

**VERMILION COUNTY WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE
MINUTES OF THE MEETING THURSDAY, NOVEMBER 10, 2005 (1:00 PM)
IETC, 407 N. FRANKLIN ST., DANVILLE IL**

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

MEMBERS ABSENT: Dave Coleman Lisa Fudge

GUEST/PROXIES/STAFF: Renee' Poke Lori Brewster

CALL TO ORDER – Chair, Jeff Fauver, called the meeting to order at 1:04PM.

APPROVAL OF AGENDA – A motion to approve the agenda as amended with the addition of Action Items under Executive Committee of VCWIB By-laws, and under Accountability the TAT Grant was made by Dee Ann Ryan, seconded by Judy Phillippe. Approved by a unanimous voice vote. Motion carried.

APPROVAL OF MINUTES – A motion to approve the minutes as presented was made by Chuck Brooks, seconded by Linda Federman. Approved by a unanimous voice vote. Motion carried.

COMMITTEE REPORTS:

• **EXECUTIVE COMMITTEE –**

Challenge Update –

Champions – Fauver informed that the Champions had met, the purpose being to 1) the standardized format for the Goals and Objectives matrix, 2) the importance to complete the task for funding purposes through TAT Grants or private foundation grants, 3) receive feedback from the Champions, 4) establish a better reporting mechanism to the WIB, and 5) the implementation of the Challenges would be to include on committee both Board members and Challenge members. Fauver informed that Brewster had distributed the Barriers to Employment committee information to the Champions. Brewster reviewed the Barriers information to Executive. Brooks asked for clarification on who exactly was surveyed, as it appeared mostly offenders and ex-offenders. Brewster informed that Coleman has the exact information on where the information came from.

Challenge B—Action Item – A motion to approve the Challenge B Priorities 1-5 was made by Dee Ann Ryan, seconded by Tom Szott. Approved by a unanimous voice vote. Motion carried.

Challenge A—Action Item – rewording – A motion to approve the Challenge A Action Plan with Challenge A with the correction of under Modification Priority #8 *convent* to *convene* was made by Dee Ann Ryan, seconded by Tom Szott. Approved by a voice vote, Brooks opposed. Motion carried.

Discussion of AHA Presentation – Fauver would make his presentation at the WIB meeting on the Board Role. Brewster will distribute handouts to the Board members who were not present.

501 (c) 3 Response – Fauver informed that a response had been received from the IRS and that the IRS is informing the Board that the By-laws needed to be amended; Brewster has also followed through on the request from the IRS by repackaging the original information in

the format requested by the IRA and has resubmitted. Brewster informed that forms from the State had been received in regards to the Corporation.

VCWIB's By-laws – A motion to approve the proposed By-law changes was made by Judy Phillippe, seconded by Linda Federman. Approved by a unanimous voice vote. Motion carried.

State Workforce Conference – Brewster reported on a workshop that she had attended and distributed a handout with statistical information. Brewster informed that Jack Lavin, ILDCEO and Byron Zuidema, USDOL, were present the whole conference and participated within the Conference. Phillippe reported that she was impressed by the attendance at the conference (over 1,200 people) and on the workshops she attended 1) intergenerational groups that are at the workforce (how to work with teams), 2) hiring the older workers, and 3) risk management / financial administration and what is looked for when auditing an organization. Phillippe informed that she had attended the IL WIB Chair Committee; they want to sponsor a training tool with a CD to orientate new Board members to WIA and WIB, as a tool that could be used by all WIB's within the State to make them uniform.

Fauver informed that included in the meeting packet is a letter from IL DCEO regarding the audit of the WIA Program, a support letter from the local workforce area for Job Corps, a letter regarding concerns on the bylaws and voting procedures. The discussion was that the Executive Committee does have the authority to act. If a committee does not have a quorum to act the Committee would be informed that the Executive Committee will take action and that the committee members can attend the Executive Committee.

• **YOUTH COUNCIL** –

Action Item: Youth Membership – A motion to approve Tamara Forthenberry of Danville Housing Authority as a member of the Youth Council was made by Dee Ann Ryan, seconded by Linda Federman. Approved by a unanimous voice vote. Motion carried.

