

VERMILION COUNTY WORKFORCE INVESTMENT BOARD
WORKFORCE DEVELOPMENT
MINUTES OF THE MEETING THURSDAY, FEBRUARY 9, 2006 (7:30 AM)
IETC, 407 N. FRANKLIN ST., DANVILLE, IL

MEMBERS PRESENT: Phearn Butler Cheryl Bradfield Christine Cornell Brian Hensgen
Jeanne Housholder Amy Streuer Kathy Leary Stacey Parr Judy Phillippe Tom Szott

MEMBERS ABSENT: Aletha Alexander Judy Allen Tyrie Baltimore Dave Coleman
Scott Heatherton Greg Hilleary Dr. Alice Jacobs Dave Kietzmann Mike O'Donnell
Michelle Pride Becky Robinson Eloy Salazar Betty Shaffer Kay Smoot
Melanie Stevenson Diana Wyatt

GUEST/PROXIES/STAFF: Rose Clauson Lori Brewster

CALL TO ORDER – Co-Chair, Tom Szott, called the meeting to order at 7:43 a.m., as an informational meeting; a quorum was not present. Due to no quorum, Szott moved to discussion items on the agenda.

DISCUSSION:

Meeting Time – Lori Brewster reviewed results of meeting time survey, with the majority choosing 7:30 a.m on the second Thursday of the month. Tom Szott informed that there would be no changes on the committee meeting time.

Tom Szott called the meeting officially to order at 7:45 a.m. quorum was present.

APPROVAL OF AGENDA:

Motion to approve the agenda as presented was made by Phearn Butler, seconded by Brian Hensgen. Approved by a unanimous voice vote. Motion carried.

APPROVAL OF MINUTES:

Motion to approve the minutes of the January 11, 2006 meeting as presented was made by Christine Cornell, seconded by Judy Phillippe. Approved by a unanimous voice vote. Motion carried.

ACTION ITEMS:

Approval of One-Stop Contributions: Experience Works – Brewster informed that Experience Works had submitted an in-kind proposal for their One-Stop Contribution in November, which Lori did not receive until after the January meeting.

Stacey Parr was present and stated that Experience Works contribution has always been in-kind and had submitted their proposal to Renee' Poke for Experience Works Participant Rose Clauson. Stacey Parr is now proposing that Rose Clauson to work strictly in the Resource Room in the morning hours on Monday mornings or when it is the busiest, until Experience Works could help find an intern for in the Resource Room.

Christine Cornell stated that computer assistance is generally what is needed in the Resource Room, Resume Building or Job Search and suggested that Rose assist with the Partners in stuffing the envelopes or making copies etc, and things that Rose has assisted with in the past instead of assisting with the Resource Room. Rose stated that she would not oppose to assisting the Partners with copies or stuffing envelopes, she does not do computer work.

Motion to approve the concept of Rose Clauson working in kind in the resource room and assisting Partners with whatever is necessary was made by Christine Cornell, seconded by Brian Hensgen. Approved by a unanimous voice vote. Motion carried.

Stacy Parr gave her correct address as PO Box 456 Greenup, IL 62428.

Brian clarified that a check was received from Department of Human Services for \$869.22 and Brian clarified that DRS has committed time to the Resource Room, so that the check would have been submitted by TANF.

Approval of One-Stop Sign In Sheet - Szott informed that he wanted to make sure the Committee approved the sign in sheet formally before submitting to the WIB. The Executive Committee removed the WIB column. Hensgen pointed out that under Central IL Debt Mgmt Credit Education (CIDMCE) the column needs to be widen so the “n” in education appears as an “n” and not an “r”, also the agency now has two columns: class and appointment. Brewster clarified that the each agency is broken down in the services offered. CIDMCE offers 2 services classes and counseling. Cornell stated those that attend Job Club should mark the CIDMCE class also. Brewster stated individuals should be informed of this as they sign in.

Motion to approve the One-Stop Sign In Sheet as presented was made by Judy Phillippe, seconded by Phearn Butler. Approved by a unanimous voice vote. Motion carried.

Appoint One-Stop Partner to Juvenile Just Council – Brewster informed that Challenge B Priority #5 Goal and Objective: The Court System needs to encourage juvenile offenders to successfully complete classes in character education, customer service and high school diploma with the Action Plan: Have meetings between educators, the One-stop Staff, and the Court System to implement this program.

