



**WORKFORCE**  
**INVESTMENT BOARD**  
BUSINESS LED, QUALITY DRIVEN

**Western Indiana Workforce Investment Board**

**Quarterly Meeting**

**May 22, 2014**

**7:30 A.M. – 9:00 A.M.**

**Meadows Conference Center**

**Western Indiana Workforce Investment Board, Inc.**  
**Board Meeting**  
**Thursday, May 22, 2014 - 7:30 a.m. – Meadows Conference Center**

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*Agenda*  
.....

**Page Number**

**Call to Order, Vice-President Larry Tempel**

**Public Comments**

**Speaker – Mark Fuson and company**

**Approval of the March 6, 2014 Meeting Minutes** **1**

**Planning and Evaluation Committee Report, Doug Dillion** **7**

**Budget, Finance, Distribution Committee Report, George Guinn** **36**

**Personnel Committee Report, Mary Ann Clark** **43**

**Youth Council Report, Ellen Reeves** **45**

**Executive Committee Report, Larry Tempel** **54**

**Other Business**

**Adjournment**

**Next Board Meeting: 7:30 AM – September 4, 2014 - Meadows Banquet Center**

Western Indiana Workforce investment Board, Inc.  
Quarterly Meeting  
March 6, 2014- Meadows Conference Center – 7:30 A.M.

Members Present: Rick Burger, Bill Dory, Larry Tempel, Nancy Davisson, George Nicholas, Tom Szymanski, George Guinn, Ron Hinsenkamp, Dr. Ann Valentine, Laurence Cross, Dr. Tad Foster, Steve Witt, Arnold Jenkins, Tony Fenwick, Duke Bennett, Mary Ann Clark, Fred Rubey, and Daryl Andrews.

Others Present: Lisa Lee, Tim Kelley, Mike Smith, Brent Woolwine, Kim Stephenson, Linda Morley, Rick Shagley-Attorney to the Board

Board President Rick Burger called the meeting to order and introductions were made. He asked for any public comments and none were made known. The minutes of the November 21, 2013 board meeting were presented. Bill Dory moved for approval of the minutes. The motion was seconded by Larry Tempel and the motion was carried.

Lisa Lee presented the Planning Committee report. Mike Smith highlighted business services activities. Bemis Company, North American Limestone and Gartland Foundry are involved in job profiles from WorkKeys. The International Union of Operating Engineers Local 841 will be completing WorkKeys assessments for new apprentice applicants. Spa Haute Company will require NCRC completion for new hires. New OJT contracts were entered into with Advics, GE Aviation and Bemis Company.

Board members were updated on the closing of Multi Packaging Solutions (MPS) in Terre Haute. This closing impacted approximately 120 employees. The rapid response orientation held at Ivy Tech Community College on November 15, 2013 was attended by 95 individuals and their spouses. A job fair for MPS employees and spouses was held December 5, 2013. More than 20 employers participated and seventy five or more individuals attended. In preparation for the job fair WorkOne staff held interview and resume workshops for the MPS workers. Several of the workers have been employed and others are scheduled to attend training in the very near future. On February 25, 2014 a certification of Trade Act Adjustment Assistance was issued by the Department of Labor. This TAA certification affords MPS workers benefits beyond that available through the Workforce Investment Act, however it also eliminates the continued use of WIA funds for these customers. A TAA orientation session is scheduled for March 14, 2014 at Ivy Tech Community College. Nancy Davisson commented on the need to work very closely with Christian Waller of the State TAA unit in order to maintain continuity of services and avoid service and training delays during the transition.



A rapid response orientation was held for the 24 workers impacted by the closing for Freight Car Rail Services in Clinton, Indiana. Follow up sessions at the Clinton WorkOne office were also made available.

Ivy Tech hosted a graduation ceremony for students completing the Computer Numerical Control (CNC) training. These students have all been placed in jobs, and another class is ready to start. Several MPS workers are interested in attending CNC training, and staff will work quickly to get TAA approval for this training.

Lisa Lee reported on the successful WorkOne Partner conference held on December 13, 2014. This conference is an annual event that brings all WorkOne partners together to update staff regarding programs and resources that are available and often mutually beneficial to customers throughout the region.

Two JAG holiday projects were highlighted by Lisa Lee. The Terre Haute North High School JAG Career Association made blankets and created gift baskets for distribution by CODA. The Northview High School JAG programs sought donations and organized the distribution of twelve Christmas trees and decorations to needy families in the Clay County Community.

A proposed change to youth services policy was presented. Youth have the opportunity to earn incentive dollars for meeting goals and gaining a credential. They are also eligible to receive incentive dollars for their participation in summer camp learning experiences and/or work experience. In the past these dollars have counted as part of the \$2,000.00 supportive service limitation established by the board. The proposed new policy reads as follows:

Retroactive to July 1, 2013, incentive dollars earned by youth will not count against the supportive service limitation, and will be tracked separately.

Nancy Davisson asked if the supportive service limitation was a lifetime limitation. Lisa Lee indicated that it was per period of enrollment. Darryl Andrews moved to approve the proposed policy change. Tom Szymanski seconded and the motion was carried.

Usage information for [www.WorkOneWest.com](http://www.WorkOneWest.com) was provided, as was information regarding the Disability Employment Initiative grant activities. The task force responsible for planning the first of two regional asset development informational fairs has met several times and is considering September 2014 as a possible date for the first event. Hamilton Center has recently submitted a grant as part of DEI to provide mental health and substance abuse services for individuals with disabilities that are accessing services as part of this grant. Lisa Lee informed



board members that the Disability Resource Coordinator has resigned and that the position has been posted on Indiana Career Connect.

Board members were provided the updated strategic plan for the Classrooms to Careers (C2C) developed as part of the EWIN CELL grant. The plan is a roadmap focusing on 1) in school curriculum development and delivery, 2) employer involvement in the schools and 3) outreach and marketing. George Guinn moved to approve the C2C plan. Bill Dory seconded and the motion was carried.

Bill Dory suggested that press releases on things such as WorkKeys usage and the CNC training be issued regionally in order to up interest in our services.

Ron Hinsenkamp moved to approve the Planning Committee report. Tad Foster seconded and the motion was carried.

Lisa Lee presented the Youth Council Report. Youth and JAG service and performance numbers were presented. Lisa Lee discussed the JAG numbers based on state JAG funding and WIA funding. The Region 7 JAG Career Development Conference was held January 31, 2014 at Ivy Tech Community College. Dr. Ann Valentine was thanked for once again allowing the students to use their facility. Vincennes University provided lunch for the students. Board members Dr. Tad Foster, Darryl Andrews, Laurence Cross and Bill Dory all served as judges for the conference and were presented tokens of appreciation for their services. First place winners will compete at the State JAG Career Development Conference in Indianapolis.

Lisa Lee commented that the State Workforce Investment Council is considering an initiative to promote Work Ready Communities in Indiana. Part of Work Ready is an emphasis on the numbers of individuals in the community that have completed the National Career Readiness Certificate (NCRC) through WorkKeys. The NCRC is already used as part of the Technical Honors diploma in high schools and this initiative could expand its use.

Responses to the RFP for WIA Youth Service Provider have been received and reviewed. Mr. Shagley stated that these responses could be presented along with the responses to the Adult and Dislocated proposals as part of the Executive Committee report.

Dr. Foster moved to approve the Youth Council Report. Larry Tempel seconded and the motion was carried.

Rick Burger presented the Executive Committee report. Due to inclement weather the Budget, Finance and Distribution Committee was unable to meet, so the business of the committee was forwarded to the Executive Committee.

Mr. Burger asked Tim Kelley to present the grant and budget information. Amendments to the following grants were received:

**Business Consultant Grant BC 3-07 amendment #1:**

Grant modification received on February 3, 2014, adding \$60,000 to Business Consultant funding, bringing the grant total to \$120,000. Amendment is currently in the signature process.

**WIB 2-07 amendment #2 (Carry-In funds from PY 12):**

Grant modification received on January 27, 2014, adding \$8,462 in WIA Dislocated Worker funds to our carry-in funds from last program year. This increased our Dislocated Worker carry-in funds from \$219,050 to \$227,512. The total WIA Grant 2-07 was increased to \$1,776,686. Signature process is underway and we are awaiting a fully executed contract from DWD.

**WIN 3-07 amendment #1 (WorkINdiana Funds):**

Funds under the grant are used in coordination with Adult Basic Education to provide training for some ABE participants. The original grant was in the amount of \$59,051, however positive interest in the training had exhausted the original allocation and the WIB requested an additional \$30,000 which is being provided by DWD with this modification. Awaiting fully executed modification.

Mr. Kelley presented the grant expenditures through January 31, 2014. The remaining funds column includes the 30% carry over for the next program year, previously approved by the board. It is anticipated that Dislocated Worker and Rapid Response dollars will be fully expended by the end of the program year. Adult spending is not where it needs to be at this point, and the administration is watching this and working closely with the service provider to ensure it is fully expended. It is anticipated that youth summer services will require approximately \$200,000.00, thus ensuring that youth funds are fully expended. Tim stated that administrative dollars can be used for program activities and staff recommends the following additional funds be obligated to the service provider:

WIA Adult	\$75,000.00
WIA Youth	\$80,000.00
Rapid Response	\$20,000.00
JAG State Funds	\$20,000.00



Laurence Cross moved to approve the service provider contract modifications. Tom Szymanski seconded and the motion was carried.

Lisa Lee noted that the final DWD monitoring report had been received and there were no findings. The final report of the audit completed by Comer Nowling was included. There were no findings and the WIWIB is considered a low risk auditee.

Lease information regarding the Putnam Office was presented. The Clay Development Group is the owner of the property for this office and has offered a five year lease at a five percent increase. The Executive Committee had previously approved this agreement. George Nicholas moved to approve the lease agreement. Arnold Jenkins seconded and the motion was carried.

Mr. Burger requested that Tim Kelley present a summary of the proposals received in response for WIA services. Mr. Woolwine was asked to leave the meeting as Vincennes University had submitted proposals. It was noted that Lisa Lee Executive Director had recused herself from scoring and reviewing the proposals due to a conflict of interest.

Tim Kelley noted that the RFP provides for a two year contract with a third year option at the discretion of the board. One proposal was issued for WIA adult and dislocated worker services and separate proposal for WIA youth services. Proposals for both RFPs were received from Arbor E&T, LLC D/B/A ResCare Workforce Services and Vincennes University.

Spreadsheets comparing the proposals were provided and reviewed. Both responders have experience and successful track records providing WIA services. Tim Kelly, Mike Smith and Linda Morley each independently scored the proposals. The decision centered on three critical points 1) number of customers to served, 2) funding dedicated to direct client services and 3) overhead and management fees.

#### **YOUTH SERVICES**

	# to be served	% funding to services	Overhead/Management
Res Care	250	14.7%	\$70,458
Vincennes University	400	32%	\$38,618

The Youth Council recommended approval of Vincennes University. Dr. Tad Foster moved to approve entering into a two year contract with a third year option for youth services with Vincennes University. Tom Szymanski seconded and the motion was carried.



## ADULT AND DISLOCATED WORKER SERVICES

	# to be served	% funding to services	Overhead/Management
Res Care	1,200	9%	\$129,511
Vincennes University	1,800	32%	\$36,383

The Executive Committee recommended approval of Vincennes University. Daryl Andrews moved to approve entering into a two year contract with a third year option for adult and dislocated worker services with Vincennes University. Dr. Tad Foster seconded and the motion was carried.

Nancy Davisson moved to approve the Executive Committee report. Ron Hinsenkamp seconded and the motion was carried.

Lisa Lee provided information on the Conexus initiative in the state. This is a Lilly funded statewide initiative focused on manufacturing. The HIRE manufacturing curriculum developed as a result of this initiative is being piloted at Terre Haute North Vigo High School and North Vermillion High School. Conexus is also a strong advocate of bringing at least one Department of Labor (DOL) Innovation Hub to Indiana. DOL Innovation Hubs have already been established in Ohio and Michigan.

Members were informed that the next board meeting is scheduled for May 22, 2014.

There being no additional business, Tom Szymanski moved to adjourn. Larry Tempel seconded and the motion was carried.

Respectfully Submitted,

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Mary Ann Clark, Secretary

Western Indiana Workforce Investment Board, Inc.  
Planning Committee Meeting Minutes  
May 8, 2014 – WIB Office – 7:30 A.M.

Present: Doug Dillion, Dr. Tad Foster, Laurence Cross, Bill Dory, Bill Carper, Mary Caye Pfister, Lisa Lee, Mike Smith, Tim Kelley, Linda Morley, Rick Shagley-Attorney

Chairperson Doug Dillion called the meeting to order and introductions were made.

The first item of business was review of the Region 7 Demand Occupation List. Lisa Lee explained that this list is used to help customers focus on training for jobs that are in demand in the region. However, this list is not intended to be all inclusive nor does training for an occupation on this receive automatic approval. Bill Dory commented that it was anticipated that the Ivy Tech Greencastle Campus will be increasing health care career offerings. Certified Nursing Assistant will continue on the list for WIA funding if it is part of a career path and it will continue to be available with WorkIndiana funds. Dr. Foster questioned why some of the listings were jobs and others were job categories. Bill Dory commented that we should use broad categories in order to accommodate differing job titles among industries and companies. Doug Dillion recommended that CNC Set-up, Programming and Operations be included under Precision Crafts and that under Educational Services Educational, Vocational, School Counselor be changed to read Educational, Career Technical Education, School Counselor. Committee members recommended that the projections for Firefighters and for Librarians, Archivist, Curator be reviewed by staff to determine if there is demand for these occupations. If there is not a demand, the committee recommended removal. Bill Carper moved to approve the recommended changes to the Region 7 Demand Occupation List. Laurence Cross seconded and the motion was carried.

Doug Dillion asked Mike Smith to present the Business Services report. Three new profiles have been completed for Home Care Advantage. Plumbers and Pipe Fitters Local 157 will be completing Work Keys assessments for 40 new hires. The City of Clinton and Ribbe Welding and Manufacturing, Inc. are both requesting that job applicants take the Work Keys National Career Readiness Certification as part of the application processes.

