

**VERMILION COUNTY WORKFORCE INVESTMENT BOARD
WORKFORCE DEVELOPMENT COMMITTEE
MINUTES OF THE MEETING THURSDAY, NOVEMBER 9, 2006 (7:30 AM)
COURT HOUSE ANNEX 6 N. VERMILION ST 3RD FLR CONF ROOM DANVILLE, IL**

MEMBERS PRESENT: Cheryl Bradfield Christine Cornell Scott Heatherton
Brian Hensgen Jeanne Housholder Kathy Leary Stacey Parr
Kay Smoot Tom Szott

MEMBERS ABSENT: Aletha Alexander Tyrie Baltimore Phearn Butler
Jeff Fauver Dave Coleman Greg Hilleary Dr. Alice Jacobs
Dave Kietzmann Mike O'Donnell Judy Phillippe Michelle Pride
Becky Robinson Eloy Salazar Betty Shaffer Amy Streuer Diana Wyatt

GUEST/PROXIES/STAFF: Chuck Brooks Lori Brewster

CALL TO ORDER – Co-Chair, Tom Szott, called the meeting to order at 7:40 A.M. A quorum was not present. The meeting will be informational until a quorum is present.

Szott informed that Judy Phillippe will be Youth Council Chair and Jeff Fauver is interested in serving as Co-Chair to the Workforce Development Committee.

Hensgen informed that the Bullzi computers are set up in the Resource Room. Included in the meeting packet is the dollar amount of in-kind contribution from Experience Works. The in-kind had already been approved, the dollar amount is just informational.

There was discussion on the cost allocation. Szott noted that his cost had gone up and requested an explanation. Hensgen informed that there were two agencies the cost had decreased which were IDES and JTP, the reason for that is that actual partners have come into the organization. The office inside the door of the Resource Room is now part of the Resource Room and Conference Room A & B is utilized by all partners and all services offered in the One-Stop. The Conference Room use to be split between IDES and JTP, but now is being distributed by all partners. JTP will maintain Conference Room C and IDES will maintain Conference Room D. The Square footage cost has also been increased from \$12.5 to \$13.44 per square footage. Brooks stated that it would be nice to see a color highlighted floor plan. Brooks was concerned about paying for space the WIB does not use or where WIB members are not allowed. Brooks also was concerned of the difference between the cost allocation that was sent out November 2 and again November 8, 2006 and when the Cost Allocation was being prepared, that the WIB and all of the agency budgets had been set. When the WIB asked if there was going to be an increase to the rent at budget time, Brooks was told that there would be no significant increase. Cornell informed that there was some miscalculations between the two cost allocations sent out November 2 and November 8, 2006. Hensgen stated that there may be more partners calculated into the cost. Hensgen also stated that JTP could cover any additional rent cost with the WIB for this year.

Quorum was now present, Szott officially called the meeting to order.

APPROVAL OF AGENDA - Motion to approve the agenda was made by Christine Cornell, seconded by Brian Hensgen. Motion approved by a unanimous voice vote. Motion carried.

APPROVAL OF MINUTES - Motion to approve the minutes of the September 14, 2006 meeting as presented was made by Brian Hensgen, seconded by Cheryl Bradfield. Motion approved by a unanimous voice vote. Motion carried.

Christine informed that I-Compass could take up to 12 hours to complete, but does not believe that it does take that long to go through. CIS will do a presentation on March 13, 2007.

ACTION ITEMS:

Election of New Co-Chair – Motion to approve Jeff Fauver as the new Co-Chair to the Workforce Development Committee was made by Kay Smoot, seconded by Scott Heatherton. Motion approved by a unanimous voice vote. Motion carried.

