

**VERMILION COUNTY WORKFORCE INVESTMENT BOARD  
EXECUTIVE COMMITTEE  
MINUTES OF THE MEETING THURSDAY, MARCH 29, 2006 (1:00 PM)  
IETC 407 N.Franklin St. Danville**

**MEMBERS PRESENT:** Chuck Brooks      Jeff Fauver      Judy Phillippe      Tom Szott

**MEMBERS ABSENT:** Lisa Fudge      Linda Federman      Dee Ann Ryan

**GUEST/PROXIES/STAFF:** Parsottam Patel      Lori Brewster

**CALL TO ORDER** – Chair, Jeff Fauver, called the meeting to order at 1:07 PM.

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

**APPROVAL OF MINUTES** – A motion to approve the minutes of the January 19, 2006 meeting as presented was made by Judy Phillippe, seconded by Tom Szott. Approved by a unanimous voice vote. Motion carried.

**COMMITTEE REPORTS:**

• **EXECUTIVE COMMITTEE** –

Mr. Parsottam Patel, CEO Holiday Inn and Suites Danville was present to speak with the Committee on training classes for Hotel - Motel Management.

Patel informed that Hotel and Hospitality is a large and growing industry in Danville.

Patel is interested in training courses in Hotel and Motel Management at DACC to help to train employees. Parkland has an Associate and Certificate Programs available. Patel would be interested in a certificate program or an associate degree program.

Phillippe mentioned that DACC has a food sanitation course.

Patel stated that a certificate courses would be helpful, but eventually would like to see an associate degree course.

Szott mentioned certificate courses would be 30-31 credit hours or 1 year with the college courses.

Brooks questioned how many openings in Vermilion County does the industry have a year?

Patel responded that there are 50 restaurants in the area, which would be over 300 employees and 8 hotels would be over 400 employees in the area.

Brooks questioned what would be the starting wage.

Patel responded that it would depend on the training on if the individual had an associate degree or not. An Associate Degree System Managers starting wage would be between \$15,000 and \$34,000.

Fauver questioned Szott on what is involved in developing a certificate program.

Szott responded that this would come from one of DACC's academic divisions.

Szott would take the information back to Dave Kietzmann at the college. Szott was unclear on if the DACC had ever been approached on this type of training or not.

Fauver questioned on if a certificate or an associate degree program would be set up how would the Board go about approving the training.

Brewster responded once the program has been set up it would be presented to the Board and if the Board approved the training, the programs would be put on the Statewide List.

If Parkland has this training, their programs may already be on the Statewide List. Brewster would check with Hensgen to see if Parkland's Hotel Motel Management is on the Statewide List. If Parkland programs are on the Statewide list those that are WIA eligible could take the Parkland courses.

Szott stated he had no idea how long the process would be.

Brewster stated that if a focus group needs to be pulled together of hospitality providers in Vermilion County, Brewster would be willing to arrange that.

There was discussion at looking at IDES projections of job openings in the Hotel Hospitality Industry.

Patel mentioned that right now the turnover rate with Hospitality is very great and feel that training would be very beneficial.

#### **Challenge Update –**

Challenge A – Brewster reported that included in the meeting packet was the final Challenge A matrix. The Champions were to get some additional information to Brewster and had not.

Challenge B—Included in the meeting packet was the completed Challenge B Matrix to be approved by the WIB.

Challenge C - Included in the meeting packet was the draft Challenge C Matrix. Brewster reported that the Committee did meet and had made some changes to the matrix and has another meeting scheduled. Szott reported that all wording changes would be presented to the WIB at one time.

Challenge D—Fauver informed that Challenge D did meet. The Committee had really focused on the Incubators. A tour of the Decatur Incubator is set up for April 10, 2006. Fauver explained that an incubator is for Business Start- ups to go into a facility with minimum start up costs that accelerate over time.

Brewster reported that it has been discussed to put a draft of the Challenge Plan on the website when the matrix is complete. The draft matrix is almost complete.

**501 c 3 Update** – Brewster announced that the VCWIB has been approved for a 501 c 3 effective date December 1, 2003. A letter of approval from the IRS is included in the meeting packet.

#### **• YOUTH COUNCIL –**

Brewster reported that the Youth Council did not meet. Ryan had cancelled the Youth Council meeting in hopes to get more volunteers for the Evaluation Team. The Evaluation Team is scheduled to meet next week to review the Youth Proposals. The Evaluation Team Members from the Youth Council: Dee Ann Ryan, Sandy Martin, Nancy Hamilton and Angela Joy; from the Accountability Committee: Chuck Brooks and Peggy Kunze; from Job Training Partnership: Brian Hensgen and Amy Streuer

#### **• ACCOUNTABILITY COMMITTEE –**

Brooks informed that the committee would meet next month. Brooks stated that included in the meeting packet is a renewal of the D/O Liability Insurance. The D/O Policy will be taken back to the Committee, but needs to be approved for payment. The Committee received bids a couple of years ago and only received one bid. The Committee set policy that as long as the renewal did not exceed 10% that the policy would be renewed. Motion to approve the D/O Liability Policy as presented was made by Chuck Brooks, seconded by Tom Szott. Approved by a unanimous voice vote. Motion carried.

