

**VERMILION COUNTY WORKFORCE INVESTMENT BOARD  
WORKFORCE DEVELOPMENT COMMITTEE  
MINUTES OF THE MEETING THURSDAY, SEPTEMBER 14, 2006 (7:30 AM)  
IETC, 407 N. FRANKLIN ST., DANVILLE, IL**

**MEMBERS PRESENT:** Aletha Alexander Cheryl Bradfield Scott Heatherton  
Brian Hensgen Jeanne Housholder Kathy Leary Judy Phillippe Tom Szott  
Becky Robinson

**MEMBERS ABSENT:** Tyrie Baltimore Phearn Butler Dave Coleman  
Christine Cornell Greg Hilleary Dr. Alice Jacobs Dave Kietzmann  
Mike O'Donnell Michelle Pride Eloy Salazar Betty Shaffer  
Kay Smoot Amy Streuer Diana Wyatt

**GUEST/PROXIES/STAFF:** Lori Brewster, Rose Clauson representing Stacey Parr

**CALL TO ORDER** – Co-Chair, Tom Szott, called the meeting to order at 7:42 A.M.

**APPROVAL OF AGENDA** - Motion to approve the agenda was made by Judy Phillippe, seconded by Brian Hensgen. Approved by a unanimous voice vote. Motion carried

**APPROVAL OF MINUTES** - Change to the first page, last paragraph the word employees to employers was made. Motion to approve the minutes of the June 8, 2006 meeting as amended was made by Brian Hensgen, seconded by Cheryl Bradfield. Approved by a unanimous voice vote. Motion carried.

**ACTION ITEMS:**

**Monitor and Maintain Continuous Quality Improvement for Improved Customer Service**

- **Customer Surveys** – Bradfield reported on the IETC Customer survey results that everything was positive except that one person asked for more help on the computers for those who don't have computer experience. Bradfield would have IDES compile the data sheet for the surveys and send to Brewster to send out to the Committee.
- **Review Resource Room Expenditures** – Brewster reported that Laura Ligler had sent the MOU Resource Sharing Ageement Contribution Report through 06-30-06, which is included in the meeting packet. The partners need to review it to see if any thing has been left out. Szott questioned the date on one of the pages, Brewster would follow up with Ligler once she returns from vacation.
- **Review MOU Contributions** - Experience Works has turned in 81 hours of in-kind contributions. Brewster stated that it has been approved she brought it for informational purposes. Szott asked Rose Clauson for a dollar amount. Brewster had not received any other request. Szott requested those that were contributing in-kind to submit their requests.
- **Discuss Revised MOU Cost Allocations** - Szott reported that the last couple of weeks that Szott, Bradfield, Hensgen, Brooks and Brewster have been reviewing the revised. Cost allocation Hensgen stated Chuck Brooks had questions as to the actual square footage. Hensgen had went through the blue print and reassigned all of the square footage. This actually changed the amount of square footage assigned to each partner, the

major partners JTP and IDES changes are quite a bit. IDES went down 700 sq. feet and JTP went down close to 600 sq. feet due to other partners coming in the building, taking away from our responsibility and reassigning some of the conference rooms. The one conference room that was reassigned and sent into the shared space is Conference Room A & B. IDES continues to maintain Conference room D space and JTP continues to maintain Conference Room C. The main changes are reassigning conference rooms and looking at square footage for the Resource Room. There is discussion that Danville Township is looking to join and be a Partner. That would positively affect the bottom line. Brewster stated that in the meeting yesterday it was asked that the common space be broken down to cost. Hensgen stated that he was more focused on his numbers and forgot to follow his notes when going over the blue prints. Hensgen stated that the 3174 was still listed for WIB and needs to be changed to zero. Bradfield said it was strange that IDES went down 700 feet and the rent went up \$114,000.00. Hensgen responded that when the actual space was reassigned the number went to 4240 in square footage down to the 3560. That the amount of square footage left goes to common space, you look at the new common space to the new common space dollar amount, which is \$75,000 to the old that increases the cost. Szott questioned Bradfield if the charge for his dollar amount affects locally; that is less money Adult Ed has to support education. When IDES is charged more, does that affect locally? Bradfield responded that it doesn't affect them locally, but state wide. IDES shows that this office is more cost efficient. Szott asked Hensgen to break the common space. Hensgen said 308 square feet for the break room, 374 square feet for men's and woman's bathrooms, 480 square feet for the storage room. 4500 square feet for the hall and the walls as common space. Szott wanted to know why common space and shared space are broken up. Hensgen said the common space is sent to the partners that are co located in the office. Szott stated under cost D this has changed about \$1500 less than last year, but the Partners did not pay for Internet service for the past four or five years, but now are being charged Internet service for the computers in the lab and research room. They took those dollars and reassigned from one thing to another. The bottom line is dollars in different places. Hensgen stated that changes could take affect if other partners join. Szott said there might be potential partners coming and stated when talking to potential partners be sure and tell them that there is a cost attached. Bradfield wanted to know what the steps were to be a partner. Brewster said to contact her and she will get it on the agenda and bring it to the next meeting for the committee and then to the WIB for approval. Szott stated with the measuring of the footage of the blue print, there is a more accurate FTE. Hensgen would make the changes and Brewster would send those changes out to be approved at next months meeting. Szott stated if no more questions, we are moving on

- **Revised MOU Contributions** – A motion to approve Area Agency on Aging and Experience Works training for reception area with host agency, IDES, to be approved next month.