Mr. Smith also provided information on current on-the-job training contracts valued at \$45,567.26. Nearly 50 incumbent workers at Gartland Foundry have completed Work Keys testing.

WorkOne has recently participated in Rapid Response events for 11 staff from Novelis and 25 staff from CertainTeed. Workers dislocated by the closing of Multi Packaging Systems (MPS) in

December 2013 received Trade Adjustment Assistant certification. The MPS closing impacted approximately 115 individuals and over 90 attended the TAA orientation held at Ivy Tech Community College on March 14, 2014.

A Business Leadership Network (BLN) event focusing on Silent Disabilities in Your Workplace is scheduled for May 20, 2014 at 8:30 am at Indiana State University. This event is open to all businesses.

Doug Dillion commented on the advantage of students using WIN prior to taking the Work Keys test. By implementing WIN in the high schools the number of students meeting the standards to receive a Technical Honors Diploma was doubled. He also mentioned that he requested and has received access to the Soft Skills portion of Work Keys in order to establish a regional base line.

Lisa Lee updated the committee on the C2C (Classroom to Career) strategic plan and outlined the three goals of the plan. The plan identifies the characteristics of a manufacturing ready student. Mary Caye Pfister noted that these same characteristics would apply to any career. The need for greater diversify in the manufacturing workforce was also discussed. Doug Dillion stated that Vigo County Schools want to have an employability skills classes based on the WIN software and an industry mentor program. The mentor program would match industry leaders with career pathway classes to reinforce the need for high level NCRC achievement.

Ms. Lee also noted that the Lumina Foundation has set a goal for Indiana workers, in which 60% of the workforce will possess a meaningful post-secondary credential or greater by 2025. Currently in Region 7 only 25% of adults have attained an Associate's Degree or higher. The state average for this same measure is currently 33%.

Lisa Lee presented a summary of the responses to the Request for Proposal for youth summer camp opportunities. Committee members suggested some wording changes to the summary to make them more clear and precise. The staff will incorporate these changes.

Pending grant opportunities were presented by Lisa Lee:

#### **Prisoner Re-entry Grant**

DOL grant: award up to 2 million dollars per awardee. Must serve a total of 250 re-entry customers over the course of the two year grant. Grant application submitted by Region 11-Evansville.



Partners include: Region 7, Indiana Department of Corrections and Community Corrections, and the DWD-HIRE Program.

If funded, Region 7 will be provided funds to 1) employ one Employment Specialist, 2) provide program customers with short-term training and supportive services if needed and available, and 3) administrative dollars. Measures include: total number served, number of certifications earned, number of customers employed and job retention.

Mary Caye Pfister made a motion to move ahead with the Prisoner Re-Entry grant opportunity. Dr. Tad Foster seconded and the motion was carried.

### **DEI Grant-Mini Grant**

Up to 15% of the Disability Employment Initiative (DEI) grants funds awarded to the State of Indiana are available for flexible spending and mini-grants to the five pilot regions. The total available for this purpose is \$358,269.00. The state is making \$238,846 for the first grant period with a deadline of September 30, 2014. The second grant period will be from October 1, 2014 through September 30, 2015 with \$119,423.00 available.

Proposed grant request for the period ending September 30, 2014:

1. Business Leadership Network (BLN) Wabash Valley co-sponsorship of the Wabash Valley Human Resource Association's annual conference on September 19, 2014; using grant funds to bring in a nationally known speaker on the topic on disability employment as the keynote speaker for the conference plus perhaps leading one of the breakout sessions.  
Approximate Cost: \$8,000
2. Develop and implement a marketing campaign including radio/TV spots, newspapers and billboards designed to promote hiring people with disabilities. This would primarily be staged during October which is Disability Awareness Month, but would also be used less frequently for several months.  
Approximate Cost: \$20,000
3. Provide funds for two or three BLN-WV members to attend the national BLN conference in Orlando, Florida September 29 to October 2. This conference includes a national business to business event that focuses on disability inclusion in the workplace.  
Approximate Cost: \$6,000

Total Grant Request: \$34,000.

It was noted that the Business Leadership Network Wabash Valley organization does serve the entire six county region of the Western Indiana WIB.

Dr. Foster moved for approval of the DEI grant request to support the BLN. Bill Dory seconded and the motion was carried.

Lisa Lee then presented an overview of a possible National Emergency Grant that will be submitted by the state. State officials are looking for innovative ideas from the regions as part of this grant opportunity. The grant will focus on the long-term unemployed. One example received is a program in the Indianapolis area that provides a work experience and then reimburses the employer if the individual is hired. Doug Dillion expressed the need to know the demographics of our long-term unemployed in order to assure we are offering the right services. If they are younger, they might benefit from "employability school." Conversely, if the long-term unemployed being served are older they may lack more up-to-date skills and have a fear of change.

Members were provided a copy of the draft of the Indiana Career Council Strategic Plan.

There being no additional business, the meeting was adjourned.

# ATTACHMENT A

## EGR 7 DEMAND OCCUPATIONS – May 8, 2014 w/revisions

### AGRICULTURE

BIO-TECH CAREERS  
ALL OTHER MECHANICS, INSTALLERS, REPAIRERS

### ENGINEERING, SCIENCE, & TECHNOLOGIES

COMPUTER AIDED DESIGN  
COMPUTER & MATH OCCUPATIONS  
COMPUTER PROGRAMMERS  
COMPUTER SYSTEMS ANALYSIS, ENGINEER, SCIENTIST  
DATA PROCESSING EQUIPMENT REPAIR  
DRAFTERS  
ELECTRONIC ENGINEERING TECHNICIAN  
LIFE SCIENCE OCCUPATIONS  
OPERATING ENGINEERS  
PROFESSIONAL ENGINEERS  
ROBOTICS TECHNICIAN  
SYSTEMS ANALYST  
ALL OTHER COMPUTER SCIENTIST

### MANUFACTURING AND PROCESSING

BOILERMAKERS  
CASER OPERATOR  
CHEMICAL TECHNICIAN  
COAL MINER  
EXPEDITING CLERKS  
EXTRUDING & DRAWING SETTERS/OPERATORS, METALS & PLASTICS  
EXTRUDING & FORM MACHINE OPERATORS/TENDERS  
HAND WORKERS, INDUSTRIAL ASSEMBLY & FABRICATION  
HELPERS, LABORERS, MOVERS  
MACHINERY MAINTENANCE  
MAINTAINENANCE AND REPAIR, GENERAL  
METAL & PLASTICS, PROCESS MACHINE OPERATORS  
**Machinist – Production Level**  
PRODUCTION WORKERS  
INVENTORY/PROCUREMENT AND PURCHASING /MATERIAL MANAGERS  
PLASTIC MOLDING MACHINE OPERATORS/TENDERS  
PRECISION TURNED PRODUCT MANUFACTURING  
SALES REPRESENTATIVES, WHOLESALE & MANUFACTURING  
STEEL PRODUCTION WORKERS  
TOOL AND DIE MAKER  
WAREHOUSE WORKER  
WELDERS & CUTTERS, SOLDERS AND BRAZIERS  
ALL OTHER ASSEMBLERS & FABRICATORS  
ALL OTHER METAL AND PLASTIC SETTERS



## **MECHANICAL REPAIR & PRECISION CRAFTS**

HEATING, A/C, REFRIGERATION MECHANICS  
 INDUSTRIAL MACHINERY MECHANICS  
 INDUSTRIAL MAINTENANCE  
 MACHINE SETTERS, SET-UP OPERATORS/TENDERS  
 MACHINE TOOL CUTTING & FORMING SETTERS/OPERATORS  
 MACHINERY MAINTENANCE  
 MAINTENANCE & REPAIR WORKERS, GENERAL  
 MAINTENANCE MECHANICS  
 NUMERICAL CONTROL MACHINE OPERATORS  
**CNC Programming, Set-up, Operations**  
 PIPE TRADES/PLUMBERS & FITTERS  
 VEHICLE & MOBILE EQUIPMENT MECHANICS  
 SHEET METAL WORKERS  
 METAL FABRICATORS  
 BOILER PRESSURE VESSEL INSPECTOR  
 ALL OTHER MECHANICS, INSTALLERS, REPAIRERS

## **BUSINESS, MANAGEMENT & FINANCE**

ACCOUNTANTS  
 ADMINISTRATIVE ASSISTANT  
 ADMINISTRATIVE SUPPORT, SUPERVISORS  
 AUDITORS  
 BUSINESS OPERATIONS SPECIALISTS  
 BOOKKEEPING, ACCOUNTING, AUDIT CLERKS  
 CLERICAL SUPERVISORS  
 COMPUTER SUPPORT SPECIALIST  
 FINANCIAL MANAGERS  
 FINANCIAL ADVISORS  
 GENERAL MANAGERS & TOP EXECUTIVES  
 GENERAL OFFICE CLERKS  
 LEGAL SECRETARY  
 OFFICE MANAGER  
 RECEPTIONIST & INFORMATION CLERKS  
 EXECUTIVE SECRETARIES  
 SECURITIES AND FINANCIAL SALES

## **BUILDING & CONSTRUCTION**

BRICKLAYERS  
 BUILDING TECHNOLOGY  
 CARPENTERS, ROOFERS & OTHER CONSTRUCTION TRADES  
 ELECTRICAL WORKERS  
 SURVEY TECHNICIAN  
 GLASS AND GLAZING INSTALLATION  
 HELPERS, CONSTRUCTION & TRADES  
 PLASTERERS & CEMENT MASONS  
 PAINTERS & PAPERHANGERS  
 IRONWORKERS  
 PLUMBERS AND PIPEFITTERS

## **EDUCATIONAL SERVICES**

EDUCATION ADMINISTRATORS  
 ELEMENTARY EDUCATION TEACHERS  
 SPECIAL EDUCATION TEACHERS  
 SECONDARY SCHOOL TEACHERS  
 POST SECONDARY SCHOOL TEACHERS  
 EDUCATIONAL, VOCATIONAL (**Career & Technical Education**), SCHOOL COUNSELOR

## **HEALTH SERVICES**

BIO-TECH CAREERS  
 CERTIFIED NURSING ASSISTANT  
 COMMUNITY SOCIAL SERVICES OCCUPATIONS  
 DENTAL ASSISTANTS  
 DENTAL HYGIENISTS  
 EMERGENCY MEDICAL TECHNICIANS  
 HEALTH ASSESSMENT & TREATMENT  
 HEALTH DIAGNOSING OCCUPATIONS  
 HEALTH INFORMATION MANAGEMENT  
 HEALTH PRACTITIONERS, TECHNICIANS, TECHNOLOGISTS  
 HEALTH SERVICE OCCUPATIONS  
 LASER AND ELECTRO OPTICS  
 LICENSED PRACTICAL NURSE  
 MEDICAL RECORDS & HEALTH INFO TECHNICIANS  
 MEDICAL SECRETARIES  
 MEDICAL & HEALTH SERVICE MANAGER  
 OCCUPATIONAL THERAPIST  
 PHARMACISTS & PHARMACY TECHNICIANS  
 PHLEBOTOMISTS  
 PHYSICAL & CORRECTIVE THERAPY ASSISTANTS  
 PHYSICAL THERAPISTS  
 PHYSICAL THERAPY AIDS  
 PHYSICIANS  
 RADIOLOGICAL TECHNICIANS  
 REGISTERED NURSES  
 RESIDENTIAL COUNSELORS  
 RESPIRATORY THERAPIST  
 SPEECH PATHOLOGIST/AUDIOLOGIST  
 SUBSTANCE ABUSE COUNSELING TREATMENT  
 SURGICAL TECHNOLOGIST  
 THERAPIST  
 ALL OTHER HEALTH PROFESSIONAL, PARAPROFESSIONALS

## **PERSONAL & COMMERCIAL SERVICES**

FOOD SERVICE & LODGING MANAGERS  
 SOCIAL RECREATIONAL WORKERS

## **LEGAL, SOCIAL & RECREATION SERVICES**

~~LIBRARIANS, ARCHIVISTS, CURATORS~~

PARALEGAL &amp; LEGAL ASSISTANTS

POLICE OCCUPATIONS

SOCIAL WORKERS

**PROTECTIVE SERVICES**

POLICE AND SHERIFF'S PATROL OFFICERS

~~FIRE FIGHTERS~~**MARKETING, SALES & PROMOTION**

MARKETING, ADVERTISING, PUBLIC RELATIONS MANAGER

MARKETING &amp; SALES SUPERVISORS

**TRANSPORTATION AND WAREHOUSING**

AUTOMOTIVE SERVICE TECHS &amp; MECHANICS

BUS &amp; TRUCK MECHANICS &amp; DIESEL ENGINE SPECIALISTS

TRUCK DRIVERS, HEAVY/INDUSTRIAL TRUCKS &amp; TRACTOR OPERATORS

OTHER LOGISTICS RELATED OCCUPATIONS

Western Indiana Workforce Investment Board has identified demand and growth occupations within the Western Indiana Labor Market Area. These occupations are the focus of the Board's efforts for training. While this list is not all inclusive of occupations that may be in demand it represents those occupations with the wages that will afford self-sufficiency and the potential to increase income over time. It is not intended to limit client choice and other occupations will be considered for training purposes as appropriate.



