

**NORTHWEST INDIANA WORKFORCE BOARD MINUTES**  
**Center of Workforce Innovations**  
**March 23, 2017**

**Present:**

Debi Baughman, Frank Cardello, Jim Clarida, Thomas Coley, Adam Collins, Kim DeQuis, Kris Emaus, Ric Frataccia, Clausell Harding, Alishea Hawkins, Karen Kopka, Mary Lewis, Joe Medellin, Gary Miller, Dan Murchek, Gary Olund, Arlene Pearson, Barb Sacha, Bob Schaefer, Ben Scheiner, Chris Smith,

**Proxies:**

George Douglas, Rich Gamblin, Keith Kirkpatrick, Judy Stanton

**Absent:**

Angela Hampton, Kristine Lukowski

**Staff:**

Crissy Dooley, Robyn Minton, Tammy Stump, Linda Woloshansky

**Guests:**

Mike Baird, Kathy Jaworski

Board quiz.

Mary Lewis introduced East Chicago's JAG Specialist, Ray Davis of Job Works. He described his work as keeping up with the potential of his students. Mr. Davis stressed the importance work experiences and employer expectation discussions with students.

The board then viewed the JAG Video that was written and produced by East Chicago students which won 1<sup>st</sup> place in the state Career Development Conference (CDC).

**CALL TO ORDER**

**1. CONSENT AGENDA**

Mary Lewis presented the consent agenda which included the minutes, financials, and performance data.

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

**2. NEW BUSINESS**

Policy Recommendations

Robyn Minton introduced five recommended policies to the NWIWB:

- *Eligibility Policy* – Adoption the Indiana Department of Workforce Development (DWD) eligibility policy
- *Assessment Policy* – Identification of assessment tools used throughout the one stop system
- *Supportive Services Policy* - Supportive services are designed to provide a participant with the resources necessary to enable their participation in career and training services. The intent is to ensure resources and coordination in the local area wherever possible
- *Transitional Jobs Policy* – Previously this policy was updated in the past to reflect actual wages. This recommendation further outlines the combination of other services and is designed to establish a work history, demonstrate success in the workplace, and develop skills that lead to entry into and retention in unsubsidized employment.
- *Incumbent Worker Training Policy* – Key components, participant eligibility, and employer eligibility, and cost sharing are outlined in this recommendation. It also includes changes to match WIOA and allows for training to prevent layoffs.

**Motion:** A motion was made by Gary Olund and seconded by Barbara Sacha to accept the policies as presented as a whole. **The motion passed.**

#### Monitoring Report

Linda Woloshansky presented the Department of Workforce Development's (DWD) monitoring report. There were no findings, no disallowed costs, and the Center of Workforce Innovations is considered low risk. In all, DWD reviewed sixteen grants.

**Motion:** A motion was made by Ric Frataccia and seconded by Ben Scheiner to accept DWD's monitoring report. **The motion passed.**

#### Final Performance Metrics

The final performance metrics were presented to the board. Joe Medellin requested that the report be color coded to show green for met or exceeded performance, yellow for almost meeting performance, etc.

#### Appointment of Members to Review Adult Education Proposals

The CWI Board member - Mike Baird and staff - Crissy Dooley, Robyn Minton, Tammy Stump, and Linda Woloshansky were excused from the meeting. Clausell Harding was not in the room.

Mary Lewis requested the CWI Board member and staff re-enter the meeting.

### **3. REPORTS**

#### Chief Elected Official Meeting

At the Chief Elected Officials meeting, members re-elected Dr. Vidya Kora, Commissioner of LaPorte as their Chair. Dr. Kora asked the Center of Workforce Innovations (CWI) to reach out to other elected officials and let them know of the work that is being done in the region and the future challenges that will be coming. The work of the NWIWB, WorkOne, and CWI was compiled into a letter which was sent out to all elected officials that represent Northwest Indiana.

#### Marketing Task Force

Mary Lewis revealed the new logo. The logo was updated as requested by removing the "WorkOne" and the magnifying glass. The goal of the new logo to allow for a difference in identity between the tasks of the WorkOne's and the efforts being completed by the Board.

**Motion:** A motion was made by Gary Olund and seconded by Jim Clarida to approve the new logo. **The motion passed.**

Also included in the Board material packet is the informational piece that explains the purpose and function of the Board.

#### Works Council

Kris Emaus reported that the 21 Under 21 event has been organized and Tony Sindone will be the keynote speaker. Lisa Metcalf from DWD attended the Works Council's last meeting and stated that more funding will be available in the future for Career and Technical Education (CTE). DWD has hired additional staff for sector strategy efforts. CTE funding is being moved back to DWD from Department of Education (DOE). Kris Emaus provided a handout to the Board regarding Indiana's Manufacturers Association's 2017 legislative priorities. Region 9 & 10 students are running a business in the school. Region 9 is also working with the Ford Next Generation Academy in their high school. Noblesville High School has many internship programs including one for CVS's pharmacy program.

May 18th will be the 21 Under 21 event.

