

VERMILION COUNTY WORKFORCE INVESTMENT BOARD
ACCOUNTABILITY COMMITTEE
MINUTES OF THE MEETING OF MAY 11, 2006 AT 11:30 AM
IETC, 407 N. VERMILION ST., DANVILLE, IL

Members Present: Chuck Brooks Michael Dodge Brian Hensgen Jonathan Jett Tom Szott

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

Guest/ Staff/ Proxies: Lori Brewster

CALL TO ORDER – Chuck Brooks called the meeting to order at 11:30 A.M.

APPROVAL OF AGENDA – Motion to approve the agenda was made by Brian Hensgen, seconded by Tom Szott. Approved by a unanimous voice vote. Motion carried.

APPROVAL OF MINUTES – Motion to approve the minutes of the January 17, 2006 meeting as presented was made by Jonathan Jett, seconded by Mike Dodge. Approved by a unanimous voice vote. Motion carried.

REVIEW OF JTP FINANCIAL REPORT – Brooks stated that the WIB Report is in balance with DACC Report, and recognized Laura Ligler for the good job she is doing.

REVIEW WIB BUDGET – Brooks provided reports from the WIB Office showing expenses through April 28, 2006 and the projection for the next two months to year end. The WIB budget is projected to be \$2,500 under budget overall for the year. Brooks noted that the savings is due to Lori Brewster's discontinued use of Temporary Office Services and her work on the 501(c) 3 project, which eliminated the use of Legal Services. Brooks reviewed the Staff Grant expenditures. The savings on the staff grant were spent on facilities and travel costs. The projected staff expenditures for March, April, May and June will be reimbursed to JTP when the State approves the new Staff Grant. Hensgen reported he had received an approval letter for the \$50,000. Brooks stated that as of today due to the savings it is projected that, \$4,485.44 will be returned to JTP, unless there are other expenses that come up. Challenge D wants to mail out a large number of surveys and expects to use \$1,000 to cover the postage. The survey will be approved at the Executive meeting.

GRANT UPDATE –

TAT Grant - approved for \$6,000 from Vermilion Advantage for the Career Lab. The State has informed that this will probably be the last year for that money.

WorkKeys Grant – due to Brewster's contact and work with the State, the grant has been approved for \$25,000. Brewster informed that there will be a request for an extension.

Brooks encouraged the members to inform him of any initiatives for future TAT Grants. It is hoped that these items can be addressed within the next two months. The goal is to have proposals in hand and ready to go to the State when availability is announced this fall.

Staff Grant – begins March 1.

EVALUATION TEAM – The Evaluation Team has met several times. The final outcome is that the proposal went to the Youth Council and was approved for \$200,000 to serve 80 youth at the Center for Children’s Services.

Brooks invited Hensgen to inform the committee of other Youth funds. Hensgen stated that JTP is working with the State to become a pilot site for the E-Learning Initiative. The E-Learning Initiative is a diploma recovery program for youth that are within 5 credit hours of graduating. It’s an online program. Youth would come to our center and use the classroom and progress would be monitored by an instructor and awarded a diploma from their home school. Tom Szott inquired whether the schools have given approval. Hensgen explained that School District #118 has been informed and has expressed interest. The E-Learning Initiative would bring between \$100,000 - \$200,000 to Vermilion County to serve that population. Brewster suggested contacting Mike Metzen to get on the V.C. Superintendent’s meeting agenda

Brooks stated that he and Hensgen had met with School District #118 and Life Building Institute regarding the Youth proposals that were not funded. Hensgen mentioned that both meetings went well, that both School District #118 and Life Building Institute were very receptive to the ideas and it appeared that both institutes would apply next year.

Brooks commented that the Evaluation Team is considering splitting that money into a couple of areas and potentially having 2 RFPs. This will be presented to the Youth Council for approval.

ACTION ITEM 06-07 WIB BUDGET –

Audit Services (3100) – Brooks commented that this was the first year that Audit Services was listed as a WIB expense. Audit Services is listed this year at \$640.00. Audit Services is not in the budget for next year because an agreement with DACC is interpreted as DACC using funds to oversee and administer the grant with the County.

Legal Services (3500) - is reduced from \$1,000.00 to \$500.00 and will be used to fill out the non-profit forms that are required yearly by the State.

Travel-Out of State (5300) – is increased \$500.00

Staff Development (5800) – is decreased.

Temporary Office Services (3600) – is decreased due to a Grant Writer position that will begin July 1, 2006. Brewster informed that it is a temporary County position that will be posted, which means that anyone may apply. Brooks continued that instead of paying \$11.36 an hour for a temporary through OSI, which is \$14,177 a year, the Grant Writer position will be paid up to \$10.00 an hour, minus life insurance and health costs because it is a temporary position, IMRF and FICA will have to be paid.

Staff to the Board-Salary (3201) – includes the 3% County increase that comes in December. This amount also includes a potential 10% increase in health insurance, which may be too low. Brooks informed that Nancy Boose at the County Board office informed that the figure is not definite. Brooks added that the only other increase included in this cost is a 1% increase in the IMRF.

Overall, the budget would be a 3.37% increase. The funding would come from the Staff to the Board Grant, which runs from March 1, 2006 through February 28, 2007. If, at that point, the grant is not renewed or funding is not available, other options or lay offs will be considered. The balance, as in the past, would come from JTP. Hopefully, the new Grant Writer will generate new funds to help alleviate those costs.

