

**VERMILION COUNTY WORKFORCE INVESTMENT BOARD**  
**WORKFORCE DEVELOPMENT**  
**MINUTES OF THE MEETING Thursday, November 10, 2005 (7:30 AM)**  
**IETC, 407 N. FRANKLIN ST., DANVILLE, IL**

**MEMBERS PRESENT:** Christine Cornell Scott Heatherton Greg Hilleary Dave Kietzmann Kathy  
Leary Judy Phillippe Renee' Poke Kay Smoot Amy Johnson Tom Szott

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

**GUEST/PROXIES/STAFF:** Rose Clauson, proxy for Stacy Parr Lori Brewster

**CALL TO ORDER** – Co-Chair, Tom Szott, called the meeting to order at 7:40 AM as an informational meeting as a quorum was not present. Szott wanted to move things around on the Agenda so that when a quorum was present, votes on the items could be taken. Szott informed that the Agenda needed to be amended to remove “Partner Contribution” from Discussion as it is already listed under Action Item. The “Wish List” need to be listed under Action Item. Cornell requested that Comments be moved under Approval of Minutes.

Referring to the October 13, 2005 minutes, Poke questioned whether she had actually said “Hoopeston Multi-Agency was requesting that they be permitted to provide shelter and utilities”. Brewster informed that there was a letter in the October packet from Hoopeston Multi-Agency.

Referring to the September 8, 2005 under Approval of Memorandum of Understanding, Cornell clarified that she had not refused to attach the Intergovernmental Agreement for the lease space, but rather would not have the information to complete the agreement so that it could be attached.

Referring to the October 13, 2005 minutes under Review Barriers on page 1 last paragraph, first sentence, Cornell wanted clarification on what Szott meant. Szott clarified that the statement was referring to those barriers from the Barriers Committee on getting a job; this would be discussed further under Discussion.

Referring to Operator’s Report—Coordinate Reporting on Behalf of the Center as a Whole, Cornell clarified that when the co-located partners that are paying include “Resource Room Sharing” within the cost that is submitted to IDES. IDES sends a check later to CMS, but that has nothing to do with this. The money that is in the pool of money is the money received from the non-co-located partners that is submitted for the Resource Room leased space. The breakdown is shown in the floor space. To fully understand, one would have to refer to the Cost Allocation Table. The Resource Room area is separate. All mandated partners and voluntary partners pay for that. That money has not been sent to the State to cover the lease. IDES received approval to use that money for the purpose of the One-Stop. Szott questioned Cornell on whether there was any indication that IDES is going to ask for that money. Cornell informed that she did not think that anyone would ask for the past money, however, could not say about the future, there is now a different Regional Manager and Agency Director, etc. Cornell stated that the money should have been going to the State since “Day One”. Szott questioned that, using the Multi-Agency as an example, if they are approved to do in-kind, and Adult Ed pays cash, is there a possibility that Adult Ed will be asked to make up the difference. Cornell responded that was the reason in the past that Unz had brought the subject of “In-Kind” up because eventually everyone would be doing ‘In-

Kind” and there would be no cash to pay for the items. Poke clarified that the consortium is required to pay the State \$2,000 and there is \$1,500 cash and \$500 in-kind, the State is still looking to be paid the \$2,000. Cornell informed that the amount of money that comes from the non-co-located is not that great an amount and did not think that the State would make an issue about it.

Referring to October 13, 2005 minutes, page 2 at top, Poke informed that since that meeting she had compiled a letter and sent to Szott and Brewster, which Szott stated that he would take to the Executive Committee, however, she did not see a copy of that letter in the packet, and felt that the Committee should be aware of what the concerns were. Szott summarized the contents of the letter.

Szott informed that a quorum was now present.

**APPROVAL OF AGENDA** – A motion to approve the Agenda as amended was made by Greg Hilleary, seconded by Scott Heatherton. Approved by a unanimous voice vote. Motion carried.

**APPROVAL OF MINUTES** –A motion to approve the September 8, 2005 and the October 13, 2005 was made by Judy Phillippe, seconded by Christine Cornell. Approved by a unanimous voice vote. Motion carried.

