
27	Youth Employment Services (YES)		467	2,340				20,328		17,988			12%
28	ALCOA Foundation	-	-	-				35,500		35,500			0%
29	STEM Challenge	-	-	-				3,000		3,000			0%
30	Fifth Third - JAG			4,500				4,500		-			100%
31	Disable Vet Outreach			225				225		-			100%
32	Rent		394	1,576				4,750		3,174			33%
33	Unrestricted Funds			2				17		15			12%
34	Total Funding		362,384	1,393,839				\$ 4,642,351		\$ 3,248,512			30%
35													
36	WDB Executive Staff and Supporting Costs		74,039	242,657				\$ 704,591		\$ 461,934			33%
37	WorkOne Facilities and Costs		25,179	106,476				500,383		393,907			33%
38	Fiscal Agent		8,000	32,000				90,000		58,000			33%
39	Job Works Service Provider:												
40	Job Works Service Provider - WIOA		212,043	847,390				2,514,723		1,667,333			33%
41	Job Works Service Provider - WorkIndiana		10,773	15,233				50,144		34,911			33%
42	Job Works Service Provider - JAG		24,230	107,265				444,780		337,515			33%
43	Job Works Service Provider - NEGDWT		-	-				15,470		15,470			33%
44	Job Works Service Provider - WIA Incentive		3,895	3,895				35,729		35,729			33%
45	Job Works Service Provider - Integrated Services		2,325	9,649				42,336		32,687			33%
46	Job Works Service Provider - Marriage Builders		13	14,271				11,500		(2,771)			33%
47	Sub Total Job Works		253,280	997,703				3,114,682		2,085,145			32%
48	Chamber		1,587	5,655				26,345		20,690			33%
49	Audit/Tax		-	-				10,200		10,200			0%
50	Board Meetings, Travel, Insurance, Misc.		-	3,041				3,864		823			33%
51	Youth Employment Services (YES)		300	1,581				20,148		18,567			8%
52	Teacher Boot Camp			-				35,500		35,500			0%
53	Total Expenses		362,384	1,389,114				\$ 4,505,713		\$ 3,116,599			31%
54													
55								\$ 136,638		\$ 131,913			
56													
57	Notes:												
58	1) Currently budgeted 20% carry-over.												
59	2) Benchmark % to be used as guide only.												
60	3) Total direct client expenditures for period-to-date were:			\$ 227,751									20.4%
61													20.4%

Minutes
Grow Southwest Indiana Workforce Board
Operations Committee

8:00 a.m. CST, October 16, 2015

Innovation Pointe – Evansville, IN

Present: Sue Habig, Chris Kinnett, Josh Bowman, Peg Boardman, Bill Lawrence, Nancy Schroering, Marva Essick, Kay Johnson, Mary Hamilton, and Breasha Pruitt.

The meeting was called to order by Sue Habig at 8:00 a.m. CST. A quorum of members was not present.

Additional Agenda Items:

No additional items

No action required.

September 18, 2015 Minutes:

The Committee reviewed the minutes from the September 18, 2015 meeting.

The minutes were sent on to the Executive Committee for approval as submitted.

Reporting:

Peg Boardman, Nancy Schroering and Bill Lawrence provided information in addition to the monthly statistics. The Evansville office will lose 2 part time state staff members. Other part time staff members will have reduced hours and can no longer assist with UI.

No action required.

Service Provider Update:

Nancy Schroering provided the service provider update. With the reduction in State PT staff, many of the express sites will be down to just one SP staff person. The Community Marriage Builders program has not been funded for the coming year. That employee may potentially move into another vacant position with the SP. There are two vacant positions at this time.

No action required.

WorkIN Update:

Kay Johnson gave a brief report on the status of the WorkIN program and an overview of the WorkIN report.

No action required.

SOPs:

With the new WIOA funding source, SOPs must be updated to meet new regulations and requirements. Kay gave an overview of the changes made to the following SOPs. Corrections were made as requested to the following SOPs. Kay reviewed the changes and updates.

- a. **SOP 15-06 Regionally Elected Youth Barrier**
- b. **SOP 15-05 Customer Flow Policy (updated)**

SOP 15-06 will be forwarded to the Executive Committee for approval.

Public Comment:

The chair asked for public comment. No Comments

No action required.

Adjournment:

Sue adjourned the meeting.

*The meeting was adjourned at 8:25 a.m. CST
The next meeting will be November 20, 2015 at 8:00 a.m. CDT at Innovation Pointe.*

Grow Southwest Indiana Workforce Board

October 2015 Statistics

WIOA	Current Month		YTD		
	Goal	Actual	Goal	Current	2014-15
Enrollments		158		568	1070
Active Cases	650	417			
In Training				114	101
**Placements	104	24	416	120	664
Average Wage		11.29		11.86	12.08

Please note: WIOA goals will fluctuate with the number of case managers.

Goals per CM: 50 active cases, 8 placements per month

OJT	Current month	Current YTD	YTD 2014-15
Placements*	1	23	58

*These placements are included in the WIOA placements.

Youth	Goal	Current YTD	YTD 2014-15
Employment & Education	72%	50.00%	80.00%
Degree & Certification	63%	33.00%	80.00%
Literacy and Numeracy	29%	73.00%	64.00%

WorkIN	Current YTD	YTD 2014-15
New Enrollees	9	22
Employed	0	9

YES	Current YTD	YTD 2014-15
New Enrollees	2	10
Vouchers	10	44

Clients trained and placed: (does not include OJT)

October 2015	1	Training dates: 5/4/15
2015-16	11	Training dates: 8/19/13 - 7/7/15
2014-15	103	Training dates: 8/23/10 -6/1/15

Minutes

Grow Southwest Indiana Workforce Board

Business Services Committee

8:00 a.m. CDT, October 16, 2015

Innovation Pointe, 1st Floor, Media Suite

Members Present: Amy O'Dell, Ron Hagy, Jon Keck, Stephanie Norrick, Debbie Linberg

Others Present: Sara Huelsman, Cindy Kraut, Darin Lander, Rochelle McDonald, Chris Oliva, Jodie Gomez

The meeting was called to order by Amy O'Dell at 8:15am CT.

Additional Agenda Items

None.

Minutes

Ron Hagy motioned to approve the minutes of the September 2015 meeting. Stephanie Norrick seconded. Motion passed.

BSC-2015-12

Tour of Opportunity

The Tour of Opportunity in Evansville will be held on October 22nd. In Perry County, the event was held on October 14th in which high school juniors and seniors toured area manufacturers during the day and in the evening the businesses were open to the public. In Knox County, the event was held on October 9th. Approximately 300 high school juniors participated in 3 tour options. Amy O'Dell reported that the tour was a success, with a collaboration of businesses and economic development parties.

Ron Hagy suggested that this type of event would be beneficial for veterans and adults. He would like to see more investigation into how to transfer the premise behind the Tour of Opportunity and Teacher Bootcamp to adults and veterans.

STEM Challenge

The STEM Challenge is scheduled for April 8, 2016 at Oakland City University. A maximum of 36 teams consisting of 4 students will compete in the challenge with 8-9 employers. Cash prizes are to be

awarded to the top 2 teams assigned to each employer as well as overall prizes. Employers will serve as judges for their company challenge. This event is open to high school students and will be advertised regionally. Information will be sent to all area high schools December 1st.

Work Ethic Certification- EVSC Assembly

The Work Ethic Certification was presented at the Career Technical Center. Representatives spoke to EVSC students regarding the importance of the certification and what it represents to employers.

Skill Up

DWD released funding for the Skill Up grant. The basis for the grant is that over the next 10 years there will be 1 million jobs in Indiana, of which 50% will be filled through the K-12 system and the remaining 50% through the remaining workforce. This grant is geared at increasing skill levels with under-employed and unemployed individuals. The grant application is due on November 6, 2015.

EWIN Grant

The Education Workforce Innovation Network is offering a \$20,000 grant for planning purposes and sector partnerships. The determination that the areas in which there would be need for the grant are in retail, healthcare and finance. The deadline for this grant is rapid, October 23rd and requires a 12 page narrative. The grant is being investigated to determine the feasibility of completing the required information in the time allowed.

OJT

There were 13 OJTs at the end of August. There have been 2 started, 2 terminated, and 2 completed, leaving 11 active at the end of September. To date in October, there have been 2 completed, 1 termination and 1 started for a current active total of 9.

State Report

The State report totals were reviewed for July, August and September. The Committee is evaluating what data should be included in the report for the Committee and will review this report at the next meeting for further discussion.

Public Comment

None

Adjournment

Stephanie Norrick motioned to adjourn the meeting at 9:15am. Jon Keck seconded. Motion passed. ***BSC-2015-13***

Minutes
Grow Southwest Indiana Workforce Board
HR Committee

8:00am CST, June 18, 2015
Innovation Pointe – Evansville, IN

Members Present: Amy O’Dell, Marcus Anderson, Lacey Peer

Others Present: Jim Heck, Linda Jones, Angie Sheppard

The meeting was called to order by Amy O’Dell at 8:03 a.m. Central Time.

Call for Additional Agenda Items:

None

HR Committee Minutes (October 16, 2014):

The Committee reviewed the minutes with no concerns.

<i>Marcus Anderson motioned to approve the October 16, 2014 minutes as presented. Lacey Peer seconded. Motion passed.</i> HR-2014-06
--

Annual Insurance Renewal:

Linda Jones mentioned the Committee accepted the option to extend the health insurance until December 2015. There are currently four employees on the health insurance; three employee only plans and one employee/child plan, no family plans. The health insurance will need to be addressed at the next meeting. The Dental and Vision plans have been renewed at the same rate.

Annual Handbook Renewal:

The Committee reviewed the employee handbook and stated there are no changes needed at this time.

Annual Salary Review:

The Committee reviewed the salary ranges and discussed a salary increase to all employees.

