

- **Review MOU, Cost Allocation and Service Matrix** – Szott reported there were no changes to the Service Matrix for Agency Partners, other than dates. Cheryl Bradfield informed that IDES would like 10% increase to the utilities, IDES had 15 full time staff not 16 and the IDES Fulltime Equivalent should be changed from 6.0 to 5.5. It was estimated that IDES Fulltime Equivalent would make a difference of approximately \$653. Hensgen questioned if IDES is requesting all areas to add a 10% increase to the utilities. Bradfield did not know, but would check with CMS. Bradfield suggested to leave the utilities the same, knowing there may be an increase to next years cost. IDES does regulate the temperature in the building.

Changes to the Voluntary Partner Service Matrix for DACC were made.

Leary brought up that her agency is present 2 days a week, which is not reflected in the cost allocation.

A quorum is now present. Co Chair Tom Szott started at the beginning of the agenda to approve action items..

Motion to approve the MOU with minor changes: IDES fulltime staff equivalent to 5.5 and 15 full time employees, changes to the service matrix for DACC and the change to the cost allocation for CIDMCE for two days a week was made by Greg Hilleary, seconded by Kay Smoot. Approved by a unanimous voice vote. Motion carried.

Coordinate Day to Day Operation of the Center As It Relates to Shared Functions or Integrated Services

- **Staffing Resource Room** – Discussed under MOU Contributions
- **Reception Referrals** – No discussion
- **Coordination of Schedules** – No Discussion
- **Other Activities to ensure the effective management of the Center** – Szott suggested looking at #3, #4, #7, #10 and #11 of the Operational Plan.

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

- **RESP Program** –Bradfield reported on a program started in May with 72 people released from the Department of Corrections. Forty-three (43) received resume assistance, 43 received interview coaching, 24 are being pre-certified for the tax credit program.

Another part of the RESP is the IVTP program, which is for incarcerated veterans. Randy VanVickle does intensive workshops at the prison, 3 days a month, for people going to be released from prison in the next 30-40 days.

The Community Awareness Program is creating a Community Awareness campaign to inform the community of information from the audit statistics. Some of those statistics are: the number of people being released from prison and then relocating; this community has the 5th largest population of felons in the state of Illinois; and this community has

more sex offenders than Champaign County. There are 5 agencies, almost 30 different groups, working together. Bradfield reported that there are plans to give a presentation at the WIB meeting.

Coordinate Reporting On Behalf Of The Center As A Whole

- **Traffic Report** – Brewster reported that the updated April Traffic Report has been emailed. Bradfield inquired whether the real numbers regarding resumes and Illinois Skills Match could be shown on the report. Hensgen informed that the focus on the Sign-In Sheet was on the “Individuals-No Service Marked”, and that number is down drastically. Brewster informed that “Individuals Served” is supposed to be counted and that at the end of every year a matrix containing yearly figures is supposed to be created and posted in the Resource Room. Brewster suggested that workers in the Resource Room could ask the individuals if they checked “Create Resume” on the Sign-In Sheet. Bradfield reported that she thinks they’re marking “Employment Service” because they are not aware of the difference. Bradfield informed that resume writing is one area that the office gets credit for when an individual utilizes that service and ultimately gains employment and that the numbers are short in this area. Bradfield would watch the numbers and collect monthly data to compare to the Sign-In Sheet, to assure that areas are being reflected correctly.

Coordinating Marketing Activities And Material For The Center

- **Success Stories** – Bradfield reported that she needs “success stories” for a weekly report she generates and sends to the Governor’s office. She informed that she’s supposed to have 2 or 3 a week, and that this office never sends any in. Brewster informed that with the proper release, the Board Development could send the press release to the local newspapers. The Community Awareness / Board Development Committee is meeting monthly and trying to generate ideas for the press releases to give to IETC. Szott inquired whether the report sent to the Governor’s office is a form. Bradfield informed that the report is written in news article form. Szott requested Brewster to send out a request to the Partners including the expectation that this office should generate 2 or 3 a week.
- **Employer Services** – Bradfield reported that Community Coalition for Re-integration is trying to create and generate brochures regarding Employer Services. Brewster informed that the WIB is trying to market Employer Services and wants to list those services on their website. Bradfield informed that the Coalition is also putting together a website with technical assistance from IDES. Brewster inquired if this was for the entire state of Illinois. Bradfield informed that it was just for this IETC. Brewster inquired why that information wouldn’t be included on the IETC website. Bradfield informed because the members of CCR are not all One-Stop Partners. Brewster suggested that before a new website is created, the IETC website may be helpful. Bradfield informed that CCR is also reporting this information statewide.

Bradfield reported that last month IDES referred 1,579 people to work. Normally, IDES refer closer to 4,000 people to jobs. Brewster informed that the WIB members would be interested in that information. Szott suggested that the Partners update the WIB on this information as well as the RESP at the next meeting.

Determine The Need For More Intensive and Training Services for Adults And Dislocated Workers

- **Labor Market Information** – Bradfield reported that unemployment went down and that last month was the largest gain in employment during the past 5 years for the whole state.

COMMENTS. – Brewster reported that IWP is considering the last week in August to be the IETC Open House Week.

NEXT MEETING – July 13, 2006.

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