

**NORTHWEST INDIANA WORKFORCE BOARD MINUTES**  
**The Center of Workforce Innovations Office**  
**January 16, 2014**

**Present:**

Michael Berta, Frank Cardello, Adam Collins, Keith Kirkpatrick, Kristine Lukowski, Mary Lewis, Joe Medellin, Gary Miller, Dan Murchek, Gary Olund, Arnold Ransom, Bob Schaefer, Gerry Scheff, Ron Schlatter, Judith Stanton

**Absent:**

Maria Becerra, Tom Coley, George Douglas, Kris Emaus, Connie Ford, Melvyn Harding, Jean Phelps, Rick Rondinelli, Barbara Sacha, Dennis Wimer

**Proxies:**

David Broad, George Douglas, Tom Hargrove, Kevin Kieft, Arlene Pearson

**Staff:**

Linda Woloshansky, Sue Bublitz, Robyn Minton, Tammy Stump, Crissy Dooley

**CALL TO ORDER – 2:05 pm**

Chair Adam Collins opened the meeting by welcoming everyone and introducing Dan Waldrop, IBEW and Indiana Career Council Member. After board member introductions, Dan went over his role with IBEW and his role within the Indiana Career Council as the Labor Representative.

The first meeting of this Council was back in July of 2013. The next meeting for the Indiana Career Council will be held on January 22<sup>nd</sup> at 11 am Eastern. There are 3 taskforces; the Community Colleges Best Practices, the Indiana Workforce Intelligence System, and the Program Alignment and Talent Development.

Even though they are just getting started Dan said that they recently submitted a progress report to the Indiana General Assembly regarding the status of its strategic planning efforts. The report summarized the findings of the Council and its task forces to date. The next step is a Strategic Plan due by July. Thomas P. Miller and Associates will be collecting data to analyze and be able to provide strategic guidance to the State in regards to education, business, and the promotion of economic growth within our region. They will also be doing a study with Iowa system to help figure out what needs to be done and clarify what that skills gap is so that we have targets.

As the Career Council makes decisions the Indiana Legislature will make the moves to implement approved ideas.

Board Member Judy Stanton gave a brief history on how the Workforce Investment Boards started and how our work can either reflect or overlap the Career Council's. Dan says he believes that the Governor really wants to find the businesses that say there is a skills gap and ask them questions. This State needs

to find a way to communicate to these employers that they can reach out to companies and Boards like NWIWB and CWI so they can help close that gap.

Dan reviewed a partnership with Toyota and the State that occurred in Southern Indiana. Toyota trained the program's participants and even allowed them to work on the floor to see if that was a career they could/would consider. The State wants to get more employers involved in the career education process and would like to see more of these partnerships.

What is the State going to do with people who are out of high school, but lack the minimums of a job? How do we get these people to meet or exceed these minimums so they can be hired? As an example Dan says we used to have shop classes and vocational classes, but now we don't. Now even if we have those classes again, because of all the technology advances, you have to still be able to think while using these vocation tools.

The Council's big charge are companies who are considering moving to Indiana but are having a hard time finding qualified people to employ in our State. Companies do not want to move here if there is a skills gaps because they won't be able hire the people that they need.

The next challenge is how are we going to make all this happen? How are we going to drive these needs down into classrooms? How will educators find out what those skill sets are? First we need to try to find out what the needs are; then we can identify needs to happen and fill those needs locally.

Board Member Judy Stanton expresses concerns that because an outside company, Thomas P. Miller and Associates, is looking at the processes, like many before them they may insist on a complete overhaul of the system. But Dan reassured her that the Governor doesn't want to reinvent the wheel. He wants to find what is working and what isn't and strengthen the spokes and make sure that we are supporting the infrastructure. The Governor is looking to invest training dollars from the budget and get employers involved in training.

#### **1. CONSENT AGENDA – 3:03**

The consent agenda including the minutes of the last Board meeting, the dashboard, and performance information was presented to the Board.

Board Members referred to certain areas of the dashboard with questions.

On page 8 the summary of the dashboard, in December the numbers decreased mostly due to Unemployment and just because it's December, the holiday season.

On page, 12 when reviewing the youth numbers the data shows a goal of 400 this year. Currently there are 162 seniors in the follow up stage of the JAG program. The December numbers decreased because we were not able to contact them, so they could not be counted as active in the program. This is mostly due to the Holiday season and traveling.

At this time the Board requests that the dashboard also include information about unique people/visits under the intensive core.

**Motion:** A motion was made by Keith Kirkpatrick and seconded by Judy Stanton to approve the Consent Agenda as presented. **The motion passed.**

## 2. REPORTS

Linda Woloshansky refers the Board Members to the pages where the Indiana Workforce Board Association Report, State Workforce Innovation Council Report, and the Indiana Career Council Strategic Planning Reports are located. She followed up by say the SWIC has been highlighting the work that the NWIWB has been doing regarding READY NWI and the Work Ethics certificate.

