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**Southern Illinois Workforce Investment Board
Executive Committee Meeting
One-Stop Business & Employment Affiliate Office
1000 Factory Outlet Drive, West Frankfort, IL
Wednesday, March 31, 2004, 4:00 pm**

Minutes

- 1. Call to Order** - Chairman Rodney Cabaness called the meeting to order at 4:16 pm with a quorum of the Executive Committee present.
Members Present were: Chairman Rodney Cabaness, Bill Armstrong, Pat Drake, Kathy Lively, Richard Morris, and Cynthia Reeder.
Members Absent were: John Alongi, Bill Alstat, Jim McPhail and Tyler Young.
SIWIB Members Present were: Leo Childers, Joan Cummins, Mary Ellen Futransky, John Hammack, Milton Maxwell, John Rednour, John Rendleman, Mary Roe and Alan Summers.
SIWIB Members Absent were: Georgia Baine, Ed Beck, Tom Caliper, Robert Feltmeier, Carolyn Gallegly, Debbie Greene, June Hickey, Jack Hill, Angela Holmes, Debra Jackanicz, Mark Kern, Sue Lamczik, Dennis McClellan, Robert Mees, Carole Spurling, Melissa Tiberend, Carroll Turner and Larry Woolard.
Others Present were: Phil Minnis - JALC, Paula Myers - RLC, Dennis Hoffman – IDES, Norma Webb and Patty Erwin - DRS Interpreters, Jerry King – SICCM, Dr. John Washburn – SIUC, Gina Wallace, Zina Nolen, Michelle Cerutti, Bob Hopkins, Rosie Robinson, Lucinda Pearce - MAN-TRA-CON Corp.

- 2. Approval of Minutes** - Mr. Milton Maxwell made a motion to approve the minutes from the December 2, 2003, meeting with a second by Mr. John Rendleman. There was a voice vote and the motion passed.

- 3. Chairman's Report** - Chairman Cabaness informed every one that Carole Spurling and her husband Terry Bailey had a baby girl, Samantha Kay Franciose Bailey, who was born on Wednesday, March 17, 2004. Samantha weighed 7 pounds and 7 ounces and was 19 inches long. Both mother and baby are doing fine. Congratulations Carole and Terry!

National Association of Workforce Boards (NAWB) Annual Conference was March 14 – 16. Those attending were John Alongi, Bill Armstrong, Kathy Lively, Richard Morris, John Rednour, Williamson County Chairman Robert Barnett and Zina, Rosie and Bob from staff. The Chairman asked if anyone attending wished to share anything with the Board members. Mr. Armstrong stated that he had enjoyed the opening session in which Robert Reich and Newt Gingrich discussed the Global Economy and the American Workforce. He found it to be both very entertaining as well as informative. Both gentlemen took time to autograph their books that they had for purchase. He also sighted the great opportunity the conference provided to network with other WIB members from across the nation. Mr. Rednour enjoyed the opportunity to have hands on experience with exhibitors' software and products. Ms. Lively found the economic development sessions very interesting. She thought there was a central theme of building

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a skilled workforce and a stronger economy. Not only is this a local and state issue but a national issue as well.

Chairman Cabaness announced the Board Staff Grant had been submitted to the state. The grant included allocations for two graduate assistants for Board staff. Dr. Washburn will prescreen and refer applicants for the positions.

The Chairman reminded everyone that expense reports are due as this is the end of the quarter. He asked everyone to submit their reports as soon as possible.

The Chairman reminded the members that the next scheduled Board meeting is the Annual meeting June 18, 2004 at the Herrin Civic Center at 12:00 noon. A Bocce ball tournament is scheduled following the meeting.

The Chairman suggested that there should be at least an Executive Committee meeting scheduled next month to discuss Strategic Planning.

Chairman Cabaness thanked Dr. Washburn and Dr. Judy for their work with the Board on the Community Audit.

4. Youth Council/Committee Reports

A. Youth Council – Mr. Morris reported February was named “Reunion Month” for youth who have participated in WIA programs in the past. An advertisement was run in local newspapers and the past youth participants were mailed letters from their schools asking them to return to their old school and update their employment, education and contact information and in the process they would receive a Wal-Mart gift card. If they were unemployed or underemployed they were asked to then visit their local One Stop Center or One Stop Affiliate to become familiar with it, register or update their Illinois Skills Match and their resume and receive a 2nd gift card. There were 104 cards given out. In the process it was discovered that ten youth were employed with employers who do not pay into the unemployment program. They had not been counted in our performance measures. Eleven youth were enrolled in post secondary education and five youth who received their GED. After the corrections to the performance measures were made, he was happy to report that all performance measures were being met.

