

**Board Meeting**  
**Southern Illinois Workforce Investment Board**  
**October 30, 2003 at 6:30 p.m.**  
**One-Stop Business & Employment Center**  
**Marion, Illinois**

**Minutes**

---

**Members Present:**

Rodney Cabaness, Bill Alstat, , Bill Armstrong, Ed Beck, Tom Caliper, Leo Childers, Joan Cummins, Pat Drake, Robert Feltmeier, Debbie Greene, Jack Hill, Debra Jackanicz, Milton Maxwell, Jim McPhail, Robert Mees, Richard Morris, Cynthia Reeder, John Rendleman, Mary Roe, Carole Spurling, Alan Summers, Carroll Turner, Larry Woolard and Tyler Young.

**Members Absent:**

John Alongi, Georgia Baine, Mary Ellen Futransky, Carolyn Gallegly, John Hammack, Angela Holmes, Mark Kern, Sue Lamczik, Dennis McClellan, John Rednour and Melissa Tiberend.

**Others Present:**

Phil Minnis – John A. Logan College, Norma Webb – Department of Rehabilitation Services, Kathy Lively, Gina Wallace, Becky Rosenbeck, Zina Nolen, Michelle Cerutti, Bob Hopkins - MAN-TRA-CON Corp.

**I. Call to Order**

Chairman Rodney Cabaness called the meeting to order at 6:36 pm.

**II. Approval of Minutes**

William Alstat made a motion to approve the minutes from the September 18, 2003, meeting with a second by Cynthia Reeder. There was a voice vote and the motion passed.

**III. Chairman's Report**

Chairman Cabaness reported to the board the resignation of the Perry County Chairman Danny Wildermuth. Chairman Wildermuth is being replaced by Chairman Wayne Bigham. Mr. Greg Clark has resigned as the WIA Title I representative on the SIWIB. Ms. Kathy Lively has resigned as the WIA Title II representative on the SIWIB. Chairman Cabaness introduced Mr. Leo Childers with St. Mary's Good Samaritan Hospital in Mt. Vernon and Mr. Larry Woolard with DCEO. Chairman Cabaness announced the Second Annual IWP Legislative Reception will be held Wednesday, November 19<sup>th</sup> from 4 to 7 pm. It will be held At The Inn at 835 in Springfield, Illinois. Chairman Cabaness stated there

will be other Board members from across the state present as well as many state legislators. The Chairman encouraged any SIWIB member wishing to attend to contact Ms. Kathy Lively and stated the \$50.00 per person fee will be paid for any SIWIB member attending. Anyone wishing to be a corporate sponsor should contact Kathy Lively and there would be some notoriety from sponsorship. Chairman Cabaness recapped the Governor's Conference which he and several SIWIB members attended.

Chairman Cabaness reported there was another meeting with the Florida workforce group that was attended by some of the board. He noted they have a six-county area similar to ours and they are successful working with their economic development community.

The biggest focus at the conference was the Critical Skills Shortage Initiative. Ms. Lively will be reporting on this later in the meeting but Chairman Cabaness reported this would be an opportunity to receive a lot of incremental money in Southern Illinois. The first round of grants on this initiative will be used for the purpose of identifying areas where we most need training in our region. The second round of grants will be used to implement training programs that will have the biggest impact on workforce and economic development in our region. This will be a regional effort between Workforce Area # 25 and Workforce Area #26. Workforce Area #26 comprised the 14 counties to the east and south of us. Combined we will make up the Southern Economic Development Region totaling 19 counties. This initiative will pull the economic development community together with the workforce development community. As Chairman of Workforce Investment Area #25, either Chairman Cabaness or someone he designates will co-chair of the Southern Illinois Regional Consortium. Chairman Cabaness reported he would like to designate someone to serve as Co-Chair rather than take on the responsibility himself. Chairman Cabaness mentioned he was looking for someone who was willing to help lead the initiative.

