

**VERMILION COUNTY WORKFORCE INVESTMENT BOARD  
ACCOUNTABILITY COMMITTEE  
MINUTES OF THE MEETING OF AUGUST 16, 2006 AT 11:00 AM  
ETC, 407 N. VERMILION ST., DANVILLE, IL**

**Members Present:** Chuck Brooks                      Brian Hensgen    Peggy Kunze

**Members Absent:** Aletha Alexander              Michael Dodge              Jeff Fauver              Linda Federman  
Lisa Fudge              Jonathan Jett              Dave Kietzmann              Tom Szott

**Guest/ Staff/ Proxies:** Cheryl Bradfield proxy Christine Cornell              Gail Morrison proxy Alice Jacobs  
Lori Brewster                      Leslie Diedrich

**CALL TO ORDER** – Chuck Brooks called the meeting to order at 11:05 A.M as an informational meeting a quorum was not present.

**JTP FINANCIAL REPORT** – Brooks informed that the Board had only received the preliminary report for June. There were 3 or 4 additional items to be added to the report; Brooks hopes to have a finalized report at the next meeting.

**REVIEW WIB BUDGET** –Brooks provided report through year end. This report has not been double checked with DACC’s report. The WIB is under budget for last year. Hensgen questioned if the \$2,261 was the amount under budget. Brooks stated that the Budget needs to be compared to DACC to check for accuracy. Unless there has been something missed, Brooks is projecting \$2,261 to be returned to VCJTP.

**JTP FINANCILA INFORMATION** – There was a meeting with the State at the end of July regarding the high rate of spending, which goes back to January. Hensgen emailed Brewster a handout yesterday that was sent to the State of the process JTP had put in place regarding concerns and corrective action items. Hensgen realized in January the high rate of spending and had requested in January additional 1S funds (\$50,000) and TAA funds (\$30,000) to try and help with the high rate. There was a high rate of spending in supportive services and things like that. The money requested was not enough to cover the expenditure. JTP cut staff travel and stopped enrolling new clients into training services to try and help with the rate of spending. Eventually the grant was still overspent. The meeting with the State was to discuss how to resolve the situation.

Gail Morrison with DACC was present to discuss on how DACC resolved the situation by waiving the tuition fees for JTP participants for the spring semester and some of the fall semester, so therefore the grant was not charged those cost and DACC was able to balance the spending. Hensgen and Ligler have discussed forecasting expenditures related to new and current participants, so that it will not happen again to this degree.

Brooks questioned if the high rate of spending has been an issue and for how long. Hensgen stated that there has been some over expenditures and it is allowable when you have incentive dollars to help cover the cost. In the last couple years the incentive dollars have been used to cover other expenditures. Brooks questioned Hensgen on the dollar amount if this was a result of when grant funds were sent back to the State, that should not have been sent back and \$30,000 of incentive dollars were used to cover those cost, that could have been spent out of grant money.

Hensgen informed that incentive dollars were utilized to cover those cost, so that incentive dollars were no longer available, so the answer to the question would be yes. Brooks thanked DACC for covering the high rate of spending and asked that Morrison express the Board's appreciation to Dr. Jacobs.

Brooks questioned Hensgen on enrolling a new student if there is any type of formula used to project out the cost depending on the career chosen. Hensgen reported that JTP staff including him will project out tuition and fees. For all supportive services, application will be filled out for the entire year. Each program specialist is responsible for monitoring their own case load on individual basis and the participants cost. The expenditures will be able to be reviewed on a daily and weekly basis and reviewed at staff meetings instead of waiting for the end of the month for Ligler's report.

Brooks questioned with the over expenditures that the DACC is making up, if there is the same number enrolled with possibly some leaving the program will JTP be accepting any new clients and if so how many. Hensgen informed that what is being put in place is research on other ways providing services i.e., Child Care Resource Service (CCRS). For those needing childcare JTP is requiring in normal process an application for CCRS to see if a subsidiary funds are available for child care assistance, this has not been required in the past. Pell Grants and additional 1S and TAA funds can be requested through out the year at any point as long as there is a need to serve the population. Hensgen had concerns on the adult population grant which is very low; cut to \$270,000, this area will be monitored very closely. The WIA allows transferring 1D to cover 1A cost, but once that is done then the LWIA would be ineligible for any 1S grants.

