

**VERMILION COUNTY WORKFORCE INVESTMENT BOARD
ACCOUNTABILITY COMMITTEE
MINUTES OF THE MEETING OF MARCH 13, 2007 AT 11:00 AM
IETC 6 N. VERMILION ST. DANVILLE, IL**

Members Present: Chuck Brooks Michael Dodge Linda Federman
Dave Kietzmann Tom Szott

Members Absent: Aletha Alexander Dr. Alice Jacobs Peggy Kunze

Guest/ Staff/ Proxies: Cheryl Bradfield proxy Christine Cornell Lori Brewster
Jonathan Jett proxy for Brian Hensgen

CALL TO ORDER – Chuck Brooks called the meeting to order at 11:00 A.M.

APPROVAL OF AGENDA – Motion to amend the agenda as presented was made by Linda Federman, seconded by Mike Dodge and approved by a unanimous voice vote. Motion carried.

APPROVAL OF MINUTES – Motion to approve the February 9, 2007 minutes as presented was made by Mike Dodge, seconded by Linda Federman and approved by a unanimous voice vote. Motion carried.

REVIEW OF WIB BUDGET - Brooks reported that included in the meeting packet is a the WIB budget and the expenditures spent to date. The WIB Budget is in agreement with the JTP Expenditure reports. It is projected that the WIB should be in budget at the end of the year. In the next couple of months, the WIB should have projections for the end of the year.

REVIEW OF STAFF GRANT BUDGET / YEAR END PROJECTION –

As mentioned in the last meeting, a couple of line items were transferred over to spend the entire 06-07 Staffing Grant by the end of February. There was \$848.44 in Travel and \$2,442.72 for Facilities that were transferred over. The grant will be closed out by the end of March. The WIB Staff support grant will be fully spent.

REVIEW JTP FINANCIAL REPORT – Brooks stated that the entire WorkKeys grant will not be spent. Another school was approached about testing, but was unable to do testing within the allowed time frame.

Brooks reported that the financial report seems to be in order.

Brooks stated that a different format is hoped to be in place soon with a report for each grant on a separate sheet, similar to what the WIB uses so that it is known on each line item what is budgeted, what has been spent, etc.

Brooks informed that Anel Tessman was hired for the position replacing Laura Ligler.

GRANT INFORMATION –

WorkKeys - Brooks reported that the final reports for each school are almost complete with the results of the WorkKeys. Lori will be going to meet with each school and go over final reports. Brooks was hoping to get data information from Workkeys on where the freshman and sophomores should be testing at, but WorkKeys does not have this information. A comparison will be based upon other schools and where the juniors test at. A packet is being put together of what local industries are using Workkeys for and what Levels are required for new hires. Brooks is hoping to have a complete summary of the project in the next couple of months. Brewster was going to double check on the travel if it could be used for when she goes out to the schools. Brooks reported the grant was based upon the enrollment levels at the schools, but when the grant was received the enrollment levels were down.

07-08 Staffing Grant – Brooks reported that the grant still has not been signed by the State. The grant will be put together based on what last years grant was based on. The grant will be used towards staff salaries.

TA Grant - It was discussed earlier to put together a proposal for Learning Disabilities (LD), this grant should be sent out within the next week or week and a half.

Other Grants – A larger LD grant is being wrapped up and will go in the mail in the morning to request testing 100 individuals for a total request of \$138,075.46. Brooks thanked Brewster for all the time she put in on the grant over the weekend to be able to submit the proposal on time. Brewster gave an overview of the project and where the project derived at. Brewster reviewed the different testing and the amount of each test that was being requested. Brewster acknowledged the work that Jim Hurt had done on the grant as well. Hurt had pulled out the information from the minutes, notes and research off the internet and compiled into the grant.

Brewster mentioned a long term health grant that was being looked at that was due April 15, 2007.

REVIEW RFQ – Brooks reported that RFQ that was received for the LD grant was not going to be reviewed at this time. When receiving the responses to the RFQ, there was information received for testing that should be added, than what was in the RFQ. If funding is received a RFP will be issued so that everyone will be bidding on the same information. More than one provider may have to be contracted to carry out the services in a timely manner.

EVALUATION TEAM DATES – Brooks asked for volunteers to serve on the Evaluation Team, Tuesday, April 10, 2007 at 9:00 a.m. Brooks asked that those that are interested to contact Brewster. Bradfield volunteered.

COMMENTS – Jett gave an update on the WIA Youth Program Mid-Year review. Jett stated that 3 or 4 students were interviewed and all were very positive. CCS complained that more space was needed. A final report will be sent out this next week.

The D & O Insurance will be sent out for bid to approve at next months meeting.

NEXT MEETING – Brooks informed that a meeting notice would be sent out regarding the next meeting, there was a conflict with the IWP meeting in April.

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