



Region 11 Indiana Works Council

MEETING AGENDA

July 11, 2016

1:30pm CT / 2:30pm ET

Vincennes University – Ft Branch Campus (Room 217)

- I. Call to Order and Welcome
- II. Approval of previous meeting minutes (December 2015 & April 2016)
- III. Additional items
- IV. George Glitner – TechPoint Foundation for Youth – Statewide Robotics Program
- V. Skill UP Indiana Grant Proposals – Region 11
- VI. Public Comment
- VII. Adjournment

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

8:30 a.m. CDT, December 4, 2015
Vincennes University – Ft Branch Campus
Gibson County

WDB Members Present:

Sue Habig	Frank Yuda	Jim Heck	Ron Hagy
Amy O'Dell	Makenzie Coulter	Jennifer Wigginton	Stephanie Norrick
Mike Szakaly	Nancy Davisson	Phil Seger	Tim Martin
Dan Ulrich	Jon Keck	Michelle Schaefer	Theo Boots
Paula Pinkstaff			

Works Council Members Present:

Matt Weinzapfel	Sue Habig	Dan Ulrich
Mike Szakaly	Terry Babb	Wendy Wells

Local Elected Officials:

Jerry Walden, Posey County Commissioner

Others Present:

Bill Lawrence, DWD	Dee Shrieves, DWD	Nancy Schroering, JobWorks
Jarred Howard, PCPV Coop	Peg Boardman, DWD	Jerry Parkinson, Senator Donnelly
Kim Stevenson, DWD	Martha Vance, VU	Marti Mauntel, VU-APIG Grant
Marva Essick, DWD	Jodie Gomez, DWD	

WDB Staff:

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

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:

Unemployment Insurance
180 Skills Maker
Work Ethic Certification

Works Council Meeting Minutes:

The Council reviewed the Works Council meeting minutes from August 28, 2015.

<i>Mike Szakaly motioned to approve the Works Council meeting minutes from August 25, 2015 as presented. Dan Ulrich seconded. Motion passed.</i>	WC-2015-03
--	-------------------

Consent Agenda

WDB Meeting Minutes:

The Board reviewed the WDB meeting minutes from October 30, 2015 with no concerns.

Executive Committee:

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

Finance Committee:

Frank Yuda gave an overview of the financials mentioning the YTD expenses are at \$1,400,000 and the WIOA expenditure rate is at 32% with the benchmark at 33%. Expense budget changes included the \$15,000 to support the Works Council grant staff member and \$150,000 moved to JobWorks Service Provider-WIOA for youth services. Currently, the Out-of-School youth is at 65% and In-School youth is at 35%. Youth services is continuing to transition to the 75% / 25% WIOA requirements.

Operations Committee:

Sue Habig mentioned the committee approved the minutes and reports with the main discussion on the low placements. The Board briefly discussed the low placements and asked Nancy Schroering to develop a plan to present at the next meeting.

Business Services Committee:

Amy O’Dell mentioned the committee approved minutes and discussed the Tour of Opportunity events, Rapid Response with Gibson County Coal and the Work Ethic Certification tracking system. SICTC and New Tech will begin offering the Work Ethic Certification in January. The committee also discussed what metrics need to be tracked.

HR Committee:

Amy O’Dell mentioned the committee reviewed the health insurance options and selected the UHC ACA Option 1 and updated the employee handbook clarifying the Paid Time Off availability upon termination.

Youth Committee:

Tim Martin mentioned the committee has developed a mission and currently working on metrics.

Outreach Committee:

Ron Hagy mentioned the committee met at the WorkOne Southwest office in Evansville to tour the facility to get a better understanding of available services to help develop a marketing message.

WDB Staff Report (September 2015):

Jim Heck highlighted the Bridge Builders transportation initiative and spots on WEVV.