<i>Lacey Peer motioned to recommend a 3% salary increase to all employees. Marcus Anderson seconded. Motion passed.</i> HR-2014-07
--

Public Comment:

None

Adjournment:

<i>Marcus Anderson motioned to adjourn at 8:17 a.m. Central Time. Lacey Peer seconded. Motion passed.</i> HR-2014-08
--

Email from Ben Schmitt / Old National Insurance

Re: Assurant Health Quote The Grow Southwest

The self funded proposals did not come out much better than the fully insured rates. Attached is the final spreadsheet with fully insured on 1 tab and the self funded on the 2nd tab. UHC Option 1 is the most competitive but you are taking a benefit reduction in the out of pocket maximum. Remember, if your enrollment changes or someone hops off the plan, this will be a possible premium savings that you can use to offset the premium increase. The fully insured plans we have quoted need only 2 employees on the plan to stay active. I am not sure if you could/would do this, but we also have the ability to allow you to contribute a fixed contribution to your employees but have then get their policys in the individual market (dropping the group plan).

Grow Southwest Indiana Workforce Board

12/01/2015 Renewal

Medical Marketing Analysis



Carrier / Benefit	Current	UHC ACA Option 1	UHC ACA Option 2	UHC ACA Option 3	Humana ACA Option
	Starmark Self-Funded Healthy Edge CDHP Advantage HSA	United Healthcare HSA Eligible HL-H NS Silver	United Healthcare HSA Eligible HL-G NS Silver	United Healthcare HSA Eligible HL-F NS Silver	Humana IN AGHDHP 14 PPO OPT 3 Silver
In Network					
Calendar Year Deductible- Individual / Family	\$2,500 / \$5,000	\$3,000 / \$6,000	\$2,500 / \$5,000	\$2,500 / \$5,000	\$4,500 / \$3,000
Family Deductible Status	Non-Embedded Deductible	Non-Embedded Deductible	Non-Embedded Deductible	Non-Embedded Deductible	Non-Embedded Deductible
Coinsurance	0%	0%	20%	0%	20%
Out of Pocket Maximum- Individual / Family (OOP)	\$2,500 / \$5,000	\$6,250 / \$12,500	\$6,250 / \$12,500	\$6,250 / \$12,500	\$6,350 / \$12,700
Annual Maximum	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Office Visits					
Primary Care Physician	Deductible	\$30 Copay after Deductible	20% after deductible	\$30 Copay after Deductible	20% after deductible
Specialist	Deductible	\$60 Copay after Deductible	20% after deductible	\$60 Copay after Deductible	20% after deductible
Preventive Care (as recommended by USPSTF)					
Well-Child Care / Immunizations	Paid at 100%	Paid at 100%	Paid at 100%	Paid at 100%	Paid at 100%
Adult Periodic Wellness Exams	Paid at 100%	Paid at 100%	Paid at 100%	Paid at 100%	Paid at 100%
Hospitalization					
Inpatient	Deductible	Deductible	20% after deductible	Deductible	20% after deductible
Outpatient	Deductible	Deductible	20% after deductible	Deductible	20% after deductible
Ambulatory Surgical Center Services	Deductible	Deductible	20% after deductible	Deductible	20% after deductible
Other Services					
Emergency Room (Copay waived if admitted)	Deductible	\$300 Copay after Deductible	20% after deductible	\$300 Copay after Deductible	20% after deductible
Urgent Care	Deductible	\$100 Copay after Deductible	20% after deductible	\$100 Copay after Deductible	20% after deductible
Advanced Imaging (MRI, CT Scans)	Deductible	Deductible	20% after deductible	Deductible	20% after deductible
Prescription Drugs					
Retail, Tier 1	Deductible	\$10 Copay after Deductible	\$10 Copay after Deductible	\$10 Copay after Deductible	20% after deductible
Retail, Tier 2	Deductible	\$35 Copay after Deductible	\$35 Copay after Deductible	\$35 Copay after Deductible	20% after deductible
Retail, Tier 3	Deductible	\$60 Copay after Deductible	\$60 Copay after Deductible	\$60 Copay after Deductible	20% after deductible
Retail, Tier 4	Deductible	\$10/\$100/\$300 after Deductible	\$10/\$100/\$300 after Deductible	\$10/\$100/\$300 after Deductible	20% after deductible
Mail Order	Deductible	\$25 / \$87.50 / \$150 after Ded.	\$25 / \$87.50 / \$150 after Ded.	\$25 / \$87.50 / \$150 after Ded.	20% after deductible
Non-Network					
Calendar Year Deductible- Individual / Family	\$5,000 / \$10,000	No Benefit	No Benefit	No Benefit	\$4,500 / \$9,000
Coinsurance	30%	No Benefit	No Benefit	No Benefit	50%
Out of Pocket Maximum- Individual / Family	\$8,000 / \$16,000	No Benefit	No Benefit	No Benefit	\$19,050 / \$38,100
Lifetime Maximum	Unlimited	No Benefit	No Benefit	No Benefit	Unlimited
Enrollment / Premium					
Huelsman	\$428.69	\$351.57	\$355.24	\$366.65	\$392.42
Jones	\$428.69	\$880.38	\$889.59	\$918.15	\$982.68
Pruitt	\$428.69	\$340.12	\$343.68	\$354.71	\$379.64
McDonald	\$723.10	\$903.57	\$913.02	\$942.33	\$1,008.56
Estimated Monthly Premium	\$2,009.17	\$2,475.64	\$2,501.53	\$2,581.84	\$2,763.30
Estimated Annual Premium	\$24,110.04	\$29,707.68	\$30,018.36	\$30,982.08	\$33,159.60
Difference from Current \$		\$5,597.64	\$5,908.32	\$6,872.04	\$9,049.56
Difference from Current %		23.2%	24.5%	28.5%	37.5%
NOTES:					

Grow Southwest Indiana Workforce Board 12/01/2015 Renewal

Medical Marketing Analysis

Carrier / Benefit	Current Starmark Self-Funded Healthy Edge CDHP Advantage HSA	Assurant Opt 1 HSA Eligible Plan 7 Silver	Assurant Opt 2 HSA Eligible Plan 6 Silver
In Network			
Calendar Year Deductible- Individual / Family	\$2,500 / \$5,000	\$3,000 / \$6,000	\$3,500 / \$7,000
Family Deductible Status	Non-Embedded Deductible	Embedded Deductible	Embedded Deductible
Coinsurance	0%	0%	0%
Out of Pocket Maximum- Individual / Family (OOP)	\$2,500 / \$5,000	\$3,000 / \$6,000	\$3,500 / \$7,000
Annual Maximum	Unlimited	Unlimited	Unlimited
Lifetime Maximum	Unlimited	Unlimited	Unlimited
Office Visits			
Primary Care Physician	Deductible	Deductible	Deductible
Specialist	Deductible	Deductible	Deductible
Preventive Care (as recommended by USPSTF)			
Well-Child Care / Immunizations	Paid at 100%	Paid at 100%	Paid at 100%
Adult Periodic Wellness Exams	Paid at 100%	Paid at 100%	Paid at 100%
Hospitalization			
Inpatient	Deductible	Deductible	Deductible
Outpatient	Deductible	Deductible	Deductible
Ambulatory Surgical Center Services	Deductible	Deductible	Deductible
Other Services			
Emergency Room (Copay waived if admitted)	Deductible	Deductible	Deductible
Urgent Care	Deductible	Deductible	Deductible
Advanced Imaging (MRI, CT Scans)	Deductible	Deductible	Deductible
Prescription Drugs			
Retail, Tier 1	Deductible	Deductible	Deductible
Retail, Tier 2	Deductible	Deductible	Deductible
Retail, Tier 3	Deductible	Deductible	Deductible
Retail, Tier 4	Deductible	Deductible	Deductible
Mail Order	Deductible	Deductible	Deductible
Non-Network			
Calendar Year Deductible- Individual / Family	\$5,000 / \$10,000	\$6,000 / \$12,000	\$7,000 / \$14,000
Coinsurance	30%	30%	30%
Out of Pocket Maximum- Individual / Family	\$8,000 / \$16,000	\$9,500 / \$19,000	\$10,500 / \$21,000
Lifetime Maximum	Unlimited	Unlimited	Unlimited
Enrollment / Premium			
Huelsman	\$428.69	\$502.77	\$469.70
Jones	\$428.69	\$502.77	\$469.70
Pruitt	\$428.69	\$502.77	\$469.70
McDonald	\$723.10	\$1,005.53	\$939.39
Estimated Monthly Premium	\$2,009.17	\$2,513.84	\$2,348.49
Estimated Annual Premium	\$24,110.04	\$30,166.08	\$28,181.88
Difference from Current \$		\$6,056.04	\$4,071.84
Difference from Current %		25.1%	16.9%
NOTES:			

Page 1

11/17/2015

The above information is intended as a summary of the plans and rates being offered. The benefits illustrated above do not include all of the provisions, limitations and qualifications associated with the plans. Rates may be adjusted after final review. If this information conflicts in any way with the provisions and/or final contract, the contract will prevail.

Paid Time Off Policy

I. Paid Time Off (PTO)

Eligible employees are granted PTO as follows:

One – 4 years	15 days
After 5 years	20 days
After 10 years	25 days

Individuals hired during the months of July through September will receive 120 hours of PTO, October through December 90 hours, January through March 60 hours and April through June 30 hours.

Employees terminating during the months of July through September will have one-fourth of the granted PTO hours, October through December one-half, January through March three-fourths and April through June all of the granted hours. If an employee has taken PTO in excess of the allowed hours, an adjustment will be made on the last pay check.

Existing Employees: When an employee reaches a new rate of granted leave, that rate will take effect on July 1st.

PTO accrued July 1 must be taken by June 30 of the following year.

PTO may be used for any purpose requiring an employee to be absent. Examples are: vacation, sick and appointments.

Employees should complete an Absence Request (PTO and Other) form and submit to their supervisor for approval.

No PTO leave may be advanced to employees without the prior approval of the President/Executive Director or designee.

II

Minutes Youth Committee

8:00 a.m. CDT, October 16, 2015
Innovation Pointe

Members Present:

Makenzie Coulter
Jim Heck

Mark Miller

Tim Martin

Others Present:

Shaun Brames, Job Works

Jennifer Smith, Job Works

WDB Staff:

Jim Heck

The meeting was called to order by Jim Heck at 8:10 a.m. Central Time.

Additional Agenda Items:

None

Meeting Minutes:

The Committee reviewed the meeting minutes from September 18, 2015 with no additions.

<p><i>Mark Miller made a motion to approve the Youth Minutes from August 28, 2015 as presented. Tim Martin seconded. Motion passed.</i></p> <p style="text-align: right;"><i>Youth-2015-06</i></p>

Youth Committee Mission:

Committee Chair Bob Stemple was unable to attend but asked members to think about this and submit ideas to him. The group asked that Bob send out a working draft to them for them to contribute and to also include a deadline for them to respond.