Ms. Ruth Snyder, who was one of our local award winners, was also recognized at the conference as a Governor's Award Winner from Local Workforce Area 25. She is seventy years old and had come from Kankakee to take care of her brother who was ill. When her brother passed away, she started looking for a job down here. She got involved with some partners in the local one-stop center and they started her down a path which led to the completion of her college degree. She is now gainfully employed. Out of twenty to thirty award recipients at the awards banquet she was the only one who received a standing ovation. We are very proud of her and her accomplishments. The assistance she received speaks very well of our system and the partners that assisted her. The partners included

Experience Works, MAN-TRA-CON Corp. and the IDES (Illinois Department of Employment Security).

**I. Orders of the Day**

A. MAN-TRA-CON Corporation's Executive Director Kathy Lively reported on the Critical Skills Shortage Initiative. She distributed a handout explaining the initiative. Ms. Lively stated the initiative called the identifying skills shortages and training programs would require a self sustainable wage, e.g. CNA (Certified Nurse's Aide) training while much in need does not produce a self sustainable wage. There would be a meeting at 10:00 am on the campus of Southeastern College on Wednesday, November 5<sup>th</sup>. The initial grant is due on the 14<sup>th</sup> of November. We have a wonderful working relationship with Workforce Area 26. They fully agree that MAN-TRA-CON Corp. will be the grant recipient for the funds as we work together for the region. We are forming consortia of members to work on this initiative and later form a steering committee. In the handout there are some questions and answers about the skills shortage initiative. Chairman Cabaness suggested members read through the questions and answers for a better understanding of the initiative.

B. Chairman Cabaness stated on Thursday, October 16<sup>th</sup> the Executive Committee met to discuss staff issues. It was determined by the committee that the Board could possibly need their own staff or at least a consultant to the Board that could help out with Board activities and report directly to the Board. A motion was offered, seconded and passed at this meeting without objection. Chairman Cabaness read the motion explaining it was the committee's intent to make the Board aware of what was going on and had input into the decision. Chairman Cabaness read the motion.

“Mr. Alstat offered a motion that the Southern Illinois Workforce Investment Board try to hire a contract person to be the Board's liaison to our administrative entity which is MAN-TRA-CON Corp. Mr. Alstat asked that there be a \$20,000 budget set aside for the contract. Mr. Alstat further requested that if the Board should enter into a contract with someone that the contract will end on December 31, 2003. Mr. Alstat stated the Executive Committee was requesting the Southern Illinois Workforce Investment Board meet on October 30, 2003 at 6:30 pm for a special meeting to vote on this contract. The motion went on that the Executive Committee would hire this person immediately, effective that night and that they will work for the Southern Illinois Workforce Investment Board up until the meeting on October 30, 2003 and than if the Southern Illinois Workforce Board decides that they (the Southern Illinois Workforce Board) do not want to do this (contract) they (the Southern

Illinois Workforce Board) may so choose. Mr. Alstat's motion went on, this was not to be construed that the Board is trying to replace MAN-TRA-CON Corp. but the Executive Committee was hiring just one individual to be the liaison to that company. Mr. Young seconded the motion. There was a voice vote and the motion passed without objection."

Chairman Cabaness stated Board staffing decisions are made by the Board in conjunction with the CLEOs (Chief Local Elected Officials). The Board requires the approval of the CLEOs for any budgetary items. Anyone the Board would choose to hire would require procurement by the administrative entity before they could actually be hired. Chairman Cabaness explained, if the Board would choose to proceed with the recommendation of the Executive Committee, the Board would need to set up a budget to pay for the staff person or consultant. The CLEOs would have to agree with the Board this is the appropriate thing to do. The Board would develop a job description, a time frame of employment, a pay plan, qualifications, etc, etc. At the point the Board found a qualified applicant to fill the position, the applicant would then need to be procured by MAN-TRA-CON Corp. Then at that point and only at that point could a person be hired as a staff person to the Board. Chairman Cabaness stated the Executive Committee felt, after a couple of hours of discussion, it important for the Board to contract one individual as staff to the Board or a consultant to the Board.