Brooks asked that VCJTP/DACC put together a report for the WIB of projecting out the JTP expenditures, Brooks would be happy to work with Ligler as reports are developed. Hensgen is preparing for the Board one page snapshot of all the grants and all the obligations, rent and salaries will be projected out.

Brooks questioned how many staff JTP has. Hensgen informed that 5 full time staff, 6 with Laura Ligler who is technically classified as a DACC Business Office and 1 temporary worker, Chuck Jones. Brooks questioned why Chuck Jones was still temporary and remembered someone telling the Board that Jones would be full time at the new fiscal year. Hensgen informed that on the DACC Board agenda for Tuesday is to approve a new hire for JTP. Brooks questioned how that will affect the JTP budget. Hensgen informed there is no plans to lay anyone off. Brooks expressed concerns on the temporary worker the amount of money used to pay the temp position. Hensgen hoped to evaluate job description once the new hire was in place. Hensgen monitors the Staff on projects completed and projects coming up.

Brooks asked that JTP Financial Information be on the agenda for the next couple of meetings.

Brooks questioned Hensgen of if there has been any discussion on the number of students enrolled in DACC's program about getting a group tuition rate. Morrison informed that no one gets a group discount and would not suggest requesting at this point and time.

Brooks informed that DACC has a new computer system for the finances. Ligler had sent Brooks a sample report.

**GRANT INFORMATION** – The Executive Committee with WIB approval had submitted to the State a request to become grant administrator for the CSSI funds, which the State denied. Hensgen informed at the meeting with the State, the State wanted to give Champaign an opportunity for corrective actions and a chance to open the lines of communication.

Brooks informed that Brewster and he had met with the County school administrators and Sara Longfellow with DACC regarding the WorkKeys Assessment Tests and what the schools will have to perform during the testing along with DACC/Longfellow's role. The timeframe is that Longfellow will provide workshops for each school in the month of September, all testing will be completed by the end of October, test will be scored and back to the school within ten days of the testing by November. The instructors will then modify their curriculum and that will be reported back to the WIB by December. The Boards final report is due to the State by the end of January. All schools will be tested except for Bismarck and possibly Jamaica. Jamaica gave a letter of support, but at the time of the letter of support was not committed to doing the testing. The State is only supporting this initiative for 1 year, so the WIB will need to look for future grant dollars.

Leslie Diedrich reported that she was guided to look through the challenges and action plans and identify grants that would fulfill those priorities. Diedrich reviewed the grants that she had identified and for which challenges.

Brooks informed that there are materials and tools that Sara Longfellow brought up that can be used to assist students to raise their score on the ACT. Brooks suggested to Diedrich on doing more research on a grant for those materials.

Brooks stated that the WIB's grant writer main goal is to look for grants to sustain the WIB and address the Challenges that the Board has put a lot of time on.

Brooks asked if the committee had any ideas for the TAT Grant. The State released the grant at the beginning of August and will be awarded on those first received until the money runs out. The State identified to the WIB last year that the WorkKeys was a one year grant and it would be the last year the State would fund the Career Lab, which has been funded for 3 years.

Kunze questioned on if the materials and tools for the WorkKeys grant could be applied for through the TAT Grant.

Brooks was going to follow up with John Alexander who raised a question at the WIB when approving the Budget.

Hensgen requested a copy of the TAT Grant from Brewster.

**COMMENTS** – Brooks informed that it is important to have a quorum at the meeting. Brooks will be contacting a couple of people who are members but have not attended for quite some time to inquire about their commitment to the Committee.

**NEXT MEETING:** - A message will be sent out regarding the next meeting date.

**ADJOURNMENT** – Brooks thanked everyone for coming.