

**VERMILION COUNTY WORKFORCE INVESTMENT BOARD
WORKFORCE DEVELOPMENT
MINUTES OF THE MEETING THURSDAY, MAY 11, 2006 (7:30 AM)
IETC, 407 N. FRANKLIN ST., DANVILLE, IL**

MEMBERS PRESENT: Cheryl Bradfield Phearn Butler Brian Hensgen Kathy Leary
Stacey Parr Judy Phillippe Becky Robinson Kay Smoot Tom Szott

MEMBERS ABSENT: Aletha Alexander Judy Allen Tyrie Baltimore
Dave Coleman Chris Cornell Scott Heatherton Greg Hilleary
Jeanne Housholder Dr. Alice Jacobs Dave Kietzmann Kathy Leary
Mike O'Donnell Michelle Pride Eloy Salazar Betty Shaffer
Melanie Stevenson Amy Streuer Diana Wyatt

GUEST/PROXIES/STAFF: Rose Clauson, Lori Brewster

CALL TO ORDER – Co-Chair, Tom Szott, called the meeting to order at 7:35 a.m.

APPROVAL OF AGENDA: -

Szott asked for clarification on the agenda format, specifically, the difference between square bullets and circle bullets. Lori Brewster explained that the circle bullets were items that were on the MOU. Szott suggested that each item be assigned the name of the person who is going to address that item. Correction was made to the meeting date, from June 9, 2006 to June 8, 2006. Motion to approve the agenda as corrected 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 April 13, 2006 meeting as presented was made by Judy Phillippe, seconded by Phearn Butler. Approved by a unanimous voice vote. Motion carried.

Monitor and Maintain Continuous Quality Improvement for Improved Customer Service

- **Customer Surveys** – Bradfield informed that there were 5 reviews in the box dated between April 27th and May 3rd. The reviews were all good.
- **Review Resource Room Expenditures** – Bradfield informed that she is working on a project geared toward felons in Vermilion County and is compiling packets for the workshop. Bradfield would like to request \$500 for materials that address issues such as negative work histories and arrest records. Motion to support and approve up to \$500 for the felon project was made by Judy Phillippe, seconded by Brian Hensgen. Approved by a unanimous voice vote. Motion carried.

IDES is requesting 8 NOVA recessed computer tables at a cost of \$4,600. Motion to approve the purchase of 8 NOVA recessed tables made by Becky Robinson, seconded by Stacy Parr. Approved by a unanimous voice vote. Motion carried.

- **Review MOU Contributions.** Brewster is to follow up on letter regarding multi-agency (DACC and IDES) computer classes in Hoopeston. Szott will follow-up with DACC.

- **Action Item – One-Stop Contributions.** Szott talked with Phil Rogers about supplying some help in the Resource Room. Experience Works currently has a person working in the Resource Room. Hensgen would check with Chuck Jones to assure that this person is not assigned any duties that could be an IDES responsibility. Szott to follow up with Phil Rogers regarding host agency requirements etc., before a decision is made.
- **Discuss and Action Item: “Bullzi” and “Achievement Technologies”** – Hensgen commented that both software products would be beneficial to the One-Stop. The “Bullzi” software is a touch screen, self-contained system. It contains a vast amount of information on job skills and life skills and has the capability to link to the Internet. This would be a core service open to anyone. The “Bullzi” is portable and can be taken to job fairs. The cost for annual updating is inexpensive. The cost for the Touch Inspired Mini system is \$4,989. The cost for the All-In-One Apple I-Mac system is \$5,949. Hensgen has a quote for 2 systems at \$4,889 each, for a total of \$9,778. Motion to approve \$9,814.10 for 2 Bullzi units including shipping and handling, was made by Kay Smoot, seconded by Phearn Butler. Approved by a unanimous voice vote. Motion carried.

The “Achievement Technologies” product includes information on employability skills such as preparing a resume, interviewing, job seeking, etc. It offers pre and post testing and tutoring sessions to learn what is needed to be successful in each module. This package covers a 3-year time frame, for 1,000 users. It would be an intensive service that would assess skill levels. It would monitor how much is learned and retained. It can include pre and post testing for reading and math and Microsoft products. Szott inquired whether this product would only be available to those who are already clients of JTP. Hensgen confirmed and included that a client of any program would be a candidate. The total cost of a 3-year package for 1,000 users is \$6,500. Another company with a similar product is offering to match the cost for the “Achievement Technologies” product. Hensgen to follow-up with this company.

