

Vermilion County Innovation Board  
Minutes of the Meeting  
Thursday, October 27, 2016 at 8am  
Vermilion County Courthouse Annex, 2<sup>nd</sup> Floor  
6 N. Vermilion St., Danville, IL 61832

Members Present: Jeff Fauver Lisa Fudge Brian Hensgen Melissa Hill  
Randy Johnson Kim Kuchenbrod Stephen Nacco Kathie Porter John Vogt  
Johanna Willemse Laura Williams Chris Zionie

Members Absent: Aletha Alexander Shelly Cumbow Drew Edwards Amy Hoose  
Charlie Jeffers Lynn Mollica

Others: Chuck Jones, VCW Lindsay Light, Staff to the Board Willie Christian, First Institute  
Ariel Nievas, First Institute Jonathan Jett, VCW

The meeting was called to order by Chair Fauver at 8:02am.

Motion to approve the agenda as presented was made by John, seconded by Randy. No opposed, motion carried.

Motion to approve last meetings minutes with no amendments was made by Randy, seconded by Kim. No opposed, motion carried.

Action Items:

Approval of PII Data Policy – Policy is attached. This is state-mandated and standard.

Approval of Incumbent Worker Policy – Policy is attached. The language added gives Vermilion County Works the ability to limit to Vermilion County employers and workers.

Approval of Interagency Work Group Report – MOU, Regional and Local Plan Revisions – Revisions are attached. The feedback team had a few minor things they wanted revised in our MOU including signatures from the Housing Rep, signatures from the DHS agencies, and some revision requirements on page 7. The language to be approved is included in the meeting packet. Lindsay has reached out to both DHS entities, and has not heard a status update from either of them. The signature has been obtained by the DHA representative.

Motion to approve all action items as presented was made by John, seconded by Kathie. No opposed, motion carried.

Committee Reports:

Exec Committee – There is nothing additional to report.

Accountability Committee – The Vermilion County Works Budget was reviewed. Brian stated that all of PY2015 has been spent except for \$2,061. There is money sitting from a special incentive to be used for projects. As far as the current year's budget, this is a very basic presentation. The Vermilion County Works staff is still going through bills from the fall semester. Performance Negotiations are attached. Every year VCW goes into negotiations with DCEO on 4 measures for dislocated workers and adults, and for 3 measures for the youth programming. Brian stated that VCW has been approved for a 1E Special Grant in the amount of \$135,000 as a result of the Kmart and Cellular One layoffs. It was also discussed that here in the next couple of months an RFP for the MOU One-Stop Operator will be drafted. This is in accordance with WIOA. The One-Stop Operator will oversee all operations of the Workforce Development Center.

Workforce Solutions Committee – An update on the GOALS program was given by Chuck, stating that there are currently four active participants. Kim updated the board on the progress of the Employer Round Table discussion on transportation, stating that they have identified that over 50% of people surveyed would apply for and accept a job without reliable transportation, so this group was looking for solutions to provide for this barrier. JJ stated that there are 3 employers participating in the Incumbent Worker Project with VCW. Kim updated the board on the status of a few different Vermilion Advantage projects, the Talent Pipeline Management and the Wage/Benefit survey.

Board Development Committee – No report.

Youth Services Committee – First Institute gave a brief powerpoint presentation of their program. Kathie stated that Pastor Miller attended the last Youth Services Committee meeting, requesting that the committee and the WIB look into adding something into their programming that would reward the “good” kids to be able to have the same opportunities as the youth at risk. The Youth Services Committee is also looking for input because they’re in the beginning stages for the next year’s RFP. Brian stated that the board does have options, and they include either keeping the RFP the same, doing an in-school modification to possibly satisfy the point made by Pastor Miller, or not issuing an RFP, which would just offer an extension to the current youth providers.

Member Discussion Items:

Laura Williams gave an update on the GED and Middle College. She stated that the state is now recognizing the GED, HSED, and the TASC. DACC does offer all testing. She gave a brief overview of the Middle College so that those who were unfamiliar were brought up to speed, and said they have an 85% success rate.

The next meeting will be determined by survey. A regularly scheduled meeting is obviously desirable, but with the holidays coming, schedules will be busy.

Motion to adjourn was made by Randy, seconded by Kim. No opposed, motion carried. Meeting was adjourned at 9:04am.