Youth Reports:

A report was given to the committee for their input and they are okay with it. They would like to see some additional tracking on funds spent per client, especially in the incentives. They would like to see the YES program added to this report as well.

Out of School Outreach Efforts:

Jennifer Smith talked about the efforts she has made to reach out to community based organizations that serve at-risk youth in their programs so we might be able to serve them as well. The committee would like to be able to help Jennifer make additional contacts. Makenzie stated that she is working with the Chamber's Young Professionals Network (YPN) to see if they might act as mentors to some of the youth in our program. She also stated that Flanders is starting a Young Professionals program as well and she will be talking to them too.

JAG Update:

Shaun Brames reported that he thinks we are doing better than we have ever been in enrollments. Pike Central is working with Pepper Mulherin from AT&T on a program to help their JAG students. There may be some funds through them as well to help with the annual Christmas toy drive. Shaun has been working with Ben Jurgens at Old National Bank to have financial literacy classes in all 8 JAG schools. Shaun also reported that Friday October 23rd is College Application Day where most Colleges in Indiana do not charge an application fee and the JAG program is trying to get their seniors to apply that day.

Business Engagement:

This will be discussed in more detail at the next meeting when more members are present.

Public Comment:

No Comments

<p><i>Makenzie Coulter made a motion to adjourn the meeting at 8:48 a.m. Central Time. Tim Martin seconded. Motion passed.</i></p> <p style="text-align: right;"><i>Youth-2015-07</i></p>

The next meeting will be on Friday, November 20, 2015 at 8:00 a.m. Central Time at Innovation Pointe.

Grow Southwest Indiana Workforce - Youth Committee

October 2015 Statistics

All Youth	ISY		OSY		Total	
	Current	YTD	Current	YTD	Current	YTD
Enrollments	33	131	31	108	64	239
Active Cases	411		339		750	
In Training	54	54	7	17	61	71
Placements	0	2	1	11	1	13

WEX	ISY		OSY		Total	
	Current	YTD	Current	YTD	Current	YTD
Started	0	9	2	13	2	22
Completed	0	8	0	10	0	18

JAG - ISY	Active Roster	Follow up Roster	Graduation Rate	Positive outcome	Job Placement	Full Time Placement	Full Time Jobs
Goals	40		90%	80%	60%	80%	60%
Evansville Bosse	46	1	72.7%	87.5%	75.0%	25.0%	27.7%
Gibson Southern	55	2	88.9%	75.0%	50.0%	100.0%	100.0%
Pike Central	29	39	95.8%	78.3%	65.2%	100.0%	80.0%
Princeton	37	8	76.9%	70.0%	40.0%	100.0%	50.0%
Southridge	72	0					
Tell City	61	14	80.0%	87.5%	68.8%	100.0%	54.5%
Vincennes Lincoln	63	15	95.7%	72.8%	45.5%	60.0%	30.0%
Total/average	363	79	85.0%	78.5%	57.4%	80.8%	57.0%

Youth Common Measures	Goal	Current YTD	YTD 2014-15
Employment & Education	72%	50.00%	80.00%
Degree & Certification	63%	73.00%	80.00%
Literacy and Numeracy	29%	33.00%	64.00%

Minutes
Grow Southwest Indiana Workforce Board
Outreach Committee

8:30 a.m. CST, October 9, 2015
Innovation Pointe – Evansville, IN

Attendees:

Todd Mosby, Chair – GCEDC	Earl Milligan – Multitek Corp
Ron Hagy – Old National Bank	Darin Lander – WEOA
Jim Heck – WorkOne Southwest	Steve Messmer – Uebelhor & Sons
Abby Harvey – Southwest IN Chamber	Angie Sheppard – WorkOne Southwest

Call to Order:

The meeting was called to order by Todd Mosby at 8:31 a.m. Central Time.

Approval of Minutes:

The Committee reviewed the September 18, 2015 minutes with no concerns.

<i>Ron Hagy motioned to approve the September 18, 2015 meeting minutes as presented. Earl Milligan seconded. Motion passed.</i>	<i>Earl Milligan OC-2015-01</i>
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Discussion:

The committee continued the discussion of different media formats: PSA's, newspaper ads, and television spots. The group decided Sara Huelsman should be the "face" of WorkOne Southwest for live interviews such as WEVV and WIKY. Jim Heck will be the "voice" of WorkOne Southwest for spots as well as a constant lead-in "voice" such as Mark Miller, Ron Glass, or Calbert Cheaney. Jim Heck will contact DWD for approval to use an outside individual as a "voice" and possible client scripted testimonies.

Steve Messmer touched base with his radio and newspaper contacts and the majority of the contacts were on board with free PSA's. Steve also developed a couple of radio scripts and mentioned to keep in mind when developing PSA's an average human speaks three words per second. Steve stated that contact information should always be include with all media formats.

The group discussed possible tag lines; Jobs for People People for Jobs, We're the Employment Office, WorkOne – Your Employment Office. The group will brainstorm more ideas, but decided the tag line should include the word Employment.

The committee agreed a strategic plan is needed to move forward with the outreach initiative. Todd Mosby will develop a draft format to discuss at the next meeting.

Adjournment:

Meeting was adjourned by consensus at 9:39 am CT.

The next meeting will be held on November 6, 2015 at 8:30 a.m. Central Time at WorkOne Southwest,
700 E Walnut St, Room 152, Evansville.

WDB Staff Report

October 2015

Highlights:

Skill UP Indiana Grant

Submitted Phase II of the Skill UP Indiana grant. Working with Ivy Tech, Regional CTE Directors, Conexus and Oakland City University to prepare Phase III.

Workforce Transportation Issues

Met with representatives from Senator Donnelly's office and Congressman Bucshon's office in conjunction with New Hope Community Development Corporation and Catholic Charities about workforce transportation issues.

WEVV Community Segment

Provided introduction of WorkOne services on WEVV segment. https://www.dropbox.com/s/b2qj50zo7a6jbui/IMG_2529.MOV?dl=0

Business / Organization Connections:

New Hope Community Development Corp	Catholic Charities	Berry Plastics	Deaconess	Flanders
Grant Professional Painting Services	Anchor Industries	Barclay Solutions	Axiom	

Business Seminars (Vincennes & Evansville) – “Legal Issues Involving Common Pre-employment Screening Tools”

Operations & Grants/Contracts Projects:

Rockport WorkOne Lease	JobWorks JAG Contracts	Annual Inventory	Annual Monitoring
WIA-WIOA Revisions on SOPs	WIA Incentive Grant	Presented Annual Training at Vincennes and Evansville Team Time	

Other Connections & Projects:

Tour of Opportunity Events – Perry, Knox, Gibson, and Vanderburgh counties hosted Tour of Opportunity events for students to explore careers in Southwest Indiana. Coordinated the Vanderburgh county event in conjunction with Dan Ulrich/SICTC.

Regional Employment Expo – Participated in the Regional Employment Summit in Sullivan; event hosted by mayor Lamb of Sullivan and Mayor Yochum of Vincennes.

Indiana R11 Works Council – Continuing to collaborate with the Works Council.

Southwest Indiana STEM Challenge – Continued planning for the 3rd annual STEM Challenge, revamping the event by adding more business participation. New business participation by: Toyota, Farbest Foods, Manpower, Kimball Electronics, and ATTC.

Spencer County WorkOne Office – Worked with the Chamber of Commerce of Spencer County, Community Foundation of Spencer County, and Economic Development Corporation to obtain a new space in Rockport for the WorkOne office and negotiating a shared staff member.

Innovative Conversation Event – Continued to organize the fourth Innovative Conversation About Our Workforce Pipeline event hosted by Kimball International in Jasper on November 5.

Skilled Trades – Took part in a panel discussion on the Skilled Trades at the Southern Indiana Career & Technical Center.

WEVV – Interviewed by Melissa Schroeder of WEVV for a story they are doing for hiring workers in this region.

Evansville Executive Forum – Presented at the Evansville Executive Forum about hiring qualified workers.

OCU Intern – Met with and coordinated an intern through Oakland City University to help with marketing efforts for the Brainpower Task Force.

DWD – Attended Case Management and Labor Exchange changeover meetings, WIOA Youth Meetings, WIOA Transition Conference Calls and Webinars, Business Services and Dislocated Worker Unit.

Power National Emergency Grant (NEG) – Attended Power NEG meeting with DWD concerning the coal and power industries in Indiana.

Work Ethic Certification – Working on procurement for a web-based program to assist the certification process.

WIOA Partnerships – Continuing to partner with FSSA, Ticket to Work, Vocational Rehab, and HIRE.

Town Hall Meetings – Presented on WorkOne services at Mayor Winnecke's Traveling Town Hall meetings.

ARTICLES OF AMENDMENT AND RESTATEMENT

OF

GROW SOUTHWEST INDIANA WORKFORCE BOARD, INC.

The above corporation (the “Corporation”), existing pursuant to the Nonprofit Corporation Act of 1991, as amended, desiring to give notice of corporate action effectuating the amendment and restatement of its Articles of Incorporation, sets forth the following facts:

ARTICLE I

Restatement

Section 1.1 The date of incorporation of the Corporation is April 20, 2006.

Section 1.2 The Articles of Incorporation of the Corporation have been comprehensively amended and restated to, among other things, delete Article VI thereof. The exact text of the Amended and Restated Articles of Incorporation of the Corporation is attached hereto and made a part hereof as Exhibit A (the “Restated Articles”).

ARTICLE II

Manner of Adoption and Vote

Section 2.1 Vote of Members of the Board of Directors. By a resolution of the members of the Board of Directors of the Corporation adopted at a special meeting held on _____, 2015, the Amended and Restated Articles of Incorporation were adopted by the vote of those members of the Board of Directors present in person. Members of the Board of Directors entitled to vote – _____. Number of members of the Board of Directors represented at meeting - _____. Members of the Board of Directors voting in favor - _____. Members of the Board of Directors voting against - _____.

Section 2.2 Compliance with Legal Requirements. The manner of the adoption of the Amended and Restated Articles of Incorporation and the votes by which they were adopted constitute full legal compliance with the applicable provisions of the Act, the Articles of Incorporation and the By-laws of the Corporation.