### Youth Employment Council

Mike Baird presented the Youth Employment Council (YEC) report. As Keith Kirkpatrick has explained in the past, work ethic and youth employment are the focus of the council. About 25% of schools have been deeply involved in work ethic certification programs. Schools are starting to work on a regional program for freshman and sophomores and are using the Governor's program for seniors. There may not be a large number of certificates from the program at this time and schools have implemented programs in different ways. Some schools have work ethic as a class. Others have integrated the work ethic program into a current class. Valparaiso High School has created an online app pilot program that students can complete while being mentored by faculty. Valparaiso schools are making improvements to the program before distributing it to other schools. Board member Karen Kopka asks if the students will face any barriers to getting the certificate because it is online. She stated that if she, as an employer, asks for the certificate she needs to make sure that everyone has access to completing the program. Students should not have to go through extraordinary steps to complete the online course because they don't have internet access or a computer. Other members ask if the application is mobile friendly.

Youth council members are beginning to do presentations at clubs and chambers to get awareness out regarding the work ethic certificate program and try to get the audiences, as a potential employer, to understand the power of their engagement. The goal is to have employers ask for the certificate when they are hiring, because it adds value to the program.

Other Youth employment strategies include the redesign of the employment flyers and encouraging people to hire youth to do work around their homes. The Board discussed setting up a website that matched students to jobs.

### READY NWI

Ric Frataccia stated that READY NWI is a consortium of schools and universities that has looked at the use of assessments and how to increase awareness for our youth regarding the world of work and how students will fit in it after graduation. Both Peggy Buffington and Ric Frataccia serve both on READY NWI and on the College Board and are excited about how the world of work is being brought into classrooms. In the years coming, many students are going to see their friends come home with large loans and that may be a deterrent for some students.

Some schools have turned to programs like Naviance because it is software that takes the students through each career cluster. Without this software like Naviance most kids may not know what truly is available to them.

Some READY NWI schools have begun to work together for a counseling Lilly grant because career counseling is so important. Those that receive the Lilly Grant need to be able to demonstrate the sustainability of the program after the grant ends.

READY NWI has also focused on items that can be dual credit deterrents. One deterrent is the State's requirement for teachers to get a master's degree in the dual credit field. Ivy Tech and IUN have begun working with the schools to find a solution.

### Legislative Letters

Linda Woloshansky observed that the NWIWB members care about Workforce Development issues because of discussions that are held at the meetings. She informed the attendees of a letter writing campaign taking place with other workforce boards in Indiana. A sample of a letter and the names and addresses of the elected officials is included with their packet if they would like to participate. The letter is just a reminder that workforce development is an important issue in our region.

## **4. OLD BUSINESS**

### WIOA Impact to WorkOne Locations

DWD has asked that the region focus on two comprehensive locations in Portage and Hammond. Affiliate locations will be in Gary, Morocco, Winamac, Knox, Rensselaer, LaPorte, and Michigan City. Work has been done to secure rent reductions in Portage and Morocco, to explore different space alternatives in Gary and LaPorte, and to realign staffing according DWD.

Infrastructure costs will be reviewed since cost sharing will need to be considered across 16 regional partners and will include considerations for onsite presence, referrals and connections, costs sharing relative to the benefits received, and if the one stop is certified. These agreements will be reviewed and reconciled quarterly and negotiated annually.

The NWIWB will be responsible for one stop certification process. The Board may appointment a team of at least 3 to conduct the reviews however one must be an NWIWB member. This certification must occur once every three years. Only certified one stops will have access to infrastructure funding and must be in alignment with DWD and SWIC criteria and must focus on effectiveness, accessibility, and continuous improvement.

## **5. PRESIDENT & STAFF REPORTS**

### Recently Awarded Projects

The Rise to Retail grant has secured a second year of funding. The NWIWB was a partner in an America's Promise Grant from the Department of Labor and Urban Strategies which will train approximately 100 people in Pharmacy Technician apprenticeships with CVS. Our region was also selected for an Employer Support Grant from DWD to deliver employers 16 Heavy and Tractor-Trailer Drivers with a CDL certifications. Because of St. Joseph's College closing, the region received a rapid response grant from DWD to work with approximately 100 displaced to workers and help them re-enter the workforce.

### Closing Notes

Linda Woloshansky thanked the meeting's attendees for caring about the Workforce Board's efforts. She also thanked the staff for the work that they do every day.

## **6. DATES TO REMEMBER**

Remember that the State of the Workforce & Indicators Breakfast is on April 28, 2017. The next workforce board meeting is on May 25, 2017 and the 21 Under 21 event is on May 18, 2017.

The CWI Board member - Mike Baird and staff - Crissy Dooley, Robyn Minton, Tammy Stump, and Linda Woloshansky were excused from the meeting per the request of Alishea Hawkins.

## **7. ADJOURN**

The meeting adjourned.

CWI staff re-enter the meeting room.

Gary Olund, Secretary

Crissy E. Dooley, Recording Secretary