

**Southern Illinois Workforce Investment Board Meeting  
One-Stop Business & Employment Center  
1301 Enterprise Way, Marion, IL  
Wednesday, January 14, 2004, 6:30 pm**

**Minutes**

- 1. Call to Order** – Chairman Rodney Cabaness called the meeting to order at 6:36 pm with a quorum present.

**Members Present were:** Chairman Rodney Cabaness, John Alongi, Bill Armstrong, Ed Beck, Leo Childers, Joan Cummins, Pat Drake, Carolyn Gallegly, Debbie Greene, John Hammack, June Hickey, Angela Holmes, Mark Kern, Kathy Lively, Milton Maxwell, Richard Morris, John Rendleman, Alan Summers, Carroll Turner, and Larry Woolard.

**Members Absent were:** Bill Alstat, Georgia Baine, Tom Caliper, Robert Feltmeier, Mary Ellen Futransky, Jack Hill, Debra Jackanicz, Sue Lamczik, Dennis McClellan, Jim McPhail, Robert Mees, John Rednour, Cynthia Reeder, Mary Roe, Carole Spurling, Melissa Tiberend and Tyler Young.

**Others Present were:** Tony Fuhrmann - DHS, Phil Minnis - JALC, Paula Myers - RLC, Betty Musgrave – Mid South Regional Partnership, Norma Webb - Interpreter, Gina Wallace, Becky Rosenbeck, Zina Nolen, Michelle Cerutti, Bob Hopkins, Rosie Robinson – 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. Richard Morris. There was a voice vote and the motion passed.
- 3. Chairman's Report** – Chairman Cabaness informed every one of the Illinois Employment and Training Conference in Urbana January 21-22. Chairman Cabaness encouraged all Board members and especially members of the Business Services Team to attend. If anyone was interested, they were encouraged to contact Bob Hopkins. Chairman Cabaness informed the Board about the National Association of Workforce Board's Conference March 14-16. The Chairman stated the Board Development Committee would discuss the conference at their February meeting.
- 4. Youth Council/Committee Reports**
  - A. Youth Council** – Vice Chairperson Carolyn Gallegly reported the Council met before the Board meeting. The Council requested monthly progress reports from each of the providers with quarterly reports being given in person at Youth Council meetings. The Council also authorized the development of a program to locate students, particularly older enrolled in programs but not actively participating. The next meeting will be on February 11, 2004.
  - B. One Stop Committee** – Chairperson Patricia Drake reported there were over 22,000 customers served through the one-stop centers and satellite offices last calendar year. Both of the One-Stop Centers received an additional \$15,000

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for accessibility equipment through a USDOL accessibility grant. The grant also provided training to employers and partners. The grant also funded a Navigator position which is located in Mt. Vernon. The grants made a significant difference in the staff being more aware of the challenges and need people with disabilities have. The Mt. Vernon One-Stop Center is fully operational and they had an open house on September 26. Although the partners are not co-housed in the Marion Center, they are working together to provide services. The affiliate site in West Frankfort is now providing services. The three year MOU has been approved and sent to the state. Every two weeks there is an orientation pilot project conducted in the Marion One-Stop Center. Both interior and exterior signs for the One-Stops have been purchased and brochures have been printed. The committee will review the work plan at the next committee meeting. Chairperson Drake asked all partners to participate in the critical skills shortage initiative. The next meeting is scheduled for Thursday January 22<sup>nd</sup> at the Mt. Vernon One-Stop Center.

**C. Business & Economic Development Committee** – Mr. John Rendleman reported in the absence of the committee Chair and Vice Chair on committee activities. The committee met on January 7 and discussed several items of interest. The business and services team now has a portfolio available for businesses listing the services available. The committee work plan was reviewed and discussed. The committee's goals for 2004 were also discussed. Mrs. Robinson distributed information about the Critical Skills Initiative Shortage's Business and Industry Committee and encouraged everyone to participate. Mr. Rendleman stated there was a lively discussion of economic issues and the need for a regional approach to economic development in the area. Mr. Rendleman thanked Mrs. Robinson for keeping the committee members on task.

