

VERMILION COUNTY WORKFORCE INVESTMENT BOARD
WORKFORCE DEVELOPMENT
MINUTES OF THE MEETING THURSDAY, SEPTEMBER 8, 2005 (7:30 AM)
IETC, 407 N. FRANKLIN ST., DANVILLE, IL

MEMBERS PRESENT: Phearn Butler Dave Coleman Christine Cornell (by phone) Scott Heatherton
Dave Kietzmann Kathy Leary Judy Phillippe Renee' Poke Michelle Pride
Tom Szott Diana Wyatt

MEMBERS ABSENT: Aletha Alexander Judy Allen Tyrie Baltimore Dr. Alice Jacobs Amy Johnson
Sandy Martin Mike O'Donnell Stacy Parr Becky Robinson Eloy Salazar Betty Shaffer
Kay Smoot Melanie Stevenson

GUEST/PROXIES/STAFF: Cheryl Bradfield Lori Brewster

CALL TO ORDER – Co-Chair, Dave Coleman, called the meeting to order at 7:43 AM.

APPROVAL OF AGENDA – Tom Szott commented that there was discussion in the Executive meeting (and was a suggestion in the Operational Plan) about extended evening hours that should be added under the “Discussion” heading. Michelle Pride is in attendance today for the discussion of the extended hours. Brewster informed that the “Action Item: Approval of WIA Title I Performance Measure Negotiations” should be moved to “Discussion” also. A motion to approve the agenda with changes was made by Phearn Butler, seconded by Renee' Poke. Approved by a unanimous voice vote. Motion carried.

APPROVAL OF MINUTES – A motion to approve the June 7, 2005 minutes and the July 14, 2005 minutes as presented was made by Renee' Poke, seconded by Judy Phillippe. Approved by a unanimous voice vote. Motion carried.

ACTION ITEMS: –

Approval of One-Stop Contributions –

VVEDS/VOTEC – A motion to approve the 2004-2005 in-kind contribution (Dry-Erase board, Display board, Computer programs, Dictation machine, and headphones—total cost \$529.00) and a to approve the 2005-2006 in-kind contribution of 10 Career Exploration Videos (total cost \$500.00) from VVEDS/VOTEC was made by Judy Phillippe, seconded by Phearn Butler. Approved by a unanimous voice vote. Motion carried.

Hoopeston Multi-Agency – A motion to approve the 2004-2005 in-kind contribution of providing a workshop for job hunting and completing applications in the amount of \$177.90 presented by Julie Stroud was made by Dave Coleman, seconded by Scott Heatherton. Approved by a unanimous voice vote. Motion carried. Bradfield informed that the services that the Multi – Agency is paying for could be provided for free. IDES would even travel to Hoopeston to offer the workshop. Diana Wyatt stated that DACC could offer a workshop for free also.

Approval of Memorandum of Understanding – Cornell informed that she would not attach the Inter-governmental Agreement for the lease of the space to the MOU until the budget (cost allocation) was approved. Szott stated that everyone

has received a copy of the MOU. Szott briefly reviewed the MOU. Szott suggested that the Partners need to notify the Committee whether they would be paying cash or presenting in-kind. Cornell stated that if it were an in-kind contribution she would like to approve the in-kind contribution in advance as a measure to ensure that all Partners would not pay with in-kind contributions. Phillippe suggested sending a letter to the Partners regarding in-kind/cash. Poke suggested setting a timeframe for the agencies to have already made a decision. Coleman suggested composing a “historical” listing of what each Partner has contributed in the past. Coleman stated that the bottom line is that the board needs to have money for operating budget. A motion to approve the MOU was made by Renee’ Poke, seconded by Michelle Pride. Approved by a unanimous voice vote. Motion carried.

Approval of WIA Title I Performance Measure Negotiations – moved to “Discussion”

DISCUSSION –

Review Barriers to Employment Committee Consumer Profile – Included in the packet was a 2-page handout “Barriers to Employment – Demographic Characteristics”. Coleman explained that the old Barriers to Employment committee composed the data sheet. The purpose was to see where the major obstacles to individuals obtaining or retaining employment, both within service categories and cross-service categories. Information was gathered from three agencies, JTP (thanks to Brian), Vermilion County Probation Department (analyzing both computer and hand-written data), contacted DPA that became HCD (never received any information), and DORS (and had a complication because few people have access to their information). Coleman had hoped to meet with Aletha Alexander, but was unable to coordinate a time due to all the Challenge meetings. Chris Dunn or Coleman was going to put the information into a graphic format, but that has not been done as yet. With the current information it was noted that there were common barriers across service categories through youth, adult, dislocated workers, and probationers. These figures are raw data, and duplicated numbers have not been removed (a school dropout who then passed a GED). Coleman explained that the reason this information is important is because of the discussion of the function of the old Barriers to Employment Committee and Challenge C and how the WFD committee could absorb those. Looking at the goals and tasks that Challenge C had identified, a lot of those issues focused on the educational process. With the old Barriers Committee, education played a prominent role, but it was not the only barrier; prison record, substance abuse, chronic unemployment, lack of soft skills, childcare issues. That brings back the question of “do we include Challenge C in the WFD committee”. To what extent can WFD tackle the issues identified by Challenge C. Szott informed that Challenge C would be looking at the education issue.

