

**VERMILION COUNTY WORKFORCE INVESTMENT BOARD  
YOUTH COUNCIL COMMITTEE  
MINUTES OF TUESDAY, November 7, 2006 AT 1:00 PM  
Illinois Employment Training Center  
Conference Room A & B  
407 N. Franklin Street, Danville IL**

<b>Members Present:</b>	Muriel Barnes	Frank Brunacci	Brian Hensgen
Scott Heatherton	Dee Ann Ryan	Amy Streur	Lynn Childs

<b>Members Absent:</b>	Nancy Boesdorfer	Thomas Fisher	Tamera Forthenberry
Nancy Hamilton	Kevin Kegley	Gary Ludwig	Sandy Martin
Trisha Osterbur	Betty Shafer	Kay Smoot	Debbie Stark

<b>Guest/ Staff/ Proxies:</b>	Lori Brewster	Jonathan Jett	Judy Phillippe
Mark Combs proxy	Jean Norten	Jonathan Jett	

**CALL TO ORDER** – The meeting was called to order at 1:00 p.m. by Chair, Dee Ann Ryan. Ryan stated that a quorum was not present that the meeting would move forward as an informational meeting. Introductions were done.

Ryan informed that it was brought up for discussion and clarification to the RFP Sub-Committee whether there is the need for 2 RFP's for youth service providers. Brewster stated that the Evaluation Team/Youth Council had asked the RFP Sub – Committee to look at doing a second RFP for a smaller amount for a start up program with the evaluation scale being different for experience and if no successful applicants then the funds be put back in the original RFP. Frank Brunacci questioned if this was prompted that the Evaluation Team felt that there was an unfair bias towards agencies with experience. Brewster clarified that there was discussion in the Evaluation Team on the "Review Criteria" that a Service Provider with experience receives points and those proposals received from new programs with no experience would receive no points for experience. The Evaluation Team felt there should be a more even playing field for everyone. There was also discussion on the funding the Local Workforce Area receives has been reduced and that the Evaluation Team also looked at with the funding received how is the best way to fund the youth programs is there enough to fund more than one program or just one program. Ryan stated that she also remembers from the Evaluation Team discussion that it wasn't just for giving a smaller agency a chance, but also targeted populations that may be missing in the overall bigger program and to set aside funding to look at a targeted population. Brewster reviewed page 6 of the RFP Section V –A Service Provider Experience, which states that a service provider with experience must describe any previous experience, but a service provider with out experience must describe any related experience that would assist the reviewers in determining the ability to carry out the project. Jett clarified that the RFP states that youth service experience be shown but with no experience then to show your experience with services. Brunacci clarified that points are received not for just experience but also services. Jett stated that the RFP is very generic and meets the basic guidelines of the WIA program. The Evaluation Team can determine how to

use the Youth Funds. Brewster stated that the Sub-Committee did not feel that there needed to be a second RFP after reviewing Section V-A. Hensgen stated that the RFP outlines the minimum of what WIA requires every RFP would need to do this. Hensgen stated that he felt it is not up to the Council to tell an agency how to design a program, but rather ask the provider who they are targeting and how they are going to spend the grant, if awarded, instead of the Council giving the providers a specific targeted population. Ryan stated that was always her understanding. Hensgen explained options of how money could be set aside for different programs. The Evaluation Team is made up of Accountability and Youth Council members to help with the decision of the funding of the programs. If a second RFP is developed at the minimum would need to include what the RFP includes now. Brewster clarified that the discussion that came out of the Evaluation Team was to either change the criteria regarding "experience" or to develop a second RFP that the "experience criteria" did not weigh so heavily on. Hensgen reviewed the submission of proposals in the past and the amount of funding through the WIA program. Brewster stated that the Youth Council reviews and approves the Youth Providers, but the Accountability Committee sets the dollar amount for the Youth Funding. Due to the timing that the State releases the allocations, the dollar amount is never included in the RFP, due to the fact the allocations are not received in time to send out with the RFP. Hensgen suggested that language be clarified stating that two grants will be awarded, one stating for service and one for start up services. Brewster stated that it is up to the Council to suggest to the WIB if there is a need for 2 RFP's with two different dollar amounts, or 1 RFP with one single dollar amount. It was questioned as to how much money would be available this year. Brewster informed that the Youth Allocation was larger this year than expected, so there will be additional dollars for next year. Hensgen stated historically, funds have been declining at 3-7 % each year. Jonathan Jett stated that DACC and other agencies are hiring grant writers to go after other dollars to compensate for funding cuts. There was concern at cutting one program in order to fund a different one, especially when a program is performing extraordinarily well, and funds are instead given to other existing agencies.

