

MINUTES

SOUTH CENTRAL INDIANA WORKFORCE INVESTMENT BOARD

QUARTERLY MEETING

BROWN COUNTY INN

SEPTEMBER 29, 2004

5:30 P.M.

Members Present: Julie Ragsdale, Rick Bryant, Leslie Green, Richard Rampley, Dan Blackwell, Jim Heinzen, Kathy Clayton, Rhonda Kenworthy, Linda Oliver, Kim Powers, Becky Brown, Tom Fowler, Jackie Hill; Shannon Laurent

Staff Present: John Corcoran, Nancy Begle

Guests: Don Woods, Susan Stein, Jim Buchanan, Liz Feitl, Susannah Caum, Manasi Watts

Call to Order - Julie Ragsdale called the meeting to order. Jim Heinzen moved to accept the minutes from the June 16, 2004 WIB Meeting as presented by John Corcoran. Kim Powers seconded the motion and the motion passed.

PY'04 Budget - John Corcoran distributed a copy of the proposed PY'04 South Central budget prepared by Nancy Begle, Fiscal Agent with Vincennes University. John explained that it is the responsibility of the WIB to approve the overall WIA budget for the workforce service area. After approval, the area budget must be approved by the Chief Elected Official. John explained that the overall budget total is \$1,510,902 and that this figure is a sizeable increase over the previous year. John explained that allocations had increased and that a new National Emergency Reserve allocation had been provided to the State for local distribution. John outlined the budget by discussing funds available and how these funds are distributed between the WIB and Fiscal/Administration and Operations. John noted that IMPACT funds have been included for Owen County and that this is not required but informative. Julie Ragsdale commented that the Executive Committee had approved the budget and would like to see reports that indicate that the money is spent as approved. Richard Rampley moved to approve the budget as presented. Dan Blackwell seconded the motion and the motion passed. The next step is to present the budget to the CEO for approval.

Work Keys/Key Train Discussion - Shannon Laurent and Richard Rampley described the WorkKeys and KeyTrain initiatives that have been ongoing throughout the State and locally in the South Central area. There was a general

discussion on the use of these tools to identify the skills needed by an employer for a particular occupation and how these tools are used to assess skills and identify skill areas in need of remediation. Kim Powers stated that McDowell is using KeyTrain and that students like using the software.

Shannon announced the award of \$400,000 to the Circle Seven Workforce Service Area and South Central for a two year Navigator Workforce Incentive Grant. This grant provides funds from the Department of Labor to increase the participation of individuals with disabilities in programs available through the WorkOne centers. South Central will hire two full-time "Disability Navigators", one stationed in the Columbus WorkOne and one stationed in the Bloomington WorkOne. These staff will assist and train other staff members within the WorkOne on how individuals with disabilities can access services available at the centers and WorkOne Express offices.

DOL Report Response Update - John distributed copies of the SCIWIB response to the DOL report. John briefly outlined the findings and our response. John stated that our responsibility is to respond to the DOL report to DWD. DWD will respond to the DOL report after receiving comments from the affected Workforce areas. DWD will respond to DOL by October 23rd. Becky Brown asked what the ramifications would be if the report is not resolved in our favor. John said he is encouraged by unofficial reaction to our response from DWD and other Workforce areas. He is hopeful that the report will be favorably resolved. If the report is not favorably resolved the most likely result would be that another fiscal agent would need to be selected. John said that he believes DWD will support our position when they respond to DOL.

Marketing Committee Recommendations - John summarized the results of the SCIWIB Marketing Committee meeting held on September 22, 2004. The Marketing Committee recommended the development of a South Central website that will feature a newsletter and links to other workforce related websites. The website will be a place WIB members can visit to obtain minutes, schedule of meetings and review area workforce news. The committee discussed development and distribution of a calendar featuring WorkOne services and information. The Executive Committee recommends development of a website and calendar. John is to obtain cost information for the website and calendar. Kathy Clayton recommended having the calendar printed by a union printer, John concurred. There was a general discussion of the merits of the website and calendar. John suggested having someone develop a website and that he would subsequently maintain it. Julie Ragsdale suggested checking on an intern that might do it as a project. Jim Heinzen agreed that an intern might do it as a project and stated he would check with Ivy Tech State College. Becky Brown stated that Dean Bruce at Ivy Tech State College developed the Owen County Economic Development website.

Kathy Clayton moved to accept the Marketing Committee and Executive Committee recommendation to develop a website and calendar. John is to research cost requirements for each. Rick Bryant seconded the motion and the motion passed.

Other Business - John Corcoran stated that DWD has unofficially said that South Central has met PY'03 performance standards for WIA and that the State as a whole has met WIA performance for PY'03. This means that South Central will receive an incentive award and the State will receive an incentive award from DOL. John congratulated Shannon and Richard for a job well done.

John announced that Kathy Clayton and Jim Heinzen will be leaving the WIB and thanked them for their service and contribution to the WIB. Kathy Clayton introduced Liz Feitl, AFL-CIO Community Services Liason with United Way Community Services of Monroe County. Liz has been nominated to fill Kathy's position on the WIB by the South Central Indiana Central Labor Council.

John handed out an information sheet for each member and stressed the importance of providing an email address so that we can communicate quickly and effectively. John said that he would continue to mail notices of the WIB meetings but would prefer to communicate primarily by email.

Rhonda Kenworthy commented that some of the apprenticeship information at the WorkOne needed to be updated. Richard Rampley thanked her and John Corcoran stated that members should visit the WorkOne centers from time to time.

With no other business, Rick Byrant motioned to adjourn, Rhonda Kenworthy seconded the motion and meeting was adjourned.

Prepared by John F. Corcoran, SCIWIB Director

Approved by the SCIWIB on _____