

VERMILION COUNTY WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE
MINUTES OF THE MEETING THURSDAY, JANUARY 19, 2006 (1:00 PM)
U of I Extension Office U. S. Route 150 Danville, IL Small Conference Room

MEMBERS PRESENT: Chuck Brooks Jeff Fauver Linda Federman Dee Ann Ryan Tom Szott

MEMBERS ABSENT: Lisa Fudge Judy Phillippe

GUEST/PROXIES/STAFF: Brian Hensgen Lori Brewster

CALL TO ORDER – Chair, Jeff Fauver, called the meeting to order at 1:10PM.

APPROVAL OF AGENDA – A motion to approve the agenda as amended with the addition of action items under Accountability Committee of TAA Training Grant 06-661018 and VCWIB Staffing Grant Proposal for funding March 1, 2006 to Feb 28, 2007 was made by Tom Szott, seconded by Dee Ann Ryan. Approved by a unanimous voice vote. Motion carried.

APPROVAL OF MINUTES – A motion to approve the minutes of the November 10, 2005 meeting as presented was made by Linda Federman, seconded by Dee Ann Ryan. Approved by a unanimous voice vote. Motion carried.

COMMITTEE REPORTS:

• **EXECUTIVE COMMITTEE** –

Challenge Update –

Challenge A – The final Challenge A matrix was included in meeting packet. Brewster stated that the Challenge A Champions were to get back with her to fill in the remaining blanks and have not done that yet.

Challenge B – Included in the meeting packet was suggested rewording for the Challenge B Matrix. Brewster reviewed changes to the Challenge B Matrix.

Challenge D – Fauver informed that Challenge D had a guest speaker from the U of I Extension Office, Bill Wilkinson to speak on Incubators, the different types and space needed. The Executive Committee is meeting today at the U of I Extension office as a potential site. Fauver reviewed positives of the U of I Extension building.

Action Item – 5 Year Plan Modification –

Included in the meeting packet was the modification sent to the State in December. Motion to accept the 5-Year Plan Modification as presented was made by Linda Federman, seconded by Dee Ann Ryan. Approved by a unanimous voice vote. Motion carried.

501 (c) 3 – Brewster gave update on 501 c 3 that the Board had received paperwork back from the State that was filed in the Vermilion County Recorder's office, and now is awaiting paperwork back from the Recorders office to be sent to the IRS. The Board has 90 days to respond to the IRS and it appears that a response will be submitted within that timeframe.

• **YOUTH COUNCIL** –

Next meeting is scheduled for February 7, 2006. Hensgen informed that the Youth RFP's has been sent out to those on the Bidder's List. Only one proposal was returned and the proposal has been resent. The Bidder's Conference is scheduled for February 7th & 8th.

- **ACCOUNTABILITY COMMITTEE –**

Brooks stated that the committee reviewed the JTP Expenditures, there was one question, but everything balanced.

Staffing Grant Modification - Brooks reviewed Staffing Grant Modifications. The Staffing Grant needs to be spent by the end of February. The grant modification reflects the director's salary, the temp position salary and transfer of some facility costs and travel costs to expend the full amount of grant. When the temp person comes back, the temp salary will come out of the JTP grant for February. Motion to approve Staffing Grant Modifications was made by Dee Ann Ryan, seconded by Chuck Brooks. Approved by a unanimous voice vote. Motion carried.

Grant Writer Job Description - Brooks stated that it has been discussed for the Board to be self-sufficient, not to rely as heavily on JTP funds and with action plans coming out of the Challenge Committees there is a need for someone to devote more time to grant writing. Brewster had spoke with the U of I about internships that are available. The Job Description reflects duties for a Grant Writer/Office Assistant. Page 2 has been changed to educational requirements and basically has 2 years college experience. Federman questioned if this would be the secretarial help getting at this time. Brooks explained the grant writer would take on secretarial roles; this would be a part time position. Brewster explained that this is done in other Workforce Areas, the office assistant staff funds would be used for "seed money" to fund a grant writer. Motion to approve the Grant Writer Job Description was made by Linda Federman, seconded by Dee Ann Ryan. Approved by a unanimous voice vote. Motion carried.

