



River Valley WIB – Board of Directors Meeting

Date & Time

Wednesday, June 22nd @ 7:30 a.m.

Location

**Painters District Council No. 30
1905 Sequoia Drive, Aurora
Board Room**

AGENDA

- I. Call to Order
 - A. Roll Call
- II. Approval of Minutes
 - A. May 11, 2011
- III. Public Comment
 - A. Guest Introductions
- IV. Old Business
 - A. Financials
 - B. WIA Reauthorization
 - C. Officers Slate
 - Frank Griffin, Chair
 - Barb Ladner, Vice-Chair
 - Rich Healy, Secretary
 - Gary VonBehren, Youth Council Chair
- V. New Business
 - A. Training Provider Certification
- VI. Action Items

1. KCDEE requests approval of the Kishwaukee College Center for Business Development & Continuing Education – Class-size training in Phlebotomy Technician. Cost to be billed on a per-head basis at \$2,212 per person for up to 20 students in the classroom training.

Background information only – This 90-hour program will prepare students to sit for their Certified Phlebotomy Technician Exam administered through the National Healthcareer Association (NHA).

2. KCDEE requests approval of the Kishwaukee College Center for Business Development & Continuing Education – Class-size program in Forklift Operators Training at a maximum cost of \$12,000 to serve up to 12 students.

Background information only: This course includes 7 hours of instruction in general overview and safety to meet OSHA compliance requirements and written and driving skills exam resulting in receipt of an Operator's Permit. (The permit allows students to participate in on-site testing which must be administered by an employer. The additional 12 hours in this course provides hands-on driving and practice on three commonly used pieces of equipment: Sit-Down Diesel Power Forklift, Electronic Sit-Down Forklift, and Stand-Up/Reach Fork-truck. This class-size training is provided at a cost of \$1200 per student if class-size is 8 or 9 students, or the lesser amount of \$980 per student if the class has 10-12 students.

3. KCDEE requests approval of employment preparation services (soft skills) proposed through Kishwaukee College, accepting planned expenses in the amount of \$165,167 for the period of May, 2011 – June 30, 2012.

Background information only: The Employment Readiness series includes Computers for Job Seekers (Windows, job search websites, online applications, and employment research); Job Seeker Skills (assessing skill sets, developing/writing resume, networking, job applications, cover letters and interviewing); and Success in the Workplace (communications, listening skills, teamwork and problem solving, stress and time management, conflict resolution and goal planning). The Computer software series includes Introduction and Intermediate Word, Introduction and Intermediate Excel, and Introduction and Intermediate PowerPoint (as need is determined).

4. KCDEE requests approval of employment preparation services (soft skills) proposed by Elgin Community College, accepting planned expenses in the amount of \$68,513 for the period of June 13, 2011 – June 30, 2012.

Background information only: The program will consist of basic math, computer skills covering topics appropriate to introduction and intermediate computers, and the soft skills component will cover the full range of skills in job readiness and job search, employment retention success, customer service, resume development and critique, interviewing skills and practice. The instruction will be scheduled in three calendar segments during the contract period.

5. KCDEE requests authorization to negotiate a renewal contract with First Institute Management & Training, Inc. for the delivery of WIA Title I-B registration required core, intensive and training level services to serve DeKalb County adults and dislocated workers using Program Year 2011 formula funding in the amount of \$430,007, contingent upon successful negotiations and available funds.

6. KCDEE requests authorization to negotiate a renewal contract with Kishwaukee College for the delivery of un-registered WIA core services in the Career Resource Center at the DeKalb workNet Center to serve DeKalb County residents using Program Year 2011 formula funding in the amount of \$73,133, contingent upon successful negotiations and available funds.

7. KCDEE requests approval to renew its contract for one year with Education Service Network as a Youth Provider in Kendall County during the time period of July 01, 2011 through June 30, 2012 for an amount up to \$69,924 contingent upon successful contract negotiations and available funding.

8. KCDEE requests approval to renew its contract for one (1) year with Elgin Community College as a Youth Provider in Kane County during the time period of July 01, 2011 through June 30, 2012 for an amount up to \$186,797, contingent upon successful contract negotiations and available funding.

9. KCDEE requests approval to renew its contract for one (1) year with First Institute Training & Management as a Youth Provider in Kane County during the time period of July 01, 2011 through June 30, 2012 for an amount up to \$180,000, contingent upon successful contract negotiations and available funding.

10. KCDEE requests approval to renew its contract for one (1) year with Jewish Vocational Service as a Youth Provider in Kane County during the time period of July 01, 2011 through June 30, 2012 for an amount up to \$150,000, contingent upon successful contract negotiations and available funding.

11. KCDEE requests approval to renew its contract for one (1) year with Kendall County Special Education Cooperative as a Youth Provider in Kendall County during the time period of July 01, 2011 through June 30, 2012 for an amount up to \$98,254, contingent upon successful contract negotiations and available funding.

12. KCDEE requests approval to renew its contract for one (1) year with Kishwaukee College as a Youth Provider in DeKalb County during the time period of July 01, 2011 through June 30, 2012 for an amount up to \$201,412, contingent upon successful contract negotiations and available funding.

13. KCDEE requests approval to renew its contract for one (1) year with Quad County Urban League as a Youth Provider in Kane County during the time period of July 01, 2011 through June 30, 2012 for an amount up to \$215,183, contingent upon successful contract negotiations and available funding.

14. KCDEE requests approval to renew its contract for one (1) year with Waubonsee Community College as a Youth Provider in Kane County during the time period of July 01, 2011 through June 30, 2012 for an amount up to \$207,770, contingent upon successful contract negotiations and available funding.

15. KCDEE requests approval to increase its contract with Quad County Urban League by \$115,000 to total \$580,000 to fund Adults and Dislocated Workers in their work experience program period to begin in June of 2011 and run through June 30th, 2012, contingent upon successful contract negotiations. The adult work experience component would be available to customers in Kane and Kendall Counties.

16. KCDEE requests approval to modify its contract with First Institute Training & Management to add the inclusion of Adult and Dislocated Worker work experience for an additional \$200,000 to serve approximately 20-25 Adults or Dislocated Workers during the period to begin in June of 2011 and run through June 30th, 2012, contingent upon successful contract modification negotiations. The adult work experience component would be available to customers in DeKalb County.

17. KCDEE requests approval of employment preparation services (soft skills) proposed by Quad County Urban League in the amount of \$151,219 for the period of June, 2011 – June 30, 2012, contingent upon successful negotiations. This program will target low income WIA-eligible Adults.

18. KCDEE PY 11 Budget

19. WIB PY11 Budget

20. Election of officers

VII. Presentations

A. Workforce Investment Act (Time permitting)

VIII. Next meeting date- July 13, 2011

IX. Adjournment