## **Jobs Program Activity February 2014 - April 2014**

### **WorkKeys**

#### **HomeCare Advantage – Vigo County**

##### **3 New Profiles**

Customer Service Rep – \$10.00 hr. – 5 new hires

Respiratory Therapist-\$15.00-6 new hires

Delivery Cleaning Tech-\$10.00-6 new hires

- **Total Project Cost - \$7,687.00**

#### **Plumbers & Fitters Local 157 – Vigo County**

##### **Assessments Only**

Apprentice Plumbers & Steamfitters –\$18.01- 40 new hires

- **Total Project Cost - \$4,320.00**

### **National Career Readiness Certificate**

#### **City of Clinton-Vermillion County**

Waste Water Operator –\$10.00- 3 new hires

General Laborer / Utility Operator - \$10.00 - 2 new hires

- **Total Project Cost - \$540.00**

#### **Ribbe Welding & Manufacturing, Inc.- Fountain County**

Welder –\$10.00- 6 new hires

Painter - \$10.00 - 2 new hires

General Labor-\$10.00 – 2 new hires

CNC Machinist - \$10.00 – 1 new hire

- **Total Project Cost - \$1,188.00**

## On the Job Training Contracts

### Fuson Automotive – Vigo County

- Controller
- Contract amount - \$7,692.80

### GE Aviation – Vigo County

- CNC Machinist/Fabricator Training
- Contract amount - \$5,592.00

### Bemis Company, Inc. – Vigo County

- Pre-Press Operator Training
- Contract amount - \$3,397.86

- Pre-Press Operator Training
- Contract amount - \$3,842.30

- Pre-Press Operator Training
- Contract amount - \$3,842.30

### The Systems House – Vigo County

- IT – Computer Repair Technician
- Contract Amount - \$3,200.00

### Spa Haute – Vigo County

- Medical Office Coordinator
- Contract Amount - \$3,600.00

### Clabber Girl – Vigo County

- Industrial Cleaner
- Contract Amount - \$2,400.00

### Ribbe Welding – Fountain County

- Welder – 3 WorkOne clients hired by Ribbe
- Contract Amount – 3 OJT's @ \$4,000 = \$12,000.00

## Chamber Events

- Clay
- Putnam
- Vermillion
- Parke
- Vigo

## Participated:

1. Rapid Response event – Novelis – 11 dislocated staff
2. Rapid Response event - CertainTeed – 25 dislocated staff
3. TAA (Trade Adjustment Act) Orientation Session – Multi Packaging Solutions
4. C2C Grant Plan Rollout Meetings
5. Proctored WorkKeys tests
6. BLN Advisory Meeting & Workshop
7. Provided WIN Overview Training for Vigo County and PVETI Counselors
8. [www.workonewest.com](http://www.workonewest.com) Website Administration – Added News Articles, Reports, Page Updates
9. Work Council Meetings
10. Attended Accelerate West Central Indiana Economic Development Association Meeting
11. Indiana Career Connect Training for JAG Instructors
12. Attended Auto Tech Meeting at Ivy Tech with Wabash Valley Automotive Group
13. Parke County Learning Center Meeting
14. Conexus Meeting
15. Terre Haute EDC Meeting
16. NEAT Newsletter Videos shot at Crown Equipment and IBEW Local 725
17. Employer WOTC Assistance
18. Met with Ascena in Greencastle to discuss WorkOne Business Service Programs and Service
19. Clay County Literacy Council Meetings
20. Vermillion County Workforce Development Committee Meeting
21. Provided Industry Speakers for JAG Classes at Terre Haute South and Sullivan High School
22. Attended National Association Workforce Board Conference
23. Parke County Chamber- Working to create C2C speaker group for 2014 – 2015 school year in Middle Schools
24. Published NEAT Newsletter
25. Attended Greencastle Ivy Tech Job Fair
26. Gartland Foundry Incumbent Worker WorkKeys Testing (47 workers completed process)



## U.S. Department of Labor

Employment and Training Administration  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210



February 26, 2014

TA-W-83,259  
USW  
Terre Haute, IN

Sandy Warner  
9402 Uptown Drive, Suite 600  
Indianapolis, IN 46256

Dear Sandy Warner:

The U.S. Department of Labor (Department) recently conducted an investigation in response to the petition for Trade Adjustment Assistance (TAA) that you filed on behalf of workers at the above referenced firm. Enclosed is a copy of a determination for **Certification of Eligibility to Apply for Worker Adjustment Assistance** under Section 223 of the Trade Act of 1974, as amended, which allows a worker to apply for benefits under the TAA Program. The Department posts electronic copies of determinations on the TAA Web site ([http://www.doleta.gov/tradeact/taa/taa\\_search\\_form.cfm](http://www.doleta.gov/tradeact/taa/taa_search_form.cfm)) under "Search by Petition Number."

TAA Program benefits are available through your state. Upon receipt of this certification determination, please visit your local American Job Center to apply for benefits and obtain information regarding the TAA program. Because there are deadlines associated with applying for individual-level benefits, you are encouraged to contact your American Job Center in person or via the Internet as soon as possible. To obtain contact information of the American Job Center nearest you, visit <http://servicelocator.org> or call the toll-free help line at 1-877-US2-JOBS.

If you have any questions regarding this letter, please call the Office of Trade Adjustment Assistance toll free at 888-365-6822. Information about the TAA program is available through the TAA Web site at [www.doleta.gov/tradeact](http://www.doleta.gov/tradeact).

Sincerely,

A handwritten signature in dark ink, reading "Norris Tyler III".

Norris Tyler III  
Director  
Office of Trade Adjustment Assistance

Attachment

# ATTENTION!

## Terre Haute Multi Packaging Solutions Employees Affected by the Announced Closure.



As one of the workers impacted by the recent closing of Multi Packaging Solutions, WorkOne Western Indiana is offering an important informational session to help you and your spouse learn more about all the services available to individuals who have been displaced by this closure.

The orientation sessions will give an overview of possible programs and services such as:

- Unemployment Insurance Benefit Program
- Job Search and placement assistance
- Professional interviewing and resume preparation workshops
- Information about education and training opportunities
- Financial planning and stress management workshops
- Labor Market Information
- Veterans programs and services

### ORIENTATION SESSIONS

**Friday, November 15, 2013**

**10:30 am – 12:00 pm**

**Ivy Tech Community College**

**Oakley Auditorium**

8000 South Education Drive, Terre Haute, IN 47802

**Friday, November 15, 2013**

**3:00 pm – 4:30 pm**

**Ivy Tech Community College**

**Oakley Auditorium**

8000 South Education Drive, Terre Haute, IN 47802

WorkOne Staff will be located at entrances to the college to assist with directions to the event.

If you have any further questions about any of the information listed above please contact **Mike Smith at 812-238-5616 ext. 4.**

*If you cannot attend please be sure to visit a WorkOne office to learn more about services available to you.*



WABASH VALLEY



PRESENTS

CO-SPONSORED BY

**WorkOne**  
 Western Indiana

 Wabash Valley  
**HR**  
 Association

The logo for Hamilton Center, Inc. features a stylized orange and yellow sun or flower-like graphic above the text "HAMILTON CENTER, INC." in a bold, sans-serif font. Below the text is the website address "www.hamiltoncenter.org".

The logo for Indiana State University features a blue square with a white stylized "S" and the text "Indiana State University" in a blue, sans-serif font.

# SILENT DISABILITIES\* IN YOUR WORKPLACE

\* such as arthritis, ADHD, autism, cancer, diabetes, hearing/sight impairment, fibromyalgia, high blood pressure, mental illness, substance addictions

**Jennifer Hutchens, PsyD, HSPP**
**Behavioral Health Professionals**
**Brenda Blake, LMHC, LCAC**
**Hamilton Center, Inc.**

 ++++++  
**Randall Stevens, MD**
**Union Hospital**

Our highly qualified and experienced presenters will provide valuable information and tips to help address the application of the Americans with Disabilities Act (ADA) to silent disabilities in the workplace identifying needs and providing accommodations to assist employees — many who have not self-identified — be successful in the workplace. Mental health, substance addictions and other silent disabilities will be addressed.

REGISTRATION  
AND  
CONTINENTAL  
BREAKFAST  
BEGINS AT  
8:00 AM

**May 20, 2014**
**8:30 — 11:30 AM**
**Heritage Ballroom, Tirey Hall**
**Indiana State University**
**200 N. 7th St. Terre Haute, IN**

SHRM CEUs  
WILL BE  
ISSUED

**MAY IS MENTAL  
HEALTH  
AWARENESS  
MONTH**

*There is no charge to attend; however, reservations are required and can be made online at: <http://www.indstate.edu/blumberg/events.htm>*

EXHIBITORS  
WILL BE ON  
HAND TO  
SHARE  
INFORMATION

Parking will be at your own expense in either downtown parking garage. ISU Lots 22 (8th St.) and D (9th St.) will be available for permit-free parking but space may be limited.

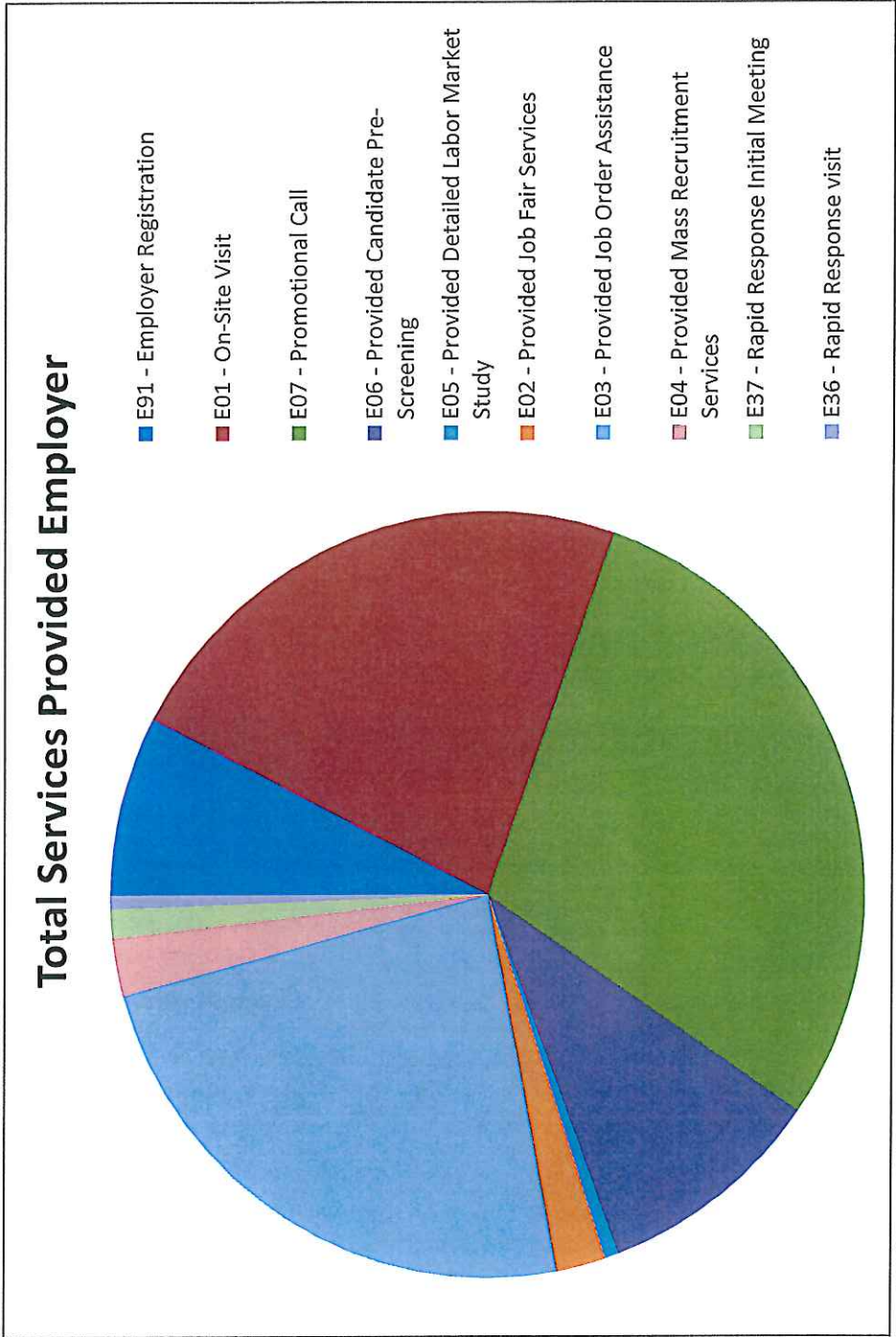
Program and materials made possible through a grant from



The BLN-WV is an educational organization. Members engage in networking discussions to increase their knowledge of community outreach, recruiting and interviewing, the accommodation process and barriers to employment. By participating in a business to business dialog, employers learn how to leverage their organizations for success. Being a part of the BLN sends a message to the community that your business is committed to including people with disabilities in the workforce. For more information on becoming a BLN-WV member, please contact our Business Leader Chairperson, Karen Rusk by e-mail at [hrklr@uhh.org](mailto:hrklr@uhh.org)



Service	Total Services
E91 - Employer Registration	25
E01 - On-Site Visit	75
E07 - Promotional Call	96
E06 - Provided Candidate Pre-Screening	32
E05 - Provided Detailed Labor Market Study	2
E02 - Provided Job Fair Services	7
E03 - Provided Job Order Assistance	78
E04 - Provided Mass Recruitment Services	8
E37 - Rapid Response Initial Meeting	4
E36 - Rapid Response visit	2
Total Rows: 12	604





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**WORKFORCE  
INVESTMENT BOARD**  
BUSINESS LED. QUALITY DRIVEN

The Western Indiana Workforce Investment Board Inc. is among the organizations heading up the effort.

updated: 4/30/2014 11:57:10 AM

## Initiative Targets Advanced Manufacturing Work Force

InsideIndianaBusiness.com Report

A public-private partnership designed to bring more advanced manufacturing jobs to the Wabash Valley has been launched. The Classroom to Careers Initiative involves employers, schools and training centers looking to "expand career pathways" for area students. The effort focuses on Clay, Parke, Putnam, Sullivan, Vermillion and Vigo counties.



[Continued Below...](#)

### Indiana Business News

[Thousands Expected For Lacrosse Tournament](#)

[Jasper Manufacturer Details Major Expansion](#)

[Initiative Targets Advanced Manufacturing Work Force](#)

[Plainfield to Host Baseball Tournament](#)

[\[VIDEO\] Rev Event to Combine New, Old](#)

[\[VIDEO\] Community, Walgreens Expanding Collaboration](#)

[Sonic Planning Dozens of Indy-Area Drive-Ins](#)

[NISource Profit Ticks Upward](#)

[hgregg Taps RadioShack Exec](#)

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IIB Partners

Tweets from a list by IIB

**WTHR.com** 5m  
 @WTHRcom

TRAFFIC ALERT: All lanes of I-69 SB at 82nd St. will be closed for three hours due to an overturned semi trailer.