Brian Hensgen nominated Amy Streuer to serve on the Juvenile Council; Amy Streuer is JTP's Youth Liason between WIA Program and Youth Providers.

Motion to nominate Amy Streuer as the One-Stop Partner Representative on the Juvenile Justice Council was made by Brian Hensgen, seconded by Christine Cornell. Approved by a unanimous voice vote. Motion carried.

Brewster would notify Dee Ann Ryan.

Szott informed Amy that what the Juvenile Justice is wanting is more coordination between the Partners and bringing information back to the Partners.

DISCUSSION:

Meeting Time – Szott reviewed that there were 14 out of 25 surveys returned of those 14, the second Thursday at 7:30 a.m. is what the majority decided. Szott asked that Brewster notify the committee.

Discuss Challenge A & B Action Plans pertaining to One-Stop Partners – Brewster reviewed Challenge A **Priority #3** Goal and Objective: All Vermilion County residents needs to be offered appropriate career information resources. Priority #3 Action Plan I-A., I-C., I-D and I-E were reviewed.

Bradfield informed that IDES currently uses Public Service Announcements to address Action Plan I-D. Cornell informed that IDES markets CIS and that Career Cruising could be done through any outreach programs that are happening.

Brewster reviewed Challenge A **Priority #4** Goal and Objective: Identify the gaps and build partnerships between businesses with education. Priority #4 Action Plan I. and I-A was reviewed.

Brewster reviewed Challenge A **Priority #7** Goal and Objective: Expand the discussion of mutual education and business issues and needs. Priority #7 Action Plan I was reviewed.

Brewster reviewed Challenge A **Priority #10** Improve and increase access to career services opportunities. Priority #10 Action Plan I. was reviewed.

Szott questioned on Priority 4. Action Plan I-A. The WIB Partnership Committee will identify organize mentoring programs, internships and job shadowing opportunities for residents for all ages. Vermilion Advantage could be the clearing-house for high school guidance counselors to make request for guest speakers for high school classes. Szott questioned if any of the Partners were already doing this and asked that Brewster send a survey to the Partners asking which Partners were already providing these services.

It was discussed that Priority #7 Action Plan is the role of the WIB.

Brewster reviewed Challenge B - **Priority #5** had already been addressed earlier in the meeting.

Brewster reviewed Challenge B **Priority #11** Provide opportunities for internships to all high school students and guidance counselors Brewster questioned if there were any internships provided through any of the Partners programs. It was discussed to add under column “Already in Place” Tech Prep Director at DACC.

Brewster reviewed Challenge B **Priority #12** To Develop Strategic Planning Committee that will reflect functions of the Education to Career Board, which is similar to Challenge A Priority #7 and considered the role of the WIB.

Review IETC Web-Site On-Line Links and addition of new links – Szott informed that the VCWIB Board Development Committee is asking the Partners to review the website and note any changes or additions that the Partners would like to see. Discussed that Danville Area Chamber of Commerce is not a sole entity, but a division of Vermilion Advantage so should this be a link to Vermilion Advantage and suggested contacting Glenda Kietzmann. Suggested additional on-line links sites were Career Cruising, IDES Site, and Experience Works. The Suggestion was made that the partners that have sites be included on the On-line links as well as under One-Stop Partners. A reference that Labor Market information is on the website. Suggested was that “WIB Business” be the heading on the left side of each page that could be clicked on to find WIB Calendar, Agenda and Minutes.

Cornell questioned if there was still a Labor Management Council. Szott responded that he believed so.

Resource Room Expenditures and New Wish List - Hensgen informed that the new reception desk has been ordered. The budgeted amount for the desk was \$6,500 and the action cost is \$4,220. The desk should arrive in about 3 weeks. Hensgen informed of a power pole that needs to be moved to a more convenient location, which IDES has worked out.

Hensgen stated that he would like to improve signage on the exterior of the building. Hensgen suggested a 2' x 10' sign for above the front doors and a 2' x3' foot sign on the south side of the building on Franklin Street. Hensgen had received a bid of \$750.00, which would include installation and would need to check for additional cost i.e., permit from the City etc. Hensgen wanted to check on the material the sign would be made up of. Szott suggested continue to research the cost. Cornell suggested that the address be included on the sign.

Hensgen made a motion to spend maximum of \$1200 for exterior signage for the One-Stop, seconded by Christine Cornell. Approved by a unanimous voice vote. Motion carried.