TAT Grant – Brooks explained that included in the meeting packet is the TAT WorkKeys proposal for the amount of \$25,248 is included in the meeting packet. A proposal would be submitted for the Career Lab for the amount of \$6,600, which should be ready next week.

Action Item – 06-07 Staffing Grant – Brooks explained the Staffing Grant proposed budget. The budget is prepared on what things are right now for the Board's Staff Salary through December then per County policy a 3% increase there is the unknown of health insurance and the IMRF. The remaining balance of the grant \$10,347.09 would be applied towards the temp/grant writer position. The narrative description would be taken through the Committee in March. Motion to approve the budget for the Staffing Grant was made by Linda Federman, seconded by Dee Ann Ryan. Approved by a unanimous voice vote. Motion carried.

Action Item – TAA Grant – Motion to approve the TAA Grant for amount of \$84,362 to serve the Vermilion Rubber Technologies, Schumacher and Tee Pack population for training purposed was made by Dee Ann Ryan, seconded by Chuck Brooks. Approved by a unanimous voice vote. Motion carried. Hensgen gave an update on the 1 S Funds for SBC employees.

- **WORKFORCE DEVELOPMENT COMMITTEE –**

Action Item: Approval of One-Stop Contribution – A motion to approve DHS-DRS in-kind contribution to provide an employee to work in the Resource Room for a total of

57 hours for the amount of \$883.50 was made by Linda Federman, seconded by Dee Ann Ryan. Approved by a unanimous voice vote. Motion carried.
Motion to approve the Provider Certification List as presented was made by Linda Federman, seconded by Dee Ann Ryan. Motion approved by a voice vote. Szott abstained from vote. Motion carried.

Action Item: – Approval of Provider Certification List - Szott reported that the Committee discussed sign in sheet that was included in today's meeting packet. Brooks commented that the proposed sign in sheet appears to be a better form of knowing each category for tracking the services that people are coming in for. The Executive Committee asked that the WIB column be removed. Szott will take the form to committee for approval. Brewster questioned how the sheet was going to be totaled. Brewster stated that originally the receptionist was to total report and all the Board was supposed to do was put the information into a report form.

Szott also informed that the committee is reviewing the Operational Plan.

Brewster informed that the Committee had voted down the Area Agency on Aging in-kind proposal due to it was for an employee's salary. Brewster informed that she had received a proposal from Experience Works for an employee's salary. Brewster had directed Experience Works to speak with Hensgen to find out the needs of the Resource Room. Fauver understood why the proposals were turned down and directed the committee to work with the Partners. Tthe Board wants to grow the Partners not shrink Partners.

- **BOARD DEVELOPMENT COMMITTEE –**

Included in the meeting packet was a press release. Brewster informed that Board Development Committee is scheduled to meet in February. Brewster reviewed discussion on Board membership.

APPROVAL OF WIB AGENDA –The agenda was amended to include action items under Accountability Committee the TAA Grant and the WIB Staffing Grant. IL DCEO was added to speak under Public Comments. Motion to approve agenda as amended was made by Tom Szott, seconded by Linda Federman. Approved by a unanimous voice vote. Motion carried.

COMMENTS – Fauver announced that he would be making a presentation to Vermilion Advantage Personnel Council. Brewster informed that Vermilion Co. Board Chair, William Boyer and herself would be attending the Open House for Hoopston's new Economic Director. The Mayor of Hoopston had called Brewster and is welcoming working with the Vermilion County Workforce Investment Board. Fauver informed the Committee would tour the U of I Extension Office Site immediately after adjournment

NEXT MEETING – Thursday, February 16, 2006

ADJOURNMENT – A motion to adjourn was made by Chuck Brooks, seconded by Dee Ann Ryan. Approved by a unanimous voice vote. Motion carried.