[Expand](#)

**Abdul-Hakim Shabazz** 12m

@AttyAbdul

Ethics committee says no technical violation of rules by Turner but there needs to be more transparency in process.

Retweeted by  
IndyPolitics

[Expand](#)

**INDOT** 15m  
 TrafficWise  
@TrafficWise

COMPLETE I-69 MM 200.8 SB at 82nd St/ mile 201 All lanes closed 3 hours due to a crash

April 29, 2014

News Release

TERRE HAUTE, Ind. - An initiative to promote and increase the number of advanced technology jobs in Western Indiana is now underway through a partnership of area manufacturers, Area 30 Career Center, Twin Rivers CTE Area, Parke-Vermillion Education and Training Interlocal, Region 35 CTE District - Clay Community Schools and the Vigo County School Corporation, Ivy Tech Community College, and the Western Indiana Workforce Investment Board, Inc.

The Classroom to Careers Initiative (C2C) goals include:

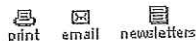
- The establishment of a regional talent pipeline
  - Development of a formal mechanism to increase industry-education partnerships in dealing with workforce skill gaps
  - Outreach efforts to build awareness and interest in advanced technology careers
- C2C is supported through an Indiana Education and Workforce and Innovation Network (EWIN) regional grant, and financial support from the Western Indiana Workforce Investment Board, Inc., with the effort focused in the Western Indiana counties of Clay, Parke, Putnam, Sullivan, Vermillion and Vigo.

The effort is to expand career pathways for the region's students, linking them to training for skills critically needed by area manufacturers. This collaboration should greatly assist the area's advanced manufacturers by providing them with an increased number of skilled workers; while at the same time, providing good paying jobs within the region for local graduates.

"Advanced manufacturing is a key driver of the economy of western Indiana. It is critical that we have the public - private partnerships in place now to effectively address the need for skilled production - primarily middle-skilled workers," said Steve Witt, President of the Terre Haute Economic Development Corporation. "Studies show that this need will continue into 2033, driven by both new job openings and projected retirements. C2C holds the strategies to move our region forward to effectively meet this challenge."

The outreach effort to increase awareness now includes an electronic newsletter, N.E.A.T., (New and Emerging Automation & Technology) which is aimed at students, educators, parents, and manufacturers, providing highlights of career opportunities in the region. (Link to the site <http://workonewest.com/>)

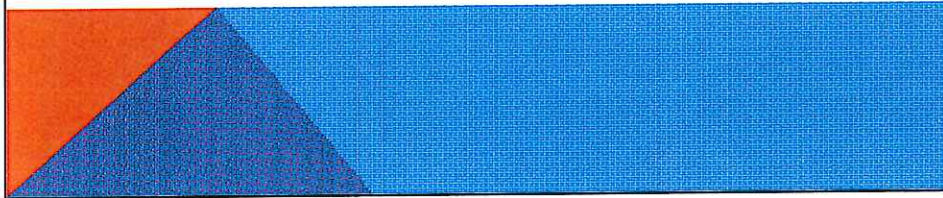
Source: The Western Indiana Workforce Investment Board Inc.



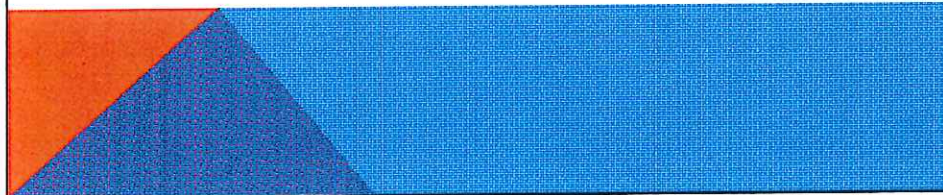
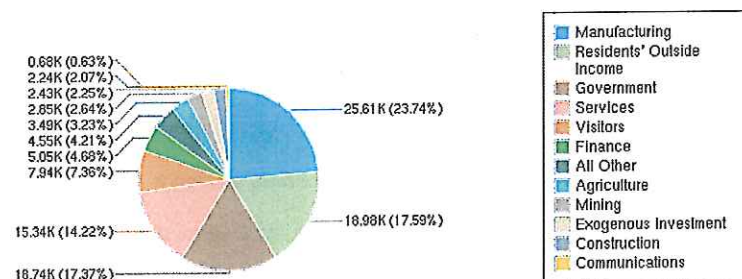


## 19 HIGH SCHOOLS

- 2 with more than 1,500 students
- 1 between 1,000-1,500 students
- 8 between 400-650 students
- 8 with less than 400 students
- 1 Career Center
- 4 different CTE Districts
- 10 School Corporations
- 6 Counties

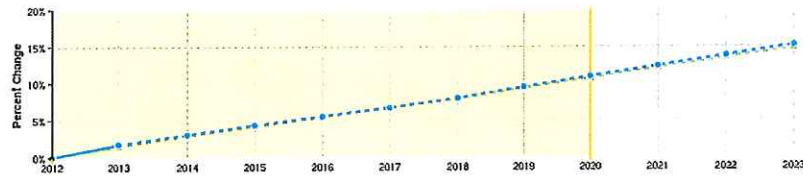


## REGION 7 BUSINESS SECTORS





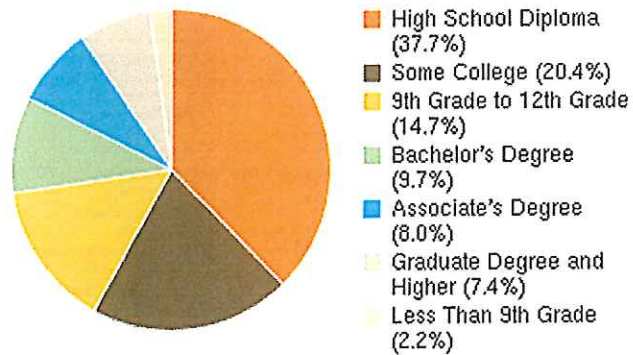
## REGIONAL JOB GROWTH

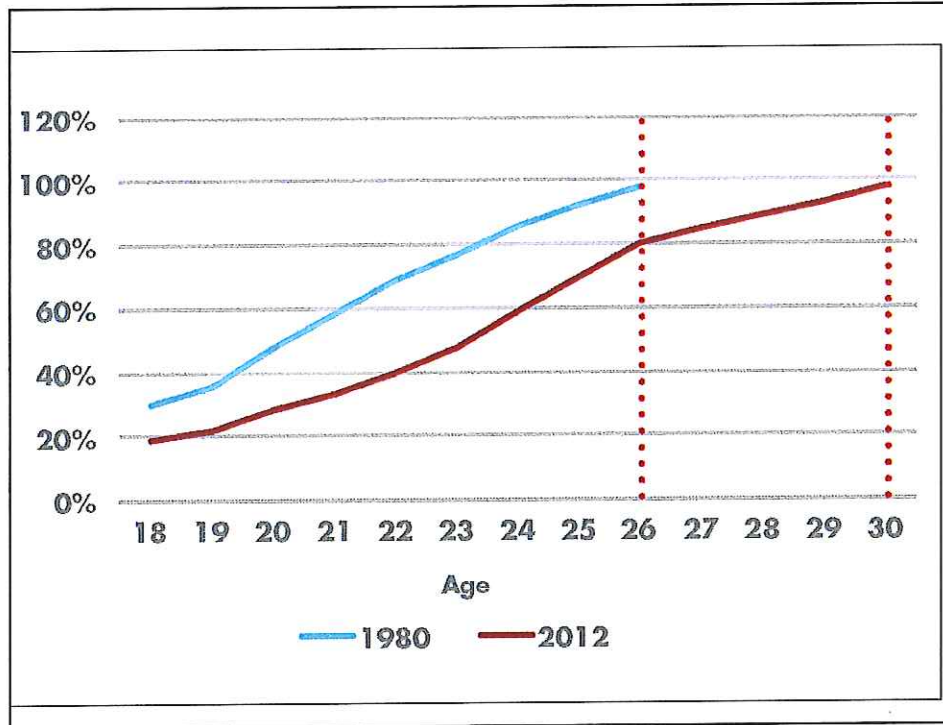


### Regional Trends

Region	2012 Jobs	2020 Jobs	% Change
• Region 7	82,739	91,751	10.9%
• Nation	131,684,186	145,768,027	10.7%

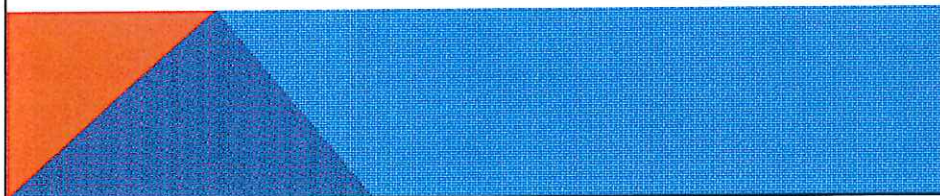
## 2013 REGIONAL EDUCATION ATTAINMENT RATE

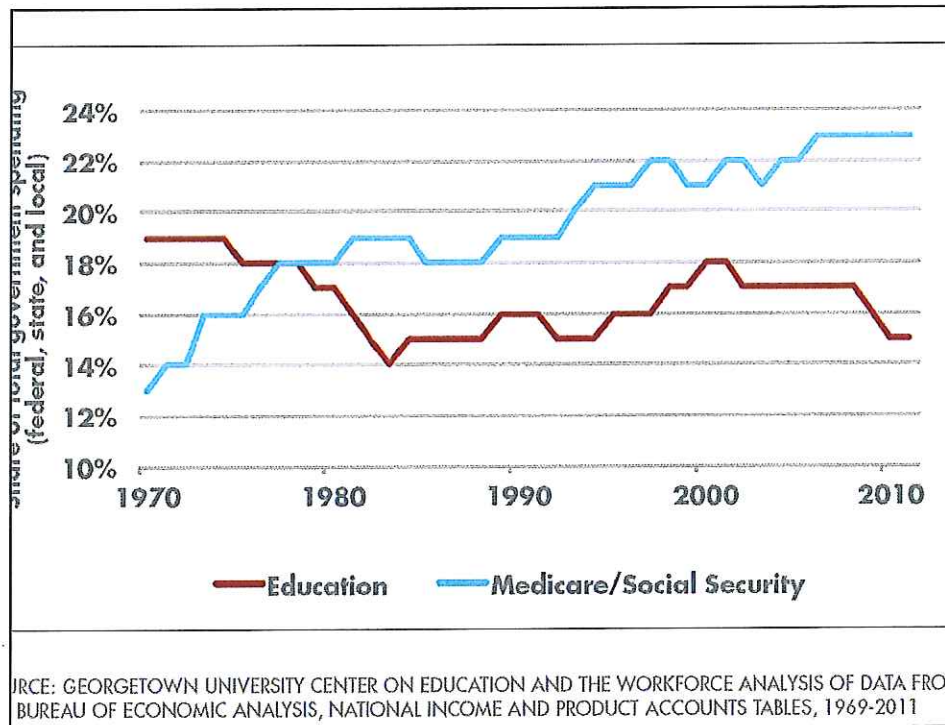




### 2012 WAGE RATES

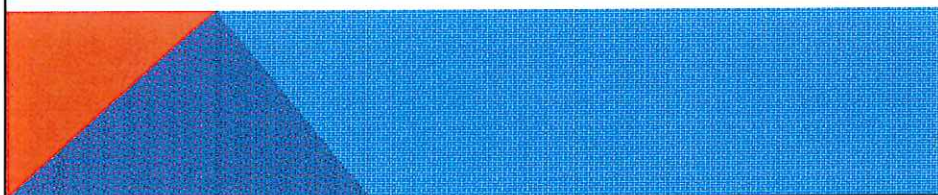
Region 7 Median Wage: Hourly \$14.11	Annual \$29,340.00
Indiana Median Wage: Hourly \$15.26	Annual \$31,740.00
National Median Wage: Hourly \$16.71	Annual \$34,750.00





## REGIONAL ASSESSMENT-STRENGTHS

- ✓ Strong Partnerships
- ✓ Robust CTE Programs
- ✓ Work-Based Learning
- ✓ Supportive Community
- ✓ Definition of "Manufacturing Ready Student"





## **“MANUFACTURING READY STUDENT”**

- |  |   |
|--|---|
| <input type="checkbox"/> Problem solver                  | <input type="checkbox"/> Detail oriented                            |
| <input type="checkbox"/> Hands-on / Kinesthetic learner  | <input type="checkbox"/> Visual learner                             |
| <input type="checkbox"/> Driven to advance               | <input type="checkbox"/> Previous exposure to manufacturing careers |
| <input type="checkbox"/> Team player                     | <input type="checkbox"/> Creative                                   |
| <input type="checkbox"/> Responsible                     | <input type="checkbox"/> STEM strong                                |
| <input type="checkbox"/> Mechanical thinker - Analytical | <input type="checkbox"/> Not afraid to make mistakes and take risks |
|  | <input type="checkbox"/> Learn from their mistakes                  |

## **REGIONAL ASSESSMENT – CHALLENGES**

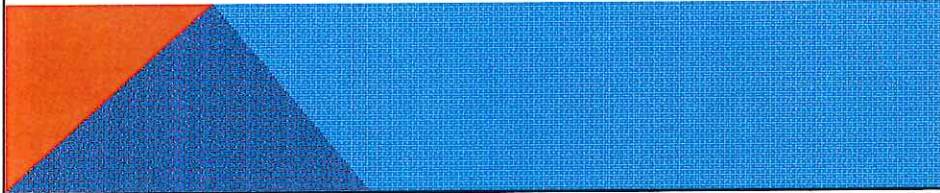
- ✓ Cost of new technology
- ✓ Student motivation vs shortage of workers
- ✓ Aging employee base
- ✓ Lack of awareness
- ✓ Stigma of manufacturing (lack of parental support)
- ✓ Finding and keeping CTE instructors
- ✓ Growing skills gap

## THE REGION 7 SHORTAGE

A 2013 study of 32 “mid-skill” occupations in Region 7 concluded that:

- ✓ Region 7 will see a net increase of 501 new jobs in these occupations over the next seven years.
- ✓ Region 7 will have approximately 2,875 additional job opening in these same occupations due to retirement by 2033.

