

**VERMILION COUNTY WORKFORCE INVESTMENT BOARD**  
**Minutes of the Meeting of May 25, 2005 (3:00 PM)**  
**VERMILION COUNTY COURT HOUSE ANNEX**  
**6 N. Vermilion Street, 2<sup>nd</sup> Floor , County Board Chambers, Danville, Illinois**

**MEMBERS PRESENT:** John Alexdander Jim Anderson Chuck Brooks Frank Brunacci Phearn Butler  
 Kay Dequimpal Linda Federman Brian Hensgen Jeanne Housholder Dr. Alice Jacobs Jonathan Jett  
 Dave Kietzmann Mike Metzen Edward Michaels Mike O'Donnell Parsottam Patel Dee Ann Ryan  
 Tom Szott Tracy Wahlfeldt

**MEMBERS ABSENT:** Aletha Alexander Judy Allen Tyrie Baltimore Jeannie Bradenberger Dave Brown  
 Phearn Butler Dave Coleman Michael Dodge Gerry Donnelly David Elliot Jeff Fauver  
 Lisa Fudge Vicki Haughn Mary Heckler Greg Hilleary Peggy Kunze Gary Ludwig  
 Lynn Mollica Daniel Nobbe Robert Oltean Janet Payne Judy Phillippe Eloy Salazar  
 Mike Smith Melanie Stevenson

**GUEST/PROXIES/STAFF:** Cheryl Bradfield (proxy C. Cornell) William Boyer Muriel Barnes Lori Brewster

**CALL TO ORDER** – WIB member, Linda Federman called the meeting to order and announced that she had been asked to fill in for the meeting to day due to the passing of Jeff Fauver’s mother and Judy Phillippe was unable to be here.

Frank Brunacci was introduced and introductions were done.

**APPROVAL OF AGENDA** –A motion to amend the agenda under “Executive Committee” “Action Items” to add “Approval of Letters of Support” was made by Dave Kietzmann, seconded by Tom Szott. Approved by a unanimous voice vote. Motion carried.

**APPROVAL OF MINUTES** –A motion to approve the minutes of the 01-26-2006 meeting as presented was made by Chuck Brooks, seconded by Tom Szott. Approved by a unanimous voice vote. Motion carried.

**EXECUTIVE COMMITTEE –**

**Challenge Update –**

**Challenge C** – Szott reported that the Committee has met a couple of times. The action plans have been reduced due to one action plan involving the entire project of Challenge A. The Committee will have a final meeting to complete the matrix.

**Challenge D** – Federman reported that the Challenge D Committee has been meeting. In April the Challenge D toured the Decatur Business Center. Federman gave a detailed report of the facility. Challenge D is continuing to meet and has almost completed their matrix.

**Action Item: Approval of final Challenge B Matrix.**

A motion to approve the Challenge B Matrix was made by John Alexander, seconded by Dave Kietzmann. A discussion followed regarding a review of all of the matrixes. Brewster informed that Jeff Fauver concurs with an overall review and it will be held at a future date. Approved by a unanimous voice vote. Motion carried.

**Action Item: Approval of CSSI Request from DCEO**

Federman reported on a letter to Terese McMahon, Deputy Director of the Workforce Bureau of IL Department of Commerce and Economic Opportunities requesting to take over as Grant Recipient for the East Central Economic Development Region #2 (Champaign, Douglas, Ford,

Iroquois, Piatt and Vermilion Counties) for the CSSI Calendar Year and future grants. A motion to move forward with requesting IL DCEO that Vermilion County become the Grant Recipient for the East Central Economic Development Region #2 was made by Tracy Wahlfeldt, seconded by Kay Dequimpal. Approved by a voice vote. Abstain from vote: Brian Hensgen, Dr. Jacobs, Dave Kietzmann and Tom Szott. Motion carried.