Motion to approve the 06-07 WIB Budget as presented was made by Jonathan Jett, seconded by Mike Dodge. Approved by a unanimous voice vote. Motion carried.

ACTION ITEM DIRECTORS & OFFICERS LIABILITY INSURANCE –

The Executive Committee approved the Directors & Officers Liability Insurance. There was a slight increase over last year. Motion to approve the Directors & Officers Liability Insurance as presented was made by Brian Hensgen, seconded by Tom Szott. Approved by a unanimous voice vote. Motion carried.

ACTION ITEM LWIA-18 – 5 YEAR PLAN -

Brewster informed that it is actually in the role of the Workforce Development Committee and should not be an action item, but a discussion item. Hensgen referred to the WIA Program Funding sheet and stated that PY 2006 includes the allocations for the upcoming program year starting July 1, 2006. LWIA 18 received approximately a 22% cut in Adult funds and approximately a 23% cut in Youth funds. There is an increase of approximately 15% in Dislocated Worker Programs. Overall, there is a decrease of approximately \$40,000 from last year's programs. One major change is under the Total Allocations section, "Incumbent Worker (I.W.) Transfer"; \$31,878 has been set aside to deal with the new population that the State has approved as Incumbent Workers. Incumbent Workers are those in entry-level positions that need to upgrade their skills to: move up the ladder, have additional responsibilities and increase in pay. Entry-level positions would then be opened up, so that people in the core programs can move into that field. The industry chosen for initial focus is the Nursing Industry, because it's an easy transition from our CSSI program that is currently in place. Certified Nursing Assistants (CNA's) would be trained to become nurses, opening up the CNA portion. Our core program that had CNA's could then move candidates into those jobs. Brooks inquired whether this would be limited to the Nursing field initially. Hensgen informed that proposals (proposed industries and employers) are required to move outside the current CSSI program. CSSI already has employers and clients identified, which results in a smooth transition. CSSI offers a 100% match the first year and a 50% match the second year. The second year begins July 1, so this money can also be used to help support those current students we have in the nursing program. The law says that up to 10% can be transferred; LWIA 18 is only transferring 4.7% of the Adult funds and 3.8% of the Dislocated Worker funds. IF LWIA 18 sees a need, the grant can be modified or other industries and other employers can be identified. Hensgen concluded that the concern is having enough money to serve the core clients.

Reviewing the WIA Program Cumulative Registrants PY 2006, Hensgen informed that JTP is still planning on serving: 100 in the Adult Population, 120 Dislocated Workers and 90 Youth. Last year, the plan was for 100 Adults, 140 Dislocated Workers and 134 Youth. This year, the numbers are down due to the large reductions in funding. Registrants include people who are in the intensive program and go through the training, enroll in school. We still plan on offering all of the services that the Resource Room offers free of charge. The Dislocated Workers received a 28% increase. Hensgen referred to the WIA Program Funding PY 2005 and stated that the actual

number of registrants is 100 Adults, 120 Dislocated Workers and 165 Youth. The Youth is going to be cut quite a bit for PY 2006. Brooks stated that the youth should have been cut earlier and that JTP has done well to keep it where it is at.

Hensgen referred to the WIA Program Funding PY 2005 and stated that at the last WIB meeting it was approved to increase the Dislocated Worker program due to the re allocated funds. There was an increase of \$2,017 as of January. Now, the State has sent out a policy that will rescind what was given, plus another \$157. The State is also rescinding \$1,600 from the Adult population. This is a reduction of approximately \$1,900 in the PY 2005 grant. The grant had been modified in January and is now being modified again, to reflect these changes. Brooks inquired whether it needs to be approved this month at the WIB. Brewster responded yes. Jett questioned if it is correct that the PY 2006 Budget doesn't included 1S money. Hensgen confirmed that is correct. 1S is in addition. The budget is just core programs. 1S is approved for \$60,900 to last through the end of June. JTP is going to be applying for \$100,000 - \$200,000 for the next year to deal with the large closings that occur in the County. Brooks inquired whether what he read in the paper is correct, that the mine workers in Catlin are not being provided any services (as quoted by the IDES), and if it is correct, why? Hensgen stated that he could not speak for the IDES. Brooks asked shouldn't there be a rapid response. Hensgen informed that there certainly will be as far as DCEO is concerned. Kim Kuchenbrod is already aware of what is going on there. There are some issues with who's getting transferred to another mine, so it is unclear what the numbers are, but DCEO plans on serving those employees. Brooks asked is there a target date for that to shut down. Hensgen did not know.

501(c) 3 UPDATE – Brooks stated the Board did get approved as a 501(c) 3. The process and timeframe of application was reviewed.

COMMENTS – Brooks mentioned the Grant Writer position is going to be filled through the County Board.

Brewster announced that IWP is hosting the Continuents Improvement Conference. IWP tries to collect a basket from each area, to give out at the conference. If there's anyone who would like to donate to the basket, the conference is in June. Brewster informed that the YMCA has donated a water bottle. Brewster has added the new Danville Area Visiting Guide.

NEXT MEETING: - July 13, 2006 at 11:30 A.M.

ADJOURNMENT - A motion to adjourn was made by Brian Hensgen, seconded by Jonathan Jett. Approved by a unanimous voice vote. Motion carried.