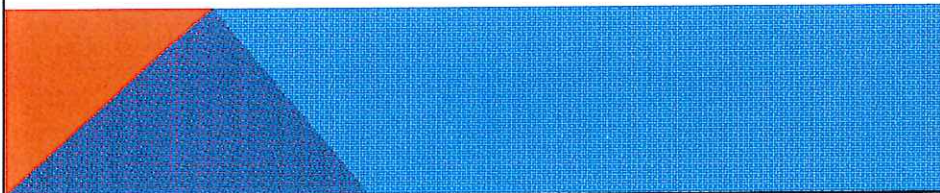
Source: Economic Modeling Specialist International (EMSI) October 28, 2013



## ADDITIONAL DATA

**78-100% of these jobs\* are held by males.**

\*One exception: 47% of electronic and electrical equipment assemblers are male.



**MINING INDUSTRY EXPECTED TO LOSE 53% OF  
SKILLED WORKERS BY 2029**



***"WE CAN RECRUIT ALL OF THE M.I.T.  
ENGINEERS WE NEED, BUT IF A  
COMMUNITY DOES NOT HAVE THE CRAFT  
PEOPLE WE NEED, IT'S A PLANT-BUSTER."***

WARREN HELM  
QUALITY DIRECTOR,  
COMPOSITE FABRICATION ASSEMBLY & INTEGRATION  
THE BOEING COMPANY  
MARCH 30, 2014





## Job Projection Report for the Region 7 Works Council

### Region 7 – Clay, Parke, Putnam, Sullivan, Vermillion, and Vigo Counties

Occupation	Jobs 2012	% Change in Jobs 2013 - 2020	% of Current Workers Who are Male	Median Wage per Hour	Percent of Current Workforce 45-64 Years Old	Current Number Employees Retiring 2013-2033
Industrial Production Managers 11-3051	181	+10%	91%	\$40.74	58%	105
Electrical Engineers 17-2071	58	-4.3%	98%	\$37.00	59%	32
Mechanical Engineers 17-2141	149	+7.5%	95%	\$33.77	46%	69
Electrical and Electronics Engineering Techs 17-3023	58	-5.1%	86%	\$30.04	58%	34
Industrial Engineering Technicians 17-3026	52	+4.1%	88%	\$19.91	58%	30
First-Line Supervisors of Mechanics, Installers and Repairers 49-1011	341	+9.8%	93%	\$29.09	57%	194
Repairers, Commercial and Industrial Equipment 49-2094	55	-4.9%	92%	\$23.50	56%	31
Automotive Body and Related Repairs 49-3021	79	+17.9%	100%	\$17.36	37%	29
Automotive Service Technicians and Mechanics 49-3023	346	+15.3%	98%	\$15.75	34%	118
Heating, Air Conditioning, and Refrigeration Mechanics and Installers 49-9021	147	+14.3%	98%	\$19.12	37%	54
Industrial Machinery Mechanic 49-9041	366	+14.2%	98%	\$22.31	54%	198
Maintenance Workers, Machinery 49-9043	72	+11.2%	100%	\$17.03	54%	39
Maintenance and Repair Workers, General 49-9071	871	+7.4%	88%	\$15.05	51%	446
Helpers – Installation, Maintenance, and Repair Workers 49-9098	38	+37.6%	93%	\$10.18	29%	11
Installation, Maintenance, and Repair Workers, all others 49-9099	54	+17.3%	95%	\$15.65	40%	22
First-line Supervisors of Production and Operating Workers 51-1011	589	+4.7%	84%	\$25.06	52%	306
Electronic and Electrical Equipment Assemblers 51-2022	43	+15.7%	47%	\$9.64	60%	26
Computer-Controlled Machine Tool Operators, Metal and Plastics	397	+9.3%	91%	\$13.52	38%	151

51-4011						
Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic 51-4021	321	-0.1%	91%	\$14.11	43%	138
Rolling Machine Setters, Operators, and Tenders, Metal and Plastic 51-4023	67	-3.9%	81%	\$14.72	56%	38
Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic 51-4031	409	-3.7%	78%	\$13.68	43%	176
Grinding, Lapping, Polishing, and Buffing, Machine Tool Setters, Operators, and Tenders Metal and Plastic 51-4033,	75	+2.6%	92%	\$16.78	46%	35
Machinist 51-4041	403	+13.8	95%	\$16.61	49%	197
Multiple Machine Tool Setters, Operators, and Tenders , Metal and Plastic 51-4081	94	-3.4%	78%	\$17.21	47%	44
Tool and Die Makers 51-4111	140	-3.7%	99%	\$22.15	61%	85
Welders, Cutters, Solders, and Blazers 51-4121	288	+25.7%	95%	\$14.58	35%	101
Welding, Soldering, and Blazing Machine Setters, Operators, and Tenders 51-4122	104	-1.2%	96%	\$16.65	34%	35
Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders 51-9041	74	+6.1%	88%	\$13.96	49%	36
Coating, Painting, and Spraying Machine Setters, Operators, and Tenders 51-9121	83	+10.5%	89%	\$14.89	40%	33
Painters, Transportation Equipment 51-9122	86	+10.4%	93%	\$19.42	30%	26
First-line Supervisors of Helpers, Laborers, and Material Movers Hand 53-1021	142	+15.3%	80%	\$17.73	47%	67
First-line Supervisors of Transportation and Material Moving Machine and Vehicle Operators 53-1031	152	+10.2%	83%	\$22.43	49%	74

Report Notes: 32 occupations listed.

2,875 job openings projected in these occupations due to retirement between 2013 through 2033.

Calculating the projected percent increases /decreases in these occupations, Region 7 will see a net increase of 501 jobs in these occupations between now and 2020. (Retirements are not calculated in these projections.)

Source: Economic Modeling Specialists International (EMSI) generated by WorkOne October 28, 2013



### The NCRC™ and Job Requirements

After two decades of collecting data generated by the WorkKeys system, we at ACT have built a rich data set about foundational job skill requirements across many industries. JobPro™, ACT's proprietary database of occupational information, represents a one-of-a-kind repository of data describing the tasks, skills, and skill requirements established by more than 18,000 job analysis studies. The common language of the WorkKeys system creates linkages between JobPro and abundant examinee data produced by administering more than 15 million WorkKeys assessments.

Linking these data sets creates a unique perspective on skill supply and demand forces within the workforce, one that is useful to individuals, employers, workforce and economic developers, and policy makers. ACT data also help individuals connect with jobs, enable employers to identify qualified applicants, facilitate standards for jobs and training programs, and serve as an indicator of career and work readiness.

The multi-level National Career Readiness Certificate (NCRC™) is based on the WorkKeys system and its linked data sets. This allows ACT to estimate the number of jobs – and percentage of profiled jobs – that certificate recipient is certain to be qualified to hold. A WorkKeys score indicates the ability to perform skills associated with a specific skill level and all of the levels that precede it; a Level 6 score on Reading for Information reports the ability to perform skills that are associated with Levels 6, as well as Levels 3-5.

A platinum-level NCRC requires minimum scores of 6 on three assessments, so the individual who earns this credential would meet the score requirements for any job requiring level scores of 6 or lower in Reading for Information, Applied Mathematics, and Locating Information. Similarly, the recipient of a Gold NCRC would qualify for all occupations requiring level scores of 5 or below in these three WorkKeys skill areas.

This approach yields the following breakdown by certificate level.

Information provided in the chart should be interpreted as “Individuals with a Silver NCRC have the essential foundational skills needed for 67 percent of jobs.”







Indeed, this information is helpful to economic developers and community leaders when discussing the aggregate skill level of individuals and communities. Broadly, certificate levels across a labor shed afford a view into how qualified the *entire workforce* is for a wide range of jobs.

But employers may wish to drill down to the individual score report to determine how qualified an *individual* is for a specific job.

ACT's JobPro data base also collects skill requirement information for thousands of individual job titles, and reports that information in the form of occupational profiles. An occupational profile (see chart below) lists a job title with the average skill level required in Applied Math, Reading for Information and Locating Information. Employers who do not conduct customized job profiles may rely on these occupational profiles for general guidance on the skill levels required -- and they may review and individual's WorkKeys score report to understand how a job seeker's skills align with the job itself.

**Table: Foundational skills required for top 20 employing manufacturing careers**

O*Net-Code	Occupation	Locating Information (Range 3-6)	Reading for Information (Range 3-7)	Applied Mathematics (Range 3-7)
53-7062.00	Laborers & Freight, Stock, & Material Movers	4	3	3
11-1021.00	General & Operations Managers	4	5	5
41-4012.00	Sales Representatives, Wholesale & Manufacturing	4	4	5
51-2092.00	Team Assemblers	4	3	3
43-5071.00	Shipping, Receiving, & Traffic Clerks	4	3	3
53-7064.00	Packers & Packagers, Hand	3	3	3
51-1011.00	First-Line Supervisors of Production & Operating Workers	4	4	4
53-7051.00	Industrial Truck & Tractor Operators	3	3	3
49-1011.00	First-Line Supervisors of Mechanics, Installers, & Repair	5	5	4
51-9061.00	Inspectors, Testers, Sorters, Samplers, & Weighers	4	4	3
41-4011.00	Sales Representatives, Technical & Scientific	4	4	4
51-9198.00	Helpers--Production Workers	4	3	3
51-4041.00	Machinists	4	4	4
11-2022.00	Sales Managers	5	5	4
51-4121.07	Solderers & Brazers	3	3	3
51-4121.06	Welders, Cutters, & Welder Fitters	4	3	3
51-4121.00	Welders, Cutters, Solderers, & Brazers	4	3	3
51-9111.00	Packaging & Filling Machine Operators & Tenders	4	3	3
49-9041.00	Industrial Machinery Mechanics	4	4	4
13-1023.00	Purchasing Agents, Except Wholesale, Retail, & Farm Products	4	4	3

For more information on the WorkKeys system, visit [www.act.org/workkeys/](http://www.act.org/workkeys/)

### **Grant Opportunities**

**Prisoner Re-entry Grant** - DOL grant/ Award up to 2 million dollars per awardee/ Must serve a total of 250 re-entry customers over the course of the two year grant. Grant application submitted by Region 11 – Evansville.

Partners include: Region 7, Indiana Department of Corrections and Community Corrections, and the DWD –HIRE Program.

If funded, Region 7 will be provided funds to 1) employ one Employment Specialist, 2) provide program customers with short-term training and supportive services and needed and available, and, 3) administrative dollars. Measures include; total number served, number of certifications earned, number employed, job retention.

**DEI Grant – Mini Grant** – Up to 15% of the DEI grant funds are available for flexible spending and mini-grant. The total available for the three year grant is \$358,269.00. For year two, the total amount available is \$238,846, with the deadline to submit request being September 30, 2014. For year three, the total amount available is \$119,423, for a grant period between October 1, 2014 and September 30, 2015.

Year two proposed grant request:

1. BLN-WV's co-sponsorship of the Wabash Valley Human Resource Association's annual conference on September 19, 2014; using grant funds to bring in a nationally known speaker on the topic of disability employment as the keynote speaker for the conference plus perhaps leading one of the breakout sessions. Cost: Approx. \$8,000.
2. Develop and implement a marketing campaign including radio/TV spots, newspaper and billboards designed to promote hiring persons with disabilities. This would be primarily staged during October which is Disability Awareness Month but would also be used less frequently for several months. Cost: Approx. \$20,000
3. Provide funds for two or three BLN-WV members to attend the annual BLN national conference in Orlando, Florida September 29-October 2. This conference is a tremendous source for ideas, making contacts and learning about disability employment and major corporation engagement in the effort. US Business Leadership Network's 17th Annual National Conference entitled, "A Sea of Opportunity: Disability Inclusion for Innovation & Growth" is in Orlando, Florida. The 2014 USBLN® Annual National Conference & Biz2Biz Expo is the preeminent national business to business event that focuses on disability inclusion in the workplace, supply chain and marketplace and brings corporate, government, disability-owned businesses and BLN affiliates together to create workplaces, marketplaces, and supply chains where people with disabilities are fully included as professionals, customers and entrepreneurs. Cost: Approx. \$2,000 each for a total of \$6,000.

Total grant request: \$34,000.00.



**Job-Driven (JD) National Emerging Grants (NEG)** - DOL Grant/ 150 million dollars available  
Eligible Applicants – States.

Through the JD NEG the Department of Labor will invest in workforce and industry partnerships that must include work-based skills training and other employment services, which may include intensive job coaching and other short-term, specialized services culminating in direct job placement; short-term training leading to employment; and accelerated skills training along career pathways that lead to an industry-recognized credential and employment. Funding will be made available to states to implement new or expanded local or regional job-driven partnerships that provide workers opportunities in the aforementioned activities.

**Eligible Participants:**

- Long-term unemployed jobseeker (unemployed for at least 27 weeks in aggregate since the recession of December 2007-June 2009)
- UI recipients that have been profiled as likely to exhaust their benefits.
- Foreign-trained immigrant workers, who qualify as dislocated workers, and have faced barriers to obtaining employment in their trained field or profession.

A key component of JD NEG will be work-based training models. Examples of work-based training models include:

- Creation or expansion of Registered Apprenticeship programs and pre-apprenticeship programs with a pipeline to Registered Apprenticeship
- Creation or expansion of on-the-job training (OJT) programs
- Creation or expansion of customized training programs in partnership with an employer or multiple employers from a similar industry sector (not incumbent worker training)
- Expansion of existing career pathway programs that align adult education, career and technical education, occupational skills training, soft skills, and supportive services
- Expansion of accelerated learning models, such as contextualized learning models that combine career content with basic skills development, leading to faster course completion and matriculation into employment and/or higher level training

Some ideas the state may consider:

- Study, then work to enhance the hiring and *retention* of truck drivers in Indiana.
- Develop and implement a “soft skills” program.
- Support/grow the MSSC Advanced Manufacturing Initiative which is currently being implemented in some regions.
- Duplicate an Employ Indy “try it before you drive it” program being developed, in which employers are incentivized to provide a paid work experience for 180 days, and if the employer then hires the person, they are reimbursed 50% of that persons wages.