I hereby verify, subject to the penalties for perjury, that the foregoing statements are true and correct this ___ day of _____, 2015, by _____, the _____ of the Board of Directors of the Corporation.

IN WITNESS WHEREOF, the undersigned officer executes these Articles of Amendment and Restatement of the Corporation, and verifies subject to the penalties of perjury that the facts contained herein are true, as of this ____ day of _____, 2015.

GROW SOUTHWEST INDIANA
WORKFORCE BOARD, INC.

By: _____

Name: _____

Title: _____

This instrument was prepared by OSMAN I. MUFTI, Attorney at Law, ZIEMER, STAYMAN, WEITZEL & SHOULDERS, LLP, 20 NW 1st Street, 9th Floor, Evansville, Indiana 47708. Telephone: 812/424-7575. Telefax: 812/421-5089.

EXHIBIT A
AMENDED AND RESTATED
ARTICLES OF INCORPORATION
OF
GROW SOUTHWEST INDIANA WORKFORCE BOARD, INC.

The Amended and Restated Articles of Incorporation of Grow Southwest Indiana Workforce Board, Inc. (hereinafter referred to as the “Corporation”), pursuant to the provisions of the Indiana Nonprofit Corporation Act of 1991, as amended (hereinafter referred to as the “Act”), are as follows:

ARTICLE I

- 1.1 **Name.** The name of the Corporation is GROW SOUTHWEST INDIANA WORKFORCE BOARD, INC. (“Corporation”).
- 1.2 **Classification.** This corporation is a public benefit corporation pursuant to the Act.

ARTICLE II

PURPOSES

The purposes for which the Corporation is organized are:

- 2.1 The Corporation is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law) (the “Internal Revenue Code”). To advance the Corporation’s tax-exempt purposes, the Corporation will (i) perform functions of a Local Workforce Development Board under the Workforce Innovation and Opportunity Act (the “WIOA”) and any and all regulations promulgated and issued pursuant thereto, as such may be amended from time to time in the counties of Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh and Warrick, Indiana (individually a “County” and collectively the “Region”), (ii) attract, retain and grow business and industry in the Region; (iii) provide training and educational resources to employers in the Region; (iv) provide training and educational resources to employees in the Region; (v) promote the creation of jobs and the fulfillment of employment needs of employers in the Region, including but not limited to, training of disadvantaged or unemployed persons to meet the current and projected business and industry employment needs; (vi) operate educational and skill training programs in the Region; and (vii) arrange for support services to enable eligible persons in the Region to enter and continue in the workforce; provided, however, that the Corporation shall not engage in any activities prohibited by the WIOA or which would jeopardize the Corporation’s tax exempt status. In furtherance of these purposes, the Corporation is authorized to:

- 2.1.1 Raise funds for the purposes described in Section 2.1 of this Article from the public and from all other sources available and to receive and maintain such funds and expend principal and income therefrom in support of or in furtherance of the charitable purposes of the Corporation as described in Section 2.1 above.
- 2.1.2 Acquire, own, use, lease as lessor or lessee, convey and otherwise deal in and with real and personal property and any interest therein, all in support of or in furtherance of the charitable purposes of the Corporation as described in Section 2.1 above.
- 2.1.3 Contract with other organizations (for-profit and not-for-profit), with individuals, and with governmental agencies, in support of or in furtherance of the charitable purposes of the Corporation as described in Section 2.1 above.
- 2.1.4 Own or operate facilities or own other assets for public use and welfare in furtherance of the charitable purposes of the Corporation as described in Section 2.1 above.
- 2.1.5 Engage in any lawful activities within the purposes for which a corporation may be organized under the Act, which are in furtherance of or in support of the charitable purposes of the Corporation as described in Section 2.1 above.
- 2.1.6 Otherwise operate in support of or in furtherance of the charitable and educational purposes of the Corporation, and do so exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code and in the course of such operation:
 - 2.1.6-1 No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its directors, officers or other persons unless allowed by Section 501(c)(3) of the Internal Revenue Code and the Act, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein;
 - 2.1.6-2 No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office except as authorized under the Internal Revenue Code; and
 - 2.1.6-3 Notwithstanding any other provision of these Articles of Incorporation, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under

Section 501(c)(3) of the Internal Revenue Code or (b) by a corporation, contributions to which are deductible under Section 170(c)(2), Section 2055(a)(2) or Section 2522(a)(2) of the Internal Revenue Code.

- 2.2 Subject to any Restriction or limitation imposed by the Act or the WIOA or by any other law or by these Articles, the Corporation shall have the power to:
- 2.2.1. To do everything necessary, advisable or convenient to accomplish the purposes herein set forth; and
 - 2.2.2 To have, exercise or enjoy in furtherance of the proposes herein set forth all of the general rights, privileges and powers granted to Corporation by the Act, as now existing or hereafter amended.
- 2.3 The Corporation shall not engage in any act of self-dealing that would subject any person to the taxes imposed on the acts of self-dealing by Section 4941 of the Code, as amended, or corresponding provisions of any subsequent federal law. The Corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Code, as amended, or corresponding provisions of any subsequent federal tax law. The Corporation shall not retain any excess business holdings which would subject it to the tax on excess business holdings imposed by Section 4943 of the Code, as amended, or corresponding provisions of any subsequent federal tax law. The Corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the Code, as amended, or corresponding provisions of any subsequent federal tax law. The Corporation shall not make any expenditures which would subject it to taxes on taxable expenditures imposed by Section 4945 of the Code, as amended, or corresponding provisions of any subsequent federal tax law.

ARTICLE III

PERIOD OF EXISTENCE

- 3.1 The period during which the Corporation shall continue is perpetual.

ARTICLE IV

REGISTERED AGENT AND REGISTERED OFFICE

- 4.1 Registered Agent. The name and address of the Corporation's registered agent for service of process is Marco L. DeLucio, 20 N.W. First Street, Ninth Floor, Evansville, Indiana 47708.
- 4.2 Registered Office. The post office address of the registered office of the Corporation is Marco L. DeLucio, P.O. Box 916, Evansville, Indiana 47706-0916.

ARTICLE V

MEMBERSHIP

- 5.1 Membership. The Corporation is a non-membership organization and shall have no members.

ARTICLE VI

PROVISIONS FOR REGULATION AND CONDUCT
OF THE AFFAIRS OF CORPORATION

- 6.1 Bylaws. The power to alter, amend or repeal the Bylaws of the Corporation or to adopt new Bylaws shall be vested in the members of the Board of Directors.
- 6.2 Amendments to the Articles of Incorporation. The power to amend these Articles of Incorporation shall be vested in the members of the Board of Directors.
- 6.3 Conduct of Affairs. The Corporation shall conduct its affairs in accord with policies, procedures, directives and guidelines established from time to time by the Board of Directors.

ARTICLE VII

INDEMNIFICATION

- 7.1. Rights to Indemnification and Advancement of Expenses. The Corporation shall indemnify as a matter of right every person made a party to a proceeding because such person is or was:
- 7.1.1 an officer or director of the Corporation; or
- 7.1.2 while a director or officer of the Corporation, serving at the Corporation's request as a director, officer, partner, trustee, employee, or agent of another foreign or domestic corporation, limited liability company, partnership, joint venture, trust, employee benefit plan, or other enterprise, whether for profit or not,

(each an "Indemnitee") against all liability incurred by such person in connection with the proceeding; provided that it is determined in the specific case that indemnification of such person is permissible in the circumstances because such person has met the standard of conduct for indemnification specified in the Act. The Corporation shall pay for or reimburse the reasonable expenses incurred by an Indemnitee in connection with any such proceeding in advance of final disposition thereof in accordance with the procedures and subject to the conditions specified in the Act. The Corporation shall indemnify as a matter of right any

Indemnitee who is wholly successful, on the merits or otherwise, in the defense of any such proceeding against reasonable expenses incurred by the person in connection with the proceeding without the requirement of a determination as set forth in the first sentence of this paragraph.

Upon demand by a person for indemnification or advancement of expenses, as the case may be, the Corporation shall expeditiously determine whether person is entitled thereto in accordance with this Article and the procedures specified in the Act.

The indemnification provided under this Article shall be applicable to any proceeding arising from acts or omissions occurring before or after the adoption of this Article.

- 7.2 Other Rights Not Affected. It is the intent of this Article to provide indemnification to directors and officers to the fullest extent now or hereafter permitted by law consistent with the terms and conditions of this Article. Nothing contained in this Article shall limit or preclude the exercise of, or be deemed exclusive of, any right under the law, by contract or otherwise, relating to indemnification of or advancement of expenses to any person who is or was a director, officer, employee, or agent of the Corporation, or the ability of the Corporation to otherwise indemnify or advance expenses to any such individual.

Notwithstanding any other provision of this Article, there shall be no indemnification with respect to matters as to which indemnification would result in inurement of net earnings of the Corporation “to the benefit of any private shareholder or individual,” within the meaning of Section 501(c)(3) of the Internal Revenue Code. The provisions of, and the rights and obligations created by, this Article shall not give rise or be deemed to give rise to “compensation for personal services” as described in IC 34-4-11.5-1 et seq., as amended.

- 7.3 Definitions. For purposes of this Article:

7.3.1 A person is considered to be serving an employee benefit plan at the Corporation’s request if the person’s duties to the Corporation also impose duties on, or otherwise involve services by, the person to the plan or to participants in or beneficiaries of the plan.

7.3.2 The estate or personal representative of a person entitled to indemnification or advancement of expenses shall be entitled hereunder to indemnification and advancement of expenses to the same extent as the person.

7.3.3 The term “expenses” includes all direct and indirect costs (including, without limitation, counsel fees, retainers, court costs, transcripts, fees of experts, witness fees, travel expenses, duplicating costs, printing and binding costs, telephone charges, postage, delivery service fees, and all other disbursements or out-of-pocket expenses) actually incurred in connection with the investigation, defense, settlement,

or appeal of a proceeding or establishing or enforcing a right to indemnification under this Article, applicable law or otherwise.

- 7.3.4 The term “liability” means the obligation to pay a judgment, settlement, penalty, fine, excise tax (including an excise tax assessed with respect to an employee benefit plan), or reasonable expenses incurred with respect to a proceeding.
- 7.3.5 The term “party” includes an individual who was, is or is threatened to be made a named defendant or respondent in a proceeding.
- 7.3.6 The term “proceeding” means any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative and whether formal or informal.