B. One Stop Committee - Chairperson Patricia Drake reported on activity in the One-Stop Centers and Satellite Offices (hand outs). Chairperson Drake stated the report showed just how busy the Centers and Affiliate Offices were. The second hand out compared 2003 and 2004 numbers. Chairperson Drake noted the increase in the West Frankfort office compared to the Zeigler office. Chairperson Drake also noted the numbers for the DuQuoin office were incomplete as the lead case manager had left.

Wednesday, March 17th was our first partner meeting with Sandra Hastings. Ms Hastings is the consultant who was hired to assist in reviewing the One-Stop System and helping us develop a plan to improve service delivery for all customers, both employers and job seekers. The meeting was very successful. The partners learned some of their strengths, weaknesses and opportunities. Ms. Hastings has completed her review of the Marion Center and will complete the review of the Mt. Vernon Center this week. She will present her report to the partners for their comments on Wednesday, April 28th. The final report will be presented to the SIWIB at the Annual Meeting, June 18th.

Invitations for the Open House for the West Frankfort One-Stop Business and Employment Center Affiliate Office will be sent out this week. The Open House is set

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for Thursday, April 15th between 4 pm and 6 pm.

Chairperson Drake reported that MAN-TRA-CON Corp. was looking at increasing the space for the resource room in the Marion Center at no additional cost to the partners. Ms. Drake commented on the crowded space they currently occupy. Director Lively commented that by separating the space between MAN-TRA-CON Corp. and the Resource Room that partner and MAN-TRA-CON staff might better understand that the room is a shared resource.

C. Business & Economic Development Committee – Chairwoman Reeder reported the Business and Economic Development Committee did meet on Wednesday, February 11, 2004. Some of the items that were discussed include: The Southern Illinois Economic Development Conference is scheduled for September 28 & 29, 2004. Mary Ellen Futransky & Kathy Lively and a few MAN-TRA-CON staff will be actively participating in the planning of this conference. Karen Laws from IDES gave a report on the activities of the Business Service Team. Some of the team members recently attended the John A. Logan College Job Fair and handed out the new Business Services portfolios. They are also scheduled to be at the Rend Lake Job Fair and the SIPMA conference in April. Our committee also discussed compiling a database of Economic Developers and/or Organizations in the 5 counties we serve. A draft of the list will be passed out at our next meeting which is tentatively scheduled for Thursday, April 15, 2004. One main item to be discussed our next meeting will be the contract renewal for the ERISS website. Director Lively reported the Board Development Grant calls for a two hour session by the National Association of Workforce Boards at the Southern Illinois Economic Development Conference.

D. Board Development Committee – Vice Chairwoman Lively stated the committee asks anyone whose term is scheduled to expire on June 30th to contact Committee Chairman Alongi, a committee member or Bob and let us know if you wish to seek reappointment. The committee has ordered a lapel pin for every Board member. The Board instructed the committee to decide when to distribute the pins. The committee will meet in April to discuss membership and possible new nominations for appointment to the Board. A time date and place are To Be Announced. If you know of anyone you would like to recommend to the Board for future appointments, please contact Committee Chairman Alongi, a committee member or Bob.

E. Marketing Committee – Mr. Maxwell reported the Marketing Committee meets on the 3rd Friday of each month. The One-Stop participated at the John A. Logan College Job Fair on 03/23. Rend Lake College Center will host a Career-Technical Job Fair on Tuesday, 04/06 from 9:00AM to 12:30PM in the Jim Waugh Gym. The One-Stop will have a booth, if anyone would like to participate, please contact Michelle Cerutti. The SIPMA Organization (Southern Illinois Personnel Management Association) is conducting a “Trends in Workforce Development and Management Conference” on Friday, April 23, 2004, at JALC. The One-Stop will have a booth at this event, if anyone is interested in participating, please contact Michelle Cerutti. The next meeting of the Marketing Committee will be on Friday, April 16th at the One-Stop Business and Employment Center in Marion.

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5. Administrative Entity Report - Director Lively stated the Open House for the West Frankfort Office will be April 15, 2004. Invitations will be going out in the mail. Our Tax Counseling Program is number one in the state and has reached the over \$1 million mark in returns. While MAN-TRA-CON is mentioned and the Southern Illinois Workforce Board has also been added to any and all reports pertaining to the Tax Counseling Project. Our Tax Counseling Project is number one in the State and the Director received several calls wishing to replicate the coordination and collaboration efforts of all the adult volunteers.