- **WORKFORCE DEVELOPMENT COMMITTEE –**

**Action Item: Approval of One-Stop Contribution** – Szott reported that the Experience Works is proposing for their in-kind contribution that Rose Clauson assist with Partners and Resource Room. Brewster explained that since the Committee met Experience Works has found out that it cannot be Rose Clauson. A motion to approve Experience Works to provide services for the Resource Room and assisting Partners was made by Tom Szott, seconded by Chuck Brooks. Approved by a unanimous voice vote. Motion carried.

**Action Item: – One Stop Partner for Juvenile Justice** - Szott explained that an action plan resulting from Challenge B requested that a One-Stop Partner Representative sit on the Juvenile Justice Council. The Committee has nominated Amy Streuer. Brooks voiced concern of Streuer not being a WIB Member. Szott clarified that the action plan did not ask for a WIB Member but a One-Stop Partner Representative and did not specify a WIB Member. Motion to approve Amy Streuer as a One-Stop Partner Representative for the Juvenile Justice Council was made by Tom Szott, seconded by Judy Phillippe. Approved by a voice vote, with Brooks opposing. Motion carried.

**Action Item: – One Stop Sign In Sheet** – Szott explained that the Partners had developed a new sign in sheet included in the meeting packet. The Committee would like to begin using sign in sheet April 1, 2006. It was discussed that Brewster would send the Sign In Sheet to WIB Members as long as no one opposes the new sign in sheet could begin on April 1, 2006. The sign in sheet would be presented for vote at the May WIB meeting. Motion to approve the sign in sheet as presented and to begin using April 1, 2006 as long as there is no opposition received from WIB Members was made by Judy Phillippe, seconded by Tom Szott. Approved by a unanimous voice vote. Motion carried.

Szott reported that the Committee is reviewing the Operational Plan.

- **BOARD DEVELOPMENT COMMITTEE** – Brewster reported that the Committee met in February and two new Board members had been brought on, Frank Brunnaci with Work Source and Lynn Mollika with Full Fill. The Committee had asked the partners to review their website and submit any updates to Chuck Brooks.

**APPROVAL OF WIB AGENDA** –No agenda to approve, March WIB meeting was cancelled. The Committee discussed that the next WIB meeting would be scheduled in May.

**COMMENTS** – Brewster gave report on March IWP meeting:

Included in the meeting packet is the policy letter received from IL DCEO on Incentive Bonuses. LWIA 18 is receiving \$12,805. Brewster complimented Brian Hensgen for all of his hard work.

IWP questioned IL DCEO on the delay TA funding. DCEO states that they have streamlined the process as much as possible. LWIA 18 has received verbal approval on the \$6,600 for the Vermilion Advantage Career Lab. The Board had been denied the WorkKeys Grant. Brewster met with DCEO's Workforce Bureau while at IWP and through negotiations; DCEO has agreed to fund the WorkKeys Assessment Testing for one year. The WorkKeys Assessment Testing is an Action Plan form Challenge B. Both Grants will be approved for only one year. Before the funding is received the Board will need to submit to DCEO the numbers served by the Career Lab.

LaVonne Nelson with ICCB spoke at the IWP meeting and informed that ICCB now has the GED Responsibility and gave additional updates on grants.

Saulk Valley and Highland Community College did give a presentation on small Business Development.

IWP is asking that the Local Areas start thinking about what is important to the Local Area for the WIA Reauthorization and where do local areas stand with Faith Based Organizations being involved.

Brewster gave an update on U.S. Department of Labor and the WIA Budget Funding at the Federal Level and that Chairman Jeff Fauver has been very involved with sending letters to the U. S. Senators and Representative informing them of the importance of WIA funding and accomplishments.

IWP did host a Legislative Event while in Washington DC. U.S. Representative Johnson did send a staff to meet with Vermilion County at the Event.

Included in the meeting packet is the handout distributed by ILDCEO regarding the Presidents proposed budget and how it will affect Illinois and the local area programs.

A letter of Findings and Correction from the recent programmatic Compliance Monitoring is included in the meeting packet.

Brewster stated that Dee Ann Ryan is asking for a “Letter of Support” from the WIB for a grant included in the meeting packet was the information for the Grant. The “Letter of support” will be postponed until the April Meeting giving the Committee a chance to review the information.

Brewster would have report on NAWB Conference at the next WIB meeting.

**NEXT MEETING** – Thursday, April 20, 2006

**ADJOURNMENT** – A motion to adjourn was made by Tom Szott, seconded by Judy Phillippe. Approved by a unanimous voice vote. Motion carried.