**COMMENTS** – Cornell reviewed concerns regarding the Committee. Szott stated that concerns have been addressed.

**ACTION ITEMS: –**

**Approval of One-Stop Contributions – Hoopeston Multi-Agency** –Bradfield stated that her concern was that if IDES agrees would IDES be committing to offering classes on a weekly basis. Kietzmann informed that his concern was that if the Committee approves Multi-Agency’s in-kind request for furnishing the facility, then DACC picks up the cost for Diana Wyatt to teach the class, then DACC will request an in-kind contribution for the cost of Diana Wyatt. Poke informed that the Multi-Agency’s contribution for 2005-2006 is \$206.91, and if the Multi-Agency has been charging \$50.00/rent for every two hours, then it should not be too long to come up with the \$206.91. Poke stated it was a good idea to remember services in the north part of the County. Szott questioned Poke on whether she was requesting an update on the Multi-Agency’s charges and what they would be charging against the In-Kind contribution. Poke informed that should IDES or DACC want to come to Hoopeston to provide training, that the Multi-Agency would provide the room, heat, or air conditioning, and lights as a part of their In-Kind contribution. What Poke was questioning was what would the Multi-Agency charge for an outside group to come in per hour or half-day. Poke stated that DACC could present an In-Kind contribution request for teaching. Cornell informed that IDES was willing to do a workshop this year only in the amount of what is Multi-Agency’s fair-share, understanding that this is the Multi-Agency’s way of trying to offer assistance to the residents of northern Vermilion County, and to stay connected to the One-Stop. Kietzmann made a motion to approve Cornell’s concept, Greg Hilleary seconded. Approved by a unanimous voice vote. Motion carried. Poke informed that if this committee was agreeing to approve the Mutli-Agency request, then the committee needed to assist in marketing the availability of the workshops being offered at that location,

with flyers, etc. Brewster informed that could be done through the Board Development Committee.

**East Central Illinois Area on Aging** – Szott informed that the ECIAA had submitted a proposal to accept Robert Antrim’s services as their In-Kind contribution. Szott informed that this contribution has not been approved in the past, as an employee of the Agency on Aging. Cornell agreed because ECIAA does not pay for lease space, but IDES is providing space so that ECIAA through Antrim can provide services to their clients, so Cornell did not see how the committee could approve the time that Antrim is here for ECIAA to pay his wages. Poke agreed with Cornell. Cornell did not believe that this in-kind contribution could not be accepted, and was willing to make a motion to that effect. Hilleary commented that a motion must be made in the positive, and voted down, rather than in the negative. A motion to approve the document (in-kind contribution of a portion of Robert Antrim’s wages) was made by Greg Hilleary, seconded by Scott Heatherton. Rejected by a unanimous voice vote. Motion rejected. Szott requested that Brewster inform ECIAA that their request was denied. Poke informed that the second letter was for last year, the contribution was rejected, however the dollar amount was left out. This letter is a corrected letter to be placed in the file. Brewster informed that as she recalled, the committee approved Marjorie Rothberg as a greeter (which satisfied the in-kind contribution amount), but did not approve Robert Antrim. Cornell suggested a statement that IDES was the host agency, that Marjorie Rothberg did work as a greeter during that time, that she had wages in the amount more than \$226, and that the contribution has been satisfied. A motion to postpone any action on the 2004-2005 In-Kind Contribution of Area Agency on Aging until the next meeting, to review what action has already been taken was made by Renee’ Poke, seconded by Christine Cornell. Approved by a unanimous voice vote. Motion carried.

**Central Illinois Debt Management and Credit Education** – Leary proposed to teach a class at the One-Stop for the Job Club, but also opened to the public, and a budgeting class once a month as an In-Kind contribution, and we also pay a small rent fee to be at the One-Stop one day per week. A motion to approve the In-Kind contribution was made by Dave Kietzmann, seconded by Judy Phillippe. Approved by a unanimous voice vote. Motion carried. Poke questioned whether the classes would be open to the staff, and Leary responded yes.

**Wish List** – A motion to approve the purchase of two (2) wooden bookshelves at a cost of \$750.00 and the wall literature display at a cost of \$1,500.00 was made by Judy Phillippe, seconded by Greg Hilleary. Approved by a unanimous voice vote. Motion carried.

Kietzmann suggested removing from the wish list the coffee carts at a cost of \$1,050.00 and the coffee pot at a cost of \$300.00 and suggested spending those dollar amounts on CD’s and resources for the resource room to help people. Cornell informed that IDES is in the business of bringing in business to the One-Stop, there are a lot of employers, and there is competition with other agencies, so it makes good sense to have something to offer employers when they are here meeting. Kietzmann felt that a coffee pot and Styrofoam cups are what employers are accustomed to.