## Handling and Protection of Personally Identifiable Information (PII)

PII - OMB defines PII as information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.<sup>1</sup>

- VCW ensures PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc...
- PII data obtained shall be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using VCW issued equipment, managed information technology (IT) services, and designated locations approved by VCW. Accessing, processing, and storing of PII data on personally owned equipment, at off-site locations e.g., employee's home, and non-grantee managed IT services, e.g., personal e-mail, is strictly prohibited unless approved by VCW.
- VCW employees who will have access to sensitive/confidential/proprietary/private data will be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in Federal and state laws.
- Access to any PII data must be restricted to only those employees of VCW who need it in their official capacity to perform duties in connection with the scope of work

<sup>1</sup>OMB Memorandum M-07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information* (May 22, 2007), available at <http://www.whitehouse.gov/OMB/memoranda/fy2007/m07-16.pdf>

## Incumbent Worker Training

### INCUMBENT WORKER TRAINING PROGRAMS.—

#### A. IN GENERAL.—

1. STANDARD RESERVATION OF FUNDS.—The local board may reserve and use not more than 20 percent of the funds allocated to the local area involved under section 133(b) of WIOA to pay for the Federal share of the cost of providing training through a training program for incumbent workers, carried out in accordance with this paragraph.

2. DETERMINATION OF ELIGIBILITY.—For the purpose of determining the eligibility of an employer to receive funding under clause (1.), the following must be met:

(i) the employer must be located within LWA 18 and has been established in LWA 18 for more than 120 days;

(ii) all the employees being trained must work, or work must be based, within LWA 18;

(iii) the training must be determined by VCW to be beneficial to the employee(s) and/or the employer;

- If an employer does not meet the above criteria, they may present their need and benefits to the community to the Vermilion County Workforce Innovation Board (VCWIB) at the next scheduled meeting. VCWIB would vote to approve or not to approve the training.
- There is no minimum or maximum number of employees that can be trained
- IWT funds may be utilized for Registered Apprenticeships

B. TRAINING ACTIVITIES.—The training program for incumbent workers carried out under this paragraph shall be carried out by VCW in conjunction with the employers or groups of employers of such workers (which may include employers in partnership with other entities for the purposes of delivering training) for the purpose of assisting such workers in obtaining the skills necessary to retain employment or avert layoffs.

C. EMPLOYER PAYMENT OF NON-FEDERAL SHARE.— Employers participating in the program carried out under this paragraph shall be required to pay for the non-Federal share of the cost of providing the training to incumbent workers of the employers.

#### D. NON-FEDERAL SHARE.—

1. FACTORS.—Subject to clause (2.), the local board shall establish the non-Federal share of such cost (taking into consideration such other factors as the number of employees participating in the training, the wage and benefit levels of the employees (at the beginning and anticipated upon completion of the training), the relationship of the training to the competitiveness of the employer and employees, and the availability of other employer-provided training and advancement opportunities.

2. LIMITS.—The non-Federal share shall not be less than—

(i) 10 percent of the cost, for employers with not more than 50 employees;

(ii) 25 percent of the cost, for employers with more than 50 employees but not more than 100 employees; and

(iii) 50 percent of the cost, for employers with more than 100 employees.

3. The maximum amount of IWT funds one employer may receive in a fiscal year is \$25,000.

4. CALCULATION OF EMPLOYER SHARE.—The non-Federal share provided by an employer participating in the program may include the amount of the wages paid by the employer to a worker while the worker is attending a training program under this paragraph. The employer may provide the share in cash or in kind, fairly evaluated.

E. PROJECT SUBMISSION, -

1. An employer may submit no more than three (3) projects for approval in the first six (6) months of a program year (July 1<sup>st</sup> – December 31<sup>st</sup>). If funds are available after the first six (6) months of the program year, projects shall be approved by a first come-first serve basis.
2. If the number of projects submitted exceeds the amount of funds available, all submitted projects will be presented to the Workforce Innovation Board's Accountability Committee to select which projects are to be funded. If funds become available, the projects not selected shall be reconsidered for funding.

The following section explains the definitions and principles for site costs and systems costs to maintain the operation of the Workforce Development Center in Vermilion County. The cost allocation spreadsheet is reviewed annually by the Workforce Innovation Board (WIB) and all partners including the lease holder, Danville Area Community College. All partner personal space, common space, and systems costs are based on square footage of occupancy per co-located partner. All shared space costs are based on FTE's of all partners in the Vermilion County. The WIB is cognizant that the cost allocation plan is a living document as we transition into WIOA, our local Workforce Innovation Board will revisit our plan regularly to ensure that all costs are allocated correctly and implemented by July 1, 2017.

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**PY 2016/2017 Goal Acceptance Form**

LWIA: 18

<b>Performance Measure</b>	<b>PY 2016/2017 Performance Goal</b>
<b>Adult</b>	
Employment Rate 2nd Quarter after Exit	70%
Employment Rate 4th Quarter after Exit	71%
Median Earnings	\$3,600
Credential Attainment	52%
<b>Dislocated Workers</b>	
Employment Rate 2nd Quarter after Exit	74%
Employment Rate 4th Quarter after Exit	73%
Median Earnings	\$5,000
Credential Attainment	58%
<b>YOUTH</b>	
Employment/Placement in Education Rate 2nd Quarter after Exit	50%
Employment/Placement in Education Rate 4th Quarter after Exit	53%
Credential Attainment	69%

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LWIA SIGNATURE

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Julio Rodriguez, Deputy Director

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