Western Indiana Workforce Investment Board, Inc.  
Budget, Finance and Distribution Committee Minutes  
May 14, 2014 – WIB Office – 7:30 A.M.

Present: George Guinn, Rick Burger, Daryl Andrews, Fred Rubey, Lisa Lee, Tim Kelley, Mike Smith, Linda Morley, Rick Shagley-Attorney to the Board

Chairman George Guinn called the meeting to order.

Tim Kelley presented the budget and grant report. Expenditures through April 30, 2014 were provided and discussed. Based on spending projections for the remainder of the year, there may be a need to discuss with the DWD fiscal officer a request to carry over slightly more than the already approved 30% in adult funds. Dislocated worker funds are on target. Summer services, including camps, work experience, internships and incentives will consume a large percentage of the remaining youth and state JAG funds. If youth funds can be carried over past June 30, the summer youth programs could be extended into July 2014.

Lisa Lee talked about Senate Bill 330 that authorizes the State Workforce Investment Council to allocate a percentage of the WIA adult and dislocated worker funds for "performance based funding training." The SWIC will approve the provider with priority given to providers that assist with job placement activities after the training is completed. Few details are available regarding implementation and it is not known what percentage of adult and dislocated worker funding will be allocated, making projections regarding the impact of this law on the upcoming budget difficult at present.

A fully executed modification to the Disability Employment Initiative (DEI) grant has been received. This amendment increases the previously obligated funds by \$30,000.00. This brings the total obligation of this grant to \$216,062.00. This additional funding is for the first of two consumer asset development fairs required under the terms of this grant. The asset development fair will provide consumers, particularly those with disabilities, an opportunity to learn more about financial resources in their communities. Fred Rubey discussed the need to make the asset development fair more than vendors in order to reach the target population. Daryl Andrews moved to approve the grant report. Fred Rubey seconded and the motion was carried.

Tim Kelley presented the Program Year 2014 proposed WIWIB budget. This budget is based on the WIA funding allocations provided by the Department of Workforce Development. The proposed budget reflects direct WIWIB expenses and the expenses for the leases of the WorkOne offices including increased rent and communication costs. An additional \$4,000 has been included to cover costs that could be associated with leases at the WIWIB and Sullivan offices. The projected budget is \$871,085.00; a slight increase over the PY13 budget. Fred

Rubey moved to approve the proposed budget for program year 2014. Daryl Andrews seconded and the motion was carried.

Lisa Lee discussed the distribution of the PY 14 WIA funds. All of the youth allocation will be distributed on July 1, 2014. Only \$49,005 of the adult funding and \$88,829 of the dislocated worker funding will be distributed on July 1, with the balance being released in October 2014.

There being no additional business, the meeting was adjourned.

# **Region 7 / Western Indiana Workforce Investment Board** **Grant Breakdown and Current Standing of Remaining Funds** **through April 2014**

Program Year 2013										Benchmark % =	83%			
Funding	Grant Expiration Date	Current Period Actual	Year to date Actual	Total Approved Allocation	Total % used	Funds Remaining	WIB Approved PY 14 Carry-In	Available Funds Remaining						
WIA Adult PY 13	6/30/2015	\$ 115,991.20	\$ 300,605.63	\$ 832,632.00	36.10%	\$ 532,026.37	249,789.60	\$ 282,236.77						
WIA Adult PY 12 Carry-In	6/30/2014	-	452,358.00	452,358.00	100.00%	-								
WIA Dislocated Worker PY 13	6/30/2015	14,685.64	101,109.07	215,593.00	46.90%	114,483.93	64,677.90	49,806.03						
WIA Dislocated Worker PY 12 Carry-In	6/30/2014	-	227,512.00	227,512.00	100.00%	-								
WIA Youth PY 13	6/30/2015	57,786.07	189,090.32	613,583.00	30.82%	424,492.68	184,074.90	240,417.78						
WIA Youth PY 12 Carry-In	6/30/2014	-	269,588.00	269,588.00	100.00%	-								
WIA Admin. PY 13	6/30/2015	8,795.25	96,237.48	184,645.00	0.00%	184,645.00	55,393.50	129,251.50						
WIA Admin. PY 12 Carry-In	6/30/2014	15,393.32	71,726.52	130,522.00	73.73%	34,284.52								
BC 3-07	6/30/2014	15,393.32	71,726.52	120,000.00	59.77%	48,273.48								
DEIA-2-07	9/30/2013	-	447.04	32,239.04	1.39%	31,792.00								
DEI-2-07	9/30/2015	546.67	39,203.86	176,947.53	22.16%	137,743.67								
WIN 3-07	6/30/2014	1,404.11	86,220.97	89,051.00	96.82%	2,830.03								
JAGCD-2-07	6/30/2014	-	550.00	550.00	100.00%	-								
RR 3-07	6/30/2014	14,792.83	136,027.51	159,397.00	85.34%	23,369.49								
NEG 3-07	6/30/2015	484.68	27,606.50	102,398.00	26.96%	74,791.50								
JAG 3-07	6/30/2014	25,412.02	257,322.20	427,900.00	60.14%	170,577.80								
JAGCD 2A-07	12/31/2013	-	1,565.00	2,475.00	63.23%	910.00								
IS-2-07 Contract	9/30/2014	19,443.60	162,403.83	176,695.70	91.91%	14,291.87								
Duke Energy Grant	12/31/2013	-	12,376.00	33,917.00	36.49%	21,541.00								
EWIN/CELL	5/31/2015	399.00	19,713.72	32,500.00	60.66%	12,786.28								
Unrestricted	N/A	-	1,901.17											
<b>Total Funding</b>		<b>\$ 275,134.39</b>	<b>\$ 2,453,584.82</b>	<b>4,280,503.27</b>	<b>57.32%</b>	<b>1,828,839.62</b>								
Less: Carry Over to PY 14				(553,936.00)		(553,936.00)								
<b>Available Funding</b>				<b>\$ 3,726,567.27</b>	<b>65.84%</b>	<b>\$ 1,274,903.62</b>								
<b>Notes:</b>														
Total Budget includes DWD approved Carry-In of \$1,071,518 plus WIA funds under WIB 3-07 & WIB 3-07 Amendment #1 totaling \$1,846,453.														
Budget includes DWD approved transfer of 50% of PY 13 WIA DW funds to WIA Adult totaling \$269,491.														
Budget excludes \$553,936 of PY 13 WIA Allocation which has been set aside as planned carry-in for PY 14 (30% of current PY 13 WIA Budget).														
Budget includes Additional DW PY 12 Carry-In of \$8,462 added by DWD per WIB 2-07 amendment #2, February 2014.														
Budget includes Additional \$60,000 for Business Consultant Grant added by DWD per BC-3-07, amendment #1, February 2014														



**Western Indiana Workforce Investment Board, Inc.**  
**Grants Report**  
**May 2014**

DEI-2-07 Amendment 1

This amendment increases the previously obligated funds by \$30,000.00. This brings the total obligation of this grant to \$216,062.00. This additional funding is for the first of two consumer asset development fairs required under the terms of this grant. The asset development fair will provide consumers, particularly those with disabilities, an opportunity to learn more about financial resources in their communities.

FINAL 2014 Allocations per TEGL 18-13	Adult	Youth	DW	Total
<b>State Allotments</b>	<b>\$ 16,187,078</b>	<b>\$ 17,756,443</b>	<b>\$ 22,303,621</b>	<b>\$ 56,247,142</b>
>State Admin	\$ 809,353	\$ 887,822	\$ 1,115,181	\$ 2,812,356
>Governor's Discretionary	\$ 607,015	\$ 665,866	\$ 836,385	\$ 2,109,266
>Rapid Response	\$ -	\$ -	\$ 1,672,772	\$ 1,672,772
>Amount to be allocated to the workforce investment boards	<u>\$ 14,770,710</u>	<u>\$ 16,202,755</u>	<u>\$ 18,679,283</u>	<u>\$ 49,652,748</u>
Workforce Investment Boards				
Marion County	\$ 2,400,319	\$ 2,511,529	\$ 4,090,042	\$ 9,001,890
Region 01	\$ 2,180,353	\$ 2,254,804	\$ 2,335,597	\$ 6,770,754
Region 02	\$ 1,441,294	\$ 1,625,986	\$ 1,963,978	\$ 5,031,258
Region 03	\$ 1,622,391	\$ 1,781,132	\$ 2,140,281	\$ 5,543,804
Region 04	\$ 1,108,668	\$ 1,396,200	\$ 1,241,116	\$ 3,745,984
Region 05	\$ 1,579,981	\$ 1,627,375	\$ 2,114,337	\$ 5,321,693
Region 06	\$ 909,211	\$ 1,069,103	\$ 1,073,708	\$ 3,052,022
Region 07	\$ 692,270	\$ 756,649	\$ 626,607	\$ 2,075,526
Region 08	\$ 711,343	\$ 957,258	\$ 758,414	\$ 2,427,015
Region 09	\$ 669,334	\$ 692,116	\$ 768,397	\$ 2,129,847
Region 10	\$ 602,737	\$ 599,616	\$ 619,519	\$ 1,821,872
Region 11	\$ 852,809	\$ 930,987	\$ 947,287	\$ 2,731,083
Total	<u>\$ 14,770,710</u>	<u>\$ 16,202,755</u>	<u>\$ 18,679,283</u>	<u>\$ 49,652,748</u>

## July Allocation

July 2013 Final Allocation	Adult	Youth	DW	Total
<b>State Allotments</b>	<b>\$ 1,145,854</b>	<b>\$ 17,756,443</b>	<b>\$ 3,161,822</b>	<b>\$ 22,064,119</b>
>State Admin	\$ 57,292	\$ 887,822	\$ 158,091	\$ 1,103,205
>Governor's Discretionary	\$ 42,969	\$ 665,866	\$ 118,568	\$ 827,403
>Rapid Response	\$ -	\$ -	\$ 237,137	\$ 237,137
>Amount to be allocated to the workforce investment boards	<u>\$ 1,045,593</u>	<u>\$ 16,202,755</u>	<u>\$ 2,648,026</u>	<u>\$ 19,896,374</u>
Workforce Investment Boards				
Marion County	\$ 169,914	\$ 2,511,529	\$ 579,815	\$ 3,261,258
Region 01	\$ 154,343	\$ 2,254,804	\$ 331,101	\$ 2,740,248
Region 02	\$ 102,027	\$ 1,625,986	\$ 278,419	\$ 2,006,432
Region 03	\$ 114,846	\$ 1,781,132	\$ 303,412	\$ 2,199,390
Region 04	\$ 78,481	\$ 1,396,200	\$ 175,944	\$ 1,650,625
Region 05	\$ 111,844	\$ 1,627,375	\$ 299,734	\$ 2,038,953
Region 06	\$ 64,361	\$ 1,069,103	\$ 152,212	\$ 1,285,676
Region 07	\$ 49,005	\$ 756,649	\$ 88,829	\$ 894,483
Region 08	\$ 50,355	\$ 957,258	\$ 107,515	\$ 1,115,128
Region 09	\$ 47,381	\$ 692,116	\$ 108,930	\$ 848,427
Region 10	\$ 42,667	\$ 599,616	\$ 87,825	\$ 730,108
Region 11	\$ 60,369	\$ 930,987	\$ 134,290	\$ 1,125,646
Total	<u>\$ 1,045,593</u>	<u>\$ 16,202,755</u>	<u>\$ 2,648,026</u>	<u>\$ 19,896,374</u>

## October Allocation

Oct 2013 Final Allocation	Adult	Youth	DW	Total
<b>State Allotments</b>	<b>\$ 15,041,224</b>	<b>\$ -</b>	<b>\$ 19,141,799</b>	<b>\$ 34,183,023</b>
>State Admin	\$ 752,061	\$ -	\$ 957,090	\$ 1,709,151
>Governor's Discretionary	\$ 564,046	\$ -	\$ 717,817	\$ 1,281,863
>Rapid Response	\$ -	\$ -	\$ 1,435,635	\$ 1,435,635
>Amount to be allocated to the workforce investment boards	<u>\$ 13,725,117</u>	<u>\$ -</u>	<u>\$ 16,031,257</u>	<u>\$ 29,756,374</u>
Workforce Investment Boards				
Marion County	\$ 2,230,405	\$ -	\$ 3,510,227	\$ 5,740,632
Region 01	\$ 2,026,010	\$ -	\$ 2,004,496	\$ 4,030,506
Region 02	\$ 1,339,267	\$ -	\$ 1,685,559	\$ 3,024,826
Region 03	\$ 1,507,545	\$ -	\$ 1,836,869	\$ 3,344,414
Region 04	\$ 1,030,187	\$ -	\$ 1,065,172	\$ 2,095,359
Region 05	\$ 1,468,137	\$ -	\$ 1,814,603	\$ 3,282,740
Region 06	\$ 844,850	\$ -	\$ 921,496	\$ 1,766,346
Region 07	\$ 643,265	\$ -	\$ 537,778	\$ 1,181,043
Region 08	\$ 660,988	\$ -	\$ 650,899	\$ 1,311,887
Region 09	\$ 621,953	\$ -	\$ 659,467	\$ 1,281,420
Region 10	\$ 560,070	\$ -	\$ 531,694	\$ 1,091,764
Region 11	\$ 792,440	\$ -	\$ 812,997	\$ 1,605,437
Total	<u>\$ 13,725,117</u>	<u>\$ -</u>	<u>\$ 16,031,257</u>	<u>\$ 29,756,374</u>







Region 7 WIA PY 14 Allocations & Proposed PY 13 Carry-In / Compared with PY 13 WIA Allocations & PY 12 Carry-In				
	PY 13 & PY 12 Carry-In	PY 14 & Proposed PY 13 Carry-IN		
WIA Adult Carry-In	452,358.00	249,790.00		
WIA Adult	832,632.00	623,043.00		
WIA DW Carry-In	227,512.00	64,678.00		
WIA DW	215,593.00	563,946.00		
WIA Youth Carry-In	269,588.00	184,075.00		
WIA Youth	613,583.00	680,984.00		
WIA Admin. Carry-In	130,522.00	55,393.00		
WIA Admin	184,645.00	207,553.00		
	<b>2,926,433.00</b>	<b>2,629,462.00</b>		
30% CI for following Program Year	-553,936.00	-622,658.00		
<b>Total Available PY 13</b>	<b>2,372,497.00</b>	<b>2,006,804.00</b>		
<b>PY 13 WIA Adult &amp; DW adjusted to show transfer of 50% shift of DW to Adult</b>				

Western Indiana Workforce Investment Board, Inc.  
 Personnel Committee Meeting  
 May 16, 2014 – 2:00 PM - WIB Office

Present: Mary Ann Clark, George Nicholas, Majdi El-Alami, TomSzymanski, Larry Tempel, and Lisa Lee.

