

**VERMILION COUNTY WORKFORCE INVESTMENT BOARD  
ACCOUNTABILITY COMMITTEE  
MINUTES OF THE THURSDAY NOVEMBER 10, 2005 AT 11:30 AM  
IETC, 407 N. VERMILION ST., DANVILLE, IL**

**Members Present:** Chuck Brooks            Michael Dodge            Jonathon Jett            Peggy Kunze  
Renee' Poke            Tom Szott

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

**Guest/ Staff/ Proxies:** Lori Brewster

**CALL TO ORDER** – Chuck Brooks called the meeting to order at 11:35 AM.

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

**APPROVAL OF MINUTES** – Motion to approve the minutes of the July 14, 2005 meeting as presented was made by Peggy Kunze, seconded by Tom Szott. Approved by a unanimous voice vote. Motion carried.

**REVIEW JTP FINANCIAL REPORT** – Chuck Brooks informed that the first 4 pages included in the meeting packet is the JTP Financial Report and that everything was in order. Brooks stated that he appreciated the work Laura is doing.

**REVIEW WIB PROJECTED EXPENSES/BUDGET** – Brooks informed that the last 3 pages included in the meeting are the projections on the WIB's Staffing Grant, funds from JTP Grant and the WIB Budget through October 31, 2005. Brooks reviewed the last 3 pages with committee. There were no questions or discussion.

**DISCUSS TAT GRANT IDEAS AND TIMELINE** – Brooks informed that Brewster had sent out an email requesting ideas and did not receive much response. Brooks had asked Brewster to review the challenges that could be addressed through the TAT Grants; when the challenges first started the concern was the WIB finding funds to address the action plans. Brooks informed that Brewster and himself had attended a meeting that Sara Longfellow with DACC gave a presentation on the WorkKeys Assessment to the Challenge B Committee. Brooks distributed a flyer on WorkKeys Assessment and informed that the Board could partner with DACC to provide the testing. The freshman and sophomores in Vermilion County would be tested. There would be three separate tests: Math, Reading and Locating Information (locating information on spreadsheets). Tests could be purchased individually for \$4.00 or you could purchase the tests in a group of 3 for \$10.50. The teachers cost would be in kind, DACC would charge \$1.50 per test, which would include Longfellow meeting with the educators, informing of the testing process and process results. There are approximately 1,200 freshman and 1,000 sophomores in the County. Brooks informed of several industries already using WorkKeys for the Workforce: Alcoa, Automation International, Fiberteq, Quaker Oats, and the 3 Krupp Gerlachs. This also fell in line with the Building Trades, students are applying for apprenticeship programs that cannot pass the basic math and reading test to get into the programs. By receiving quick test results, this would also help the educators get a baseline on

where the student levels are and adjust the curriculum based on the needs of the students. It would take 10 days to get the test results back from DACC. The timeline for testing would be January or February.

Brewster informed that the students have to have improved their skills before retaking the test their sophomore or junior year.

Brooks informed of information he picked up at the Workforce Development Conference that WorkKeys has a chart, which shows where you need to score in order to do certain job positions, which ties into the information received at the last WIB meeting from Vermilion Advantage for the possible job openings.

Brooks informed that the approximate cost would be \$26,000 with the unknown if Schlarman wants to participate, the total number students at Schlarman and finalizing with Sara any additional cost.

Brewster informed for those not familiar with the Challenges that the Challenge B's role is to: *Reduce the Drop Out Rate and Increase the Education Rate K-12*. One of the goals of Challenge B is to: *Improve Workforce Readiness Skills*, with the Action Plan to: *Provide WorkKeys Assessment Testing for Freshman and Sophomores in Vermilion County*.

Brewster explained the process at IL DCEO to get an approval on the TAT Grant. Each area is awarded \$50,000, which is competitively bid. IWP has expressed to DCEO that the process needs to speed up the grant approval process. Depending on the timeframe of when the grant is approved that DCEO would like for the projects completed by June 30, 2006 if for some reason the project cannot be completed by June 30, 2006 an extension could be requested.

Brooks is suggesting that in the future, ideas are prepared in August, so when the grant come available the grant request could be sent out in a timely manner.

Poke questioned if the high schools were on board and who would be administrating the test.

Brewster clarified that the high schools were already on board and the classroom teacher would give the tests in the classroom. Brooks suggested approving up to \$27,000 due to the unknown.

Jonathon Jett asked if Businesses have been approached about the WorkKeys Assessment Test. Brooks stated that this might be something to look at on down the road, especially when we have the results from the high schools.

Brooks informed that a response from Vermilion Advantage was received with a list of things, which Brooks reviewed. The committee discussed supporting the Career Lab. Brooks reviewed the amount requested last year and the cost of only serving those 14 of age.

Brewster informed that Mary Heckler contacted her to discuss some training options and Brewster had referred her to speak with Brooks; Heckler has never followed up with Brooks.

Brewster informed of an idea were the 7 Habits Training. IWP has purchased a license to provide the Steven Covey 7 Habits Training which runs around \$6,000 per individual. IWP can provide the training for the third of the cost (\$2,000 per individual). The training groups should be 12-15 individuals. The training would be brought to the local area and be given to the Partners including Staff and open to any WIB Members and staff. The training is 3 days. The 3 workforce areas that have taken the training have commented that it was very good and not just training for use in your professional life, but your personal life as well. Brewster suggested if the area was interested in this, to get a break down of cost of for the consultant and the training materials. The grant could cover the consultant and the individuals pay for the training material, which may only run a couple hundred dollars for a 3-day training.

Jonathon Jett suggested asking for more of the \$50,000 to provide follow up services after the WorkKeys.

Poke suggesting testing those that drop out of school for example Center for Children Services.

Szott stated that there was a possibility for those students enrolled in the GED program at DACC that could take the WorkKeys Test.

Brewster stated that when reviewing the Challenges Brewster was unclear about what to identify with Challenge C for TAT funding or if WorkKyes could tie into Challenge C, and suggested if this is something Challenge C is interested in to let her know.

The committee discussed requesting \$27,000 for testing of freshman and sophomores and use this year as a pilot project and use those results towards future projects, possibly working with businesses/educators.

Brooks and Brewster would meet with Vermilion Advantage to discuss the Career Lab. The Committee discussed requesting \$12,000 for the Career Lab.

Szott asked for clarification on whose responsibility is it to write the grants. Brooks responded that when the committees were combined, it is the Accountability committee's responsibility to write the grants.

Motion up to request \$27,000 for WorkKeys Assessment Testing for freshman and sophomores in Vermilion County and up to and not to exceed \$12,000 for the Career Lab was made by Jonathan Jett seconded by Mike Dodge. Approved by a unanimous voice vote. Motion carried.

**COMMENTS** – No Comments

**NEXT MEETING:** No meeting set.

**ADJOURNMENT** - A motion to adjourn was made by Tom Szott, seconded by Mike Dodge. Approved by a unanimous voice vote. Motion carried.