Brewster suggested a new clock for Conference Room A & B.

- **Review MOU, Cost Allocation and Service Matrix** – Szott requested Hensgen and IDES look over and identify any changes. Hensgen stated there is some interest from DACC to occupy an office at the One-Stop to equalize their activities. Thus, DACC expense would increase and the Partner’s expense would decrease. Brewster would follow-up with Migrant Council. Kathy Leary informed that Debt Management and Credit Education would be increasing Leary’s time at the One-Stop to two days, Leary will also be holding another class in the One-Stop.

Coordinate Services And Non-Financial Resources At The Center Among All Partners To Achieve A Seamless System

- **Operational Plan** – Will be presented at May meeting.

Coordinate Reporting On Behalf Of The Center As A Whole

- **Traffic Report** – Brewster reported that a column was added on the right of the report to account for the visitors who had not checked a service box. IDES has addressed this. It is still occurring, but not as often. Committee reviewed the traffic report.

Coordinate Marketing Activities And Material For The Center Determine The Need For More Intensive and Training Services for Adults And Dislocated Workers

- **Approval of the 5 Year Plan** – Hensgen explains that although it is called a 5-year plan, when they receive their 1-year allocations, they plan for the upcoming year. In the PY06 Plan JTP was cut significantly in Adult and Youth dollars; the Adult program was cut 22% and the Youth programs were cut 23%. The Dislocated Worker Program increased 10%, maybe 16%. Overall, our funding level is \$1,041,000. The changes include: the Youth Council has already approved \$200,000 to be sub-contracted to the Center For Children's Services. That leaves our core program about \$70,000 to administer the grant and handle our in-house youth participants. Incumbent Worker is a new initiative approved by the Department of Labor (DOL), which began in January. Our previous obligations did not make it feasible to transfer money at that time. Now, it is a feasible option to transfer money into Incumbent Worker Training. There is \$12,568 in funding for Adults and \$19,310 in funding for the Dislocated Worker Program. That allots \$31,878 to serve this new Incumbent Workers Program. There is a cut overall from last year. We're looking at serving over the course of a year 100 registrants, 120 Dislocated Worker registrants and 90 Youth. With the current closures, SBC, Vermilion Rubber, we hoping to secure an additional \$100,000 to \$200,000. Just received a letter that approved an additional \$60,000 to help the SBC to the end of this year.

Hensgen is also working on the possibility of becoming a pilot site for the E-Learning Initiative. This will include between \$100,000 to \$200,000 to implement this diploma recovery program. It is projected to start July 1. This program is set up for those within 5 credit hours of graduating.

Motion to approve the 5 Year Plan was made by Judy Phillippe, seconded by Kay Smoot. Approved by a unanimous voice vote. Motion carried.

- **Approval of Re allocated Re allotted Plan** – The DOL has informed the State that they have to rescind some of our PY05 funds. In January, the State sent a re allocated amount, which added \$2, 017 to our Dislocated Worker funds. Now, a new policy letter is going to take away what they just issued plus ad additional \$157.00. IL DCEO is taking back \$2,300 and in the Adult program they are taking back \$1,600. Thus, PY05 grant must be modified to adjust the re allocated and re allotted plan. The participant numbers stayed the same. Motion to approve the Re allocated Re allotted

Plan was made by Cheryl Bradfield, seconded by Phearn Butler. Approved by a unanimous voice vote. Motion carried.

COMMENTS. - Brewster informed that at the IWP meeting in May, Theresa McMahon and Brenda Russell with IDES, announced that the Illinois Employment and Training Centers will no longer be known as IETC's effective July 1, 2006. They will be known as the Illinois Worknet. Funding is supposed to be available to redo websites and other expenses. Also, they have a website and the State has offered to come and give a presentation. If our area is interested in this, we need to let the State know.

Brewster informed that the Challenge D Committee toured the business center in Decatur and are looking at a possible Business Incubator in Vermilion County. In 2005, their Business Incubator had approximately 38 businesses, 167 full-time jobs, 30-part-time jobs and \$50.1 million in sales with under \$4,000,000 in payroll. The Board is getting ready to send out a survey to employers in Vermilion County. One of the questions on our survey asks for interest in classes on various topics. The Board is seeking further information on topics and classes offered.

NEXT MEETING – June 8, 2006 at 7:30 a.m.

ADJOURNMENT- Motion to adjourn the meeting was made by Brian Hensgen, seconded by Kay Smoot. Approved by unanimous voice vote. Motion carried.