

**VERMILION COUNTY WORKFORCE INVESTMENT BOARD**  
**WORKFORCE DEVELOPMENT**  
**MINUTES OF THE MEETING THURSDAY, October 13, 2005 (7:30 AM)**  
**IETC, 407 N. FRANKLIN ST., DANVILLE, IL**

**MEMBERS PRESENT:** Greg Hilleary      Jeanne Housholder      Kathy Leary      Renee' Poke  
Kay Smoot      Tom Szott      Christine Cornell by telephone

**MEMBERS ABSENT:** Aletha Alexander      Judy Allen      Tyrie Baltimore      Phearn Butler  
Dave Coleman      Scott Heatherton      Dr. Alice Jacobs      Amy Johnson      Dave Kietzmann  
Sandy Martin      Mike O'Donnell      Judy Phillippe      Michelle Pride      Becky Robinson  
Eloy Salazar      Betty Shaffer      Melanie Stevenson      Diana Wyatt

**GUEST/PROXIES/STAFF:** Rose Clauson, proxy for Stacy Parr      Lori Brewster  
Cheryl Bradfield by telephone

**CALL TO ORDER** – Co-Chair, Tom Szott, called the meeting to order at 7:38 AM as an informational meeting as a quorum was not present. Introductions were done.

**APPROVAL OF AGENDA** – No quorum present

**APPROVAL OF MINUTES** – No quorum present

**ACTION ITEMS: –**

**Approval of One-Stop Contributions** – Poke informed that Hoopston Multi-Agency was requesting that they be permitted to provide shelter and utilities for DACC and/or IDES to offer classes at the Center. Szott informed that since no quorum was present no decision could be voted on. Further discussion would be held later.

**DISCUSSION –**

**Review Barriers** – Brewster had prepared letters and the information on the barriers for all of the Partners and distributed the letters with the meeting information. Those that were not present at the meeting would receive their letters in the mail.

Cornell questioned whether a special meeting would be called to get this stuff approved or how many months were we going to continue with this? Szott responded that he could not answer that. Poke stated that the meeting was for discussion only, and that no decisions could be made. Poke informed that according to the Bylaws that Brewster had distributed, the “quorum of the board or any Committee shall exist when thirty-five percent (35%) of the active voting members are present at any meeting”. Cornell stated that she felt “we could not function as a Committee if there was never a quorum present, and nothing gets passed”. Cornell and Bradfield informed that since a quorum was not present they were hanging up their telephones.

Szott informed that the members of the barriers Committee wanted to make sure that the barriers in order to get a job in our area are being addressed. Szott informed that Coleman had been compiling data, and revising data to show the committee what is being done at this point.

**VCWIB Bylaws** –Szott stated that he did not feel that it was the Workforce Development Committee’s responsibility to review the Bylaws. Brewster responded that it is not this committee’s responsibilities. Brewster informed that Cornell and Poke were to have compiled specific concerns in writing with issues that they have before the next meeting and forward to Brewster. Included in the meeting packet is a copy of the VCWIB’s Bylaws. Poke stated her concerns regarding the quorum for the committee, Chairpersons of committees and voting procedures. Szott suggested that Poke put her issues in writing, and forward them to Szott who will take it before the Executive Committee.

**AHA Consulting Workshop for One-Stop Partners** – Szott informed that the workshop was very interesting, the speaker was very good, but was disappointed that more members did not attend. Szott felt that with the small attendance, he was concerned that the committee would not be able to move ahead on some of the suggestions that the speaker had given, i.e. the customer service survey. Szott had made notes of the changes in the survey that the speaker had suggested. Poke was impressed with the micro/macro management conflict segment. Szott felt that Kozumplick got on the Operators. If the Board’s decision is to say that the One-stop needs extended hours, then it is the Operators/WFD responsibility to figure out how to do that. Poke stated that she had not heard the full WIB asked the question of whether we need extra hours. Various people have said that we need extra hours, but we should have been talking about this a year ago when we had the Career Lab and other activities going on. JTP has had extended hours for employer customers. As the Operators maybe we should come together and discuss this. As far as the WIB voting on extended hours, Poke said that she did not remember any voting. Brewster stated that the extended hours came from the Operational Plan. Brewster suggested that the Board and the One-Stop Partners work on the Operational Plan. A lot of money was spent in developing the plan. This Committee needs to review the Operational Plan and start addressing it; the extended hours were voted on in the Operational Plan. Poke stated that each of the three committees were spending about two hours per month on their meetings, but when the committees were combined, the two-hour time is still adhered to. Poke stated that the MOU is an agreement with the State for normal operating hours, and if we are going to request extended hours, then the MOU will have to be refigured to include the extra janitorial services that will be needed to clean the building. Szott informed that he had discussed with Fauver that the combination of these three committees may not be working. Hilleary questioned when the combining took place. Brewster responded that it was approved at the November 2004 WIB meeting and has been in effect since January 2005. Szott stated that when we began discussing the Barriers portion of the group the meeting jumped from an hour to two-and-a-half hours. Szott suggested that he felt the Barriers and the Over-Sight Committees were a good match, but that the problem was bringing the Operators in to the mix.

