

**Southern Illinois Workforce Investment Board  
Executive Committee Meeting  
One-Stop Business & Employment Affiliate Office  
1000 Factory Outlet Drive, West Frankfort, IL  
Wednesday, April 22, 2004, 6:00 pm**

**Minutes**

**1. Call to Order** - Chairman Rodney Cabaness called the meeting to order at 6:38 pm with a quorum of the Executive Committee present.

**Members Present were:** Chairman Rodney Cabaness, John Alongi, Bill Alstat, Bill Armstrong, Pat Drake, Kathy Lively, Richard Morris, and Cynthia Reeder.

**Members Absent were:** Jim McPhail and Tyler Young.

**SIWIB Members Present were:** Ed Beck, Tom Caliper, Debbie Greene, Debra Jackanicz, Milton Maxwell, Alan Summers, Carroll Turner and Larry Woolard.

**SIWIB Members Absent were:** Georgia Baine, Robert Feltmeier, Leo Childers, Joan Cummins, Mary Ellen Futransky, Carolyn Gallegly, John Hammack, June Hickey, Jack Hill, Angela Holmes, Mark Kern, Sue Lamczik, Dennis McClellan, Robert Mees, John Rednour, John Rendleman, Mary Roe, Carole Spurling, and Melissa Tiberend.

**Others Present were:** Charlena Bitting - JALC, Paula Myers - RLC, Dr. John Washburn – SIUC, Bob Hopkins, Gina Wallace, Michelle Cerutti, Rosie Robinson, Lucinda Pearce - MAN-TRA-CON Corp.

**2. Approval of Minutes** - Mr. Ed Beck made a motion to approve the minutes from the March 31, 2004, meeting with a second by Mr. William Armstrong. There was a voice vote and the motion passed.

**3. Chairman's Report** - Chairman Cabaness informed every one that there would be a meeting of the ad hoc nominating committee following the Executive Committee meeting and that if anyone wished to be considered for SIWIB Chair or any VICE Chair position next year, they need to inform the Committee Chairman Bill Armstrong or one of the committee members. Chairman Cabaness informed the members of a seminar which featured Greg Newton which would be held in May 11<sup>th</sup> in Springfield, Illinois. He stated because the session is limited in number the Chief Local Elected Officials would be given the first opportunity to attend the seminar and that any SIWIB members who would wish to attend should contact him and he would put them on a list for possible attendance. Chairman Cabaness reminded the members that their travel expense forms needed to be completed and sent in for the quarter January through March. If anyone needed an expense report they should contact Secretary Hopkins. Chairman Cabaness informed the membership of the Open House at the West Frankfort Business and Employment Center Affiliate Office which took place on Thursday, April 15, 2004. He

stated it was well attended and thanked Director Lively and her staff for the excellent job they did. 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 and Director Lively will hire two graduate assistants to work with the Board. The first graduate assistant can be hired starting May 1 and the other can be hired starting in July. Chairman Cabaness commented on the vision the state has sent out to the partners. DCEO is establishing a vision for the direction the state will move in regarding the WIA operations. DCEO wants to use technology to bring everyone together with less emphasis on collocation. The Chairman thanked Dr. Washburn for working with the Board on the Community Audit and helping to figure out how the information from the Community Audit will be disseminated. 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.

#### **4. Youth Council/Committee Reports**

**A. Youth Council** – Mr. Morris reported the Youth Council met yesterday and approved modifications from John A. Logan College’s JEEP program, Rend Lake College’s YES program and Mt. Vernon’s Alternative School program to allow them to serve 14-18 year olds along with the 19- 21 year old youth they currently serve. The modifications will help them meet their projected number of youth served for program year 2003. Mr. Morris also reported the Council approved changing budget line items, without increasing the award amounts for the ECHO, JEEP and YES programs to pay participating youth a stipend or allowance during a summer program in place of wages. Since Operation Rebound had already included a summer stipend in their budget, this left only two Mt. Vernon Alternative School programs planning on youth being paid wages and fringes for eight weeks during the summer in addition to their award amounts. Due to funding the Council voted to notify them they will also need to modify their budget line items to include pay for the youth if they wish to have youth participate and be paid in a summer program. After a lengthy discussion concerning advertising RFPs and extensions of current programs for PY 2004, it was decided to table a discussion until more information on next years funding and current program performances are available. Mr. Morris announced the next meeting of the Youth Council will be May, 12<sup>th</sup>.

**B. One Stop Committee** - Chairperson Patricia Drake reported on activity in the One-Stop Centers. Chairperson Drake stated the report showed just how busy the Centers were. Six hundred and five (605) individuals utilized the Mt. Vernon Center this month. The Center also conducted orientation workshops during March at the Center. The Marion Center saw seven hundred forty nine (749) individuals in March compared to five hundred sixteen (516) in January and five hundred sixty (560) in February. The mayors of both Carbondale and Murphysboro are interested in having the One-Stop Center in their city or located between the two cities. Chairperson Drake noted that DES was sending a memo to inquire just how the governor wants to proceed with the Centers. Sandra Hastings had been working with the partners in the development of the Operational Plan. Everything is on track and the plan is due in Springfield by October 30, 2004. There was a focus group of the partners held at the Marion Center today.

