

**NORTHWEST INDIANA WORKFORCE BOARD MINUTES**  
**Center of Workforce Innovations**  
**September 17, 2015**

**Present:**

Debi Baughman, Frank Cardello, Thomas Coley, Adam Collins, George Douglas, Kris Emaus, Ric Frataccia, Rich Gamblin, Rayanna Henderson, Keith Kirkpatrick, Kristine Lukowski, Bonnie Maxey, Joe Medellin, Gary Miller, Karen Morlan, Dan Murchek, Arlene Pearson, Barb Sacha, Bob Schaefer, Ben Scheiner, Judy Stanton

**Proxies:**

David Broad, Jim Clarida, Mary Lewis, Gary Olund

**Absent:**

Clausell Harding, Arnold Ransom, Chris Smith

**Staff:**

Crissy Dooley, Barb Grimsgard, Robyn Minton, Tammy Stump, Linda Woloshansky, Jennifer Zatarski

**CALL TO ORDER**

Chairman George Douglas welcomed and thanked everyone for attending today's meeting. He introduced Richard Gamblin a new member of the NWIWB. The Board members went around the room and introduced themselves.

**1. CONSENT AGENDA**

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

**Motion:** A motion was made by Frank Cardello and seconded by Adam Collins to approve the consent agenda. **The motion passed.**

**2. REPORTS**

Youth Employment Council - Keith Kirkpatrick

Keith Kirkpatrick asked who on the Board hired a youth this summer and if they registered the activity. The goal is to have them spend time learning from you and be encouraged. CWI will be dedicating more staff time to accomplishing the Youth Council goals.

Works Council

All members of the Works Council have reapplied for their positions. New members with a variety of backgrounds and focuses have been added. At the last meeting, the schools which received grants presented an update on their progress to the Council.

Earlier the Works Council has also participated in a meeting to help encourage collaborations among different entities who share similar goals.

The new Works Council Logo will include "Region 1" and the tagline "Great Careers Start Here".

On November 13<sup>th</sup> the **Graduate to Success** event supported by the Works Council will occur.

**3. OLD BUSINESS**

There was no old business to discuss.

**4. NEW BUSINESS**

Resignation

The Board reviewed the letter of resignation submitted by Arnold Ransom.

**Motion:** A motion was made by Judy Stanton and seconded by Bob Schaefer to approve Arnold Ransom's resignation. **The motion passed.**

### Monitoring Report

George Douglas briefly highlighted a few items on the Monitoring report and congratulated the staff on another Audit with no findings.

### Employer Engagement

Please complete the Employer Engagement form and turn it in to Crissy. Share it with your colleges. Keith Kirkpatrick suggested that the items be separated out into personal interests and company/employer activities.

### Collaborative Impact

Linda reviewed the actions/items necessary for a successful collaboration impact between entities. They are:

- Common Agenda
- Common Progress Measures
- Mutually Reinforcing Activities
- Communication
- Backbone Organization

On page 30 of the Board Packet is a list of the collaborative efforts, responsibilities, and progress measures for the NWIWB, WorkOne, READY NWI, CWI, the Works Council, and the Adult Learning Consortium. On page 32 the NWIWB's goals have been separated and if reviewed, many of these items are already being reported on every other month in the Board Packets.

Collaboration will allow all groups to reduce the duplicate efforts and help identify what data each group can bring to the table.

Keith Kirkpatrick states that CWI has always been very open to working with other groups to achieve the Region's Goals and it is important that this be recognized.

### Procurement & Scope of Work

Linda provided a very brief history of the procurement process that happened in the past and explained the scope of work that should be considered for the upcoming procurement the Board must complete. CWI will not be a part of the new procurement process but, upon request, will provide information on past procurements.

At this time Chair George Douglas requested that all CWI employees leave the meeting so that the Board may further discuss the process further. All CWI staff left the room.

Board Member George Douglas requested that the staff return to the meeting to resume the meeting and requested that the minutes reflect that the procurement committee will consist of Ric Frataccia, Gary Miller, Keith Kirkpatrick, Judy Stanton, and Barbara Sacha.

### Manufacturing Day & Week

Linda reviewed the efforts that are taking place across the Region during the week of September 28<sup>th</sup> culminating into a manufacturing event at Urschel's on October 2nd.

## **5. STAFF REPORT**

### Skill UP – Grant Application

The Skill UP grant focuses on partnerships between employers, CTE Programs, training providers and WorkOne. There must be a 25% match in private funds.

### Closing Notes

George Douglas thanked the staff again for their hard work.

Linda Woloshansky congratulated George Douglas for being honored as a recipient of the 1<sup>st</sup> Source Ernestine M. Raclin Community Leadership Award. She also thanked Indiana Beverage for hosting a counselor tour at their facility.

Linda recognized Garry Miller and Prompt Ambulance for their one millionth emergency transport as well as their community service efforts.

NIRPC and NDoT are hiring.

**6. DATES TO REMEMBER**

The next Workforce Board Meeting is on November 19<sup>th</sup>. Mark your calendars for the Graduate to Success in Northwest Indiana event on November 13<sup>th</sup>.

**7. ADJOURN**

With no further business to discuss, the meeting adjourned.

David Broad, Secretary

Crissy E. Dooley, Recording Secretary