Hensgen is also investigating a swipe card system through the IWDS for less than \$1,000.

Hensgen also made suggestion for a flat screen monitor for the resource room to give updates on where meetings are and what kind of activities going on in the one-stop. There would be space available for this monitor at the new reception area. Hensgen is currently waiting to receive information from Jeff Williams at DACC.

Review MOU Contributions – Szott reviewed the MOU and Resource Sharing Agreement as of 01/31/2006. Szott stated that he had tried to call Phil Rodgers, Area Agency on Aging and received a message “that due to the number of calls dealing with Medicare call back at a later date”. Brewster has a direct dial and will get the number to Szott.

Szott informed that the Resource Sharing Agreement states that there is \$22,389.10. The Reception desk expense does not show up on the expense sheet.

Review Operational Plan Matrix – Szott had asked Brewster to create a matrix for the Operational Plan, which was included in the meeting packet. Szott asked that the Partners look at what is being done and email the information to Brewster. Brewster will prepare information in matrix form for the next meeting.

OPERATOR’S REPORT –

- **Monitor & Maintain Continuous Quality Improvement For Improved Customer Service**
 - Customer Surveys – No report
 - Action Item – One Stop Contributions – Discussed earlier
 - Review Resource Room Expenditures and New Wish List – Discussed earlier
- **Coordinate The Day To Day Operation Of The Center As It Relates To Shared Functions Or Integrated Services** – Discussed under Action Item In-Kind Contributions and the discussion of operational plan and traffic report.
 - Staffing Resource Room – Discussed under One-Stop Contributions
 - Reception Referrals – No discussion
 - Coordination of Schedules – No Discussion
 - Other Activities to ensure the effective management of the Center
 - Discuss Challenge A & B Action Plans pertaining to One Stop Partners and New Wish List – Discussed earlier
- **Coordinate Services And Non-Financial Resources At The Center Among All Partners To Achieve A Seamless System –Coordinate Reporting On Behalf Of The Center As A Whole–**
 - Review Operational Plan Matrix - Discussed earlier
 - Meeting Time - Discussed earlier
 - Traffic Report – No report
 - Action Item – Approval of One-Stop Sign In Sheet - Approved earlier
 - Action Item – Appoint designated Partner to the Juvenile Justice Council - Approved earlier
- **Coordinate Marketing Activities And Material For The Center** – Review IETC Web-Site On-Line Links and addition of new links - Discussed earlier
- **Determine the Need for More Intensive And Training Services For Adults And Dislocated Workers–** No discussion
 - **Each Partner is solely responsible for the eligibility determination for their respective clients and the need for more intensive services** – No discussion

COMMENTS – Hensgen asked for clarification on agenda lay out. Szott explained the layout and the process of information. Brewster suggested that the items be put under the appropriate section under the Operator’s Reports and doing away with the top part of the agenda. It is very confusing if someone other than Brewster prepares the minutes, and Brewster normally has to go back and put the items in under the Operator’s report. Hensgen suggested that Action Items be in bold or underlined so that the action item stands out more.

Cornell stated that the information does not have to be listed as the Operator's report as long as the Operator's are at the meeting and agree with what is being discussed.

Cornell announced that due to security of the office there would be a security pad at the back door. Only co-located partners will be able to come through the back door.

Hensgen reported on the Equal Opportunities Accessibility Survey Report received from DCEO on January 27, 2006 discussing the outlined deficiencies that were found during the monitoring. Hensgen stated that there is some things identified that Cornell and Hensgen feels that are in place. Hensgen and Cornell are planning to meet with DHS-DRS. Hensgen stated that there might be some things that may need to be discussed in purchasing to make the One-Stop accessible.

Brewster informed that at February's IWP meeting Illinois DCEO gave a presentation on Illinois Work Net website that DCEO is developing and how the site can work locally with the One-Stops.

Brewster reported that the WIA Reauthorization is stalled in the Senate due to the Faith Based Organization Component. Brewster announced that she would be attending the NAWB Conference at the end of February, which IWP is sponsoring a Legislative Event. If anyone had any concerns that they would like voiced to please to get those concerns to Brewster.

It was announced that Linda Stanton with DHS-TANF would be retiring February 28, 2006

NEXT MEETING – March 14, 2006 at 7:30 a.m.

ADJOURNMENT – Motion to adjourn the meeting was made by Judy Phillippe, seconded by Christine Cornell. Approved by a unanimous voice vote. Motion carried.