



River Valley WIB – Board of Directors Meeting

Date & Time: Wednesday, April 15, 2009 at 9:00 a.m.
Location: Batavia Public Library, 10 S. Batavia Avenue, Batavia, IL

MINUTES

BOARD MEMBERS					
Name	Present	Absent	Name	Present	Absent
1. Aiston, Chris (Christopher), Kane County Economic Development	X		19. McCraven, Sheila, Kane County (KCDEE, Title 1)		X
2. Amberg, Phillips	X		20. McDonald-Romo, Rachel, Central States SER-Jobs for Progress, Inc.		X
3. Andrews, Peter, IDES <i>Proxy: Lisa Sipinski</i>	X		21. Mottet, David, Old Second Bank-Yorkville, Secretary/Treasurer		X
4. Baum, Mark, RC Wegman Construction	X		22. Petesch, Jean, Sauber Manufacturing	X	
5. Bend, Tim, UPS <i>Proxy: Sara Septoski</i>	X		23. Scanlan, Robert, DHS-ORS	X	
6. Borek, Paul, DCEDC	X		24. Schneider, Harrison, Kane Cty. ROE	X	
7. Choice, Tom, Kishwaukee College <i>Proxy: Evelina Jose-Cichy</i>	X		25. Seibert, Charlie, Plumbers & Pipefitters Local 501	X	
8. Christiansen, Jon, Vice Chair JC Schultz Enterprises/Flag Source	X		26. Teuber, Cara, Midwest Groundcovers, LLC	X	
9. Cunningham, Steve, NIU <i>Proxy: Jesse Perez</i>	X		27. Thate, Mark, Kishwaukee Health System		X
10. Dussault, Lisa, Chair Multicultural Interfaces Inc.	X		28. Torres, Vilma, DHS-Div. of Human Capital Dev.		X
11. Enriquez, Pedro, IL Migrant Council	X		29. Van Weelden, Susan, ECC <i>Proxy: Kathleen Callahan</i>	X	
12. Ford, Ronald, New Life Construction Plus		X	30. Von Behren, Gary, Painters & Allied Trades		X
13. Gillespie, Theodia, Quad Cty Urban League	X		31. Wetzel, Sylvia, Bison Gear & Engineering	X	
14. Greviskes, Paul, Law Offices of Paul L. Greviskes		X	32. Whelan, Jeffrey, DeKalb Optometric Associates P.C.	X	
15. Griffin, Frank, Jones, Lang, LaSalle	X		33. Whitaker, Jane, Two Rivers Head Start Agency <i>Proxy: Jennifer Dupasquier</i>	X	
16. Hubbartt, Tonya, FONIA International		X			
17. Ladner, Barbara, Pace Bus <i>Proxy: Mary Robb</i>	X				
18. Marzano, William (Bill) Dr., WCC	X		Next Meeting June 24th TIME TBD		
COUNTY CHAIRS	<i>Present</i>	<i>Absent</i>		<i>Present</i>	<i>Absent</i>
Vickery, Anne – Kendall County		X	Tobias, Ruth Anne - DeKalb County		X
McConaughay, Karen- Kane County		X			
Guests: Suzanne Petrella, Kendall County; Steve Simmons, Chicago Jobs Council; John Carey and Dave Koch of VNA of Fox Valley; Michelle Michals, DCEO; Jackie Espinoza, ECC; Ismael Perez, AFL-CIO					

