

Consent Agenda - Attachment A

**The Boone and Winnebago Counties
Workforce Investment Board, Inc.
MINUTES OF November 2, 2010**

Site: The Workforce Connection, 303 N. Main Street, Rockford, IL 61101

- I. **WIB Call to Order:** WIB Chairman Paul Callighan called the Boone and Winnebago Counties Workforce Investment Board meeting to order at 7:34 a.m.

WIB Present (23): Allen Barsema, Jon Bates, Dr. Jack Becherer, Karen Brown, Paul Callighan, Linda Campos, Angela Hite-Carter, Rena Costones, Steve Gibson, Lynn Godina, Brian Halsted, Dave Morgan, Grant Nyhammer, John Oller, Amy Ott, John Phelps, Jim Pirages, Mark Podemski, Jim Ryan, Dr. Lavonne Sheffield, Mark Stefanic, Elton Turner, Shirley Walker **Absent (17):** Shirley Burks, Michele Caldwell, John Cressman, Pedro Enriquez, Jerry Guinane, Todd Kindred, Jeff Koepke, Stephanie Lueder, Tim McGuire, Larry McKay, Richard Mowris, Dan Parod, Jim Pirages, Jesús Saez Gimeno, MaryBeth Scholten, C. Mark Williams, Mike Williams

WIB Staff Present: Darcy Bucholz, Pam Fettes, Trudy Jackson, Robert Jones, Jr, Sue Molyneaux, John Strandin

Partner Staff Present: Granada Williams ó Rock Valley College; Linda Sullivan ó disabilityWorks; Dan White ó Rock River Training, Mike Johnson ó Rock River Training

Guests Present: Sean Driscoll ó Rockford Register Star; Rueben DeLeon ó AFL-CIO

- II. **New Member Introductions:** Chairman, Paul Callighan introduced the four new members of the WIB Board. They are Rena Cotsones, Brian Halsted, Jeff Koepke (absent), and Dr. Lavonne Sheffield.

- II. **WIB Minutes of August 3, 2010 – Action Item:** Paul Callighan presented the minutes for approval. There were no additions or corrections to the minutes.

Motion: Podemski

Second: Stefanic

Approved

- III. **The Workforce Connection Job Seeker Services Report:**

- a. Illinois Department of Employment Security: Brian Halsted reported numbers for the past year in unemployment. Last year over 52,000 claims were processed. Some were new claims, transitional claims, and extended benefit year claims. He also presented the number of new hires, job orders, new job seekers registered, and new employers registered.
- b. Dislocated Worker Program: Granada Williams reported for the quarter ending 9/30/10. The number of actual participants that were enrolled into DWP were 2,286 people. There were 97 exits, 67 people entered employment and 916 went into training.

Eight companies became trade certified during the quarter. Each company received trade application sessions. Due to limited funding, orientations are still being held, but people are being informed that there is a waiting list for those interested in training services. There are approximately 70-80 people who are currently on the waiting list. There will be 3 additional temporary case managers added to the staff to help manage and sustain customer transactions.

With case managers holding such a high case load of participants, the DWP program has become people and paperwork intensive. With the three new case managers coming on board, this will help ensure that participants receive the proper case management.

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- c. Rock River Training Corporation: Mike Johnson reported that the quarter ending September 30, 2010, 417 adults are registered in services and most are either in or receiving some type of training. There is a waiting list to get into Rock River Training due to low funding this year. There are approximately 150 people on the waiting list.

Youth has 330 registered. An additional 172 youth should be enrolled in this program year from 10 youth providers. Currently the majority are on target in enrolling youth.

There have been no exits this first quarter of the year. Exits are monitored very carefully to ensure performance measures are met.

- IV. **Financial Reports:** Dan White gave a report on the budget for the first quarter of this fiscal year. Training expenditure percentages are at 70% for the Dislocated Worker Program and 59% for Adults. The training percentages must be at least 40%. No problems in meeting the 40% threshold are anticipated.

As for obligations the Adult funding stream is 90% obligated. People on the waiting list are served as funding becomes de-obligated or otherwise available.

The Dislocated Worker program is 85% obligated. An additional \$201,000 has been allocated to our area from the State. When those funds become available all of the current people on the waiting list that Granada spoke about should be able to be served.