Quorum was present at 1:25 pm. Ryan officially called the meeting to order.

The Council informally agreed to have only one RFP.

**APPROVAL OF MINUTES** – Ryan noted spelling correction Chapman instead of Chopman and on page 3 to PBIS (Positive Behavioral Intervention Strategies). Brian Hensgen made a motion to approve the minutes of the September 12, 2006 as amended, seconded by Frank Brunnaci. Motion was approved by a unanimous voice vote. Motion carried.

**ACTION ITEMS:**

**Youth Council Membership** – Ryan stated that Judy Phillippe would like to serve on the Youth Council. Muriel Barnes made a motion to accept Judy Phillippe to the Youth Council, seconded by Brian Hensgen. Motion was approved by a unanimous voice vote. Motion carried.

Ryan nominated Kim Kuchenbrod for Youth Council. Frank Brunacci made a motion to accept Kim Kuchenbrod to the Youth Council, seconded by Amy Streur. Motion was approved by a unanimous voice vote. Motion carried.

**Election of Youth Council Chairperson** – Ryan informed that she is stepping down as Youth Council Chair. Brewster stated that the Youth Council Chair has to be a member of the WIB. WIB Chair Jeff Fauver nominated the names of Judy Phillippe and Frank Brunacci, which both have confirmed to serve as Youth Council Chairs. Motion to approve Judy Phillippe and Frank Brunacci as Youth Council Chairs was made by Lynn Childs, seconded by Brian Hensgen. The motion was approved by a unanimous voice vote. Motion carried.

Judy Phillippe assumed position as Youth Council Chair for remainder of meeting. Phillippe thanked Ryan for her service as Chair to the Youth Council. Brewster thanked Ryan for continuing to serve on the Youth Council.

Phillippe recommended keeping meetings limited to one hour.

**Review of RFP** – Phillippe reviewed the RFP Sub-Committee proposed numbering, grammar and spelling changes to RFP with all those in attendance. Brewster discussed monitoring and tracking the common measures of performance levels. Lynn Childs made a motion to accept the RFP as amended, seconded by Frank Brunacci. Motion was approved by a unanimous voice vote. Motion carried. Abstain from vote: Amy Streur, Brian Hensgen, Mi Mi Barnes, and Scott Heatherton.

**Youth Collaboration Charter** – Brunacci recommended tabling the report until the next meeting. Ryan suggested forming a sub-committee to work on the project. Due to the absence of several committee members, it was suggested waiting until next meeting to form a sub-committee. It was suggested of notifying committee members, prior to the next meeting, announcing the forming of a sub-committee so that those interested in serving could come prepared. Brewster announced that DACC Adult Ed will be at the next Youth Council Meeting to speak about the services Adult Ed offers.

**Council Exchange** – Ryan reported on the “Ready by 21” training conducted by the Illinois Department of Human Services. This initiative is to make sure youths are ready to enter the workforce by the age of 21. Barnes volunteered to keep those updated and that it should be a priority by the WIB to keep this training ongoing.

Barnes commented on the Illinois Workforce Development Conference and the acceptance of the State Youth Program award.

Barnes announced the times and dates of the Christmas Bazzar, to be held on December 7<sup>th</sup>, from 9 to 7 pm.

Ryan announced of the formation of a Reading Resilience Program by the University of Illinois, under the College of Agriculture, with the formation of a dyslexia support

group which meets once a month. The next meeting will be on November 28, 2006 with a presentation of the emotional problems of dyslexia.

**COMMENTS FROM THE CHAIR** – Brunacci asked that Brewster find out what Youth Council Members would be interested in serving on a sub-committee.

**ITEMS FROM THE FLOOR** – Brewster informed that the Accountability Committee had met and reviewed the ideas for the Technical Assistance and Training Grant. The Accountability Committee has agreed to apply for additional funding to help test more students with learning disability. Brewster informed that Division of Rehabilitation Services (DRS) clarified during the Accountability Committee that DRS can offer testing for those that are interested in training as long as once the training is complete that going to work is their goal. DRS are able to test 35 youths. Brewster stated concerns with receiving funding since the grant states that this has to be a service not provided by another agency, but plans to show that the need is greater than what DRS can provide. Barnes suggested having Mike Metzen as a resource. Ryan volunteered to help.

**NEXT MEETING** – January 9, 2007 at 1:00 p.m.

**ADJOURNMENT** - Motion to adjourn was made by Brian Hensgen, seconded by Frank Brunnaci. Motion approved by a unanimous voice vote. Motion carried.