**D. Board Development Committee** – Chairman John Alongi asked the new members present to introduce themselves. Ms. Angela Holmes with Aisin Corp. in Marion and Ms. June Hickey with Carbondale Community High School introduced themselves. Chairman Alongi informed the Board that the Annual meeting had been scheduled for June 18, 2004 at the Herrin Bocce Ball Courts. This will be a 12:00 noon meeting and luncheon with a bocce ball tournament to follow the meeting. Chairman Alongi asked that committees are encouraged to provide teams. The chairman announced the committee had authorized staff to purchase lapel pins for the Board members.

**E. Marketing Committee** – Vice Chairman Alongi reported the committee had established a budget for the marketing campaign. They have developed a marketing slogan: "Your Stop, Your Future." The committee arranged for One-Stop letterhead, brochures, magnets, radio and television commercials, and ads in street maps and business calendars. The Mt. Vernon One-Stop Center has internal signs and the Marion One-Stop Center has external signage. The committee continues to work on the committee work plan and Vice Chairman Alongi asked anyone interested to participate on the committee.

**5. Administrative Entity Report** – Director Lively stated committee members were given the goals of each of their respective committees. She disseminated contact information on all the Board members and asked them to contact Bob Hopkins if any of the information was incorrect and when the information needs to be updated.

Ms. Lively reported the West Frankfort affiliate site was open and she extended an offer to the partners to contact her if they would be interested in utilizing any of the space there at no charge.

Ms. Lively reported the Work Keys pilot project had come to a close. It did serve over 350 clients. Many clients were employed as a result. Many others now have the credentials for future employment with manufacturers who are expected to hire soon. The program is considered to be a success. This was an excellent learning experience and Dr. Brenda Ferguson turned in the final report to the state. Director Lively state she had a copy of the report available to anyone wishing to review it. As part of the project we did work with Mid South Partnership and Rend Lake College in the Work Keys program in graphic design with Tech Prep students. Rend Lake College has made arrangements to retest those students enrolling at Rend Lake College who complete the course and assist them in the job market. Director Lively noted this was the only pilot project in the state to use Perkins or Tech Prep students as part of our pilot program.

Ms. Lively informed the Board that we had received some WIN Work Keys software. Ms. Betty Musgrave will discuss this later.

Director Lively reported we are assisting with the Community Technology Center grant that is operating in Benton and Christopher. We have agreed to assist in any way that we can. This includes offering the Work Keys software at the West Frankfort office to enable area employers and potential employees to utilize the software as part of a work plan.

Ms. Lively reported on the Community Audit. The Audit has been delayed due to some federal wage earnings reports which have not yet been released. The data is schedule for release later this month. Chairman Cabaness would like to have all available and pertinent information included in the audit report. The Steering Committee will meet on February 23<sup>rd</sup> to discuss the Community Audit and how best to roll it out. We hope to use the March SIWIB meeting to discuss the Community Audit and how best to roll out the information. Sometimes there may be some findings which need to be handled delicately. So, they wish to roll it out to the Board first and seek the Board's input on how best to roll it out to the local community.

Director Lively informed the Board there will be another free tax service on Mondays and Wednesdays from 5:30 pm until 9:30 pm and on Saturdays 10:00 am until 2:00 pm. Ms. Lively asked anyone could volunteer for the service. Volunteers need not be tax experts. Mr. Summers stated he had just returned from Springfield where they reported on the tremendous increase in numbers of people served over the last two years and the amount and number of refunds received. Mr. Summers reminded the Board of the incredible impact on the local economy that these dollars have. Mr. Summers emphasized that this is a very worth while project which greatly benefits low income families and individuals in our area.

Director Lively in formed the Board of the meeting of the Chief Local Elected Officials Saturday morning January 17<sup>th</sup> at 9:30 am and invited anyone wishing to attend to do so.

