

SOUTHERN ILLINOIS WORKFORCE INVESTMENT BOARD YOUTH COUNCIL

**Man-Tra-Con Corporation
3000 West DeYoung, Suite 800-B
Marion, IL 62959**

MINUTES _____ *July 8, 2009* _____

Members Present: Steve Buntin, Joe Davis (via conference call,) June Hickey, Ethel Holladay, and Tyler Young

Members Absent: Sheila Ahlgren, Bryan Cross, Terance Henry, Kathy Lively, and Lisa Price

Contractors Present: Itzel Hosmon, Rick Marlow, Judy Randall, Salvador Thomas, Beth Schlette, Chuck Smith

Others Present: Roxanne Brewer-Coffey, Stephanie Castellano, Melissa Cauthen, Dorothy Porter, Bob Hopkins, and JoDene Kern

Call to Order: On behalf of Chairperson Young, Vice Chairperson Hickey called the meeting to order at the Marion Man-Tra-Con office at 4:07 p.m. on July 8, 2009.

- I. **Approval of Minutes:** A motion was made by Ms. Holladay to accept the minutes from the May 20, 2009, meeting and was seconded by Mr. Buntin. The motion carried.

- II. **Orders of the Day:**
 - A. **Summer Works Update:** Ms. Brewer-Coffey updated the Council about the Summer Works program. Man-Tra-Con stopped accepting applications from youth on May 4, 2009. At that point, there were over 700 applications in-house, which is almost twice the number of potential job slots. To date, there are 80 worksites with 293 positions. Man-Tra-Con is still soliciting worksites in an attempt to reach the goal of filling 400 job slots. Ms. Brewer-Coffey emphasized the Summer Works program has been a collaborative effort, with 35 Man-Tra-Con staff members assisting in the process. To date, 11 mass intakes and 15 orientations lasting between three to four hours each have been conducted and 162 active youth have been placed. The average age range of the youth is 18 – 20 and the average wage rate is \$8.50 per hour.

 - B. **Monthly Performance Worksheets:** Ms. Brewer-Coffey requested the providers to review the Monthly Performance worksheets and to report any needed corrections.

 - C. **Year Round Contractors' Reports:** Vice-Chairperson Hickey called for comments or questions regarding the Year Round Contractors' Reports; there were none. A motion was made by Chairperson Young to approve the Year Round Contractors' Reports and was seconded by Mr. Buntin. The motion carried.

 - D. **Youth and Program Profiles (Verbal Recap):** Each contractor verbally reported about a particular youth who has succeeded in their respective programs. The Council members expressed admiration for the motivation displayed by each youth to overcome the many challenges they face on a daily basis.

 - E. **Matters from the Floor:** Ms. Brewer-Coffey requested the providers to please submit any outstanding vouchers for PY08. She also requested the contractors to please

complete and return the form provided them by Man-Tra-Con's fiscal department, ensuring to provide the contract number, period, and any unexpended funds. The providers should also specify if they prefer monitoring to be conducted through the mail or monitoring on-site.

- F. Next Meeting Time and Place:** The next meeting is scheduled for August 12, 2009, at the Marion Man-Tra-Con office beginning at 4:00 p.m. A call-in number will continue to be offered as an option for those members unable to physically attend the session.
- G. Adjournment:** Vice-Chairperson Hickey adjourned the meeting at 4:46 p.m.