Monitor and Maintain Continuous Quality Improvement for Improved Customer Service

- **Customer Surveys** – Brewster reported that nothing was received from IDES
- **Review Resource Room Expenditures** – Hensgen informed that the Bullzi Computers are set up in the Resource Room and that the funds have been expended.
- **Review MOU Contributions** – Brewster reported that there was no changes to the report received from DACC.
- **Action Item - One Stop Contributions** – Brewster reported that no contributions were received this month. The Multi – Agency had held a workshop with One-Stop Partners and will be preparing an invoice. Betty Shaffer had received comments on the workshop and those that attended had informed Shaffer that it was one of the best workshops that they had ever attended and appreciated it being held at the Multi – Agency. Included in the meeting packet is the dollar amount from Experience Works, the in-kind has already been approved.
- **Discuss Revised MOU Cost Allocations** – Hensgen explained that the Video Room is now part of the Resource Room and the cost of Conference A & B is being distributed to all partners. Cheryl Bradfield put the figures together and the cost per square foot went up. Motion to approve the November 8, 2006 Revised MOU Cost Allocation was made by Christine Cornell, seconded by Jeanne Householder. Approved by a unanimous voice vote. Motion carried. Brewster commented that since the Cost Allocation was revised three times in the last week and the Cost Allocation being approved was not received until 4:30 p.m. on November 8th, 2006 that not all partners had a chance to review the Cost Allocation and that there may be some issues that come up.

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

- **Staffing Resource Room** - Cornell informed that IDES has found two candidates and are working on the start date.
- **Reception Referrals** – It was mentioned that Referrals are not getting into the system and that Cheryl Bradfield and Jonathan Jett are working on this.

- **Coordination of Schedules** – Cornell announces that put in place by December 2006 an all in-house workshops schedule that will be in a book at the reception desk, so any IETC staff can sign-up clients for a workshop, without referring to partners. Brewster mentioned that these workshops could be posted on the Website.
Hensgen informed that there is a monitor above front desk of Partner services. Brewster asked that all Co-Located Partners name including the WIB be posted on the sign inside the front doors.
IDES and JTP are working on a newsletter to employers.
Cornell reviewed and held discussion on IDES policy regarding workplace violence.
Cornell announced the new smoking policy is to ask that clients move away from the front door to the north side of the building or on Franklin St.
A coffee fund has been set up for employees of the IETC. To be included in the coffee fund you must contact Cheryl Bradfield. A fee will be collected by Bradfield on a monthly basis and for those that drink your name must appear on the list to drink coffee.
- **Janitorial Staff Request** – Cornell stated when staying late in the building to be sure you let the janitorial staff know you are there.
- **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

Operational Plan – No discussion

Job Fair – Cornell announced that a job fair for the Veteran’s would be held at the IETC on Thursday, November 10, 2006. This was a statewide initiative by IDES and there was a large job fair being held in Springfield. Due to the remote location of Vermilion County the State was allowing Vermilion Count to host their own job fair.

Coordinate Reporting On Behalf Of The Center As A Whole

- **Traffic Report** – Brewster reported that there were no traffic reports this month due to the WIB being short staff.
- **Success Stories** – Cornell informed that Bradfield still needs “success stories” for a weekly report generated and sent to the Governor’s office.
- **Employer Services** –Brooks informed that he still had not received information from the IETC/Bradfield for the Employer Services to be put on the website. Several months have gone by and several requests have been made.
- **Action Item – Local Branding of the IETC**—Szott informed that everyone should have received by email a list of suggestions for the local branding of the One-Stop. Illinois DCEO is doing away with Illinois Employment Training Centers (IETC) and renaming to Illinois Work Net. Locally, the center can be called Illinois Work Net or have local branding that will be an affiliated with Illinois Work Net. Motion to approve local branding “Workforce Development Center” was made by Brian Hensgen, seconded by Christine Cornell. Motion approved by a unanimous voice vote. Motion carried.

- **Determine The Need For More Intensive and Training Services for Adults And Dislocated Workers** – No discussion
- **Labor Market Information** – September labor market information was distributed.

COMMENTS – None

NEXT MEETING – January 11, 2007 at 7:30am

ADJOURNMENT- Motion to adjourn the meeting was made by Brian Hensgen, seconded by Christine Cornell. Motion approved by unanimous voice vote. Motion carried.