

**Vermilion County Workforce Investment Board  
EXECUTIVE COMMITTEE  
MINUTES OF THE MEETING THURSDAY, September 15, 2005  
IETC 407 N. Franklin St. Danville - Conference Room D**

**Present:** Chuck Brooks      Jeff Fauver      Judy Phillippe'      Dave Coleman      Tom Szott

**Absent:** Linda Federman,      Lisa Fudge      Dee Ann Ryan

**Guest/Proxies/Staff:** Renee' Poke      Lori Brewster

- I. CALL TO ORDER** – Jeff Fauver called the meeting to order at 1:00 p.m.
  
- II. APPROVAL OF AGENDA** – Fauver informed that the agenda needed to be amended to include Action Item Challenge A and Rewording for Challenge B Motion to accept the agenda with amendments was made by Dave Coleman, seconded by Tom Szott. Approved by a unanimous voice vote. Motion carried.
  
- III. APPROVAL OF MINUTES** – Motion to approve the minutes of the July 28, 2005 meeting as presented was made by Chuck Brooks, seconded by Judy Phillippe. Approved by a unanimous voice vote. Motion carried.
  
- IV. COMMITTEE REPORTS**
  - EXECUTIVE COMMITTEE
    - i. Discussion of One-Stop Evening Hours-* Fauver informed that the U of I Extension Office was requesting evening hours for use of the computer lab for evening courses. Szott questioned why that request to the Executive Committee and not the WFD / Operators Committee which, would have been of the proper procedure. Brewster and Fauver explained that the request of U of I Extension office was taken to the Executive Committee for information only due to it was the next meeting (WFD did not meet in August); the Executive Committee directed the information to the Workforce Development Committee. Szott explained that opening the One –Stop is a little more complicated than what it would appear to be. IDES has some kind of mandates from the State unless IDES can block off offices. Evening hours becomes an issue when not having IDES staff in the building. Christine Cornell called the person she reports to at the State and unless this workshop is for employment and training leaning towards a job it is not justifiable to have staff from IDES in the building. Poke stated that she would try to work something out with the U of I Extension to have someone in the building. There was question if it the time element involved. Brewster reported that the U of I Extension discussed daytime sessions from 9- 12. If possible would like the last week in October and the first week in November or the first two weeks in November for evening hours. They are looking at 4 days and two hours sessions. Poke expressed concern of staff, but have administrative staff willing to stay late, but cannot guarantee that nothing will be stolen or broken and the concern of coming and going out of the employee door. Cornell has concerned that no documents or

paper to be moved in that area. Poke suggested that the WFD Committee discuss these issues. JTP is willing to accommodate the evening hours if there is a schedule. If a schedule could be set up, the only flaw is IDES. Szott questioned why do they have to come through the employer entrance. Poke stated that IDES is the true leaseholder to the building and IDES has the front door key. VCJTP does not have, never has had, and IDES does not plan on giving VCJTP a key to the front door. Christine Cornell is checking with the IDES Regional Manager and if the Regional Manager gives approval then IDES will be able to give VCJTP the front door key. Brooks stated if IDES does not give the front door key to VCJTP, then Brooks would like to see it in writing. As tenants to the building and the amount of dollars that are paid to be in this building, VCJTP needs to have a front door key. For the purposes of the U of I Extension classes, the front doors could easily be unlock and then after everyone arrives lock the doors and then unlock when it is time for everyone to leave. Brewster asked for clarification, during the open house Cheryl Bradfield had announced that the key would be located where the administrators would have access to the front doors. Poke clarified it was only for that day. Poke clarified the classes are not beginning until 6:00 p.m. and ending at 9:00 p.m. Poke suggested that there are other partners that are located in the One Stop that do not have keys or codes. Fauver suggested working with the University of Illinois Extension and make sure they have the responsibilities that no one wanders around the building. Brewster informed that Michelle Pride stated at the WFD Committee she is willing to have people here to help watch the building. Fauver stated the more you could use the One Stop and the more convenient for individuals the better. Szott stated down the road the One Stop could be remodeled to close off the IDES part of the building. Brewster stated that if you try evening hours and it is a success there might be other partners that are interested in evening hours. Evening hours were discussed in the Operational Plan, the Board and Partners are supposed to be addressing evening hours. A lot of nights Poke stated she is here, but not the evenings that the U of I is discussing. Brewster reviewed the dates of classes that the U of I were looking at. Poke stated that JTP has a conflict for the last week of October due to the Illinois Workforce Conference, other than that JTP just needs the dates in writing and IDES needs to run by their Regional Manager. Phillippe questioned if this is the first time U of I Extension have offered classes. Brewster clarified that the U of I Extension office has offered daytime classes at the One – Stop before, but have not offered evening classes. The evening classes that the U of I have given have been through a church congregation and were only for the congregation. Fauver stated that the class has been offered in Bismark. Poke questioned if the classes were for fun or are they expected to go to work and is a quality of life issue. The evening classes are for beginners that are learning to use the Internet. Brooks stated that you are teaching those that have never used the Internet how to, the Internet could be used for job search and research and does not think that it is out of line to provide space to do those services. Fauver recommended