Mr. Alstat made a motion to place his original motion on the floor with a second by Mr. Armstrong. Mr. Alstat made a motion to amend his original motion by striking "The Executive Committee would hire this person immediately, effective that night and that they will work for the Southern Illinois Workforce Investment Board up until the meeting on October 30, 2003". And insert "The Board follow procurement procedures and the Chairman be allowed to set up a search or personnel committee to work with the Board and the CLEOs to find a person to staff the Board or be a consultant to the Board". Ms. Reeder seconded the revised motion.

Ms. Roe asked why the Chairman felt it necessary to hire staff to the Board when there is a new Executive Director of MAN-TRA-CON Corp.? Ms. Roe asked if the person would be an intermediary between the Board and MAN-TRA-CON Corp.? Chairman Cabaness stated he felt it would be up to a search or personnel committee to best define how that person would best serve the Board.

Mr. Caliper asked what the Executive Committee had in mind for this person to be doing? Chairman Cabaness stated he would feel more comfortable discussing this in closed session.

Mr. Woolard stated DCEO does provide an increment of funds to Boards for this purpose.

Chairman Cabaness shared with the Board that he and several members of the Board had met with DCEO and that a well placed DCEO representative expressed they felt the Board was on the right track and that several Boards were acquiring their own staff not affiliated or associated with the partners. It was believed that such a person could be more independent as a representative of the Board and would not be required to wear two hats.

Ms. Jackanicz stated the agency the Board was about to partner with for the Critical Skills Shortage also has their own staff to the Board. This is a procedure that is very common throughout the state.

Chairman Cabaness stated the Board was not currently in compliance with the state requirements on Board staffing policy.

Mr. Armstrong stated one of the issues the Executive Committee was trying to address was the firewall issue. MAN-TRA-CON Corp. is a partner that provides services to the Workforce Investment Board as well as Crosswalk, IDES, DHS, educational institutions, etc. They are all partners. MAN-TRA-CON Corp. being one of the partners. Mr. Armstrong reported MAN-TRA-CON Corp. a number of years ago tried to create an acceptable firewall. At that time Mr. Armstrong as a CLEO felt the local workforce area had an acceptable firewall in place. Since that time he felt opinions had changed and times had changed and many of the workforce areas are hiring their own staff to create the firewall. Many of the workforce investment areas do hire their own staff. There is autonomy for that individual to inform the Board of what programs are available, and where those funds could best be directed in an advisory capacity or as an informational source for the Board. Then the Workforce Investment Board could take the information and make decisions not in any way taking away from what MAN-TRA-CON Corp. as an organization provides for our workforce investment board. They provide a very real service in management and training. They are also the pay agent for the disbursement of the funds. Mr. Armstrong went on to say, the only thing the committee was trying to do was to attempt to correct a perceived break down in the definition of a firewall. If you look at the organizational structure, at first glance we thought we possibly were in conflict with what we contractually said we were going to do. This is an attempt to straighten that out. In the meeting in Springfield with DCEO they indicated this was the trend and many workforce investment areas were going in this direction. DCEO did not in any way discourage us from doing this and in fact were encouraging us to proceed in this direction. Again in no way trying to detracting from MAN-TRA-CON Corp.

or what it does. We have not heard anything from anyone knowledgeable about the programs that are against anything we were trying to set up.

Dr. Mees suggested the formation of an ad hoc committee to work with the Executive Committee, Chairman Cabaness and Kathy Lively. Because there have been a number of changes that have occurred, we need some time to allow people to get established. He felt we would know the answers to some of these questions further down the road. If the ad hoc committee were to recommend to the Executive Committee or the full Board to proceed, then you may want a search committee to look at this issue.

Mr. Turner suggested an ad hoc committee be formed to define a potential job description and possible salary range or budget. Following any agreement on need, description and budget, a search committee would be formed to bring possible nominees to the Board for approval.

Chairman Cabaness called for a vote on Mr. Alstat's amended motion. There was a voice vote with all opposing the motion. The motion was defeated.

Mr. Rendleman made a motion to authorize and direct the Chairman to appoint an ad hoc committee to develop a position description and a budget in accordance with the laws and regulations of the state and the Workforce Investment Act and propose a staff position to be considered and ratified by the Board at its meeting in December. Mr. Rendleman noted the motion did not include the duty of interviewing or searching, etc. Mr. Alstat seconded the motion. There was a voice vote and the motion was approved without objection.