**Action Item: Letters of Support**

Federman informed that the first letter is addressed to John Dreher supporting the City of Danville's efforts for grant funds to conduct modification on the homes of low-income elderly and disabled persons. The second letter is addressed to Eric Leutkenhaus of the U.S. Department of Labor supporting the efforts of Project Success and the One-Stop Partners for grant funds in strengthening the support for ex-offenders released back to the community in offering vital services and job service coordination. A motion to approve the letters was made by Tracy Wahlfeldt, seconded by Dr. Michaels. Approved by a voice vote. Abstain from vote: John Alexander, Mike Metzen and Tom Szott. Motion carried.

Federman referred to a letter from the Department of Commerce and Economic Opportunities informing of a Trade Adjustment Assistance (TAA) and Alternative Trade Adjustment Assistance (ATAA) monitoring and oversight on May 17, 2006. Kim Kuchenbrod was monitor of the site visit and attended the May 18, 2006 Executive and informed that there were no findings.

Federman referred to a letter in response to Jeff Fauver from U.S. Senator O'Bama regarding the cut in funding to the labor and employment programs and that Senator O'Bama will speak out loudly in support of the employment and job training programs.

Brewster offered an update on the budget approval process. On March 16, 2006 the Senate voted 51-49 in favor of a budget resolution that essentially provides \$16.5 billion more in discretionary spending than the President's proposed cap of \$873 billion. During the week of May 15, 2006 the House voted on and passed its \$2.7 trillion Budget Resolution, 218-210. GOP leaders were unwilling to increase discretionary spending above the \$873 billion spending cap, essentially providing a blueprint for cuts in 2007.

**501 c 3 Update** – Federman informed that in February the Board received a letter from the IRS approving the Board's 501 (c) 3 application.

Federman reported on the WIA Performance Measures Incentives. Area 18 received \$12,805 in Incentive funds. Hensgen informed that the local workforce area received these funds by meeting or exceeding all 17 performance measures that are monitored by the Department of Labor. Federman commended Hensgen and his staff for their efforts. The 06-07 Staffing Grant was approved by the DCEO.

## **ACCOUNTABILITY COMMITTEE –**

### **TAT Grant Update**

Brooks informed that through the Technical Assistance and Training Funds the Board has received approval for \$6,600 the Vermilion Advantage Career Lab. The WorkKeys Grant was originally denied, however Lori Brewster spoke with the State and the State did approve the funding for the WorkKeys Assessment Testing.

### **Action Item: Director's and Officers Insurance**

Brooks referred to the Director's and Officers Liability policy. A motion to approve the Director's and Officers Insurance proposal was made by Dee Ann Ryan, seconded by John Alexander. Approved by a unanimous voice vote. Motion carried.

### **Action Item: WIB Budget**

Brooks reported that the 05-06 WIB Budget is projected to be approximately \$2,500 under budget. This is due to the lack of Legal Services used regarding the 501 (c) 3 application, and the lack of Temporary Office Services used when workload was low. The 05-06 Staff to the Board Grant, which ended February 28, 2006 was fully expended.

Brooks explained that some items on the 06-07 WIB Budget were dropped: Legal Services, which covered forms required by the IRS, and Temporary Office Services due to a new temporary part-time County Grant Writer position. There was an increase of 3% to the Staff salary. Overall, the Budget has a 3.37% increase. A motion to approve the 06-07 Budget was made by Chuck Brooks, seconded by John Alexander. Alexander questioned whether there were any funds with the Challenges. Brooks explained that the Grant Writer position was to help identify funds to assist with the challenges. Approved by a unanimous voice vote. Motion carried.

## **YOUTH COUNCIL –**

### **Action Item: Youth Council Membership –**

Dee Ann Ryan stated that the Youth Council has two resignations: LaDonne Hightower, Boys & Girls Club and Patricia Shedlock, Vermilion County Job Training Partnership and new member, Gary Ludwig, WIB Member. A Motion to approve the resignations and new membership was made by Dee Ann Ryan, seconded by Jonathan Jett. Approved by a unanimous voice vote. Motion carried.

### **Action Item: Recommendation of Youth Provider for WIA Title I Youth Funding**

A motion to approve the Center for Children's Services as the Youth Provider for WIA Title I Youth Funding recipient was made by Dee Ann Ryan, seconded by Chuck Brooks. Approved by voice vote. Abstain from vote: Tom Szott, Ed Michaels, Dave Kietzmann, Dr. Jacobs and Brian Hensgen. Motion carried.