Chairperson Drake reported that there was a good discussion and 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. The lease for the space would be \$1,000 a month for one year. Chairperson Drake reported that MAN-TRA-CON, the Department of Employment Security, Job Corps and the Department of Human Services held a joint job fair at the Davis/McCann Center in Murphysboro earlier today. It was well attended and even Larry Woolard attended the fair.

**C. Business & Economic Development Committee** – Chairwoman Reeder reported the Business and Economic Development Committee did meet earlier today. 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. The committee also discussed compiling a database of Economic Developers and/or Organizations in the 5 counties. A draft of the list was passed out at and discussed at the meeting. The next meeting is tentatively scheduled for Tuesday, May 18, 2004. The Committee also discussed the contract renewal for the ERISS website. Director Lively reported she had been in negotiations over the contract and advised them that Board members had recommended not renewing the contract at \$25,000. 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** – Chairman Alongi disseminated lapel pins to each of the Board members. The committee discusses Board membership and possible nominations for appointment to the Board. Chairman Alongi asked if any Board members knew of anyone they would like to recommend to the Board for future appointments to please contact him, a committee member or Bob. Members whose terms will expire and will not seek reappointment are: Sue Lamczik, Robert Feltmeier, Georgia Baine and Melissa Tiberend. The next meeting of the committee will be at 5:00 pm on Thursday, May 13<sup>th</sup> in the West Frankfort office.

**E. Marketing Committee** – Mr. Maxwell reported the Marketing Committee meets on the 3<sup>rd</sup> Friday of each month. The Marketing Committee met on Friday, April 16<sup>th</sup> in Marion. The committee discussed using any extra money that may be available toward décor in the One-Stops. This is per observations made by Sandra Hastings. The committee also approved a request from the Business Service Team to use the One-Stop contract with the Southern Illinois to include postings of job openings. The next meeting of the Marketing Committee will be on Friday, May 21<sup>st</sup> at the One-Stop Business and Employment Center in Marion.

## **5. Administrative Entity Report**

Director Lively stated the Open House for the West Frankfort Office was held April 15, 2004. It was well attended and was a great success.

Our Tax Counseling Program has processed over \$1 million in returns. While MAN-

TRA-CON is mentioned, the Southern Illinois Workforce Board has also been added to all reports pertaining to the Tax Counseling Project. Our Tax Counseling Project is number one in the State and Director Lively received several calls wishing to replicate the coordination and collaboration efforts of all of our volunteers.

Director Lively reported the ERISS website is an excellent website and ERISS retains all intellectual rights to the website. Director Lively informed ERISS that SIWIB members had questioned the \$25,000 fee for 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 next year. Director Lively has requested a revised fee statement and description.

Director Lively informed the Board that the Model Schools Conference will be held on April 29 & 30, 2004 and 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 announced the Southern Illinois Economic Development Conference will be held September 28 & 29, 2004, at the Rend Lake Resort in the Wayne Fitzgerald State Park. She stated there will be a WEN session for economic development conducted at the conference

Director Lively reported on funding rescissions for LWIA #25 of \$4,884 in adult funds, of \$2,621 in Dislocated Worker funds and \$1,087 in Youth funds. The allocations for PY2004 are \$931,582 for adults, \$639,745 for dislocated workers and \$985,285 for youth. The total allocation for PY 2004 is \$2,556,612. Although this is a decrease in funding from PY2003, it should not substantially affect our operations.

Director Lively stated ACCESS SI ([www.access.org](http://www.access.org)) is a social service agency registration for the lower 17 counties of Southern Illinois. Director Lively reported that both SIH and MAN-TRA-CON Corp. have thousands of hits on the website.

Director Lively announced the CLEOs will meet Saturday, April 24, 2004. Everyone is welcome to attend.

## **6. Old Business**

### **A. Critical Skills Shortage Initiative Update**

Ms. Lucinda Pearce gave a CSSI update. Ms. Pearce reported that since the last board meeting four activities for the initiative had been completed. On April 14 and April 15, focus groups were held for the Education, Healthcare, and Manufacturing (which included Distribution, Warehousing & Transportation) industries. Attendance at the focus groups was less than anticipated, however, the participants present shared very useful information concerning the industries which will be helpful to the project. In addition, both workforce areas #25 & #26 were represented at each meeting. The first report required for the initiative has been prepared and was hand delivered to DCEO yesterday. The report identifies the sectors and occupations to be targeted in the project: Special Ed & Secondary Ed teachers, RNs & LPNs, and Manufacturing occupations. The handout you have received is the Executive Summary and Section One of the full report. Complete copies of the full report are available for your review.

Director Lively stated the training grant application is due June 18<sup>th</sup> and is in the process of being completed. She also reported that LWIA #26 will have to decide if LWIA #25 will continue to handle the funds once the training funds become available.