ARTICLE VIII

OPEN DOOR LAW

8.1 The Corporation will conduct all business in accordance with the following Indiana Statute:

Open Door Law: IC 5-14-1.5.

ARTICLE IX

INCORPORATION

9.1 Incorporator. The Incorporator was Marco L. DeLucio whose address is 20 N.W. First Street, Ninth Floor, Evansville, Indiana 47708.

IN WITNESS WHEREOF, the undersigned officer of the Corporation executed these Amended and Restated Articles of Incorporation and verifies, subject to penalties for perjury, the facts contained herein are true.

Dated this ___ day of _____, 2015.

Name: _____

Title: _____

AMENDED AND RESTATED BY-LAWS

OF

GROW SOUTHWEST INDIANA WORKFORCE BOARD, INC.

ARTICLE I

Purposes

Section 1.1 Name. The name of the Corporation shall be Grow Southwest Indiana Workforce Board, Inc.

Section 1.2 Authority. The Corporation is a local workforce ~~investment~~development board certified by the Governor of Indiana under the Workforce ~~Investment Act of 1998,~~Innovation and Opportunity Act (the “WIOA”), for the following nine counties in southwestern Indiana: Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh and Warrick (collectively, the “Region”).

Section 1.3 Purposes. The purpose of the Corporation is more specifically set forth in the Articles of Incorporation, approved and filed with the Indiana Secretary of State on April 20, 2006, as amended from time to time. In connection therewith, the Corporation shall provide policy guidance for, and review, monitor and evaluate activities under the ~~Workforce Investment Act, in order to create a system of workforce investment that integrates all public workforce development resources into an easily accessible system to benefit the Region and the regional economy. The Corporation shall provide day to day supervision of the staff of the Corporation, all in accordance with and pursuant to the Workforce Investment Act of 1998.~~WIOA. In accordance with the WIOA the Corporation shall perform the following functions:

1. Local Plan: Jointly develop a local plan with the Chief Elected Official in coordination with community partner to address the workforce development needs of the Region;
2. Workforce Research and Regional Labor Market Analysis: Perform an analysis of the economic conditions of the region, the needed knowledge and skills and workforce development activities;
3. Convening Brokering and Leveraging: Convene local stakeholders in the development and implementation of the local plan and in identifying non-federal expertise and resources to leverage support for workforce development activities;
4. Employer Engagement: Lead efforts to engage a diverse range of employers and entities in the Region;
5. Career Pathways Development: Lead efforts in the Region with education partners to develop and implement career pathways by aligning the employment, training, education and supportive services that are needed by adults and youth, particularly individuals with barriers to employment;
6. Proven and Promising Practices: Lead efforts in the Region to identify and promote proven and promising strategies and initiatives for meeting the needs for employers, workers, and jobseekers and to disseminate information on such strategies carried out in other areas for meeting such needs;
7. Technology: Develop strategies for using technology and to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and jobseekers;

8. Program Oversight: Conduct oversight for local youth workforce investment activities, local employment and training activities, and the one-stop delivery system; ensure the appropriate use, management and investment of funds to maximize performance under the WIOA;

9. Negotiation of Local Performance Accountability Measures: Negotiate and reach agreement on local performance accountability measures as described in the WIOA;

10. Selection of Operators and Providers: With agreement of the Chief Elected Official the Corporation shall:

i. Designate and certify one-stop operators and terminate for cause the eligibility of such operators;

ii. Identify eligible providers of youth workforce investment activities and terminate for cause the eligibility of such providers;

iii. Identify eligible providers for training services;

iv. Identify eligible providers for career services; and

v. Work with the State of Indiana to ensure there are sufficient numbers and types of providers of career services and training services serving the Region and that these services are provided in a manner that maximizes customer choice.

11. Coordination with Education Service Providers: Coordinate activities with education and training providers in the Region;

12. Budget and Administration: Develop a budget for activities in the Region that area consistent with the local plan; and

13. Accessibility for Individuals with Disabilities: Annually assess the physical and programmatic accessibility of all one-stop centers in the region in accordance with the applicable provision of Title I of the WIOA and the Americans with Disabilities Act of 1990.

Section 1.4 Membership. The corporation is not a member organization and shall have no members.

ARTICLE II

Board of Directors

Section 2.1. Duties and Qualifications. The business, property and affairs of the Corporation shall be managed by the Board of Directors.

Section 2.2 Number of Directors. The Board of Directors (the "Board") shall consist of not more than forty-seven (47) members, unless a greater number of members is approved by the State Workforce Innovation Council. The exact number of members of the Board shall be prescribed from time to time by the chief elected official of the Region (the "CEO"), which CEO shall be appointed by the majority vote of the elected officials of the Region.

Section 2.3 Selection of Directors. The Board shall be made up of the following:

- 2.3.1 The Region is authorized to appoint the members of the Board, in accordance with the State criteria established under ~~the Workforce Investment Act~~Section 107(b)(2) of the WIOA. The ~~chief-elected official~~CEO in the Region is responsible for the solicitations of nominations and appointments. ~~The Board shall include sector representatives from business, labor, education, community-based and~~

~~faith-based organizations, economic development, WorkOne Partners, and other Board Members as the chief elected official determines appropriate.~~

~~2.3.2 Members of the Board shall be individuals with optimum policy-making authority within the organizations, agencies or entities they represent.~~

2.3.2 ~~2.3.3~~ A majority of the Board Members shall be representative of business in the Region. For purposes of this section, “majority” shall mean more than fifty percent (50%) of the members of the Board.

~~2.3.4 The Board shall elect a chairperson from the business representatives who are members of the Board.~~

2.3.3 ~~2.3.5~~ The Board shall not have more than one (1) member from the same organization, agency, or entity unless the organization, agency or entity fulfills more than one (1) of the required WorkOne Partners and the separation of job responsibilities makes it necessary for such partner to have more than one (1) representative on the Board.

2.3.4 ~~2.3.6~~ In order to meet all membership requirements, a single Board member may fulfill more than one (1) required seat.

2.3.5 ~~2.3.7~~ When calculating minimum membership requirements, such as required percentages, non-voting members are not included in such calculation.

2.3.6 Board members shall be appointed as follows:

(A) Private Sector and Business Representatives:

~~2.3.8~~ The majority of the members of the Board shall be representatives of businesses in the Region. ~~Business representatives must be, who are (i) owners of businesses, chief executive executives or operating officers of businesses, and/or other business executives or employers with optimum policy making or hiring authority. All business representatives shall come from businesses that employ at least five (5) full-time employees, with the exception that one (1) business representative on the Board may be selected from a business that employs at least one (1) full-time employee other than the owner of the business. At least fifty percent (50%) of the business representatives on the Board shall be selected from businesses that employ at least fifty (50) workers. Business representatives on the Board shall come from employers that reflect; (ii) represent businesses, including small businesses, or organizations representing businesses, that provide employment opportunities in the Region, including representation of primary industries within the Region. Such membership should be a mixture of small, medium and large sized businesses that reflect the composition of employment within the Region. Business representatives on the Board shall be that, at a minimum, include high quality, work-relevant training and development in in-demand industry sectors or occupations in the Region, and (iii) are~~ appointed from among individuals nominated by local business organizations and business trade associations.

(B) Workforce Representatives:

~~i. 2.3.9 With respect to representatives of labor organizations, the representatives of labor organizations serving as members of the Board~~Not less than 20% of the entire Board shall be representatives of the workforce within the Region who: (i) shall include representatives of labor organizations in the Region, who shall be nominated by local labor federations that have jurisdiction in the Region. The Board must have a minimum of two (2) labor organizations represented.

~~2.3.10 With respect to the education representatives that serve as members of the Board, such members shall be selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing local educational entities, such as the following:~~

~~(A) Local education agencies:~~

~~(i) School Board;~~

~~ii. Shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the Region, such a representative of an apprenticeship program in the Region, if such a program exists;~~

~~iii. May include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or~~

support competitive integrated employment for [individuals with disabilities](#); and

iv. May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out of school youth.

(C) Education and Training Representatives:

The Board shall include representatives of entities administering education and training activities in the Region, who:

i. ~~(ii) Entities providing~~ Shall include at least one (1) representative of eligible providers administering adult education and literacy activities under WIOA title II; ~~and~~

~~(iii) — Post-secondary educational institutions — (including representatives of community colleges, where such entities exist).~~

~~(B) — Other nominations for education representatives to serve as members of the Board may be solicited from any of the following:~~

~~a. — Other post-secondary educational institutions;~~

~~b. — Local school boards; and~~

~~c. — Public or private adult education and/or literacy providers.~~

~~(C) — The Board must have a minimum of two (2) educational entities represented, one of which must come from a community college,~~

~~nominated by the chancellor within the Region or president or provost of the university, and one must be an individual with maximum policy-making authority for the entity represented.~~

~~2.3.11 With respect to community-based or faith-based organizations represented on the Board, nominations shall be solicited from community-based or faith-based organizations that deal with workforce development or human services, such as veterans organizations or organizations that represent individuals with disabilities. The Board shall have a minimum of two (2) individuals representing community-based or faith-based organizations.~~

~~2.3.12 With respect to members of the Board selected from economic development agencies, the members shall include representatives of economic development agencies, including private sector economic development entities. The Board must have a minimum of two (2) individuals representing economic development agencies, and at least one (1) of the two (2) Board members shall be appointed from a public economic development entity.~~

~~2.3.13 The Board shall have at least one (1) member that represents a youth service organization. Nominations for the youth service organization representative must be solicited from a community-based or faith-based organization that provides services to underprivileged youth or youth with employment barriers within the Region~~

- ii. Shall include at least one (1) representative from an institution of higher education providing workforce investment activities (including community colleges);
- iii. May include representatives of local educational agencies, and of community-based organizations with demonstrates experience and expertise in addressing the education and training needs of individuals with barriers to employment;
- iv. Shall include at least one (1) representative of economic and community development entities serving the Region;
- v. Shall include an appropriate representative from the State employment office under the Wagner-Peyser Act serving the Region;
- vi. Shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 other than section 112 or part C of that title, serving the Region;
- vii. May include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance;
- viii. May include representatives of philanthropic organizations serving the Region;

(D) General Representatives:

- i. The Board may include such other individuals or representatives of entities as the CEO in the Region may determine to be appropriate.