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

- **Update on WIA Resource Room Policy**– Brewster reported Illinois DCEO is drafting policy letter to be implemented in the couple weeks on collecting tracking and submitting information on the utilization of Non-Registered Core Services. The participants will be entered into the IWD system, there will be a breakdown of basic participant, this classification will allow individuals that use the resource room to be included in the State

Account only and not the Federal. Those people will not be asked to submit their social security number. Reported non-registered participants classification allows those individuals the use of the resource room included in State and Federal WIA participant account and their social security will be requested. Regular participants who use the resource room will be documented in IWDS. Hensgen stated that swipe card could be implemented; until that takes effect, one of JTP staff will put the information into IWDS. **Staffing Resource Room** - Action Item: Job Description - Szott reported that the action item for the resource room, staffing item and job description is for the reception desk. Bradfield is proposing to the Title V – Experience Works and Area Agency on Aging as a job description for coverage for the reception desk that could be used as an in-kind from them. This would cover all open hours of operation hours by the Title V agencies. Hensgen questioned what kind of pre employment back ground check would be on the person in the reception area. Bradfield stated that IDES would run the pre-employment screening and a background check. The Reception desk would handle sensitive material about clients in the Resource Room. Hensgen questioned even though the individual is not truly and IDES employee. Bradfield stated that they will be representing the IDES. Motion to approve the job description as presented was made by Phillippe and seconded by Hensgen. Approved by a unanimous voice vote. Motion carried.

- **Reception Referrals** – No discussion
- **Coordination of Schedules** – Szott told Bradfield that all supervisors need to be aware of an incident report need to be filed as a state wide issue.
- **Other Activities to ensure the effective management of the Center** – No Comment

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

**Operational Plan** – Bradfield reported Job Fair is October 13, 2006, several partners put on the Job Fair. It is at DACC from 9:00-11:30, it is an entry-level job fair and is closed, not open to the general public. This is an attempt to get the finish first partners there and the felon population and do not want the General Population to over shadow the finish first or the felon population. The job fair will include grocery stores, retail; we are not talking with any factories. DACC really wants us to walk the line on so that there is no conflict with their job fair. On October 12<sup>th</sup>, 2006 is the IDES employer Seminar at the Day's Inn from 7:30 – 12:00. This is for all Employers about fifty in total. Bradfield is doing a presentation on the One Stop IETC. On November 9<sup>th</sup>, 2006 there is a Statewide Job Fair for Veterans, the major job fair site will be Springfield and Chicago. IDES is going to try and do a Job Fair at IETC. Pro Resource is at IETC every Monday morning from 9:00-12:00 for temporary jobs to hire without GED.

### **Coordinate Reporting On Behalf Of The Center As A Whole**

- **Traffic Report** – Brewster reported that the Traffic Report is to June 30<sup>th</sup>.
- **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 would like to have persons that have passed the GED class to send to the Governor’s Office.
- **Employer Services** – Brewster stated that Work Development Committee has requested from the IETC for the Employer Services to be put on the website. Brewster informed that the WIB is trying to market Employer Services and wants to list those services on

their website. Hensgen said that Jonathan Jett is representing the JTP. Bradfield informed that they have posted a new Job Board in the lobby for when a client walks can see what jobs are posted in Illinois skills Match. If interested the client has to match Illinois Skills Match with the Job and then get the Employment information.

- **Branding of the IETC**—Brewster states that Illinois DCEO is doing away with Illinois Employment Training Centers (IETC) and renaming to Illinois Work Net. They have hired a consultant firm to market and get the Illinois Work Net out. Very soon we need to list what our IETC is going to be called. It can either be called Illinois Work Info.net or locally we could have our own IETC name and say affiliated with Illinois Work Net. Brewster states she does not know how much time they have, hopefully they will be able to vote at the next meeting as to a new name. Szott said if anyone comes up with a name to send it to Brewster for the next meeting.
- Szott asked of the update on Hospitality Training one of the hotels came to the Partners and asked about Hospitality Training. Szott took this to DACC and at this point what has come out of it is they have Advisory Council looking into it. I know at this point they are going to have a Culinary Art Class, which is coming out of Corporate and Community Ed.
- Brewster asks Bradfield if she would report on the I Compass. Bradfield said it is training that could take 12 hours. You can access it off of our Website. What it has IDES Labor Market statistics. This is mandatory for all IDES employees to go through. Brewster stated that Hospitality and Manufacturing was the growing market over the last year. The CSSI has funding for the program. Manufacturers are saying there is a problem finding skilled workers but then when you talk to the College they have very few people enrolled in the program. So that may be something we have to keep in mind working with clients.
- **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** – Szott says there is a staffing meeting of DACC downtown at 12:30- 5:00 PM. Phillippe asked if anyone had heard about Vermilion County poverty level increase of 5%. Bradfield stated that because of the poverty level under the Federal Tax Credit that IDES use, there is the Empowerment Zone, it is for areas that have high poverty, unemployment and limited workers. Bradfield had contacted Greg Hillary to see if the City of Danville is in the Empowerment Zone. When companies hire from that empowerment zone they would be eligible for a tax credit from \$2,400. To \$3,000, and federal dollars.

Brewster stated that the Work Force Investment Board has submitted nominations for individual achievement award and Outstanding Youth program in Vermilion County for the State of Illinois. The Center for Children and Family Services has received this awarded.

**NEXT MEETING** – November 9, 2006. @7:30am

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