Trade is 70% obligated, which just started October 1, 2010. An additional grant was written for an additional \$3.3 million in trade and is not included in the figures disclosed.

The WIB will be asked to do a budget modification in the near future for all additional monies received. This will include the additional \$201,000 and the \$3,300,000 for DWP and Trade respectfully and for the On-the-Job Training grant money.

- V. **2010 – 2013 WIB Committees:** Paul Callighan reviewed the revisions on committees. The new committee structures will look at strategic development. The Youth Council will now be considered an Education/ Youth Council Committee. This committee will be responsible for all mandated Youth Council activities, but also look at ways to work with educational entities within the area.

Program Oversight will be known as a Service Delivery Committee. This committee will address job seeker services and integrated activities with partner programs. Shirley Walker and Steve Gibson will be co-Chairs for this committee.

Communications/Public Relations will not only continue with their current role, but will also take on board development and recruitment aspects. Karen Brown will be the Committee Chair.

Finance and Planning will be headed by Jon Bates. This committee will be very involved in reviews of financial statements and reports and budget development. Finance and Planning will also look at other revenue sources available.

Business Relations Committee will work with the Business Services Team at The Workforce Connection currently. It will work directly with the companies in the area or companies coming into the area. Mark Podemski will Chair this committee.

The Executive Committee will remain the same as before.

Staff from the Workforce Investment Board are assigned to work with each committee. This will allow continuity.

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VI. Executive Director's Report:

- a. Strategy Input Survey Results/Next Steps: Darcy reviewed the results of the survey requesting input on strategies and goals for the Board.
- b. Darcy also provided the Board members with a summary of the amendments being proposed to the By-laws. The proposed Amendments were sent to the Workforce Investment Board members via e-mail prior to this meeting. There will be a vote in December on the Amendments. Any comments, questions, or concerns should be e-mailed to Darcy and she will forward those to the committee to address prior to the December meeting.
- c. Darcy spoke about the MOU cost and resource sharing document. A letter has been received that our area is in compliance.
- d. Recent grant updates:
 - o DCEO has allotted \$201,000 to the Dislocated Worker Program from DCEO administrative dollars.
 - o An application was submitted for a special grant for On-the-Job Training dollars for the Dislocated Worker Program and received. These funds will be coming from a grant called the National Emergency Grant for \$275,000.
 - o A grant called the Urban Weatherization Grant through the City of Rockford Human Services Division was applied for. The Workforce Investment Board will help in the recruitment of participants for training and placement, RVC will conduct the training, and DWP will do case management and identification of participants that would be put through the training program.
- e. The Career Cruising demo is being offered to WIB members on Tuesday, November 9, 2010. Space is limited. Rockford School District #205 is implementing the program.
- f. New WIB member orientation is scheduled for Wednesday, November 10, 2010 at 11:30. Any members who would like to get a refresher on the orientation are also invited to attend.
- g. Business Services report was reviewed. Business Services spans all partners at The Workforce Connection. This is an effort to coordinate the response, service provision, and communication with businesses. The Green Energy Grant and Incumbent Worker Training were reviewed. Incumbent Worker Training requires companies to prove layoff aversion. A policy letter will be forthcoming regarding what layoff aversion is. Healthcare training continues with a \$288,000 grant. The training is being provided for incumbent workers in the areas of diagnostics and nursing programs.

VII. New Business:

- VIII. Public Comment: Dave Morgan noted that there are several companies in the area that collectively have over 84 CNC machinist jobs open and there are not enough qualified people to fill them. There is a disconnect between the individuals and the jobs. Manufacturers are looking to locate in other areas if they can not get the qualified workers. Dr. Becherer stated that he had the opportunity to speak with representatives of Michigan WIBs . They have had the same disconnect problem so have öflippedö the model. Individuals are recruited and trained to meet the business need.

- IX. Adjournment: The meeting was adjourned at 8:43 a.m.

Items included with the WIB meeting packets:

- 1) 11/02/10 WIB Meeting Packet
- 2) Committee Summary

Trudy Jackson
Boone and Winnebago Counties Workforce Investment Board

Date

(Signature affixed upon WIB approval)

(Date affixed upon WIB approval)