(E) Special Rule. If there are multiple eligible providers serving the Region by administering adult education and literacy activities under title II, or multiple institutions of higher education serving the local area by providing workforce investment activities, each representative on the Board described in clause (i) or (ii) of Section 2.3.6, respectively, shall be appointed from among individuals nominated by local providers representing such providers or institutions, respectively.

Section 2.4 Chairperson. The Members of the Board shall elect a chairperson for the Board from among the representatives described in Section 2.3.6(A).

Section 2.5. Authority of Board Members. Members of the Board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities. The members of the Board shall represent diverse geographic areas within the Region.

Section 2.6. Appointment and Certification of Board.

(1) APPOINTMENT OF BOARD MEMBERS AND ASSIGNMENT OF RESPONSIBILITIES.—

(A) IN GENERAL.—The chief elected official in the Region is authorized to appoint the members of the Board for such area, in accordance with the State criteria established under Section 2.3.6.

(B) MULTIPLE UNITS OF LOCAL GOVERNMENT IN AREA.— (i) IN GENERAL.—In a case in which the Region includes more than 1 unit of general

local government, the chief elected officials of such units may execute an agreement that specifies the respective roles of the individual chief elected officials—

(I) in the appointment of the members of the local board from the individuals nominated or recommended to be such members in accordance with the criteria established under Section 2.3.6; and

(II) in carrying out any other responsibilities assigned to such officials under applicable law.

(ii) LACK OF AGREEMENT.—If, after a reasonable effort, the chief elected officials are unable to reach agreement as provided under clause (i), the Governor may appoint the members of the Board from individuals so nominated or recommended.

~~2.3.14 The members of the initial Board shall include one (1) representative of each mandatory WorkOne partner, as defined in Section 121 of the Work Force Investment Act of 1998, located in the Work Force Service Area. The following criteria apply to the nominate process:—~~(C) CONCENTRATED EMPLOYMENT PROGRAMS.—In the case of an area that was designated as a Region in accordance with section 116(a)(2)(B) of the Workforce Investment Act of 1998, and that remains a Region, the governing body of the concentrated employment program involved shall act in consultation with the chief elected official in the Region to appoint members of the Board, in accordance with the State criteria established under Section 2.3.6, and to carry out any other responsibility relating to workforce investment activities assigned to such official under applicable law.

~~(A) The “entity” that serves as the WorkOne partner is the grant recipient, administrative entity or organization responsible for administering the funds of the specified program in the local area. The term “entity” does not include the service providers that contract with or are sub-recipients of the local administrative entity. For programs that do not include local administrative entities, the responsible state agency shall be the partner.~~

Section 2.4.2.7. Term. The term of each member of the Board of Directors shall be for three (3) years or until his/her successor is elected and qualified. Following the adoption of these Amended and Restated By-Laws, the Board of Directors shall meet to assign terms for members of the then Board of Directors with ~~four (4)~~approximately one-third of such members to serve for three (3) year terms, ~~four (4)~~approximately one-third of such members to serve for two (2) year terms and ~~six (6) to eight (8)~~approximately one-third of such members to serve for one (1) year terms. Following the end of the terms of members of the Board of Directors serving two (2) year terms, their successors shall be elected for three (3) year terms and following the end of the terms of members of the Board of Directors serving one (1) year terms, their successors shall be elected for three (3) year terms. Thereafter, all members of the Board of Directors shall be elected for three (3) year terms.

Section 2.5.2.8 Vote Required for Action. Each member of the Board of Directors shall be entitled to cast one (1) vote on all matters submitted to a vote at any meeting of the Board of Directors. The affirmative vote of a majority of the members of the Board of Directors who are

present at a meeting where a quorum has been established shall be required on all matters submitted to a vote at any meeting of the Board of Directors.

Section ~~2.6~~2.9. Vacancies. Vacancies of members of the Board of Directors shall be filled

by the mayor or local elected officials who appointed the Director whose seat has been vacated.

Section ~~2.7~~2.10. Removal. Any director may be removed, with or without cause, by the local elected official who appointed such director or if the director is an at large director that was appointed by the ~~Chief Elected Official~~CEO, such at large director may be removed by the majority vote of the Board of Directors.

Section ~~2.8~~2.11. Annual Meetings. The annual meeting of the Board of Directors shall be held on or after the 2nd Tuesday in April of each year at such other time as may be designated by the Board of Directors. Annual meetings of the Board of Directors should be held within the earlier of six (6) months after the close of the fiscal year or fifteen (15) months after the Corporation's last annual meeting. The failure to hold an annual or regular meeting at a time stated in or fixed in accordance with these Bylaws does not affect the validity of any corporate action or work any forfeiture or dissolution of the Corporation. The Annual Meeting shall be held at the place specified in the notice of the meeting. At the Annual Meeting, the Chairman and the Treasurer, or their designees, shall report on the activities and financial condition, respectively, of the Corporation.

Section ~~2.9~~2.12. Other Meetings. Regular meetings of the Board of Directors may be held pursuant to a resolution of the Board to such effect, and shall be held whenever convenient for the Board of Directors. Unless otherwise provided by the Board of Directors, regular meetings shall be held at the Corporation's principal office. No notice shall be necessary for any

regular meeting except as required by law. Special meetings of the Board of Directors may be held upon the call of the Chairman or not less than twenty percent (20%) of the directors then in office and upon at least forty-eight (48) hours' notice specifying the date, time, place and purpose or purposes of the meeting, given to each director either personally or by mail, telegram, facsimile transmission, or telephone. Except as may be prohibited by law, a director may waive any required notice of an annual, regular or special meeting. The waiver must be in writing, signed by the director entitled to the notice, and filed with the minutes or Corporate records. A director's attendance at or participation in a meeting waives any required notice to the director of the meeting unless the director at the beginning of the meeting or promptly upon the director's arrival, objects to holding the meeting or transacting business at the meeting and does not vote for or assent to action taken at the meeting.

Section ~~2.10~~ 2.13. Quorum; Voting. One-half (1/2) of the directors in office when action is taken shall be necessary to constitute a quorum for the transaction of any business at a meeting of the Board of Directors. If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present when the act is taken shall be the act of the Board of Directors, unless the act of a greater number is required by law, the Articles of Incorporation, or these By-laws.

Section 2.11. Action by Consent. Except as prohibited by law, any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if the action is taken by all directors. The action must be evidenced by at least one (1) written consent describing the action to be taken, signed by each director, and included in the minutes or filed with the corporate records reflecting the action taken. Action taken under this section is

effective when the last director signs the consent, unless the consent specifies a prior or subsequent effective date.

~~Section 2.12. Committees. The Board of Directors may from time to time create and appoint standing, special or other committees to undertake studies, make recommendations, and carry on functions for the purpose of efficiently accomplishing the purposes of the Corporation. Committees, to the extent specified by the Board of Directors, may exercise the powers, functions, or authority of the Board of Directors, except where prohibited by law; provided, however, that if a committee is to exercise board powers, functions, or authority, (a) all the persons serving on the committee must be directors, (b) there must be at least two (2) persons on the committee, and (c) the creation of the committee and the appointment of its members shall be by a majority of all directors in office when the action is taken. One half (1/2) of the appointed members of any committee created by the Board of Directors must be present at any meeting of the committee to constitute a quorum.~~ 2.14. Committees. The Board of Directors may from time to time create and appoint standing committees to provide information and to assist the Board in carrying out its activities.

(A) Such standing committees shall be chaired by a member of the Board, may include other members of the Board, and shall include other individuals appointed by the Board who are not members of the Board and who the Board determines have appropriate experience and expertise. At a minimum, the Board may designate each of the following:

(i) A standing committee to provide information and assist with operational and other issues relating to the one-stop delivery system, which may include as members representatives of the one-stop partners.

(ii) A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.

(iii) A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

(B) ADDITIONAL COMMITTEES.—The Board may designate standing committees in addition to the standing committees specified in subparagraph (A).

(C) DESIGNATION OF ENTITY.—Nothing in this paragraph shall be construed to prohibit the designation of an existing (as of the date of enactment of this Act) entity, such as an effective youth council, to fulfill the requirements of this paragraph as long as the entity meets the requirements of this paragraph.

One-half (1/2) of the appointed members of any committee created by the Board of Directors must be present at any meeting of the committee to constitute a quorum.

Section ~~2.13~~.2.15. Conflict of Interest Policy. A director is prohibited from voting on any issues where the director has a potential conflict of interest. Further, if any director significantly participates in the development of contracts, specifications or standards, or in a

discussion of the Board of Directors or decision relating to (a) specific terms of a contract; (b) determination of specific standards for performance of a contract; (c) development of invitations to bid, requests for proposals or other bid processes leading to a contract; or (d) any similar discussions or decisions, then that director and the entity represented by that director are prohibited from:

- Bidding on those contracts
- Supervising staff that are paid from funding awarded under such contracts
- Receiving any direct financial benefit from any resulting contract

Each director shall file an economic interest/conflict of interest(s) statement in form and substance acceptable to the Corporation with the Corporation upon appointment and each year thereafter.

Any director with a potential or actual conflict(s) of interest must submit a disclosure letter to the Corporation when potential conflict(s) are discovered and, if possible, before the agenda is prepared for the meeting involving the matter. If a director discovers a conflict of interest during any meeting of the Board of Directors, the director must verbally declare such conflict(s) of interest, the declaration must be clearly noted in the minutes of the meeting and the director must be excused from the remainder of the discussion and the voting on that issue. Each director is responsible for determining whether the potential or actual conflict(s) of interest exists or arise during his or her service on the Board of Directors. Directors are also responsible for reporting such potential or actual conflict(s) of interest as soon as discovered. Any board member who does not comply with the Conflict of Interest policy will have their membership reviewed by the Executive Committee.

2.142.16 Attendance . Any member who misses more than three (3) meetings in a year may have their attendance reviewed by the Executive Committee for recommended removal

from the Board. These attendance rules do not apply to meetings of committees. However, members are expected to participate to the best of their abilities on committees and at the meetings of committees.

2.17.

(d) FUNCTIONS OF BOARD.— The functions of the Board shall include the following:

(1) LOCAL PLAN.—The Board, in partnership with the chief elected official for the Region involved, shall develop and submit a local plan to the Governor that meets the requirements in Section 108 of the WIOA. If the Region is part of a planning region that includes other regions, the Board shall collaborate with the other local boards and chief elected officials from such other regions in the preparation and submission of a regional plan as described in Section 106(c)(2) of the WIOA.