Poke informed that many of the ex-offenders lack GED, HS diploma, or vocational skills. At age 30 ex-offenders have maybe two jobs that they can document (and those were ten years ago). Poke suggested that if WFD committee is going to take on this task, (that has been identified by the Challenges), then the committee needs to look at grants and/or how the County can secure more money for training and education. Thus far, all this committee has done is talk about the

issues, but what is the committee going to do to solve the issues. Coleman agreed that if the committee decides to tackle one or more issues, then not just discuss it as a problem, but to not only recommend, but to case manage the implementation of the solution. The Board would need to have a non-profit status to apply for grants. Brewster informed that the WIB is awaiting notification from the Federal Government. Bradfield informed that a group (who have dubbed themselves SNARF—**S**trategic **N**etwork **A**lliance for the **R**e-entry of **F**elons) is meeting on the fourth Thursday of every month. SNARF has 33 agencies attending, and are able to address any need that the ex-felon has—free drug-testing through the Department of Corrections, work-site monitors, mentors through United Methodist Church, individuals who are doing job development solely for felons (one for veterans and one for non-veterans). Referrals are coming from the Department of Corrections; we are anticipating a “30-day heads up” on who is being released. IDES is mandated to serve everyone being released regardless of the crime, whereas other agencies have a choice. IDES is keeping records on those served, and 1-in-3 in Vermilion County returns to prison. Szott requested to have reports from this committee

Szott suggested making a list of the Barriers from the five challenges, and identify what is currently being addressed. Cornell suggested distributing the list of from the Barriers Committee to the Partners so that the Partners can identify what each is aware that is being addressed. Butler informed that one of the programs CAP has is the Educational Talent Search. CAP is funded to assist 675 individuals between the ages of 11-27 years. They must meet eligibility requirements (low income). All high school graduates in the program have gone on to college; the GED program has been a great success. CAP does work with individuals on education. One of the problems has been to get parents to cooperate in getting the information for students applying for scholarships. Currently CAP has openings for approximately 200 participants. Szott summarized the discussion by saying that the Partners need to look at the Barriers and determine what each is doing in various agencies; get the list to the five Challenges, and return back to committee; identify the gaps; and decide what to do next. Phillippe questioned whether the committee would take a role in coordinating the efforts, as well as prioritizing. Coleman responded that if the committee was going to take some ownership, then it would need to stay on top of the issues as to what was being done, and what resources the committee can bring in. Szott requested that Brewster draft a letter to the Challenge facilitators as well as the Partner who are not at the meeting.

Cornell suggested whether the committee should consider what each agency would be doing for the hurricane victims who will be coming to our community. Bradfield reported that 19 families have already arrived in Vermilion County. Poke stated that she had information from the Governor and would report under Comments. Cornell added that Lynn Kazakaitis is no longer with DHS; Brewster informed that she is emailing the information to Linda Stanton with DHS. Cornell suggested that the committee look again at the By-Laws, particularly the voting procedures, and the committee members, the quorum issues. Brewster responded that she had already removed two or three names from the committee, Chris Dunn, Mike Smith, Sherri Ellis. Brewster stated that the Board had already looked at the By-Laws and they are not changing the voting procedures. Cornell responded that

in looking at her copy of the By-Laws, some things are not being done according to the By-Laws. Coleman suggested that Cornell pinpoint those items that need discussion and to get those items to Lori to be placed on the agenda for the next meeting. Bradfield informed that two voting bodies attend from DORS; however, IDES (who is located in the building) only has one vote, that being Cornell. Poke added that new technology (email) is not addressed in the By-Laws, and if electronic is going to be used, then the By-Laws need to be updated to reflect that.

IETC Extended Hours – Michelle Pride informed that the U of I Extension has been working with an “Internet Masters” class using the One-Stop computer room. This program is similar to the Master Gardener program. The “Internet Masters” are volunteers who have put extensive amounts of hours into courses to become certified to teach. Those individuals would like to have evening hours available at the One-Stop. U of I is in no way competing with DACC; we do not give college credit hours, is mostly for the benefit of the community, and the cost to the participant is \$5.00 for the class. Participants learn how to email, some have learned some web training, how to use the Internet. Feedback from the Internet Masters has been to try to secure two nights per week from 6:00 PM to 9:00 PM. We would be flexible with what would be acceptable with the One-Stop. Brewster informed that her information was for October 5 thru October 26 for the daytime class from 9:00 AM to noon for four weeks, and night sessions—two sessions for two weeks from either 6:00 PM to 9:00 PM or 5:30 PM to 8:30 PM. Bradfield informed that IDES must secure their files if people are going to be in the building after hours, because of confidentiality. Poke informed that JTP have stayed late, but it would have to be a coordinated effort to move staff to work late, because JTP cannot pay overtime. Bradfield questioned the Shared Cost, because U of I is being charged \$167.00 per year, should the shared cost be raised. Szott responded that the cost should remain as is. Poke stated that JTP would work in partnership to make every effort to coordinate a plan. Pride commented that she would take the info back to the group that the evening hours were not feasible at this time.

