

**VERMILION COUNTY WORKFORCE INVESTMENT BOARD
ACCOUNTABILITY COMMITTEE
MINUTES OF THE MEETING OF FEBRUARY 8, 2007 AT 11:00 AM
IETC 407 N. FRANKLIN ST. DANVILLE, IL**

Members Present: Chuck Brooks Michael Dodge Brian Hensgen
Tom Szott

Members Absent: Aletha Alexander Christine Cornell Linda Federman
Dr. Alice Jacobs Dave Kietzmann Peggy Kunze

Guest/ Staff/ Proxies: Lori Brewster

CALL TO ORDER – Chuck Brooks called the meeting to order at 11:05 A.M.

APPROVAL OF AGENDA – Motion to amend the agenda to include the JTP Action Item: Modification to WIA Grant was made by Tom Szott, seconded by Mike Dodge and approved by a unanimous voice vote. Motion carried.

APPROVAL OF MINUTES – Motion to approve the October 12, 2006 minutes as presented was made by Mike Dodge, seconded by Tom Szott and approved by a unanimous voice vote. Motion carried.

REVIEW OF WIB BUDGET YEAR END PROJECTIONS - REVIEW OF STAFF GRANT BUDGET / YEAR END PROJECTION AND MODIFICATION –

Brooks reported that included in meeting packet is the WIB Budget for bills submitted for payment as of 02-06-2007. The Board just received an invoice from the County for December '06 and January '07. The projections on the Staff to the Board grant shows that the WIB will be under budget. If that holds true through the end of the month, then rent and travel costs will be moved over to spend down the entire grant. There are some questions on the invoice that the County has sent us and the projected number may change some. The WIB expenses taken from the JTP Grant through December 31, 2006 balances with the numbers received from JTP.

Hensgen asked how the progress was coming with the Grant writer. Brooks responded that he was planning on covering that under the grant information.

Szott questioned if there was a permanent person replacing Laura's position. Hensgen responded that currently references are being checked and hopefully an offer will be on the table by tomorrow, was not sure of a start date yet and would need to work with the current employer.

REVIEW JTP FINANCIAL REPORT –

Brooks informed that on the JTP Financial Report included in the meeting packet on page 1 under Special Grants - WIB WorkKeys an expenditure of \$21, 230.09 should not be there, the WIB has not released the invoice yet, the Board is still waiting on one more school report from Sara, once the Board receives the report, Brewster will submit the invoice for payment. The balance remaining we were going to try and test a school that did not participate with this project, but cannot meet their

timeframe. Brooks also questioned under the obligated column WIB cost under Admin 1,832.04 or the WIB Staff support obligated amount of 5,859.40; Brooks was not for sure where those figures were coming from. Hensgen clarified that the 1,832.04 is rent to IDES. Brooks stated again until the WIB submits a bill, he would not think it would be obligated. Hensgen stated once the MOU is signed the rent is known for the entire year, and every month the \$1,832.04 is lessened by the amount being paid that month. The \$5,859.40 is for obligation to the County for salary. Brooks stated again that no bills have been submitted and should not be obligated. Hensgen stated that we know salary amount. Brooks stated that we do not know the salary. Hensgen would look into how the number was arrived at. Brooks reported that the WIB is balancing with JTP when bills are being submitted. The numbers from the County for December is different than what is being obligated. Brooks reported that Brewster, Hensgen and himself met to come up with a simplified version similar to what the WIB uses.

Action Item JTP Grant Modification - Hensgen reported out on the WIA grant modification, the transfer of \$39,200 from dislocated worker funds to an incumbent worker training program. JTP is looking at entering into a contract with local employer to train 100 current employees to upgrade their skills to a point the corporate office is wanting the productivity to be increased, which could increase jobs in the community by 200 jobs. The employer is looking at contributing over a \$149,000. According to the WIA can transfer up to 10% of original allocation, JTP is asking to transfer 7.7%. Brooks questioned if there is going to be a shortage on the dislocated workers funds. Hensgen reported that JTP is currently spending at 47.5%, so the program is under spent at the halfway through the year point. There is plenty of room to transfer funds, with current enrollee numbers and projections of expense to current case load, the transfer of funds should not be a problem. Brooks questioned would there be a problem if there was any plant closings in the future. Hensgen reported that this would not be a problem, there is always the option of 1S application and are in the process of writing in for a TAA grant. Hensgen stated the only time you get disqualified from 1S funds is when you transfer 1D funds to 1A funds. There was no further discussion. Motion to transfer \$39,200 of Dislocated Worker funds to Incumbent Workers grant was made by Tom Szott, seconded by Mike Dodge, approved by a unanimous voice vote. Motion carried. Brooks questioned that this needs to be on public display for the next 30 days. Hensgen stated that the public notice has been submitted to the C-N and Independent News and should go in beginning Sunday. Hensgen stated that he would also like it posted on the IETC website. Brooks stated that this needs to go through the Executive Committee, if for some reason this should be rejected this could always be pulled back, but Brooks did not want to delay the possible funding any longer.

GRANT INFORMATION –Brooks reported that the WorkKeys grant has been extended to the end of June 2007. DACC is behind on the Test Results, the WIB is still waiting on one more school reports. Once the report has been received the WIB will submit the invoice for payment. Brooks and Brewster are working on numbers now of the results preparing numbers to meet with the schools to go over results and a need to adjust curriculum based on the scores. A comparison of scores of the schools performance and comparison to County and State results as well as how scores compare to what local employers require that enter into the workforce. Brooks asked for figures the average number of students that go onto college. Szott stated that DACC has some figures and would send to Brewster.

Brooks reported that the Grant writer started the first of December, and is working real well. The TAT draft proposal is also completed. The grant writer has also identified some other resources and Brewster has been happy with the work he has been doing. Brewster reported that there has been

time spent with training as well, with the Workforce Investment Act, and the grant writer has spent time helping Brewster get caught up after going almost 4 months without any assistance in the WIB office. Brewster stated there has been trouble with the computer, which is now fixed, and now the printer is down. Hensgen questioned what project is the TAT grant for. Brewster clarified that the TAT grant is for \$50,000 and the Board approved a request for learning disability testing. A draft of a RFQ has also been put together for the Learning Disability.

Brooks reported that the staffing grant for 07-08 is waiting on signature at the State and is coming.

VOLUNTEER / CO-CHAIR FOR THE EVALUATION TEAM JTP FINANCIAL TEAM – Youth Council Program review is coming up the next couple months, Brooks stated that he will serve as Co-Chair and is requesting volunteers from this committee; the process usually takes 2 meetings. The Youth Council and JTP staff will also serve on the committee. On Feb 14th there will be a youth monitoring at 10:00 a.m. to monitor the current program at CCS. Brewster has a list of volunteers.

Hensgen reported out that the Bidders conference was Tuesday, February 6, 2007, there was only one provider that showed, CCS and no one set any private appointments.

Brewster reported that the 10th or 11th will probably be the dates for reviewing the RFP's because IWP is the 12th & 13th.

Hensgen reported on District 118 and 15 students that are still enrolled in the program. District 118 did not receive a contract this program year. These students will be rolled over into CCS program or into JTP Core Program.

COMMENTS – Brewster gave an update on IWP and that the State was looking for new ideas for the Governor's Conference.

NEXT MEETING –Thursday, March 8th, 2007

ADJOURNMENT – Motion to adjourn the meeting was made by Tom Szott, seconded by Mike Dodge and approved by a unanimous voice vote. Motion carried.