Work Ethic Certification:

Sara Huelsman explained the procurement process for the online tracking system for the Work Ethic Certification. Proposals were received from Axiom, Lieberman Technology and Relative Creative. The Board discussed the proposals and decided to use Axiom.

Ron Hagy motioned to approve all of the items in the consent agenda including;

- WDB Minutes – October 30, 2015*
- Executive Committee Minutes – October 16, 2015*
- Finance Committee Minutes & Financials – October 16, 2015*
- Operations Committee Minutes and Reports – October 16, 2015*
- Business Services Committee Minutes – October 16, 2015*
- HR Committee Minutes – June 18, 2015*
- Youth Committee Minutes – October 16, 2015*
- Outreach Committee Minutes – October 9, 2015*
- WDB Staff Report – September 2015*

Paula Pinkstaff seconded. Motion passed.

WDB-2015-13

Works Council Business

Welcome – Marva Essick:

Sue Habig welcomed Marva Essick as the Works Council Support Staff.

Skill UP Indiana Grant:

Sue Habig explained the collaborative initiative with the WDB, regional CTE Directors, Ivy Tech, Oakland City University and Conexus Indiana to develop a grant proposal encompassing the needs of the region. A summary proposal has been submitted and feedback received to develop the final proposal that is due December 31.

Dan Ulrich mentioned a statewide mass marketing initiative is needed for CTE awareness.

180 Skills Maker:

Marva Essick mentioned an online career program with stackable coursework leading to certifications. More information can be found at www.180skillsmarker.com.

WDB Business

NEG Grant Contract:

Frank Yuda mentioned the NEG Grant for \$80,000 has been received. The Executive Committee recommended to move \$75,000 to contract with JobWorks to service veterans in accordance with the grant requirements. \$5,000 will be used for administration of the grant.

<p><i>Paula Pinkstaff motioned to move \$75,000 to contract with JobWorks for the NEG Grant. Phil Seger seconded. Motion passed.</i></p>
--

WDB-2015-14

Articles & By Laws:

The Board reviewed the Articles and By Laws in accordance to the By Laws stating no concerns.

<p><i>Ron Hagy motioned to approve the Articles and By Laws as presented. Tim Martin seconded. Motion passed.</i></p>

WDB-2015-15

Strategic Workforce Group:

Sue Habig explained the development of a regional leadership group with the help from John Burnett and Jack Hess from Region 9. The leadership group will be developing a strategic plan, goals and metrics for the region.

Unemployment Insurance:

Jim Heck mentioned the State has decided to move Unemployment Insurance (UI) out of the WorkOne offices. UI will be handled online with a chat feature or via phone to a call center. Region 11 has been assigned a specific toll free number to help track usage. Call centers and webchat personnel will be directing clients to the WorkOne offices for employment services.

Security Guards:

Sue Habig mentioned the State will no longer be providing any security guard services due to budget costs, low incidents and UI being moved out of the WorkOne offices. The Executive Committee recommended to eliminate the security guards in all WorkOne Southwest offices effective December 31, 2015. The Board discussed the security service and reviewed the incident summary report.

Paula Pinkstaff motioned to accept the recommendation to eliminate the security guards in all WorkOne Southwest offices effective December 31, 2015. Phil Seger seconded. Stephanie Norrick and Jennifer Wigginton opposed. Motion passed. **WDB-2015-16**

Public Comment:

None

Ron Hagy made a motion to adjourn the meeting at 10:03a.m. Central Time. Tim Martin seconded. Motion passed. **WDB-2015-17 WC-2015-04**

Next Meetings:

WDB – Friday, January 22, 2016 at 8:30am CT at VU-Ft Branch Campus
Works Council – Friday, January 22, 2016 at 10:00am CT at VU-Ft Branch Campus

Frank Yuda, Workforce Development Board Secretary

Date

Dan Ulrich, Indiana Works Council Secretary

Date

Minutes
Grow Southwest Indiana Workforce Board & Indiana Works Council
Local Elected Officials Breakfast Meeting