Chairperson Mary Ann Clark called the meeting to order.

The first item up for consideration by the committee was a 2% raise for all WIB employees, effective July 1, 2014. Lisa Lee informed members that the Budget and Finance Committee did approved this increase as part of next year's WIB operating budget – pending approval of by the Personnel Committee. After a brief discussion, Larry Tempel moved to approve a two percent pay increase for all WIB staff, effective July 1, 2014. George Nicholas seconded, and the motion passed unanimously.

The second item on the agenda was approval to raise the salary of the DEI Disability Resource Coordinator position from \$30,000.00 annually to \$35,000.00 annually, effective immediately. Lisa Lee noted that members of the WIB Executive Committee approved this action earlier, pending approval by the full board, due to the vacancy of the position and the need to attract and retain a qualified candidate. Ms. Lee noted that there is adequate funding in the DEI grant to support this increase. George Nicholas moved to approve this salary increase. Larry Tempel seconded the motion, and it passed unanimously.

The final agenda item was the annual Executive Director review. Ms. Lee offered the following new activities and recognition since last review:

- Recipient of the "2013 Citation Award" – Awarded annually by the Indiana Association of Career and Technology Education Administrators. The Citation Award recognizes a person in Indiana "For having contributed significantly to the growth and development of Career and Technical Education in Indiana."
- Member of the Conexus Indiana regional partnership group.
- As member of the Terre Haute Economic Development Corporation Executive Committee, was recently elected Secretary/Treasurer of the organization.
- Member of the Terre Haute Tomorrow Workforce Development Strategic Planning Committee.
- Member of the Terre Haute Tomorrow Economic Development Strategic Planning Committee.
- Member of the West Central Indiana Small Business Development Center Advisory Board.
- Member of the Wabash Valley Leadership Institute Advisory Board
- Serve in a leadership role in the development and implementation of the regional Classroom to Careers (C2C) initiative.

Tom Szymanski congratulated Ms. Lee on an outstanding job in fulfilling and going above and beyond the expectations of the position. He continued that the incredible accomplishments of the WIB in such trying times and meeting state requirements calls for a continuation of the position with an increase in compensation. He also noted the fine WIB audit results, the comparison of Region 7 data exceeding

that of other regions, and a compassion and dedication obvious to anyone who has seen the progress made within our region. Tom Szymanski then made a motion to continue the work of the Executive Director. The motion was seconded by Larry Tempel and passed unanimously.

Ms. Lee thanked the committee members for their support. She then noted that the outstanding results occurring throughout the region can be credited to the hard work and dedication of the people who make-up the WIB staff, WIA service provider staff, and local DWD staff – all working together every day as a team to ensure the success of our customers – both employers and job seekers.

There being no further business, the meeting was adjourned.



Western Indiana Workforce Investment Board, Inc.  
 Youth Council Meeting Minutes  
 April 29, 2014 – Corporate Square – 11:30 A.M.

Present: Ellen Reeves, Nancy Davisson, Michael Hagemeyer, Rene Hankins, Lora Bush, Jeff Clutter, Sheila Hess, Brent Woolwine, Lisa Lee, Linda Morley, Richard Shagley-Attorney

Council Chairperson Ellen Reeves called the meeting to order and introductions were made.

The Youth Report was presented by Linda Morley. She provided a brief definition of in-school and out-of-school youth. From July 1, 2013 through March 31, 2014 WorkOne staff have provided WIA youth services to 333 youth customers.

- 235 are in school youth
  - 73 have been enrolled since July 1
  - 22 have been exited since July 1
- 98 are out of school youth
  - 39 have been enrolled since July 1
  - 21 have been exited since July 1.
- Of the exits, 32 have been exited to employment at an average wage of \$8.80 per hour.

11 youth have participated in and completed WorkIndiana training programs.

JAG programs in all counties are preparing their seniors for graduation as they move into post-secondary training opportunities or begin their careers. At the same time, the JAG specialists are working with school counselors and administrators to identify students for next fall. The specialists will meet with these proposed students and their parents throughout the summer at the local WorkOne offices, by bringing the students and the parents/guardians into the local offices the entire family is introduced to the products and services available at WorkOne.

There are 295 students enrolled in JAG programs, of those 170 (58%) are state JAG participants. Many of the seniors will be enrolled WIA out-of-school youth upon graduation and continue to receive the full array of WorkOne services.

#### **Current JAG enrollments**

<b>School</b>	<b>Enrolled</b>	<b>Seniors</b>	<b>Graduates(anticipated)</b>
Northview	44	29	26
Sullivan	46	25	25
TH North	45	24	23
TH South	44	22	21

S Vermillion	27	18	18
S Putnam	27	6	6
Greencastle	27	12	12
Riverton Parke	27	6	6
Turkey Run	26	8	6

### State JAG Career Development Conference

Dominique Morefield from Terre Haute South High School and Zach Wagle from Northview High School were recognized at the 2014 Jobs for America's Graduates (JAG) Career Development Conference, the final state competition that challenges participants to demonstrate employability skills that took place on Friday, March 14, at Ivy Tech's main campus. Kateisha Benson from Sullivan High School also received an award for being an Outstanding Senior nominee.

Information regarding recent project of the Terre Haute North JAG Career Association to provide Easter Baskets to residents at the Council on Domestic Abuse was also presented. More detailed information is available at [www.workonewest.com](http://www.workonewest.com).

Statewide JAG performance measure information was presented. This information focuses on the students who graduated in May 2013. The goal for all JAG programs is to meet or exceed the JAG standards:

- Graduation rate -80%
- Job placement including military – 60%
- Positive outcome: job, military or postsecondary placement: 80%
- Total in full time placement: 60%
- Percent in jobs that are full time: 60%

The final measures for the 2013 graduates will be determined from the information collected during the May 2014 follow up.

Lisa Lee presented information on the Classroom to Career (C2C) plan. This plan was created with input from manufacturers and educators as a function of the Education and Workforce Innovation (EWIN) grant, the purpose being to promote and grow new and emerging technologies in the region and connect manufacturers, educators, students and parents to workforce opportunities

A Request for Proposals (RFP) for youth summer camp opportunities was issued by Vincennes University. Proposals were received from Vigo County School Corporation, Landsbaum Center for Health Education, Area 30 Career Center, International Brotherhood of Electrical Workers and Ivy Tech Community College. Youth Council members were provided summaries of all the responses. Lisa Lee noted that adequate funding was available for these summer activities. Following discussion, Michael Hagemeyer moved to accept all the proposals. Nancy Davisson seconded. The motion was carried. The following individuals abstained: Lora Bush, Jeff Clutter and Rene' Hankins.

Lisa Lee commented on upcoming youth work experience and internship opportunities to be offered throughout the summer months. Work experiences will provide youth the opportunity to learn skills required for certain positions and also the opportunity to practice and display the essential soft skills required in the workplace. Youth internships will be more career focused and may provide specific classroom training opportunities to ensure students have the appropriate skills needed for workplace success before being placed. Both work experiences and internships could lead to possible on the job training opportunities and full time placements.

Ellen Reeves called for a motion to approve the Youth Report. Nancy Davisson moved to approve the report. The motion was seconded by Michael Hagemeyer and carried.

There being no additional business, the meeting was adjourned.



## Youth Services Report

July 1, 2013 through March 31, 2014

WIA youth are considered one of the following:

- 1) In School Youth – those attending school and have not received a secondary diploma or its recognized equivalent, or those who are attending post-secondary school and are not basic skills deficient.
- 2) Out of School Youth – those who are a school dropout or those who have received a secondary school diploma or its equivalent but are basic skills deficient, unemployed or underemployed.

Through March 31, 2014 a total of 333 youth have received WIA services:

- 235 are in school youth
  - 73 have been enrolled since July 1
  - 22 have been exited since July 1
- 98 are out of school youth
  - 39 have been enrolled since July 1
  - 21 have been exited since July 1.
- Of the exits, 32 have been exited to employment at an average wage of \$8.80 per hour.
- 11 youth have participated in and completed WorkIndiana training programs.

### JAG Programs

JAG Specialists are preparing their Seniors for graduation and next steps. The Specialists and the Business Services Team members will be working closely with those Senior that are planning to begin their careers after graduation. They will be encouraging students to think about their goals, skills and career path. The students will be encouraged to participate in short term training opportunities that will lead them to a career.

The Specialists are also working with the school guidance offices to begin recruitment for the fall 2014 classes. They will meet with students and parents throughout the summer. Most of enrollments will be at the local WorkOne offices in order to promote WorkOne to family members and to help students make the transition to WorkOne after graduation.

295 students are enrolled and receiving JAG services, of those 170 (58%) are state JAG enrollees. Upon graduation the State JAG senior students will be urged to enroll as out of school youth in order to receive continuing services and supports.

### Current JAG enrollments

School	Enrolled	Seniors	Graduates(anticipated)
Northview	44	29	26
Sullivan	46	25	25
TH North	45	24	23
TH South	44	22	21
S Vermillion	27	18	18
S Putnam	27	6	6
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### State JAG Career Development Conference

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### Terre Haute North High School Service Project

This spring has been a busy time for our Terre Haute North JAG Students.

As the end of the school year rapidly approaches, it would be easy for students to focus on final exams and summer. But at Terre Haute North, the JAG Students took time to think about others during the Easter Holiday.

Previously, the Students had partnered with CODA to provide them with blankets to be given as gifts. For this Easter, the Students put together and donated nine full Easter Baskets to CODA.

"The mission of the Council on Domestic Abuse, Inc. is the elimination of domestic violence and sexual assault through societal change and the empowerment of abused individuals and their minor children".



### **Springhill Nursing Home**

JAG Student Brittney Maxwell previously worked at Springhill Nursing Home and knew that Easter can be a lonely time for the residents. So this spring, the JAG students created 100 Easter Pictures that Brittney delivered and brightened the day of the residents.

### **Team Building**

In addition to their community service projects, the Terre Haute North JAG students participated in team building exercises. The group had to work together to build a structure.





JAG Indiana 2012-2013 Multi-Year Graduates in Follow Up

Region	Number in Follow Up	Grads in Follow Up	Graduation Rate (goal 90%)	Job Placement including Military (60% goal)	Positive Outcome: Job, Military or Post-Secondary (80% goal)	Total in Full Time Placement (80% goal)	Total in Full Time Jobs (60% goal)	Number in Post Secondary	Further Education and a Job	Available/Unemployed	Unable to Contact (grads and non-grads)				
Region 1	163	131	80.37%	33	25.19%	99	75.57%	20	60.61%	16	48.48%	74	8	27	6.74%
Region 2	139	120	86.33%	67	55.83%	103	85.83%	63	94.03%	52	77.61%	55	19	11	10.07%
Region 3	207	181	87.86%	80	44.20%	131	72.38%	59	73.75%	36	45.00%	81	30	30	10.14%
Region 4	48	40	83.33%	17	42.50%	27	67.50%	17	100.00%	17	100.00%	18	8	4	12.50%
Region 5	88	78	88.64%	44	56.41%	57	73.08%	30	68.18%	21	47.73%	29	16	17	9.09%
Region 6	67	61	91.04%	26	42.62%	41	67.21%	20	76.92%	15	57.69%	23	8	17	7.46%
Region 7	64	59	92.19%	29	49.15%	46	77.97%	25	86.21%	21	72.41%	30	13	10	4.68%
Region 8	18	16	88.89%	10	62.50%	13	81.25%	7	70.00%	7	70.00%	5	2	2	5.55%
Region 9	39	38	97.44%	18	47.37%	22	57.89%	16	88.89%	8	44.44%	15	11	11	12.82%
Region 10	36	34	94.44%	26	76.47%	28	82.35%	21	80.77%	14	53.85%	4	13	4	8.33%
Region 11	244	201	83.06%	107	51.24%	151	75.12%	86	80.37%	61	57.01%	89	45	37	6.55%
Region 12	1113	959	86.16%	457	47.65%	718	74.87%	364	79.65%	268	58.64%	423	173	170	10.24%

\*To see how totals for Graduates in Follow Up are calculated, click on each total for formulas.

