

**Executive Committee  
South Central Region 8 Workforce Board  
Meeting Minutes**

**Stonegate Arts & Education Center  
Bedford, IN  
September 17, 2018  
9:30 - 10:30 AM**

**Members Present:**

Brenda Reetz, Board Chair  
Gene McCracken  
Scott Baker

**Staff:**

Rob King  
Shannon Laurent

**Call to Order** – Gene McCracken called the meeting to order.

**Election of Officers (PY'18)** – Executive Committee and staff members discussed election of Board Officers and made the following recommendations: 1) Brenda Reetz to remain as Board Chair, 2) Scott Baker to assume the duties of Vice-Chair, and 3) Kenneth McKee to assume duties of Secretary. Gene McCracken is the current acting Local Elected Official for Region 8.

**Gene McCracken motioned the Slate of Officers to the full Board for election. Brenda Reetz seconded the motion. All voted in favor of presenting the Slate of Officers to the Board for election.**

**DWD Support Grant Application** – Shannon Laurent discussed the DWD Support Grant. DWD established the WIOA Performance Support Grant as a one-time grant of funds to Workforce Development Boards who submit proposals and are approved for the funding in accordance with the scope of work and specifications contained within the application. Shannon explained the Support Grant is designed to assist regions with addressing their most critical workforce issue and enhancing performance outcomes for prospective jobseekers and employers with \$1.1 million set-aside for competitive bidding. Proposals must support the Governor's priorities as outlined in the 2018 State of the State Address and include increasing the number of Work-Based Learning opportunities, attainment of High School Equivalency and/or Industry-Recognized Certifications, addition of JAG Programs, and support the Next Level Jobs commitments. Shannon Laurent informed the Board that Region 8 plans to apply for WIOA Support

Grant funds in the amount of approximately \$200,000, primarily for direct client activities such as work-based learning.

**Gene McCracken moved to approve submission of DWD Support Grant proposal. Scott Baker seconded the motion. All voted in favor of the DWD Support Grant Proposal.**

**Regional Workforce Modification Plan** - Rob King provided a comprehensive review of the two-year Regional Workforce Modification plan. Labor Market Information, Education Attainment Levels, Program Initiatives, and Demographics were updated as part of the modifications. Shannon Laurent informed the Executive Committee of the change to the drug testing policy. Drug testing of participants is no longer a requirement for training programs unless required by employers or a host training site. The plan modification is due to the state by September 30, 2018. The modified workforce plan was published for public comment for 30 days prior to today's Executive Committee meeting. Region 8 received one comment form Rob Moore, Adult Education Director at Broadview Learning Center, requesting a Certified Medical Administrative Assistant (CMAA) be added to the regional in-demand occupation listing. The listing was updated to reflect the addition of this occupation. Rob King reviewed all highlighted changes and discussed submission to the State for final review. There were no questions or issues with the Workforce Modification Plan.

**Scott Baker moved to approve submission of the Regional Workforce Modification Plan to DWD. Gene McCracken seconded the motion. All voted in favor of submitting the modified plan to DWD.**

**Questions and Other Business** – Rob King discussed the Audit and Tax RFP process and timelines to secure Audit and Tax Services for the next two program years, with a possible third year extension based on performance. The Executive Committee agreed to serve as the reviewers of the Proposal, with an invite to any other Board members that would like to sit on the reviewing committee to be presented at Board meeting on September 19<sup>th</sup>. Rob also discussed the Executive Committee reviewing RFP bids electronically to allow for more efficient time management for the reviewers. The Executive Committee agreed to review all bids submitted electronically with Rob King being the main point of contact for the Executive Committee during the review process.

**With no further business to discuss, Gene McCracken moved to adjourn the meeting. Brenda Reetz seconded the motion. All voted in favor and the meeting was adjourned.**

Prepared By: Rob King