### **B. Community Audit and Strategic Plan**

Dr. Washburn reminded the SIWIB that two graduate assistants will be hired to assist

the Board in developing a hard hitting executive summary. One will be a doctoral student (\$1,248 per month) and the other will be a masters student (\$1,024 per month). These students will work twenty hours a week and they will have their tuition paid. One student has volunteered to do an internship as a learning experience at no charge. Dr. Judy's report has not been released except to the SIWIB. Dr. Washburn reviewed and discussed the ten challenges that had been identified by Dr. Judy and prioritized by the Board. Timelines were established: April – August 2004 staff would assist in preparing presentations to address specific aspects of the report. Press releases need to be developed as well as an attractive executive summary. The full community audit report would be placed on the website for the public to access. September – December 2004 action plans need to be developed. Two champions would be identified for each of the first five priorities (one champion from the SIWIB and one from outside the SIWIB). Taskforce members need to be identified to work with the champions on each priority. After the taskforces are created, an action plan needs to be created for each taskforce. In January 2005 there will be a major community summit. People from all over the five counties would be invited to come together to hear from the champions on how they wish to move forward in addressing the challenges. In January 2006 the champions would report back to the community on their work on the challenges.

Dr. Washburn asked that the Board approve the timeline. Following some discussion, Mr. Alstat made the motion to approve the timeline as presented. Mr. Maxwell seconded the motion. There was a voice vote and the motion passed.

Chairman Cabaness asked if there would be an intern working 250 hours in conjunction with the two graduate assistants. Dr. Washburn stated that the resume of the individual interested in the internship of 250 hours was included with the other resumes for the committee to review.

Dr. Washburn recalled the SIWIB had worked with Sandra Hastings to develop five goals for the Board last year. He asked Director Lively if the goals had been met. Director Lively stated that each of the goals had been addressed by the various Board Committees by incorporating goals and objectives in the committee work plans. Mr. Maxwell reported the Marketing Committee had met most of the goals listed in their work plan in partnership with other committees, such as: A marketing and advertising budget were established for our marketing campaign. Marketing materials such as one-stop letterhead, board recruitment & business service team brochures, magnets, radio & television campaigns, newspaper advertisements, ads in street maps & business calendars were developed to expand media delivery. The marketing slogan "Your Stop, Your Future" was developed for use in conjunction with our name and logo. Both internal and external signs for the One-Stop Centers were purchased. We participated in both Job Fairs and open house events. Goal #2: determining what business customers want. Ms. Robinson stated the Business and Economic Development Committee contacted ERISS to complete a business survey, which they did. Ms. Robinson also stated that there has been an increase in business awareness and use of services because of the marketing which had been done. Director Lively reported that the needs of both the business customers and the job seeker customers were being met by the committees through their work plans. Dr. Washburn stated the ERISS information was used very extensively in the development of the Community Audit. Ms. Robinson commented that much of the committees' work plan will be based on the outcomes of the Community Audit. Ms.

Robinson reported that the Business Service Team was very active. They had developed marketing materials for use by the Business Service Team and were very actively attending Job Fairs, Open Houses and other business activities to inform the business community. Dr. Washburn asked about measures to track business customers' needs. Director Lively responded by saying that as a system we are improving tracking with the use of technology such as G-STARS. The Business Service Team coordinates the various agencies business data through a common data system. Ms. Drake stated the Business Service Team will be receiving a quarterly report from that data system. Dr. Washburn asked about the impact of the WIA Reauthorization on the work of the SIWIB. Director Lively responded by saying that the WIA Reauthorization has not been completed and we await the final legislation. Dr. Washburn stated that he felt the SIWIB was moving forward on all of the Board's goals. Dr. Washburn suggested the SIWIB may wish to continue to concentrate on the five goals the Board has already identified and move forward with the Community Audit. Chairman Cabaness agreed.

Mr. Maxwell made a motion to authorize a graduate intern for 250 hours in addition to the two graduate assistants. Mr. Armstrong seconded the motion. There was a voice vote and the motion passed.

**C. Miscellaneous** – There were no other items of old business.

**7. New Business**

**A. Plan Modification**

Following a brief discussion, Mr. Morris made a motion to approve the modifications to the local workforce plan as presented pending any significant changes received as a result of any public comments. Ms. Jackanicz seconded the motion. There was a voice vote and the motion passed.

**B. Miscellaneous** - There were no other items of new business.

**8. Matters from the Floor**

Ad Hoc Nomination Committee Chairman Bill Armstrong reminded everyone of the Ad Hoc Nomination Committee meeting following the Board meeting.

**9. Recognition of Guests**

Chairman Cabaness recognized the following guests: Paula Myers – Rend Lake College, Charlena Bitting – John A. Logan College, and Dr. John Washburn – SIU-C.

**10. Adjournment**

Mr. Maxwell made a motion to adjourn. Mr. Armstrong seconded the motion. There was a voice vote and the motion passed with out objection. Chairman Cabaness adjourned the meeting at 7:40 pm.