JAG Indiana 2012-2013 Non-Grads in Follow Up

Region	Non Grads in Follow Up	Non Grads Back in High School	Non Grads High School Equivalency	Non Grads Job Placement including Military	Non Grads Positive Outcome: Military or Post-Secondary	Non Grads Total in Full Time Placement	Non Grads Total in Full Time Jobs	Non Grads Available/Unemployed
Region 1	32	6	4	6	16	5	3	8
Region 2	19	1	0	6	7	6	5	3
Region 3	25	5	1	7	13	4	4	7
Region 4	8	0	2	0	2	0	0	2
Region 5	10	1	0	1	2	1	1	3
Region 6	6	1	2	0	3	0	0	1
Region 7	5	1	0	2	3	2	2	1
Region 8	2	0	0	0	0	0	0	2
Region 9	1	0	0	0	0	0	0	1
Region 10	2	0	0	0	0	0	0	1
Region 11	41	5	5	13	24	11	10	14
Total	151	20	14	35	70	29	25	43

JAG Indiana MY 2013-2014 In-School

Region	Number of Programs	Expected Enrollments	Current Enrollment	Average Per Site
Region 1	10	400	376	38
Region 2	12	480	407	34
Region 3	14	560	489	35
Region 4	6	240	217	36
Region 5	11	440	373	34
Region 6	7	280	223	32
Region 7	9	360	295	33
Region 8	3	120	115	38
Region 9	4	160	151	38
Region 10	2	80	75	38
Region 11	8	320	308	39
Region 12	13	520	439	34
Total	99	3960	3468	35

Target: 3960  
Current: 3468  
Deficit: 492

Indiana JAG National 5 of 5 Goals for In-School Multi-year

86%	90% Graduation Rate
48%	60% Job Placement including Military
75%	80% Positive Outcome: Job, Military or Post-Secondary
80%	80% Total in Full Time Placement
59%	60% of those in Jobs are full-time

## 2014 YOUTH SUMMER CAMPS

CAMP	LOCATION	DESCRIPTION	DATE /TIMES	Number of Attendees
Machining	Terre Haute NORTH Machining Lab	Students will be introduced to machining technology through hands-on activities that introduce and reinforce basic machining fundamentals. Students will work through a multi-process machining project to learn the following skills: industrial safety; machining math; print reading; basic manual mill and lathe operation; threading; engraving and assembly. Students will have a tangible product at the end of camp to take home. Students must wear closed-toe shoes and wear appropriate clothing for a manufacturing environment. Hair should be pulled back.	June 9 to June 12  8:30 am. To 3:30 p.m.	Minimum 5 Maximum 15
Welding	Terre Haute South CTE DEPT	Participants will learn about welding technology through hands-on projects. Students will be exposed to a variety of advanced manufacturing and welding equipment including CNC plasma cutters, Fanuc robotic welders, and MIG welding equipment. Students must wear closed-toe shoes and wear appropriate clothing for a manufacturing environment. Hair should be pulled back.	June 16 to June 19 8:30 a.m. to 3:30 p.m.	Minimum 5 Maximum 15
Healthcare	Landsbaum Center for Health Education- 1433 N. 6 ½ St., Terre Haute	Students discuss/ participate in CPR, RHIC Simulation Center hands-on learning, Union Hospital Tour, job shadowing inquiries, cadaver lab, Tai Chi, career profile, community engagement project, EMT/Paramedic demo, nursing skills, suturing skills, healthy cooking, culminating project, job interviewing and resume writing. Speakers provide information on careers in Social Work, Dietetics, Gerontology, Health Science, Physical Therapy, and Nursing.	June 16 to June 27, 2014 8:30 a.m. to 3:30 p.m.	15
Electronics	IVY Tech- Terre Haute	Students will build an app for Android and learn different programs including Paint Pot, Mole Mash, Presidents Quiz and xylophone. Student will have their own Android 10.1 inch tablet at the end of camp.	June 9 to June 13 9:00 a.m. to 3:00 p.m.	20
Electronics	IVY Tech- Rockville	Students will build an app for Android and learn different programs including Paint Pot, Mole Mash, Presidents Quiz and xylophone. Student will have their own Android 10.1 inch tablet at the end of camp.	June 16 to June 20 9:00 a.m. to 3:00 p.m.	20
Construction	Vigo County Building Trades Site (29 <sup>th</sup> and Farrington)	Students learn basic residential construction skills including: construction safety, framing, electrical, plumbing, roofing, and exterior/interior finishing. Students are provided safety glasses, a tape measure, mail/bag/belt and hammer that they kept at the conclusion of camp. Dinner will be provided each night of camp.	May 13, 15, 20, 22, 27, 29 4:30 to 7:30 pm	Minimum 5 Maximum 8



Auto Service	Terre Haute South Vigo High School CTE Dept.	Students will be introduced to the auto-service industry. Students will complete hands-on activities; safety when performing normal auto maintenance procedures; how to locate and maintain a vehicle's maintenance schedule; how to perform engine oil change and filter replacement; inspection of suspension and steering components; lubrication of steering components; checking and adjusting vehicle fluid levels; performing basic engine tune-up procedures;. Dinner will be provided each night of the camp.	May 13, 15, 20, 22, 27, 29 4:30 to 7:30 pm	Minimum 5 Maximum 15
IC3	Terre Haute South High School	Students will learn about the three components of the Internet and Computing Core Certification (IC3) and will be given the opportunity to take the certification at the end of the camp. The first component is Computing Fundamentals focuses on computer hardware and components and basic troubleshooting. The second, Key Applications, teaches students about the Microsoft Office applications including Word, PowerPoint, Excel and Access. The third component is Living Online goes over how the internet and computer networking works as well as how to navigate the internet and email. Students will have hands-on projects that reinforce the skills and knowledge needed to earn the industry recognized IC3 certification.	June 9 to June 26 Monday-Thursday 8:30 a.m. to 3:30 p.m.	Minimum 5 Maximum 20
Digital Photography	Terre Haute South High School	Students will be introduced to the field of digital photography as it applies to digital imaging and desktop publishing. Students will be provided with background information and hands-on activities through the following activities: Understanding basic photography; the electronic darkroom; photo shop basics; and publishing applications. Students will produce photographic examples of shutter and aperture, as well as a variety of publishing examples including, but not limited to CD covers, event posters, and flyers. Students will leave the camp with tangible items that they have created. Lunch will be provided.	June 23 to June 26 8:30 a.m. to 3:30 p.m.	Minimum 5 Maximum 15
Electrical Worker in Construction Industry	IBEW 950 Ohio St. Terre Haute	Electrical worker in the construction industry. Overview of career opportunities, employer expectations, employee responsibilities and duties; hands-on experience, classroom theory, algebra, math, safety training, and final project.	June 9 to June 20 9:00 a.m. to 3:30 pm	12
Robotics	Area 30	Students will be taught basic robotics concepts including: motion, structure, gear ratios, design, power, logic, and programming. Advanced manufacturing employers and training opportunities will be an integral part of the discussion. Robots will be built and competition will be held.	June 9 to June 13 9:00 to 3:00 pm	20



Western Indiana Workforce Investment Board, Inc.  
Executive Committee Meeting Minutes  
May 14, 2014 – WIB Office – 8:30 A.M.

Present: Rick Burger, Mary Ann Clark, Doug Dillion, Larry Tempel, Lisa Lee, Tim Kelley, Mike Smith, Linda Morley, Rick Shagley-Attorney to the Board

President Rick Burger called the meeting to order.

Doug Dillion presented the Planning Committee Report. The committee completed the annual review of the Region 7 Demand Occupation List. It was recommended that Firefighters, and Librarian- Curator -Archivist be removed from the list due to very limited regional openings in these two fields. CNC Programming, Set-up and Operations needs to be added and Educational, Vocational School Counselor be modified to read Educational, Career and Technical Educational School Counselor.

The region has an opportunity to partner with Region 11 in applying for a Prisoner Re-Entry Grant through the Department of Labor. This grant may be up to 2 million dollars per awardee. Awardees must serve a total of 250 re-entry customers over the course of the two year grant. Partners include: Region 7, Indiana Department of Corrections and Community Corrections, and the DWD-HIRE Program.

If funded, Region 7 will be provided funds to 1) employ one Employment Specialist, 2) provide program customers with short-term training and supportive services if needed and available, and 3) administrative dollars. Measures include: total number served, number of certifications earned, number employed and job retention.

Through the Disability Employment Initiative Grant (DEI) the region has the opportunity to apply for mini-grants in each of the next two years. The total available for this purpose is \$358,269.00. The state is making \$238,846 for the first grant period with a deadline of September 30, 2014. The second grant period will be from October 1, 2014 through September 30, 2015 with \$119,423.00 available.

Proposed grant request for the period ending September 30, 2014:

1. BLN Wabash Valley co-sponsorship of the Wabash Valley Human Resource Association's annual conference on September 19, 2014; using grant funds to bring in a nationally

known speaker on the topic on disability employment as the keynote speaker for the conference plus perhaps leading one of the breakout sessions.

Approximate Cost: \$8,000

2. Develop and implement a marketing campaign including radio/TV spots, newspapers and billboards designed to promote hiring persons with disabilities. This would primarily be staged during October which is Disability Awareness Month, but would also be used less frequently for several months.

Approximate Cost: \$20,000

3. Provide funds for two or three BLN-WV members to attend the national BLN conference in Orlando, Florida September 29 to October 2. This conference includes a national business to business event that focuses on disability inclusion in the workplace.

Approximate Cost: \$6,000

Total Grant Request: \$34,000.

Mary Ann Clark stated that the partnership with the local Human Resources Association is the right group to target. The goal of BLN is to promote the hiring of individuals with disabilities because they are the right fit for the job and it makes good economic sense to do so.

Business Service activities reviewed by the Planning Committee included:

Three new profiles have been completed for Home Care Advantage. Plumbers and Pipe Fitters Local 157 will be completing Work Keys assessments for 40 new apprentices. The City of Clinton and Ribbe Welding and Manufacturing, Inc. are both requesting that job applicants take the Works Keys National Career Readiness Certification as part of the application process. Information was provided on current on-the- job training contracts valued at \$45,567.26. Nearly fifty incumbent workers at Gartland Foundry have completed WorkKeys testing.

WorkOne has recently participated in two Rapid Response events; 11 staff from Novelis and 25 staff from CertainTeed. Workers dislocated by the closing of Multi Packaging Solutions (MPS) in December 2013 received Trade Adjustment Assistant certification. The MPS closing impacted approximately 115 individuals and over 90 attended the TAA orientation held at Ivy Tech Community College on March 14, 2014.

A Business Leadership Network (BLN) event focusing on Silent Disabilities in Your Workplace is scheduled for May 20, 2014 at 8:30 am at Indiana State University. This event is open to all businesses.



Committee members also reviewed the C2C (Classroom to Career) information presented to members of the original focus groups that participated in the planning of this initiative and additional community leaders. The plan identifies the characteristics of a manufacturing ready student. It was noted that these same characteristics would apply to any career. Doug Dillion stated that Vigo County Schools want to have employability skills classes based on the WIN software and an industry mentor program. The mentor program would match industry leaders with career pathway classes to reinforce the need for high level NCRC achievement.

As WorkOne is a partner in Project SEARCH. Mary Ann Clark provided an update regarding this program. She stated that, now in its fifth year, Project SEARCH is nearing completion of another successful program year. Project SEARCH participants are high school students and young adults with disabilities who spend approximately nine months from August through May working at three different job sites within Union Hospital. Union Hospital provides class room space, mentors who work with the participants on site and other supports. Hamilton Center Inc. is the sponsor of the program and funding is provided through Vocational Rehabilitation Services. All participants are enrolled in WorkOne who assists with providing supportive services and materials. Vigo County Schools and Covered Bridge Special Education District are also involved. Other funders for Project SEARCH include: The Mentor Network, Duke Energy Foundation, and the Wabash Valley Community Foundation. 12 students began the program. One student dropped out and one is now in adult services. Job search for Project SEARCH completers began May 1.

Larry Tempel moved to approve the Planning Committee Report. Mary Ann Clark seconded and the motion was carried.

Tim Kelley presented the Budget, Finance and Distribution Committee Report. Grant expenditures through April 30, 2014 were reviewed. Discussion on the potential for carry-in funds above the board approved 30% allowed by the Department of Labor followed. It was noted that TAA certification of the workers dislocated by the closing of Multi Packaging Solutions, while providing additional benefits and services to the workers, ends the region's ability to use WIA dollars for these individuals. Lisa Lee discussed Senate Bill 330 that will impact PY 14 local funding. This law allows the SWIC to use a portion of the WIA funding to approve providers and contract for performance based training. The full ramifications of this bill are still under discussion at the state level.

A proposed WIWIB budget for PY 14 (7/1/2014 to 6/30/2015) was presented. Increased costs for rent, utilities and communications have been factored in for a total of \$871,085.00. This includes WIWIB office, the leases, utilities and communications costs for all six WorkOne



offices. \$4,000.00 has been built in to cover anticipated lease changes at the Sullivan WorkOne and the WIWIB office.

Lisa Lee discussed the distribution of the PY 14 WIA funds. Total funding for Region 7 is \$2,075,526.00 distributed as follows:

Adult	\$692,270.00
Dislocated worker	\$626,607.00
Youth	\$756,649.00

All of the youth allocation will be distributed on July 1, 2014. \$49,005 of the adult funding and \$88,829 of the dislocated worker funding will be distributed on July 1, with the balance being released in October 2014.

Doug Dillion moved to approve the Budget Committee report. Larry Tempel seconded and the motion was carried.

Mary Ann Clark, Chairperson of the Personnel Committee reported that the Personnel Committee had not yet had an opportunity to meet. President Rick Burger requested that Mary Ann hold a meeting of her committee as soon as possible. Then, the Executive Director is to contact Executive Committee members with the results of this meeting for their review, possible modification and approval, prior to the upcoming full board meeting.

Lisa Lee presented the Youth Council Report. Youth services including the JAG programs were reviewed. From July 1, 2013 through March 31, 2014 WorkOne staff have provided WIA youth services to 333 youth customers.

- 235 are in school youth
  - 73 have been enrolled since July 1
  - 22 have been exited since July 1
- 98 are out of school youth
  - 39 have been enrolled since July 1
  - 21 have been exited since July 1.
- Of the exits, 32 have been exited to employment at an average wage of \$8.80 per hour.

A Request for Proposals (RFP) for youth summer camp opportunities was issued by Vincennes University. Proposals were received from Vigo County School Corporation, Landsbaum Center for Health Education, Area 30 Career Center, International Brotherhood of Electrical Workers and Ivy Tech Community College. A summary of the proposed camps was provided for review.

Mary Ann Clark moved to approve the Youth Council Report. Larry Tempel seconded and the motion was carried.

Lisa Lee commented on the WIA local plan revision which is due May 23. As soon as additional information on the impact of Senate Bill 330 is received, a copy of the plan will be sent to the Executive Committee for approval.

The Executive Committee nominated the following slate of officers for PY 14:

President	Rick Burger
Vice President	Larry Tempel
Secretary	Mary Ann Clark
Treasurer	George Guinn

President Rick Burger stated that board committee assignments will remain the same, unless otherwise requested by a member.

Mary Ann Clark moved to approve the nominations. Doug Dillion seconded and the motion was carried.

There being no additional business, the meeting was adjourned.