that Brewster, Poke and Pride get a confirmation on the dates and willingness to police the One Stop to make sure things are not disturbed in the One Stop.

- ii. Challenge Update – Fauver reviewed the Rewording of Priority #5 from Challenge A. Brewster informed that Challenge B is accepting the Priority #4 Goal, Objective and Action Plan. The Goal, Objective and Priority had originated in Challenge A, but with the collapse of challenges and moving some Champions around to better address the Goals and Objectives at hand, Challenge A felt those sitting around the table at Challenge B are better to address these issues and Challenge B has agreed to accept the Goal Objective and Priority. Motion to approve the Challenge A & B Action Items as presented was made by Judy Phillippe and seconded by Tom Szott. Approved by a unanimous voice vote. Motion carried.

Brewster informed that in Challenge A a suggestion was made to link the IETC website with employers. Brooks suggested making a list of those companies that are interested in linking to the website. Challenge B has been working with their top 5 goals objectives and action items and plan on bringing priorities 1 through 5 to the November WIB meeting.

- iii. **Action Item: Approval of WIA Title I Governor Award Winner -** Included in the meeting packet is the LWIA 18 Award Winner and the story. Due to timing the information has already been submitted to the State. Motion to approve the WIA Title I LWIA Governor Award Winner was made by Dave Coleman, seconded by Chuck Brooks. Approved by a unanimous voice vote. Motion carried.

- YOUTH COUNCIL – Jeff informed of the action item on membership. A motion to accept the resignation of Mike Stephens and new member Lynn Childs was made by Dave Coleman, seconded by Tom Szott. Approved by a unanimous voice vote. Motion carried.

Brewster informed that the Youth Council met for the first time after summer break and that the Youth Plan, RFP, and Challenge Goals and Objectives were distributed. The Council hopes to begin to review these items to better educate the new Youth Council members on the roles of the Youth Council and to better prepare members for the Evaluation Team process. VCJTP has been asked to speak at the next meeting on October 4, 2005.

- ACCOUNTABILITY COMMITTEE - Brooks informed that the Accountability Committee did not meet due to the only item was the Expenditure Report. The Expenditure Report was sent out to committee.
- WORKFORCE DEVELOPMENT -
  - i. Action Item: Memorandum of Understanding – Motion to accept the MOU as presented was made by Dave Coleman and seconded by Judy Phillippe. Approved by a unanimous voice vote. Motion carried.
  - ii. Action Item: In – Kind Contributions – VVEDS In-kind Contribution for the year 2004-2005 and 2005-2006, and the Hoopston Multi – Agency for 2004-2005 were included in the meeting packet. Motion to

approve the In-Kind Contributions as presented was made by Tom Szott, seconded by Dave Coleman. Approved by a unanimous voice vote. Motion carried. Brooks questioned if the in-kinds contributions are ever brought up front to the committee. Szott stated that this has been discussed and some partners are able to do this, some partners for example DACC holds off in paying cash to see if there is an in-kind that is requested of them.