One-Stop Open House – Bradfield presented an FYI from IDES for the in-kind contribution for the Open House. Brewster informed that the morning hours were heavily attended, however, the afternoon hours were slow. With the exception of one Partner, all Partners participated in some way. One hundred individuals signed the guest book. There was a lot of positive feedback. Poke added that she wished there had been more time to get organized. Poke thanked Center for Children Services Café on the Lawn and Mimi Barnes for the food service. The youth were very enthusiastic about providing the service. Poke thanked the staff of IETC, IDES, JTP, DACC (especially graphics) who put in a lot of time in committee meetings to make the one-day open house a success. The legislators attended, Bill Black, Tim Johnson, and Shane Cultra. Bradfield commented that she would have liked to have seen more participation from the Partners outside of the building as far as helping with all the work that ended up being done by three or four people. Bradfield informed that Brewster and Robinson set up everything the day before. No one assisted in the mailing. Brewster informed the Division of Rehab volunteered, but IDES needed to take the envelopes next door and that did not get done. Brewster informed that an email was sent to all Partners about when the work was being

scheduled. Poke suggested that in the future a “laundry” list of what needs to be done, and request Partners sign up. Brewster informed that the State is looking at August each year being One-Stop Month. Pride was impressed with the Open House and had received several updates emailed to her from Brewster and commended Brewster on all of her hard work. Pride informed that she has a lot of volunteers who would be willing to assist next year if she knew in advance (and suggested three months). Poke suggested a follow-up committee meeting to evaluate the Open House. Bradfield questioned whether any surveys were completed. Response was not aware of any. Brewster informed that the Mayors of Danville and Hoopeston attended and four schools, District 118, VVEDS, Hoopeston and Catlin.

Review Updated Wish List – Included in the packet is an updated Wish List. The original list had 15 items, but the list has been reduced to 9 items and \$4,000. Szott questioned whether the items were prioritized. Bradfield informed that in her opinion the top of the list would be the reception desk. Poke suggested that the committee prioritize the list. Heatherton suggested checking with the schools to see if they were retiring any items.

Approval of WIA Title 1 Performance Measure Negotiations – Poke reviewed a handout entitled “Proposed Performance Goals Report Form” included in the packet. There are 17 performance goals that the JTP must meet or exceed. Poke’s concern is with the “DERR—Title 1 Dislocated Worker Earnings Retention Rate”. The negative 2,800 indicates that if an individual was making a certain amount (for example, \$10,000/year) in a previous job, entered our program, we must be able to place that individual in a position making \$2,800 less than the previous job (using example, \$7,200/yr). Next year, according to the handout, the position must be \$2,700 less than the previous job. Training is important because that helps place participants in more competitive positions. The participant must be placed in fulltime employment rather than a part-time position in order for JTP to meet the Performance Measures. If JTP does not meet or exceed all 17 measures, and would fail only one measure, then we have failed the Performance Goals 100%. Also, 75% of our employers must be happy with the program. This survey is conducted by the State, and very few employers are contacted for the percentages on the survey.

OPERATOR’S REPORT –

- **Monitor & Maintain Continuous Quality Improvement For Improved Customer Service (Customer Surveys)** – No discussion.
- **Coordinate The Day To Day Operation Of The Center As It Relates To Shared Functions Or Integrated Services** – No discussion.
 - **Staffing Resource Room** – No discussion.
 - **Reception Referrals** – No discussion.
 - **Coordination of Schedules** – No discussion.
 - **Other Activities to ensure the effective management of the Center** – No discussion.
- **Coordinate Services And Non-Financial Resources At The Center Among All Partners To Achieve A Seamless System** – No discussion.

- **Coordinate Reporting On Behalf Of The Center As A Whole (Traffic Report) –**
Included in packet
- **Coordinate Marketing Activities And Material For The Center –** No discussion.
- **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 – Poke stated that she would be attending the Illinois Workforce Partnership and that Terese McMahan had emailed a letter from Jack Lavin that on the agenda would be discussion of the money that would be trickling down from the Disaster Relief funds, how it is going to impact, how much money we would be getting for each of the 26 offices. Poke informed she would report back to the community and Mayor of Danville.

Diana Wyatt will be hosting a free workshop entitled CIS (Career Information Systems) in October that will be facilitated by Laura Lucas of the State. It is a job search, career search, and resource tool. It lasts about three hours, and when the plans are finalized Wyatt will send a letter.

Poke informed that since the in-kind contributions have been approved, she would be forwarding the figures to Laura Ligler, a corrected MOU budget would be drafted, and should be available in about two weeks. Brewster requested that when she received the corrected MOU budget, she would email it to committee.

NEXT MEETING –

ADJOURNMENT – The meeting was informally adjourned.