Action Item: Year Round Youth Program RFP – Ryan reported the Hensgen and Poke did an excellent job on their presentation on the RFP and Youth Plan, before the committee prepared the RFP. Ryan reviewed the changes on the RFP. Brooks informed that on Attachment C on the checklist, it needed to be stressed that the Provider needed to use the Budget Sheet provided in their format. A motion to accept the RFP was made by Judy Phillippe, seconded by Linda Federman. Approved by a voice vote, Abstaining – Szott. Motion carried. Ryan informed that she would not be at the WIB meeting. Fauver would give a report.

• **ACCOUNTABILITY COMMITTEE** –

Brooks informed that the committee reviewed JTP expenditure report and thanked Laura Ligler for the great job that Ligler was doing.

TAT Grant – The committee discussed the TAT Grant and how to apply for funding. E-mails were sent to the members, informing them of the Grant and to submit ideas. Information was received from Vermilion Advantage, a brief e-mail from ManPower but no follow up with Brooks from ManPower, and Brewster had been asked to review Challenges to identify Action Plans that could be addressed with TAT funds. Past Grant funding was used for a seat on Vermilion Advantage for three years, website design, and the Career Lab. A discussion was held with Challenge B, on a program “WorkKeys” that is used for testing math, reading, and location of information, the proposal would be to recommend to test all 1,100 freshman and 1,000 sophomores in Vermilion County high schools. Teacher cost would be In-Kind. Testing costs would be \$10.50 per student for the three tests; DACC

would charge \$1.50 to process the tests. Brooks informed WorkKeys is used in several local industries and that building trades are having a problem in getting individuals qualified in the apprenticeship program in math. The proposal would be to apply for a grant not to exceed \$27,000. The committee also wants approval for a grant for up to \$12,000 to help with the Vermilion Advantage Career Lab. Brewster informed that the WorkKeys testing requires 45 minutes and is easily incorporated into the school day. Fauver informed that this particular grant needed to be written, submitted, and completed by June 30, 2007. Fauver informed that many manufacturers use the WorkKeys program. A motion to approve the proposed grant recommendations was made by Dee Ann Ryan, seconded by Judy Phillippe. Approved by a unanimous voice vote. Motion carried.

• **WORKFORCE DEVELOPMENT COMMITTEE –**

Action Item: Approval of One-Stop Contribution – A motion to approve Hoopston Multi-Agency's In-Kind contribution to provide space for computer workshops to be provided by DACC or IDES and a to approve CIDMCE to provide a budget class to be held monthly to be In-Kind contribution to offset rent was made by Judy Phillippe, seconded by Linda Federman. Approved by a unanimous voice vote. Motion carried.

Szott informed that one request from the Area Agency on Aging to submit the wages of their employee who works at One-Stop for the benefit of their clients was not approved.

Szott informed that regarding the Wish List all items were approved with the exception of the TV booths, telephone booth, the 2 coffee carts, carafe, creamer, sugar, and coffee pot with timer. Brooks questioned the \$2,000 to DACC for printing and laminating if that needed to be put out to bid. Szott informed that was a yearly nickel and dime budget item cost rather than a one-time purchase.

• **BOARD DEVELOPMENT COMMITTEE –** Brewster informed that Board Development committee is scheduled to meet on December 7, 2005. They have a new committee member, and a radio station will be talking to the committee about donating free airtime for the Board.

APPROVAL OF WIB AGENDA – Fauver informed that under Accountability the TAT Grant needed to be included, under Youth Council, Youth Program RFP, and JTP presentation overview. Ryan suggested an update on the Ex-Offender Grant report, which the area did not receive; the funds went to metro areas. A motion to approve the WIB Agenda with changes was made by Tom Szott, seconded by Chuck Brooks. Approved by a unanimous voice vote. Motion carried.

COMMENTS – Poke informed that January 6, 2006 would be her last day; a letter would be going to the WIB and CEO. Hensgen will most likely be Acting Director. Poke informed that she is a board member with Community Action, and also is on a couple of boards that are appointed by Vermilion County. Brewster informed that Janet Payne would be attending the ILWIB meeting in Chicago this month.

NEXT MEETING – Thursday, December 15, 2005

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