- I. Call to Order – Chair Dussault called the meeting to order at 9:06 a.m.
 - Roll Call – Walker called roll and a quorum was established (24 of 33 members present).
- II. Chair's Report – Chair Dussault
 - A. Presentation by VNA of Fox Valley -- John Carey and Dave Koch of the Visiting Nurses Association (VNA) of Fox Valley distributed a document for members noting healthcare workforce development opportunities and the internal training needs and provided an overview for members and discussed the jobs that are particularly difficult to find qualified candidates. Koch discussed the services provided by VNA of Fox Valley as noted on the handout and stated they also receive funding from the Federal government. Carey reviewed the needs for training and the challenges with finding certified individuals who have the educational qualifications needed for registered nurses. Carey noted that they provide tuition reimbursement for full-time employees and they provide ongoing in-house training to keep medical records electronically. Members asked questions and in response, Koch and Carey noted their specific needs for registered nurses (RN's), certified nurse's assistants (CNA's) and it was noted that one of the problems is that there are not enough teachers to teach students to be registered nurses. Carey noted one of the biggest challenges is that there are limited spaces available in nursing schools. In response to a question, Carey also noted that 60% of their patients are Hispanic and they require all CNA's to be bi-lingual and a discussion was held. Carey stated he would send Walker the document they distributed electronically so she can distribute it to all Board Members. Koch and Carey thanked members for letting them speak to them today and stated they look forward to working with the River Valley WIB in seeking Incumbent Worker Training funding.
 - B. Share Training Program Approvals – Chair Dussault pointed members' attention to the Training Programs recently approved and that they should review the list to remain aware of the types of training going on, which is varied. Chair Dussault recommended members spread the word on the various types of training that we can fund.
- III. Approval of Minutes
 - A. January 14, 2009
 - B. Special Board Meeting March 31, 2009
 - ❖ Chair Dussault set a motion to the floor to approve both sets of minutes. Gillespie motioned to approve both sets; Whelan seconded the motion. Motion carried unanimously, both sets of minutes approved.
- IV. Old Business
 - A. Strategic Plan Ad-hoc Committee – Chair Dussault noted she'd like to defer this item to the next meeting because she is waiting for the Executive Director to be hired and that she already has members who have volunteered to service and would like to open it up for more members to volunteer and noted it is best to have the Executive Director on board first, especially if ARRA changes its strategic path. Most members stated they agreed with that and we should wait for an Executive Director and a few members noted they would like to get this Ad-hoc Committee going. A member stated that the tasks of this Ad-hoc Committee would most likely need to be completed by an Executive Director so we need to wait and another member stated it doesn't make a difference, we as a Board need to move forward. Members then unanimously agreed that a meeting should be scheduled. Chair Dussault stated that she will get some dates sent out to poll member's availability.
 - B. Update on Executive Director Position – Chair Dussault deferred to Gillespie who Chaired the Talent Acquisition Ad-hoc Committee. Gillespie noted the interviews recently held in the last few weeks and that there is another one after the meeting today and hopefully, we'll be able to identify a candidate for Chair McConnaughy to make an offer, as the ultimate decision relies on Chair McConnaughay. Gillespie noted again for members that the Executive Director was under the 501c3, but will now be under Kane County, as current staff is a Kane County employee. A discussion was held that the River Valley WIB's By-Laws will need to change as the Inter-Local Agreement and By-Laws do not agree with one another, and it needs to be changed wherever it references direct reporting of the Executive Director. Chair Dussault noted there are several areas of the By-Laws that will need to change and she is Chairing the By-Laws Ad-hoc

Committee of the Executive Committee and they will be meeting soon. Choice stated that first they were informed that the Full Board would have a say as to who gets hired for the Executive Director position, and now they are hearing that is not the case. Choice stated that the Board was told, at the very beginning of the process for the search of an Executive Director when members asked questions about it and about the process, Gillespie informed the Board there would be a recommendation made to this group, and that has not changed because the Board decided it would be changed, but because Chair McConnaughay decided it would change because maybe it has to. Gillespie clarified for members that what she said was that we would make a recommendation but the ultimate decision was up to Chair McConnaughay and noted she stated for members that the Executive Director position is different now than before, in that they will not be staff to the 501c3, but will be staff under Kane County. Gillespie went on to state that after the previous Executive Director was terminated, remaining staff went back under the County, which changed the dynamic as to who was going to make the final decision, which was the case before she was tasked with Chairing the Ad-hoc Committee for the search. A brief discussion was held and members recommended that changes need to be addressed by the By-Laws Ad-hoc Committee in regard to the Executive Director.