**WISH LIST** – Poke informed that the Wish List was prioritized according to need, the top being the most desired. The first item was a joint decision of Hensgen and Bradfield. Poke questioned the approval of the wooden bookshelves. Brewster informed that the wooden bookshelves and the wall literature displays were items that were requested before the Open House and had been approved by email vote.

Brewster stated the vote was finalized after Poke had left for vacation therefore the paperwork had not been processed and the items were not purchased. Poke stated that for the past three years JTP has been buying the resume paper, envelopes, etc. for core services and not charging the One-Stop. JTP can no longer absorb the additional costs, including the colored paper for flyers. Hilleary stated that he felt that the employers would understand that we are not here to provide the employer with courtesy/luxuries (coffee), but rather employment opportunity staff or training. Poke questioned whether if a request could be made to the Central Management Services to bring a desk/workstation and the Partners pay for the installation, which is estimated to be \$1,200.00.

#### **OPERATOR'S REPORT –**

- **Monitor & Maintain Continuous Quality Improvement For Improved Customer Service (Customer Surveys)** – No survey results this month.
- **Coordinate The Day To Day Operation Of The Center As It Relates To Shared Functions Or Integrated Services** –Discussed early evening hours, Operational plan and Wish List.
  - **Staffing Resource Room** – No discussion.
  - **Reception Referrals** – No discussion.
  - **Coordination of Schedules** – No discussion.
- **Other Activities to ensure the effective management of the Center** – Committee structure was discussed earlier.
- **Coordinate Services And Non-Financial Resources At The Center Among All Partners To Achieve A Seamless System** – Szott announced that Cross Points is getting the Holland Apartment ready for occupancy. Brewster had included a letter with more information in the meeting packet. The Employer Panel will be next week at DACC.
- **Coordinate Reporting On Behalf Of The Center As A Whole** - Traffic Report was included in the meeting packet. Poke distributed and discussed the MOU Cost Allocation Expenditure Report. Poke informed that the beginning of the MOU year is July 1, 2005. The Resource Sharing Agreement shows the amount that has been received since 2001 and how the funds have been allocated. The total still in the fund is \$19,466.94. Brewster stated that she thought that this committee has been informed that the money could go to IDES as the leaseholder, but CMS office in Chicago has said that the funds could stay locally, and that local IDES was getting nervous about whether CMS was going to request these funds be turned in to CMS. Poke added that she thought that the MOU money was being paid to IDES and that this was additional money, but Cornell had corrected her in that this money was the share portion, and the only amounts being forwarded to CMS was the IDES and JTP rent amounts. Poke stated that auditors have questioned the funds and have said that the account needs to be cleared out or show it as obligated.
- **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 announced that she would be resigning as Director for JTP Programs as of January 6, 2006. The College will be handling filling the vacancy. Brian Hensgen will be Interim Director. Poke will be meeting with Bill Boyer and Jeff Fauver to inform them. Poke plans to go to school full time to complete her Doctorates Degree, she plans on remaining active at DACC as a part time instructor and will continue to teach part time at District 118. Poke stated that it had been an exciting 16 years. Poke has 6 classes before completing her Doctorate.

Brewster informed that IWP has purchased the license to have an instructor do the “Seven Habits of Training”. It is a program for staff and employees. It is a three-day workshop, and is based on the book by Steven Covey. IWP asks that the group taking the class be a minimum of 15 people, maximum of 30 people. Brewster stated that it would up to the Partners whether they wanted their staff to attend a three-day training session. The WIB does have a TAT grant that could be requested help pay for the training. Brewster stated that IWP is still calculating the cost, but thought the cost per person for training was \$175.00 and then there would be a consultant fee.

Poke informed that she had received an email from Toby Gunn regarding marketing questions for LWIA directory and ILWorkNet. The survey was being sent only to Directors, because it will affect the One-Stop as a whole. For instance, Gunn questioned the Directors on how important a local unique LWIA logo was to the partners in a One-Stop. Brewster informed that ILWorkNet is the website designed by ILDCEO.

**NEXT MEETING** – November 10, 2005

**ADJOURNMENT** – The meeting was informally adjourned.