(2) WORKFORCE RESEARCH AND REGIONAL LABOR MARKET ANALYSIS.—In order to assist in the development and implementation of the local plan, the Board shall—

(A) carry out analyses of the economic conditions in the region, the needed knowledge and skills for the region, the workforce in the region, and workforce development activities (including education and training) in the region described in section 108(b)(1)(D) of the WIOA, and regularly update such information;

(B) assist the Governor in developing the statewide workforce and labor market information system described in section 15(e) of the Wagner-Peyser Act (29 U.S.C. 491-2(e)), specifically in the collection, analysis, and utilization of workforce and labor market information for the region; and

(C) conduct such other research, data collection, and analysis related to the workforce needs of the regional economy as the board, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions.

(3) CONVENING, BROKERING, LEVERAGING.—The Board shall convene local workforce development system stakeholders to assist in the development of the local plan under Section 108 of the WIOA and in identifying non-Federal expertise and resources to leverage support for workforce development activities. The Board, including standing committees, may engage such stakeholders in carrying out the functions described in this subsection.

(4) EMPLOYER ENGAGEMENT.—The Board shall lead efforts to engage with a diverse range of employers and with entities in the Region involved—

(A) to promote business representation (particularly representatives with optimal policymaking or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the local board;

(B) to develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;

(C) to ensure that workforce investment activities meet the needs of employers and support economic growth in the region, by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and

(D) to develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.

(5) CAREER PATHWAYS DEVELOPMENT.—The local board, with representatives of secondary and postsecondary education programs, shall lead efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.

(6) PROVEN AND PROMISING PRACTICES.—The local board shall lead efforts in the local area to—

(A) identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers (including individuals with barriers to employment) in the local workforce development system, including providing physical and programmatic accessibility, in accordance with Section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), to the one-stop delivery system; and

(B) identify and disseminate information on proven and promising practices carried out in other regions for meeting such needs.

(7) TECHNOLOGY.—The local board shall develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by—

(A) facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;

(B) facilitating access to services provided through the one-stop delivery system involved, including facilitating the access in remote areas;

(C) identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and

(D) leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.

(8) PROGRAM OVERSIGHT.—The Board, in partnership with the chief elected official for the Region, shall—

(A)(i) conduct oversight for local youth workforce investment activities authorized under section 129(c), local employment and training activities authorized under sub- sections (c) and (d) of section 134, and the one-stop delivery system in the local area; and

(ii) ensure the appropriate use and management of the funds provided under subtitle B for the activities and system described in clause (i); and

(B) for workforce development activities, ensure the appropriate use, management, and investment of funds to maximize performance outcomes under section 116.

(9) NEGOTIATION OF LOCAL PERFORMANCE ACCOUNTABILITY MEASURES.—The local board, the chief elected official, and the Governor shall negotiate and reach agreement on local performance accountability measures as described in section 116(c).

(10) SELECTION OF OPERATORS AND PROVIDERS.—

(A) SELECTION OF ONE-STOP OPERATORS.—

Consistent with section 121(d), the local board, with the agreement of the chief elected official for the local area—

(i) shall designate or certify one-stop operators as described in section 121(d)(2)(A); and

(ii) may terminate for cause the eligibility of such operators.

(B) SELECTION OF YOUTH PROVIDERS.—Consistent with section 123, the local board—

(i) shall identify eligible providers of youth workforce investment activities in the local area by awarding grants or contracts on a competitive basis (except as provided in section 123(b)), based on the recommendations of the youth standing committee, if such a committee is established for the local area under subsection (b)(4); and

(ii) may terminate for cause the eligibility of such providers.

(C) IDENTIFICATION OF ELIGIBLE PROVIDERS OF TRAINING SERVICES.—Consistent with section 122, the local board shall identify eligible providers of training services in the local area.

(D) IDENTIFICATION OF ELIGIBLE PROVIDERS OF CAREER SERVICES.—If the one-stop operator does not provide career services described in section 134(c)(2) in a local area, the local board shall identify eligible providers of those career services in the local area by awarding contracts.

(E) CONSUMER CHOICE REQUIREMENTS.—Consistent with section 122 and paragraphs (2) and (3) of section 134(c), the local board shall work with the State to ensure there are sufficient numbers and types of providers of career services and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities) serving the local area and providing the services involved in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.

(11) COORDINATION WITH EDUCATION PROVIDERS.—

(A) IN GENERAL.—The local board shall coordinate activities with education and training providers in the local area,

including providers of workforce investment activities, providers of adult education and literacy activities under title II, providers of career and technical education (as defined in section 3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302)) and local agencies administering plans under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741).

(B) APPLICATIONS AND AGREEMENTS.—The coordination described in subparagraph (A) shall include—

(i) consistent with section 232—

(I) reviewing the applications to provide adult education and literacy activities under title II for the local area, submitted under such section to the eligible agency by eligible providers, to determine whether such applications are consistent with the local plan; and

(II) making recommendations to the eligible agency to promote alignment with such plan; and

(ii) replicating cooperative agreements in accordance with subparagraph (B) of section 101(a)(11) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)), and implementing cooperative agreements in accordance with that section with the local agencies administering plans under title

I of that Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)), with respect to efforts that will enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

(C) COOPERATIVE AGREEMENT.—In this paragraph, the term “cooperative agreement” means an agreement entered into by a State designated agency or State designated unit under subparagraph (A) of section 101(a)(11) of the Rehabilitation Act of 1973.

(12) BUDGET AND ADMINISTRATION.—

(A) BUDGET.—The local board shall develop a budget for the activities of the local board in the local area, consistent with the local plan and the duties of the local board under this section, subject to the approval of the chief elected official.

(B) ADMINISTRATION.—

(i) GRANT RECIPIENT.—

(I) IN GENERAL.—The chief elected official in a local area shall serve as the local grant recipient for, and shall be liable for any misuse of, the grant funds allocated to the local area under sections 128 and 133.

unless the chief elected official reaches an agreement with the Governor for the Governor to act as the local grant recipient and bear such liability.

(II) DESIGNATION.—In order to assist in administration of the grant funds, the chief elected official or the Governor, where the Governor serves as the local grant recipient for a local area, may designate an entity to serve as a local grant sub-recipient for such funds or as a local fiscal agent. Such designation shall not relieve the chief elected official or the Governor of the liability for any misuse of grant funds as described in subclause (I).

(III) DISBURSAL.—The local grant recipient or an entity designated under subclause (II) shall disburse the grant funds for workforce investment activities at the direction of the local board, pursuant to the requirements of this title. The local grant recipient or entity designated under sub- clause (II) shall disburse the funds immediately on receiving such direction from the local board. (ii) GRANTS AND DONATIONS.—The local board may solicit and accept grants and donations from sources other than Federal funds made available under this Act.

(iii) TAX-EXEMPT STATUS.—For purposes of carrying out duties under this Act, local boards may incorporate, and may operate as entities described in section 501(c)(3) of the Internal Revenue Code of 1986 that are exempt from taxation under section 501(a) of such Code.

(13) ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES.— The local board shall annually assess the physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), of all one- stop centers in the local area.

(e) SUNSHINE PROVISION.—The local board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the local board.

(f) STAFF.—

(1) IN GENERAL.—The local board may hire a director and other staff to assist in carrying out the functions described in subsection (d) using funds available under sections 128(b) and 133(b) as described in section 128(b)(4).

(2) QUALIFICATIONS.—The local board shall establish and apply a set of objective qualifications for the position of director, that ensures that the individual

selected has the requisite knowledge, skills, and abilities, to meet identified benchmarks and to assist in effectively carrying out the functions of the local board.

(3) LIMITATION ON RATE.—The director and staff described in paragraph (1) shall be subject to the limitations on the payment of salaries and bonuses described in section 194(15).

(g) LIMITATIONS.—

(1) TRAINING SERVICES.—

(A) IN GENERAL.—Except as provided in subparagraph (B), no local board may provide training services.

(B) WAIVERS OF TRAINING PROHIBITION.—The Governor of the State in which a local board is located may, pursuant to a request from the local board, grant a written waiver of the prohibition set forth in subparagraph (A) (relating to the provision of training services) for a program of training services, if the local board—

(i) submits to the Governor a proposed request for the waiver that includes—

(I) satisfactory evidence that there is an insufficient number of eligible providers of such a program of training services to meet local demand in the local area;

(II) information demonstrating that the board meets the requirements for an eligible provider of training services under section 122; and

(III) information demonstrating that the program of training services prepares participants for an in-demand industry sector or occupation in the local area;

(ii) makes the proposed request available to eligible providers of training services and other interested members of the public for a public comment period of not less than 30 days; and

(iii) includes, in the final request for the waiver, the evidence and information described in clause (i) and the comments received pursuant to clause (ii). (C) DURATION.—A waiver granted to a board under subparagraph (B) shall apply for a period that shall not exceed the duration of the local plan. The waiver may be renewed for additional periods under subsequent local plans, not to exceed the durations of such subsequent plans, pursuant to requests from the local board, if the board meets the requirements of subparagraph (B) in making the requests.

(D) REVOCATION.—The Governor shall have the authority to revoke the waiver during the appropriate period described in subparagraph (C) if the Governor determines the waiver is no longer needed or that the local board involved has engaged in a pattern of inappropriate referrals to training services operated by the local board.

(2) CAREER SERVICES; DESIGNATION OR CERTIFICATION AS ONE-STOP OPERATORS.—A local board may provide career services

described in section 134(c)(2) through a one-stop delivery system or be designated or certified as a one-stop operator only with the agreement of the chief elected official in the local area and the Governor.

(3) LIMITATION ON AUTHORITY.—Nothing in this Act shall be construed to provide a local board with the authority to mandate curricula for schools.