## 3. OLD BUSINESS

### Michigan City WorkOne Office

Since the last meeting we have discovered that the LaPorte County Commissioners only intended to provide facilities, utilities and furnishings for the proposed Michigan City WorkOne office. This differs from our original assumption and board approval that we would cover staffing and server costs and the Commissioners would pick up the rest of the overhead. In order to move this project forward, the NWIWB will need to offset the additional costs of computers, phones, copiers, scanners, internet services, etc.

The Commissioners and City Officials have promised that they will help recruit people to utilize the facilities. There has been a big economic push in the County and they want us to work together so that they can meet the economic projections.

**Motion:** A motion was made by Gary Olund and seconded by Gary Miller to approve the Memorandum of Agreement with the Commissioners of LaPorte which includes performance metrics.

Board Member Mary Lewis asks about the financial stability of reopening an office mid-fiscal year given the large dollar commitment. Keith Kirkpatrick and Gary Olund also question how well the Commissioners understand the requirements of performance. Linda Woloshansky clarified and defined the performance metrics in the Memorandum of Agreement. She also clarified that since we are investing more funds in office overhead that we will reduce staffing to 3 days a week instead of 5. This can increase based on utilization and funding.

In addition it is pointed out that WorkOne will have someone at the Adult Learning Center 2 days a week that can help with the new laws governing Unemployment. Overall, we have 3 access points that people in this area can use.

The vote is taken. **Motion passes.**

## 4. NEW BUSINESS

The Youth Council is working with a Marketing Class at IUN, on how to spread the word to employers and ask them to hire younger people even if it is for a few hours or perhaps hire a few more. The unemployment rate for younger people who want jobs is at 40%. We continue to promote the Work

Ethics Certificate that we have created. The goal is to have student enroll in the program and have the employers understand that the certificate is worthwhile.

The Youth Council is doing research to find out when kids are actually trying to find a job. We are looking at the age range of 15-24 and we want to know who they are and what they want to do? Do they really want to be working? Why can't they find jobs?

Dan Waldrop adds that it is important to show that this certificate carries weight and that they have to be earned, but we also don't want to push aside those kids who are on the career path. They also need their chance to reach their goal. We don't want the work ethics certificate to become "Only the kids that need them have them" because that makes it negative.

#### WIA Youth Service Provider RFP

Board Member and Youth Council Keith Kirkpatrick recommends to the Board that they approve the RFP and that although we have 2 vendors we may want to consider a 3<sup>rd</sup> in the future as a back up plan.

**Motion:** A motion was made by Keith Kirkpatrick and seconded by Judy Stanton to approve the RFP as presented. **The motion passed.**

#### Resignation of Connie Ford & Jean Phelps

The resignation letters of Board Members Connie Ford and Jean Phelps are brought to the attention of the Members by Chair Adam Collins.

**Motion:** A motion was made by Frank Cardello and seconded by Gerry Scheff to accept the resignation of Connie Ford and Jean Phelps. **The motion passed.**

Per the Board Bylaws a member must be selected and voted upon by the Board to fill the remainder of Connie Ford's Vice Chair's term. Judy Stanton nominates Gary Miller. Gary Miller accepts the nomination.

**Motion:** A motion was made by Judy Stanton and seconded by Frank Cardello to accept the nomination of and the appointment for Gary Miller to Vice Chair for the remaining term. **The motion passed.**

## 5. STAFF REPORTS

#### Northwest Indiana Professional Network

This program works with long-term unemployed professionals (6 months or longer) who need to improve their employability. Working with these professionals we have found that most of them have huge gaps in employment, emotional effects from being laid off, and arrogance. The program participants are mostly people over the age of 45.

Based on what we have learned we have developed a Skills Building Institute for these long term unemployed professionals in collaboration with Indiana University Northwest. The new strategy

includes pre-program and post-program assessments, skill development workshops, structured counseling, and 12-15 hours per week paid work experience for 10 weeks. Every week Business Service Reps will work with the Employers who have allowed our program participants work in their facilities. The goal of the program is to have at least 75% of participants express a higher level of confidence, a noticeable growth in their skills, and to find placement into full time employment.

The Legacy Foundation has provided us with a grant to support this program.

Application for DOL Youth CareerConnect

On behalf of the WIB, CWI is applying for the Department of Labor’s Youth CareerConnect Grant. Details are included in the Board packet. Contact Linda Woloshansky for further program details.

JAG Career Development Conference

We are looking for more judges for the Career Development Conference on February 7<sup>th</sup>. Keith Kirkpatrick points out that just by attending you send a message these kids are important because you have taken time to be with them. Packets with additional information are available with your Board materials.

Closing

Linda Woloshansky thanked everyone for working with the Commissioners on the Michigan City office plan. She also thanked all of the staff for all the good work that they are doing through all this transition. She is truly grateful.

Adjournment

With no further business to discuss, the meeting adjourned at 4:07 p.m.

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George Douglas, Secretary

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Crissy E. Dooley, Recording Secretary