V. Standing Committee Reports

- A. Executive – Chair Dussault stated that there are no current updates to report. Chair Dussault would like to see members participate on Committee's that you've heard talked about and all you have to do is let Sharon know you'd like to participate on a specific committee and she will forward the request to the Chair. Chair Dussault noted that the Strategic Plan Ad-hoc Committee of the Board will be meeting soon and if anyone else would like to serve on that Ad-hoc Committee, to let Sharon know. Chair Dussault also noted that the first Executive By-Laws Ad-hoc Committee will be meeting on May 11th at 10:30 a.m. and if anyone would like to join, please let Sharon know.
- B. Finance – Chair Dussault noted, in Mottet's absence, that the independent audited financial statement was accepted at the last meeting and Walker asked members if they'd like to have a copy of it to please let her know and noted that nothing changed from the draft they approved at the Special Meeting held on March 31st. A discussion was held as to the process and procedure of approving the independent audited financial statement and there some confusion as to whether or not the Board already approved the statement without any recommended changes. Walker noted that the independent audited statement has always come to the Board as a "draft" because it's not a final document until the Board accepts it, and if changes were recommended, then it would have come back for members to accept it after the changes had already been incorporated. A member noted that they were under the impression it was already accepted and members stated they'd like to see the statement with the auditor's letter and Walker will email the statement with the auditor's letter to all Board Members.
- C. Service Delivery – Wetzal noted that the RFP Ad-hoc Committee has spent a lot of time and efforts over several meetings reviewing proposals for the delivery of Title 1B Services in DeKalb County and recently met to rate each proposal, and noted that all bidders were very professional and she was very impressed with how it all worked out and noted the action item on today's Agenda was a result of all the hard work that was done.
- D. Youth Council – Chair Dussault noted that Gary Von Behren, the Youth Council Chair was not here today but noted the emergency procurement that has gone out to receive proposals for the Summer Youth Program that will begin on June 1st.

VI. New Business

VII. Action Items

- A. 2008-03-17: Approve the Recommendation of Kishwaukee College for the delivery of Career Resource Center Non-Registered Core Services and First Institute Training and Management for the delivery of Core B Registered and Intensive and Training Services, in DeKalb County, contingent upon successful contract negotiations to ensure compliance with the 40% Minimum Training Requirement and available funding. **Chair Dussault set a motion to the floor to approve. Borek motioned to approve; Petesch**

seconded the motion. All in favor with Choice abstaining from the vote, motion carried.

- B. 2008-04-19: Approve using "Linked-In" as a marketing tool, communication vehicle, and a way to conduct small discussions and surveys without having to purchase support software; also an additional way to connect with local area business owners, human resource managers and other interested parties. **Chair Dussault set a motion to approve. Christiansen motioned to approve; Marzano seconded the motion. Chair Dussault then opened up the item for discussion as noted below. Chair Dussault stated with a motion on the table, members discussed and preferred to table this item until an Executive Director is in place, and set a motion to the floor to table. Aiston motioned to table; Marzano seconded the motion. Motion carried unanimously, item has been tabled.**

- ❖ Chair Dussault stated that she wanted to have this item as a Resolution as it does have a dollar impact but that depends on the level of service that you purchase and she would certainly want the Board to discuss this, and recommends that the Executive Director be the lead with this account. Chair Dussault went on to state that we currently have no marketing plan and there is no budget for marketing but that there is a lot of misinformation that is out there, and it's not their fault because what we do is exceeding complex, and read a note that she received from a private sector member who thought that the WIB only provided funding, under a grant that is actually no longer in effect (Warren Commission Job Training Grant), for dislocated workers. A discussion was held on how Linked-In can be utilized as a marketing tool and would be a great way for employers to be familiar with the incumbent worker training program and can also conduct survey's and form discussion groups with members of the community. Chair Dussault stated that this is not to replace internal communications, but to enhance communication to local businesses and pose questions for discussion, and that there is no cost to join and reiterated that there are fees involved for different levels of service and tools and would have to bring that cost structure to the Board for them to discuss. Members held a discussion and noted that some controls should be in place and also discussed that this should probably be tabled until we have an Executive Director.

- VII. Adjournment – Chair Dussault entertained a motion to adjourn. Petesch motioned to adjourn; Marzano seconded the motion. Motion carried, meeting adjourned at 10:20 a.m.