(h) CONFLICT OF INTEREST.—A member of a local board, or a member of a standing committee, may not—

(1) vote on a matter under consideration by the local board—

(A) regarding the provision of services by such member

(or by an entity that such member represents); or

(B) that would provide direct financial benefit to such member or the immediate family of such member; or

(2) engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

(i) ALTERNATIVE ENTITY.—

(1) IN GENERAL.—For purposes of complying with sub-sections (a), (b), and (c), a State may use any local entity (including a local council, regional workforce development board, or similar entity) that—

(A) is established to serve the local area (or the service delivery area that most closely corresponds to the local area);

(B) was in existence on the day before the date of enactment of this Act, pursuant to State law; and

(C) includes—

(i) representatives of business in the local area; and

(ii)(I) representatives of labor organizations (for a local area in which employees are represented by labor organizations),
nominated by local labor federations; or

(II) other representatives of employees in the local area (for a local area in which no employees are represented by such organizations).

(2) REFERENCES.—A reference in this Act or a core program provision to a local board, shall include a reference to such an entity.

ARTICLE III

Officers

Section 3.1. Officers and Qualifications Therefore. The officers of the Corporation shall consist of a Chairman, a Vice Chairman, a Secretary and a Treasurer. The offices of Chairman and Vice Chairman may only be held by directors appointed as business representatives. The officers shall be chosen by the Board of Directors. Any two (2) or more offices may be held by the same person, except the offices of Chairman and Secretary shall be held by different persons.

Section 3.2. Terms of Office. Each officer of the Corporation shall be elected by the Board of Directors at its annual meeting and shall hold office for a term of one (1) year and until a successor shall be duly elected and qualified, or until resignation, removal, or death.

Section 3.3. Vacancies. Whenever any vacancies shall occur in any of the offices of the Corporation for any reason, the same may be filled by the Board of Directors, and any officer so

elected shall hold office until the expiration of the term of the officer causing the vacancy and until the officer's successor shall be duly elected and qualified.

Section 3.4. Removal. Any officer of the Corporation may be removed, with or without cause, at any time by the Board of Directors.

ARTICLE IV

Powers and Duties of Officers

Section 4.1. Chairman. The Chairman, if present, shall preside at all meetings of the Board of Directors. At each annual meeting of the Board of Directors, the Chairman or the Chairman's designee shall report on the activities of the Corporation. Subject to the general control of the Board of Directors, the Chairman shall manage and supervise all of the affairs of the Corporation and shall perform all of the usual duties of the chief executive officer of a corporation.

Section 4.2. Vice Chairman. Subject to the general control of the Board of Directors, if the Chairman is not present, the Vice Chairman shall discharge all the usual functions of the Chairman and shall have such other powers and duties as these By-laws, the Board of Directors, or an officer authorized by the Board may prescribe.

Section 4.3. Secretary. The Secretary shall attend all meetings of the Board of Directors, and shall prepare, keep, or cause to be kept, a true and complete record and minutes of the proceedings of such meetings, and shall perform a like duty, when required, for all committees appointed by the Board of Directors. If required, the Secretary shall attest the execution by the Corporation of deeds, leases, agreements and other official documents. The Secretary shall attend to the giving and serving of all notices of the Corporation required by these By-laws, shall have custody of the books (except books of account) and records of the Corporation, shall be

responsible for authenticating records of the Corporation, and in general shall perform all duties pertaining to the office of Secretary and such other duties as these By-laws, the Board of Directors, or an officer authorized by the Board may prescribe.

Section 4.4. Treasurer. The Treasurer shall keep, or shall cause to be kept, correct and complete records of account, showing accurately at all times the financial condition of the Corporation. The Treasurer shall have charge and custody of, and be responsible for, all funds, notes, securities and other valuables which may from time to time come into the possession of the Corporation and shall deposit, or cause to be deposited, all funds of the Corporation with such depositories as the Board of Directors shall designate. At each annual meeting of the Board of Directors, the Treasurer, or the Treasurer's designee, shall report on the financial condition of the Corporation. The Treasurer, or the Treasurer's designee, shall furnish, at meetings of the Board of Directors or whenever requested, a statement of the financial condition of the Corporation, and in general shall perform all duties pertaining to the office of Treasurer.

Section 4.5. Assistant Officers. The Board of Directors may from time to time designate and elect assistant officers who shall have such powers and duties as the officers whom they are elected to assist shall specify and delegate to them, and such other powers and duties as these By-laws or the Board of Directors may prescribe. An Assistant Secretary may, in the absence or disability of the Secretary, attest the execution of all documents by the Corporation.

Section 4.6. Executive Committee. There shall be an Executive Committee which shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer and the chairman of any standing committee. It shall act for the Board on any business delegated to it by the Board.

ARTICLE V

Miscellaneous

Section 5.1. Corporate Seal. The Corporation may, but need not, have a corporate seal. The form of any such corporate seal may be specified in a resolution of the Board of Directors. A corporate seal, however, shall not be required for any purpose, and its absence shall not invalidate any document or action.

Section 5.2. Execution of Contracts and Other Documents. Unless otherwise ordered by the Board of Directors, all written contracts and other documents entered into by the Corporation shall be executed on behalf of the Corporation by the Chairman or Vice Chairman, and, if required, attested by the Secretary or an assistant secretary.

Section 5.3. Fiscal Year. The fiscal year of the Corporation shall begin on July 1 of each year and end on the immediately following June 30.

Section 5.4. Open Door Law The Corporation will conduct all business in accordance with the following Indiana Statute: Open Door Law: IC 5-14-1.5.

The Board shall give public notice of the date, time, place and subject matter of meetings and post on its' website (www.workonesw.com) notice of all regular, special, or called meetings and minutes from such meetings, including any sub-committees, for public inspection. All meetings will be held at a time and location that allows public attendance.

ARTICLE VI

Amendments

Subject to law and the Articles of Incorporation, the power to make, alter, amend or repeal all or any part of these By-laws is vested in the Board of Directors. The Corporation must provide notice to the directors of any meeting at which an amendment to the By-laws is to be considered and voted upon.

Dated as of ~~January~~October _____, ~~2013~~2015.

Document comparison by Workshare Compare on Friday, November 06, 2015
11:02:25 AM

Input:	
Document 1 ID	file://H:/CORP/Grow Southwest Indiana Workforce Board/2013 Bylaw and Article Changes/Bylaws revised 2013 (1).doc
Description	Bylaws revised 2013 (1)
Document 2 ID	file://H:/CORP/Grow Southwest Indiana Workforce Board/2013 Bylaw and Article Changes/Bylaws - Amended and Restated (2015) v2.doc
Description	Bylaws - Amended and Restated (2015) v2
Rendering set	standard

Legend:	
Insertion	
Deletion	
Moved from	
<u>Moved to</u>	
Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	212
Deletions	58
Moved from	3
Moved to	3
Style change	0
Format changed	0
Total changes	276

Grow Southwest Indiana Workforce

Security Guard Meeting Notes

October 14, 2015

Attendees: Sue Habig, Bob Stemple, Dennis Wimer, Jim Heck

Dennis Wimer opened the meeting by mentioning the State will no longer be providing any security guards for the WorkOne offices mainly due to budget issues.

The State initiated the security guards when unemployment was heavy, a lot of businesses were laying off, and there were trade activity problems with the possibility of being unable to pay unemployment benefits.

A couple of years ago, the State decided to keep a security guards only in the top ten offices due to low unemployment and low incident occurrences. The Region 11 Board approved to fund the security guards in all remaining offices in the region that handled Unemployment Insurance (UI). No other regions chose to provide security guards to their express offices and only a few full-service offices continued their security service.

The State will cease the security guard service of the top ten offices by the end of October. All security guard services will be up to the Board to fund if they choose to have the service.

Dennis mentioned the UI services will be moved out of the WorkOne offices and will be handled by a high-tech call center. All WorkOne offices will be equipped with phones and computers with a chat and remote help features for UI clients. The transition to the call center will start immediately.

The group discussed the incident data, which was unremarkable. Majority of the incidents were UI related. The data did not show a significant decrease or increase in incidents with or without a security guard.

The group discussed conflict resolution training, which will be provided to select staff.

Note received from Barb Milligan/DWD on 10/15/15:

Below is the information that was emailed to both Securitas and Majestic on Tuesday 10/13 in regards to Security Guard Services. In order to provide the vendors with a 30 day notice the last day for services will be Friday, November 13, 2015.

Securitas/Majestic:

DWD is discontinuing the Security Guard Services for all of DWD Local Offices as of Friday November 13th. If the Regional Operators decide they would like to continue services they will need to contact you. Just to reiterate, the State will no longer provide funding for Security Guard Services after November 13, 2015.

Number of Incidents per Office

	Anderson	Angola	Auburn	Bedford	Bloomington	Bluffton	Columbus	E Chicago	Elkhart	Evansville	Fishers	Ft Wayne	Franklin
2012	1		1	1	1		6		8	7		9	4
2013	4	1	6	3	3	1	10	1	1	7	2	9	3
2014	6		7	3	3		4		3	12		6	4

	Gary	Greencastle	Greenfield	Hartford City	Hammond	GC Garage	IGCS&N	Indy-East	Indy-Nortlndy-Wes	Jasper	Kendallville	Kokomo	Knox
2012	5			1	4		31	9	1	13		7	
2013				2	2		19	11		45		5	1
2014	3	1	1			1	20	6		2		6	

	Lafayette	LaPorte	Lawrenceburg	Lebanon	Logansport	Madison	Martinsville	Marion	Mt. Vernon	Michigan Ci	Muncie	New Alban	New Castle	Paoli
2012	1		5	3		5	1	4	1			1	1	
2013	6	1	1	5		4		9	2		11			1
2014	5	3			1	3		6		1	10		2	

	Plainfield	Plymouth	Princeton	Portage	Richmond	Rochester	Shelbyville	South Bend	Terre Haute	Valparaiso	Vincennes	Seymour	Angola	Washington
2012		1	1	4	3		1	2			9			
2013	7	1	3	1			4	2	4		4		1	2
2014	6				1	1	1	7	6					

	Warsaw	Winchester	Linton	Total
2012	1	0	2	38
2013		0	2	48
2014	3	1	3	45

	Type					Total		
	Illness / Injury / Fall	Vehicle Crash	Other	Theft/ personal property	Theft/ state property		Vandalism	Threat / intimidation / disturbance
2012	65		37			12	41	155
2013	91	7	48	4	5	7	40	202
2014	87	6	38	4	4	1	30	170

	Incidents per Month												Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
2012	14	16	10	6	11	19	19	14	8	13	12	13	155
2013	35	24	18	21	16	8	17	18	19	9	9	8	202
2014	26	18	12	18	15	11	15	9	20	7	7	12	170