Director Lively stated this is an excellent website and ERISS retains all intellectual rights to the website. Director Lively asked the Board for direction on continued funding of the website at \$25,000 for the next year. Mr. Rednour suggested that Director Lively use him as a negotiation point by telling ERISS that some SIWIB members objected to the \$25,000 fee to maintain our information on the website. It was also suggested that Director Lively ask ERISS to brake down data by employer size (number of employees) and dollars in sales within industries. This would be an additional bargaining chip.

The Model Schools Conference will be held on April 29 & 30, 2004 donations may be made to: Mid-South Regional Partnership 501-C3, 202 West Main, Benton, IL 62812. The Youth Council is one of the sponsors of this event. Theresa Smith is helping with the graphic design.

Director Lively reported she had received notice of Title 1S Funds Increase of \$85,000 most of which is for new OJT contracts for workers dislocated due to plant closures. The funds should arrive by next week.

We can apply for Technical Assistance Grants specifically for certain training needs. We should know more in mid April. We have received funds in the \$30,000 range before but expect tougher criteria.

Director Lively reported on the PY 04 Funding. The information is due to be released by the end of first week of April - Illinois receiving 3.7% less for Youth, 3.79% less for Adult, 2.20% more for Dislocated Workers. The new census information will greatly impact our funding.

6. Old Business

A. Critical Skills Shortage Initiative Update – Ms. Lucinda Pearce distributed a handout on the initiative. She reported that LWIA#25 has been working with LWIA#26 and they have been cooperating very well together. There have been over 15 focus group and committee meetings held so far. As a result of the meetings targeted areas identified are: registered nurses, licensed practical nurses, teachers, and occupations in manufacturing, distribution and warehousing. There were approximately seventy five people who attended the regional briefing in March. The first report is due to DCEO (Department of Commerce and Economic Opportunity) on April 21st. This report will include the occupations identified in this initiative. The training grant application is due June 18th and is in the process of being completed. Director Lively stated that LWIA #26 will have to decide if LWIA #25 will continue to handle the funds once the really big training funds become available.

B. Miscellaneous – There were no other items of old business.

7. New Business

A. Nominating Committee Appointments - Chairman Cabaness announced his appointments to the Ad Hoc Nomination Committee: William Armstrong, Alan

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Summers, Joan Cummins, Bill Alstat, Pat Drake, Ed Beck, John Hammack, Mary Roe, Kathy Lively and Bob Mees. Chairman Cabaness stated he had appointed two members from each county and if anyone else wished to serve on the committee they should contact him. The Chairman also asked if any member wished to serve as an officer of the Board next year they should contact a committee member.

B. Community Audit Roll Out Report – Dr. John Washburn asked the members to send their comments or report corrections to Ms. Pearce before April 15th. Dr. Washburn complimented the SIWIB on completing the Community Audit. He thought the committee has thrust the Board into a new leadership role. Dr. Washburn talked about how best to get the report out to the community. Dr. Washburn reminded the SIWIB that two graduate assistants will be hired to assist the Board in developing a hard hitting executive summary. The full report will be listed on the website sometime later. **Dr.** Washburn mentioned the committee listed and prioritized the ten challenges that had been identified by Dr. Judy. Dr. Washburn suggested some targeted presentations for targeted groups such as, economic development, education, and related to significant pieces of the report. The group identified the process starting with some initial communication activity all the way through January 2006 were the Board will see significant progress in priorities identified

8. Matters from the Floor – Chairman Cabaness asked the Board to set a date for the next meeting of the SIWIB. Thursday, April 22, 2004 at 6:00 pm in the West Frankfort Business and Employment Center Affiliate Office. There will be snacks provided.

Mr. Rednour made a motion to allow Chairman Cabaness and Director Lively to hire graduate assistants for the Board. Mr. Armstrong seconded the motion. There was a voice vote and the motion passed.

Chairman Cabaness recognized the following guests: Paula Myers – Rend Lake College, Phil Minnis – John A. Logan College, Dr. John Washburn – Workforce Development Associates, Jerry King – Southern Illinois Collegiate Common Market, and Dennis Hoffman – Illinois Department of Employment Security.

9. Adjournment – Mr. Maxwell made a motion to adjourn. Mr. Morris seconded the motion. There was a voice vote and the motion passed with out objection. Chairman Cabaness adjourned the meeting at 4:59 pm.