8:30 a.m. CDT, April 29, 2016
Vincennes University – Ft Branch Campus
Gibson County

WDB Members Present:

Sue Habig	Frank Yuda	Jim Heck	Dan Ulrich
Amy O'Dell	Josh Bowman	Lori Williams	Tim Martin
Mike Szakaly	Ron Hagy	Jon Keck	Michelle Schaefer
Chris Kinnett	Makenzie Coulter	Phil Seger	Theo Boots

Local Elected Officials Present:

Senator Vaneta Becker	Mayor Lloyd Winnecke	Mayor Joe Yochum	Commissioner Jerry Walden
Rep Wendy McNamara			

Indiana Works Council Present:

Sue Habig	Dan Ulrich	Mike Szakaly	Wendy Wells
-----------	------------	--------------	-------------

Others Present:

Jodie Gomez, DWD	Marva Essick, DWD	Peg Boardman, DWD
Heather Moffat, VU	Marti Mauntel, VU	Jonathan Weinzapfel, Ivy Tech
Jarred Howard, PVPC	Bill Lawrence, DWD	Larry Ordner, Congressman Bucshon
Carol Jones, Congressman Bucshon	Mike Thissen, USI/I-69 Corridor	Alecia Harmon, North Gibson Sch Corp
Rebecca Griffiths, JobWorks		

WDB Staff Present:

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

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

Additional Agenda Items:

None.

Speaker – Mike Thissen – I-69 Innovation Corridor:

Mike Thissen updated the group on the advancement of the I-69 Innovation Corridor initiative focusing on the regional workforce through the Brainpower Task Force. Brainpower's goal is to encourage lifelong learning and achieving 60% attainment in post-secondary degrees and high quality credentials by year 2025. The Innovation Index has grown from 81.6 to 86.3 since 2012 due to the collaboration of all the partners in Southwest Indiana.

Speaker – Alecia Harmon – Teacher Bootcamp:

Alecia Harmon from Princeton Community Intermediate Schools presented on her experience at the 2015 Teacher Bootcamp. Alecia is using her experience to motivate her students using innovative methods in her classroom such as drill set for math skills, incentive programs, and plan and design projects.

Indiana Works Council – Approval of Minutes (December 4, 2015)

Tabled until next meeting due to no quorum.

County Chief Elected Officials – Fiscal Agent Contract:

Mayor Lloyd Winnecke recommended to approve the fiscal agent contract as presented.

Mayor Joe Yochum motioned to approve the fiscal agent contract as presented. Commissioner Jerry Walden seconded. Motion passed.

LEO-2015-01

Consent Agenda

WDB Meeting Minutes:

The Board reviewed the WDB meeting minutes from April 1, 2016 with no concerns.

Executive Committee:

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

Finance Committee:

Lori Williams gave an overview of the financials reporting the year-to-date expenses are at \$2,991,069 with the overall WIOA expenditure rate at 62%. The expenditure rate benchmark is currently at 75%. Lori mentioned the JAG TANF and Rapid Response funds were just received in March skewing the expenditure rate.

Operations Committee:

Josh Bowman mentioned the committee is focusing on placements and had a discussion on capturing non-enrolled placements. The committee is working on case note improvement plan and training. The committee discussed the issue in the Vincennes WorkOne office. Vincennes University campus police are ticketing staff and customers that do not have a parking permit. Board staff is working to alleviate the problem.

Business Services Committee:

Amy O'Dell mentioned the committee discussed the Work Ethic Certification portal, Tour of Opportunity events in October and workforce recruitment efforts in Ft. Campbell.

Youth Committee:

Jim Heck mentioned the committee is monitoring the metrics and reported it appears the JAG program will hit five of five performance metrics. The group is coordinating a work session with other mentoring groups for out of school youth.