Chairman Cabaness asked anyone interested in being a member of the ad hoc committee to please contact him for appointment to the committee. The Chairman stated he felt it would be fair to have partner representation on this ad hoc committee.

Mr. Maxwell asked about the minutes of the Executive Committee. Mr. Maxwell stated, since the object of the Executive Committee was to represent the entire Board, that every member of the Board should be entitled to a copy of the minutes of the Executive Committee.

Chairman Cabaness stated he was in complete agreement with Mr. Maxwell. The Chairman stated he had intended to distribute the minutes of the Executive Committee to all Board member prior to the meeting.

Mr. Alstat offered a motion that the minutes of the closed session of the Executive Committee be made available to all the Board members. The motion was seconded by Mr. Turner. There was a voice vote and the motion was approved without objection.

C. Executive Director Lively deferred her discussion of insurance to Mr. Rendleman. Mr. Rendleman stated he had had a discussion with Mr. Pat Hewson about the current policy carried by MAN-TRA-CON Corporation. In Mr. Rendleman's and Mr. Hewson's opinions the current policy did not cover the Southern Illinois Workforce Investment Board. Following some discussion Chairman Cabaness asked Ms. Lively to look into the costs of purchasing an Errors and Omissions policy for the Southern Illinois Workforce Investment Board.

Chairman Cabaness brought up the issue of legal representation for the SIWIB. Mr. Rendleman stated it was his pro bono advice with his limited experience of roughly 3 months on the Board that it would be in the best interest of the Board to have legal representation for certain discrete and finite issues which might come before the Board. Chairman Cabaness asked Director Lively if the Board felt the need of legal representation if they would then need to proceed with the procurement process at that time? Director Lively responded that she would check with DCEO on the required procedures that would need to be followed.

## **II. Administrative Entity Report**

Director Lively thanked everyone for welcoming her and making her feel this will be a very profitable and productive relationship that we will have. She was very delighted to be the Executive Director of MAN-TRA-CON Corp. Director Lively expressed her belief and philosophy that MAN-TRA-CON Corp. was one of many partners. She stated she would appreciate the feedback and input from all the partners as we move forward in serving Southern Illinois. We are at a very crucial junction in the area of economic development in Southern Illinois. Ms. Lively stated many of the people at this table are needed in making that happen. Ms. Lively pledged her support and staff to make that happen. Director Lively also stated if the Board felt there was a need for separate staff to the Board, she would not be opposed to it. If after study this would be the Board's wish, she would work fully with the Board to implement the separation. Director Lively thanked everyone present and stated she looked forward to working with everyone.

Chairman Cabaness stated he had been surprised by Mr. Clark's resignation and that Ms. Lively had been very helpful and had made him feel very comfortable in

trying to help him learn about the procedures of the Board. Chairman Cabaness expressed his profound thanks to Director Lively for her assistance.

### **III. Matters from the Floor**

Director Woolard informed the Board that the Governor had divided the state into ten regions. This combined LWIAs #25 & #26 into one region. Mr. Woolard stated the tenth of November would be the date for the releasing of the economic plan for the southern Illinois region. He thought it would occur between 10:00 am and 12:00 noon and would probably take place at SIU-C. He invited all present to attend. Director Woolard asked for the input and comments of the membership for inclusion in the plan.

Chairman Cabaness asked if everyone was satisfied with the number of Board meeting held every year? The Chairman asked if anyone had any ideas on how we could increase the participation at committee meetings? The Chairman stated he would like everyone to participate as much as they could. If that meant holding meetings in conjunction with other meetings or even meeting in the mornings, he would appreciate everyone's input to determine how to increase participation.

Chairman Cabaness thanked CEO Chairman Harry Stewart for attending along with Deb Waldrop from DCEO, Phil Minnis from John A. Logan College, Patty Erwin the interpreter and all the Board members for attending.

### **IV. Adjournment**

There being no further business to come before the Board, Mr. Alstat made a motion to adjourn the meeting with a second by Cynthia Reeder. There was a voice vote and the motion was approved. Chairman Cabaness adjourned the meeting.