

**VERMILION COUNTY WORKFORCE INVESTMENT BOARD
ACCOUNTABILITY COMMITTEE
MINUTES OF THE MEETING Of JANUARY 17, 2006 at the
IETC 407 N. Franklin St. Danville**

Present: Aletha Alexander Chuck Brooks Michael Dodge Brian Hensgen
Peggy Kunze Tom Szott

Absent: Christine Cornell Jeff Fauver Linda Federman Lisa Fudge
Dr. Alice Jacobs Jonathan Jett Dave Kietzmann

Guest/Staff: Lori Brewster

CALL TO ORDER – Committee Chair Chuck Brooks called the meeting to order at 11:35 A.M.

APPROVAL OF AGENDA – Motion to approve the agenda as presented was made by Tom Szott, seconded by Mike Dodge. Approved by a unanimous voice vote. Motion carried.

REVIEW OF MINUTES –Motion to approve the minutes was made by Aletha Alexander, seconded by Mike Dodge.

Tom Szott clarified that on page 3 “Szott stated that there was a possibility at DACC for those that could take the test”, Szott was referring to those students enrolled in the GED program at DACC could take the WorkKeys Test.

Szott questioned Brewster to clarify her comments on page 3 regarding “what to identify with Challenge C”. Brewster responded that when reviewing the challenge action plans she was unsure if there was anything to use the TAT grant dollars for or if WorkKeys could tie into Challenge C.

Brooks stated that the clarifications would be added to the minutes. There was no more discussion. Minutes were approved by a unanimous voice vote as corrected. Motion carried.

REVIEW JTP FINANCIAL REPORT– Chuck Brooks reviewed the November Expenditure Report and informed that the expenditure reports appeared in order except for one question under the WIB Costs \$18,206.40 questioning line item 3100 Clifton Gunderson of \$640.00, this is not an expense that the Board has incurred before and it has not been approved by Lori Brewster. Laura Ligler with DACC has been asked for clarification.

Hensgen stated that he had met with Brewster and the issue was brought up and there should be documentation put together by the end of this week.

REVIEW JTP FINANCIAL REPORT – Brooks reviewed the WIB Budget presented through mid December: first page showing WIB expenses, second page showing expenses used from the JTP Grant except for the \$640.00 Clifton and Gunderson, and the third page showing the expenses applied to the Staff Grant. Brooks informed that Brewster has been very careful as discussed at the beginning of the fiscal year by not using the temp person if

they were not needed to save on budget funds, Brewster has done that. The expenses for the temp position are less than budgeted. There were no questions.

MODIFICATION TO STAFF GRANT – Brooks reminded that the Staff Grant in the amount of \$50,000 runs through the end of February. The Goal is to spend every dime of the Staffing grant so that more funds can be given to JTP.

The Modification reflects Brewster's salary to the end of February with the unknown being the temp position hours or dollar amount. The modification is accurate regarding Brewster's salary; the modification is accurate regarding the temp position to date. Brooks is proposing shifting the facility cost from June 1, 2005 through the end of February from the JTP grant and the remaining amount to be used shift Brewster's travel expenses that have already been incurred, to ensure the \$50,000 Grant is spent. What ever costs there are for the temporary position from now to the end of February would come out of the JTP funds, which would be less than proposed originally in the budget. Brooks has concern regarding the facility costs, which Brewster has emailed IDES to follow up on.

Hensgen questioned when the temp staff would come back. Brooks responded probably the first of February, to make sure the Board does not get behind. Brewster clarified that temp has not been used because there were very few meetings scheduled in December, Brewster was off one week, and there has not been a large amount of meetings in January.

Hensgen questioned if the travel and facility costs were deducted from the JTP Grant. Brooks responded that once the State approves the modification, Ligler would be contacted to move the line items over; this is how it has been handled in the past.

Motion to approve the modification to the Staff Grant as presented was made by Hensgen, seconded by Mike Dodge, approved by a unanimous voice vote. Motion carried.

TAT GRANTS – Brooks informed that the Committee and the WIB had approved up to \$27,000 for the WorkKeys proposal and \$12,000 for the Career Lab proposal. Included in the meeting packet is the proposal for the WorkKeys Grant is for \$25, 248.00 and the Career Lab proposal Brewster is waiting on a figure and should be submitted to the State within the next two weeks which is for \$6,600. After meeting with Tracy Wahlfeldt-Vermilion Advantage, the dollar amount is less and would be used for the spring semester. This year's fall semester was carried over from the previous year's TAT grant.

Brooks asked that if there are any ideas for next years TAT Grant to have those ideas ahead of time and begin compiling them in the summer, so the Board is ready in the fall, whenever the TAT Grant is released.

GRANT WRITER – Brooks stated the Board has discussed becoming self sufficient with the funding and not relying on JTP as in the past. Brooks stated that he was hopeful the Board was close receiving the 501 c 3 status. What appears to be the final requested item from the IRS, has been received back from the State and will be submitted very soon to the IRS. Brooks requested that Brewster to compile a job description to assist with writing grants and assist with the office duties for the Board. Brewster using the office assistant and grant writing responsibilities has designed a job description, which is presented to the committee today.

Brewster informed that she had been in contact with the U of I Human and Community Development Department regarding an intern. Brewster reviewed the cost of an under grad and the cost of a grad student. At this time the Board cannot afford the cost of a grad student. Brewster is investigating avenues of putting this person on payroll since the Board does not have their 501 c 3 status.

An Action Item out of Challenge B is a full time grant writer. Brewster informed that she had spoken with Bill Boyer regarding using WIB funds for “seed money” for a grant writer position and hopefully as grants are received the position would be able to sustain itself, Boyer had supported the idea.

Brewster stated that an LWIA in Southern Illinois has used an intern for years to assist with their grant writing and assisting with the Staff to the Board; IWP shared an intern last year to assist with their RFP’s and various projects.

Szott questioned the hours per week the hours per week. Brewster responded that the intern out of Southern Illinois works 20 hours per week. Brewster is hoping for 20-24 hours; the current office assistant position is for 24 hours per week.

Brooks stated that the total cost has not been determined. The U of I has asked for a job description of the job duties of the intern. Brooks stated that if the committee approves the grant writer job description and the cost of the grant writer comes in to high, the Board would continue with the office assistance.

The Committee requested that a change be made to “Requirements” to read “Educational Requirement - 2 years of college completed”. Motion to approve the Grant Writer Job Description as amended was made by Peggy Kunze, seconded by Brian Hensgen. Approved by a unanimous voice vote. Motion carried.

COMMENTS - Brooks would try and have a preliminary draft of the WIB Budget to present at that time. Hensgen stated that March 9th is in conflict with the IWP meeting in March. The Committee penciled in March 14, 2006 as a possible meeting date, calendars would be checked.

Aletha Alexander presented DHS-Division of Rehabilitation Services annual report, which was done in a calendar form.

NEXT MEETING – Discussed earlier

ADJOURNMENT – Motion to adjourn was made by Tom Szott, seconded by Aletha Alexander. Approved by a unanimous voice vote. Motion carried.