Poke added that the One-Stop needs colored paper, especially paper to be used for resumes. Poke informed that one thing that does not appear on the list is retooling this office so that we can have extended hours, to insure that IDES is cordoned off from the rest of the building using an accordion door/wall or some other means, so that the resource room and computer lab can be accessed.

Phillippe suggested that the list be redone and prioritized, tied in with the Strategic Plan, how it supports those goals. Phillippe stated she was also concerned that since it took four or five years to accumulate the funds, was it a good plan to spend the funds all at one time. Cornell informed that when it was originally approved that the local keep the funds, the idea was that those funds would be spent, but those funds have been saved, rather than being spent all along.

A motion to approve all the educational items, which would be the publication software, wireless headset, resume paper, colored paper, CD's, printing and lamination was made by Judy Phillippe, seconded by Dave Kietzmann. Brewster questioned whether we have gone out for bids on items, or just used DACC as a vendor. Poke stated that although the laminating costs is itemized as \$2,000.00, that it is done by \$10.00 increments, and would "nickel and dime" that \$2,000.00. Approved by a voice vote, Poke opposing, because she felt that the work station needed to be approved. Motion carried. Cornell felt that the reception desk/work station was needed so that the JTP greeter (Chuck Jones) would be visible to the clients as they come through the door. Cornell stated that Hensgen had gotten estimates for the workstation (this being a 2-person work station). A motion to approve the resource room reception desk, 2-work stations, at a cost of no more than \$6,400,00, was made by Dave Kietzmann, seconded by Kathy Leary. Approved by a unanimous voice vote. Motion carried. Referring to the telephone booth, Cornell informed that clients who have field hearings use the One-Stop phone, and currently are overheard by everyone present in the resource room can listen, as well as the video tapes that clients view.

#### **DISCUSSION –**

**Review Barriers –** The barriers list has been distributed to all Partners, all Challenge Chairs, with the instruction to see what each is doing to reduce some of the barriers. As these filter in the committee will look at where the gaps exist. Challenge C is handling the education.

**AHA Consulting Workshop for One-Stop Partners –** Szott informed that the workshop was done very well, Kozumplik was a good presenter, and gave good information, there were probably four or five Partners at the Partner part of the discussion, others were there for the full WIB. Kozumplik did an excellent job in clarifying roles on who does what. In the micro/macro managing, it seems that there are a lot of people who should be macro managing, but are micro managing, and a lot of people who should be micro managing, but are macro managing, but only a handful of people heard that. Extended hours did come up. Kozumplik informed that the WIB determines whether there is going to be extended hours; it is the Operators, with the Partners, who determine how it is going to be done. Kozumplik did critique the Customer Satisfaction Survey, and that it should be cleaned up a bit and that we were not asking the questions that we had intended to ask.

**Discuss Implementation of the Operational Plan –** Szott asked the group to review the Operational Plan, as to what is already being done. It has been decided that the One-Stop Manager is not feasible. Szott suggested since it is an Operational Plan, that perhaps the four Operators should review it, and report back to WFD committee.

Cornell suggested that the Surveys be updated as soon as possible and remove the "do you want to be called", because Cornell was concerned about who would be doing the calling. Brewster clarified that according to the Operators Responsibility, it is the Operators are the ones who would designate who would do the calling, based on the question. Cornell

informed that there has not been any negative comments on the survey, however, compliments go to JTP for rehiring Chuck Jones, because the feedback from the surveys has been how good Jones has been. Bradfield stated that about 75 surveys are completed per month.

#### **OPERATOR'S REPORT –**

- **Monitor & Maintain Continuous Quality Improvement For Improved Customer Service (Customer Surveys) –** Discussed under implementation of Operational Plan
- **Coordinate The Day To Day Operation Of The Center As It Relates To Shared Functions Or Integrated Services –** Discussed under Action Item In-Kind Contributions
- 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 –Coordinate Reporting On Behalf Of The Center As A Whole (Traffic Report) –** Traffic Report Included in the meeting packet
- **Coordinate Marketing Activities And Material For The Center –** Discussed marketing computer classes offered at Hoopeston under In-Kind Contributions
- **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 –** Comments was moved to under Approval of Minutes. Brewster informed that she had information from the conference that anyone could pick up.

**NEXT MEETING –** December 8, 2005

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