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Ms. Lively asked the Board how they wished the WIA funds be reported. (She distributed a handout with a graph of grants and allocations.) Director Lively asked the membership what types of data the membership would like to receive regarding funds. Mr. Woolard asked for a report on expenditures in relationship to funding. Mr. Rendleman asked for clarification on the Board's oversight of expenditures. Ms. Lively stated the CEOs were the individuals ultimately responsible for the expenditure of funds. Ms. Lively went on to state that she wished to have a better working relationship with the SIWIB on how the funds are expended.

Director Lively stated she wished to ask the Board and through the One-Stop Committee about moving the Resource Center across the hall to the space the meeting was being held in. She commented that the space the resource room currently occupies is cramped and a little small when it is being fully utilized. It is very busy and very closed in when you have very many partners in it. The One-Stop Committee would discuss that issue and bring it to the Board to determine if funds should be expended for that purpose. Ms. Lively stated it was very important for the Board and committee members to provide their input and oversight.

Director Lively reported she had met with the Office of Research and Economic Development (ORED) at Southern Illinois University. They are very interested in working with us especially with employer needs analysis. Ms. Lively asked them if they would make a presentation to the Board of the services they provide. The Director thought they were a valuable tool that may not be fully utilized. They have offered to work with us and they could provide a number of employer contacts we do not have. They praised the economic development summit which MAN-TRA-CON Corp. helped develop last spring at Rend Lake Resort. They asked if MAN-TRA-CON could be involved again this year. Director Lively stated she would prefer the Southern Illinois Workforce Investment Board be the partner organization, not MAN-TRA-CON, Corp. Ms. Lively commented she would like volunteers from the Board or the Business and Economic Development Committee to work with ORED on the summit. Chairman Cabaness asked that the matter be referred to the Business and Economic Development Committee.

Ms. Deb Waldrop, DCEO program manager for LWIA#25 will be conducting a data validation visit. She will be looking at four customer files from 1998.

Director Lively noted the performance measure for WIA will be changing. Once all the information about the new measures is available the information will be shared with all of the Board members. Becoming acclimated to the new system of performance measures may take a little while to get used to.

## **6. Old Business**

- A. **Ad Hoc Personnel Committee Report** – Chairman Cabaness referred the membership to a handout dated 1/13/04 named Draft #2 Job Title, Administrative Coordinator/Administrative Director. It was the conclusion of the committee that the Board needed a person who was unaffiliated with any one specific partner to fulfill the needs and desires of the Board. It is the committee's belief that hiring this individual will help promote and improve our workforce system while eliminating any

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perception of not having the state required firewall in place. It is the committee's advice that the Board recruit and hire a staff person while continuing to utilize option seven of the state Board staffing policy. Option seven calls for a consortium of at least four partners to assist in the staffing of the Board. Chairman Cabaness pointed out that MAN-TRA-CON has been staffing the Board and he did not want to erase what we have. This is an attempt by the committee to improve upon what we already have. Chairman Cabaness informed the Board that DCEO will be providing the Board with another grant of \$64,000 which can be used to fund that position if the Board chooses to hire someone. The committee did talk briefly about the time line for advertising, interviewing, etc.

- B. **Board Insurance** – Chairman Cabaness
  - C. **Attendance Policy** – John Alongi
  - D. **Other**
- 7. New Business**
- A. **Election of Treasurer** – Chairman Cabaness
  - B. **Special Reports**
    - i. **DHS Presentation** – Alan Summers & Tony Fuhrmann
    - ii. **Critical Skills Shortage Initiative** – Kathy Lively
    - iii. **Vital Economy** – Dewey Coulter
    - iv. **Work Keys Grant** – Betty Musgrave
  - C. **Discussion of Bylaws** – Chairman Cabaness
  - D. **Other**
- 8. Matters from the Floor – Membership & Public**
- 9. Adjournment – Chairman Cabaness**