Ryan reported that in working with the grants and RFPs the Council discovered the need for a safety net to catch kids expelled or put out of Danville High School. Some of the children were failing the TABE test and weren't able to get into the Youth program. These children were referred to DACC. The Council put together a task force and Frank Brunacci stated that his agency, along with DACC would provide a safety net. The Department of Rehabilitation is going to do the testing. Ryan extended the invitation that anyone is welcome to come to the meetings.

## **WORKFORCE DEVELOPMENT COMMITTEE –**

### **Action Item: Approval of One-Stop Contribution**

Szott reported that Experience Works owes \$869 from the MOU agreement. They have hired someone to work in the Resource Room and to assist any Partners as needed from May 1,2006 to June 30,2006. It is hoped this can be extended out to the end of the year. JTP is the host agency. A motion to approve the Experience Works employee working off the In-Kind Contribution was made by Dave Kietzmann, seconded by Dr. Alice Jacobs. Approved by a unanimous voice vote. Motion carried.

Mike O'Donnell stated that Area Agency on Aging would like to do an In-Kind.

### **Action Item: One-Stop Partner for Juvenile Justice Council.**

Szott informed that the Committee appointed a One-Stop Partner to be a representative to the Juvenile Justice Council. A motion to approve Amy Streuer as the One-Stop Partner for the Juvenile Justice Council was made by Chuck Brooks, seconded by Dave Kietzmann. Approved by unanimous voice vote. Motion carried.

### **Action Item: Items of Purchase for One-Stop**

Szott informed of the Items of Purchase that is the financial obligation of all the Partners based on the Memorandum of Understanding.

- *CD-ROM* - Hensgen informed that the CD-ROM was a request from Danville High School for help with their Job Club activities
- *Reception Counter*
- *Wall Literature Displays*
- *IETC Signs (2)*
- *BULLZI*, –Hensgen reported that “Bullzi” is a self-supported unit with a software package that provides vast information on job seeking. It is becoming popular at other One-Stops throughout the State. It is user-friendly. It is affordable. It can be taken to schools and job fairs. The quote is for 2 systems: one that will remain in-house and one that can be taken out to different activities in the community. The software contains tests, hand-eye coordination games and many other activities that are self-accessed, which eliminates the need for staff monitoring. Yearly updates, as available, are \$250
- *NOVA Tables* - are the recessed computer tables located to the left of the entrance to the Resource Room. They provide a professional atmosphere in the One-Stop and privacy to the user
- *Material to help address the Felon Population*

A motion to approve these items of purchase was made by Tom Szott, seconded by Mike O'Donnell. Approved by unanimous voice vote. Motion carried.

### **Action Item: Approval of 5-Year Plan –**

Hensgen reported on the PY 06 WIA Program Funding. JTP received a 22% cut in the Adult and Youth funding stream, but received approximately an 18 % increase in the Dislocated Worker funding stream. This equals approximately a \$40,000 cut in Workforce Investment Act funds. The Youth Programs have approved to award the Center for Children's Services \$200,000 of the \$270,000 that is available. The Incumbent Worker Transfer is a new project to be proposed for the new program year. With the Incumbent Worker Transfer, up to 10% of

available funds can be used to serve the Incumbent Worker population. In PY 06, the focus is on Nursing students that are being served with the CSSI discussed earlier. This will allow for an easy transition. Work will begin with area employers to start focusing on the incumbent workers that they have at entry level. As these workers move up the ladder, they will open up the entry level positions for other clients and people with needs. Between 3% and 5% of available funding is being set aside for the Incumbent Workers. These figures can be modified later, if deemed necessary. The numbers for the participants: Adult and Dislocated Workers, stayed at the same level as last year. The numbers for Youth had to be reduced do to the reduction in funds. Last year it was 100, this year it is 90. A motion to approve the 5-Year Plan was made by Dee Ann Ryan, seconded by Jonathan Jett. Approved by a voice vote. Abstain from vote: Tom Szott, Dr. Michaels, Dave Kietzmann, Dr. Jacobs and Brian Hensgen. Motion carried.