WDB Staff Report (March 2016):

Jim Heck highlighted the Alcoa layoff noting TAA was approved and orientations will be scheduled in May and a Veterans Breakfast was held at the Golden Corral in Evansville.

Ron Hagy motioned to approve all of the items in the consent agenda including;

- *WDB Minutes – April 1, 2016*
- *Executive Committee Minutes – March 18, 2016*
- *Finance Committee Minutes & YTD Financials – March 18, 2016*
- *Operations Committee Minutes and Reports – March 18, 2016*
- *Business Services Committee Minutes – March 18, 2016*
- *Youth Committee Minutes – March 18, 2016*
- *WDB Staff Report – March 2016*

Mike Szakaly seconded. Motion passed.

WDB-2015-28

WDB Business

Standard Operating Procedures:

Kay Johnson gave an overview of SOP 15-07 Incumbent Worker Training and SOP 15-10 WorkIN Policy.

Ron Hagy motioned to approve SOP 15-07 Incumbent Worker Training and SOP 15-10 WorkIN Policy as presented. Mike Szakaly seconded. Motion passed. **WDB-2015-29**

Local Plan:

Sue Habig mentioned each committee is working on their portion of the local plan. Sue and Jim Heck will present the plan to the State Workforce Innovation Council and State Youth Committee in July.

Tell City Office Update:

Jim Heck mentioned the Tell City WorkOne office will be moved from the current location at the courthouse to the Ivy Tech – Tell City campus in May. The staff is working on signage and the information technology for the office space. Jim asked the Board to consider designating the Ivy Tech - Tell City office as an express site.

Jim Heck mentioned the collaboration with Chancellor Weinzapfel to embed a WorkOne staff member into the Ivy Tech - Evansville campus. Jim asked the Board to consider designating the Ivy Tech - Evansville office as an express site.

Ron Hagy motioned to approve the Ivy Tech Tell City office and Ivy Tech Evansville office as express sites. Mike Szakaly seconded. Motion passed. **WDB-2015-30**

Power Grant Writer RFP:

Jim Heck explained the collaboration with the Department of Workforce Development with the Power NEG grant. Jim asked the Board for approval to move forward with the Request for Proposal for a grant writer to develop a narrative for the grant.

Tim Martin motioned to approve moving forward with the Power Grant Writer Request for Proposal. Mike Szakaly seconded. Motion passed. **WDB-2015-31**

Southwest Indiana STEM Challenge:

Sue Habig mentioned the Southwest Indiana STEM Challenge was held on April 8, 2016 at Oakland City University. 100 students / 25 teams competed in several hands-on real-world business challenges created by Manpower, ATTC, Farbest Foods, Kimball Electronics, Toyota, Matrix, Mead Johnson and USI. First and second prizes were awarded per challenge and top three overall winners. The Jasper High School team was the first place overall winner taking home \$1,000. 2nd place was Southern Indiana Career and Technical Center and 3rd Place was Forest Park High School. Sue showed a video of the students competing in different challenges.

Indiana Works Council Business

Skill UP Indiana – Round 2:

Marva Essick gave an overview of the Skill UP Indiana – Round 2 criteria noting the letters of intent are due May 16, 2016 and preliminary proposals are due June 30, 2016.

Works Council Update:

Marva Essick mentioned the Governor will be asking the Works Council to work with the Department of Workforce Development (DWD) to expand work and learn programs. DWD will be providing approximately \$42,000 per region.

Public Comment:

None

Mike Szakaly made a motion to adjourn the meeting at 9:40a.m. Central Time. Phil Seger seconded. Motion passed. **WDB-2015-32**

The next meetings will be held on Friday, May 27, 2016 at Vincennes University – Ft. Branch Campus.
Workforce Development Board to begin at 8:30am CT / 9:30am ET
Works Council to begin at 10:00am CT / 11:00am ET

Frank Yuda, Workforce Development Board Secretary

Date

Dan Ulrich, Indiana Works Council Secretary

Date