Szott reported that the committee raised some issues that it would have been nice if other partners could have helped with some of the work up front for the open house.

JTP/IDES has put together a wish list, Szott had asked for the two agencies to prioritize the list.

A list was compiled by the previous barriers committee and was reviewed by the WFD Committee. The WFD is going to try and coordinate/facilitate activities to make sure that the identified barriers are being dealt with. The Partners and Challenge committees will be given the list. Coleman informed that the discussion was that Challenge C had taken on a lot of the barriers issue and the Barriers committee put their committee on hold. Any of these issues on the list that are not being tackled by the Challenges the WFD would look at tackling to do away with duplication.

The traffic report is included in the meeting packet.

Szott reported that Poke, Cornell and Szott had met and are discussing the Operators as a separate group as the WFD Committee due to the WFD Committee lasting two hours.

Brewster informed that the meeting is really long. A lot of times when you get to the Operator items, the items have already been discussed earlier in the meeting.

- **BOARD DEVELOPMENT – Action Item: Election of Officers – Motion to approve Jeff Fauver for Chair to the WIB and Judy Phillippe as Vice Chair to the WIB for a one year term was made by Tom Szott, seconded by Dave Coleman. Approved by a unanimous voice vote. Motion carried.**

There was discussion of the workshop with Richalene Kozumplik.

- V. **APPROVAL OF WIB AGENDA** - Fauver asked that Szott mention the Open House and publicly thank the partners for participating. Addition of Action Item - Transfer of Goal of Objective from Challenge A under Challenge B was discussed. Motion to approve the WIB agenda with change was made by Chuck Brooks, seconded by Tom Szott. Approved by a unanimous voice vote. Motion carried.
- VI. **COMMENTS – IWP approved several policy letters: Individual Training Accounts, Revised Income Guidelines Eligibility, Reallocation of Funds, TAT Grant Application, Title I Performance, and CSSI Quarterly Reporting. At the**

October meeting policies for Incumbent Worker Training and TAA are on the agenda. Brenda Russell from IDES was present to speak regarding the Hurricane Katrina victims. IL is expecting 5,000-10,000 hurricane victims, the One Stops are to give assistance and accept the individuals story for now, the individual may not have any identification. There are 35,000 jobs listed on the IDES. Terese McMahon with IL DCEO stated that the IWDS system should be modified over the weekend for a phone bank for employers pledge drive to pledge temporary jobs separate form ISM. The 15% Governor funds will be used to assist with disaster reliefs so there is not a drain on program funds. It is important to track the CORE Services to be reimbursed for services.

The Illinois Workforce Governors Conference is the 24th, 25th and 26<sup>th</sup>. IWP legislative reception is on the 26<sup>th</sup>. If there is anyone on the Executive Committee that would like to attend they will need to let Brewster know.

Fauver informed that Brewster had brought some ideas back from IWP in August to do more on an annual basis: Review Board Accomplishments form last year and develop plans for next year, Incorporate strategic plan (challenges) coordinate into the Board Committees, a better reporting system back to the Board. Increase knowledge of Mayors and County Board on WIA's Reauthorization. Review at the end of the year what the Board has done, and a power point presentation of LWIB to send to new members immediately then follow up with manual orientation.

The Committee discussed the Champions Committee needs to be involved for better reporting of the challenges.

Brewster reported it is important to keep the mayors and CEO's informed of the WIA Reauthorization. A version that is being presented to the legislatures is that the control be given to the Governors. The WIA Re – authorization is in the Senate. Brewster informed that a gentleman from the National Workforce Association is who brought the information to IWP.

Brooks stated that the Executive Committee Members need to also help recruit people to the Board.

Brooks reported that the agendas and minutes are started to be on the website.

**VII. NEXT MEETING - Thursday, October 20, 2005 at 1:00 PM**

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