**Action Item: 2005 Re-allocated Re-allotted Plan-**

Hensgen reported that at the last WIB, a modification was submitted to the WIA PY 05 Grant that included a re-allocated dollar amount. \$2,017 was given to Vermilion County to serve in our Dislocated Worker Population. Since that time, a policy was received stating that that reallocated amount will be rescinded, along with an additional amount, to cover expenses at the State level. The PY 05 Grant was modified. \$1,612 was subtracted from the Adult funding stream. Overall, approximately \$1,800 is rescinded to cover State expenses. A motion to approve the Re-allocated Re-allotted Plan was made by John Alexander, seconded by Parsottam Patel. Approved by a voice vote. Abstain from vote: Dr. Michaels, Dave Kietzmann, Dr. Jacobs, Tom Szott and Brian Hensgen. Motion carried.

**Action Item: Approval of Operator's Letter of Support**

A motion to approve a letter to Kevin Kegley of Project Success supporting the Community Coalition for Reintegration was made by Mike Metzen, seconded by Kay Dequimpal. Approved by voice vote. Abstain from vote: Tom Szott, Mike Metzen and John Alexander. Motion carried.

**Action Item: One-Stop Sign In Sheet**

Brewster explained that the new One-Stop Sign In Sheet should have went through the March WIB meeting, but that meeting was cancelled. The sheet was sent to the WIB members, and none contested it, so its start date was April 1, 2006. The sheet still needs to be approved. Szott informed that the sheet records the number of those being served and the services they are receive. Szott made a motion to approve the new One-Stop-Sign In Sheet, seconded by Jonathan Jett. Approved by unanimous voice vote. Motion carried.

Szott commented that there would be work on the new Memorandum of Understanding (MOU) possibly by the next meeting. Also, he will be presenting the Operation Plan that was developed by Workforce Associates at a future meeting.

Brewster referred to the "Monthly / Yearly Totals" Sign In Sheet and explained that the January 2005 and January 2006 Monthly /Yearly Totals are shown from the old Sign In Sheet and all columns are filled in beginning with the new Sign In Sheet, which began in April.

**BOARD DEVELOPMENT COMMITTEE –**

Brewster gave a brief presentation of the revised website.

**OTHER BUSINESS –**

**WIB Member Report** – Federman informed that the Board is at full membership. Those with a membership expiring as of June 30 will receive forms; please complete and return as soon as possible.

**“A Framework for Understanding Poverty”** - Mike Metzen of the Vermilion County Regional Office of Education, presented a report on the school districts work on principles included in Ruby K. Payne’s, Ph.D., “A Framework for Understanding Poverty.” He distributed the article “Payne’s Pursuit” which was published in Education Week in May. Throughout the year teachers received activities on Payne’s principles. Kim Ellis, a Payne consultant, gave a 5-hour long presentation at Danville High School to 1,250 participants. She was requested to give a presentation in the evening at the Danville Area Community College. The theme lasted throughout the year and was very relevant to Challenge B Priorities. The theme was also very relevant to the fact that almost 49% of the county students are eligible for free / reduced lunches. There will be a new theme next year.

**Older American’s Act**, Mike O’Donnell gave a brief update on the Older American’s Act. Congress is soon to reauthorize the Act, which is 40 years old and supports community based programs for older adults, including our Senior Community Service Employment Program commonly referred to as Title V. Both Experience Works and the Area Agency on Aging are co-sponsors for this Title V program and that would be reauthorized as part of the Older American’s Act. He distributed a presentation that was prepared for the Board. The Older American’s Act programs in Vermilion County provide about \$500,000 of federal and state funding for senior programs.

**PUBLIC COMMENTS –**

**National Association of Workforce Boards** – Lori Brewster had distributed information and gave a report on the NAWB Conference she attended in March. Futurist, Ed Barlow, spoke at the conference.

**NEXT MEETING** – Thursday, July 27, 2006 at 3:00 PM at the County Board Room.

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