



**River Valley WIB – Board of Directors Meeting**

**Date & Time: Wednesday, July 8, 2009 at 9:00 a.m.**

**Location: Waubonsee Community College, Rt. 47 @ Waubonsee Drive, Sugar Grove Bodie Hall, Room 147**

**Minutes**

BOARD MEMBERS					
Name	Present	Absent	Name	Present	Absent
1. Aiston, Chris (Christopher), Kane County Economic Development		X	21. McDonald-Romo, Rachel, Central States SER-Jobs for Progress, Inc.	X	
2. Amberg, Phillip, Tegrant		X	22. Mehochko, Christopher, Kendall Cty. Regional Office of Education	X	
3. Andrews, Peter, IDES <i>Proxy: Lisa Sipinski</i>	X		23. Meyer, Tim, Old Second Bank	X	
4. Baum, Mark, RC Wegman Construction	X		24. Mottet, David, Old Second Bank-Yorkville		X
5. Bend, Tim, UPS <i>Proxy: Sara Septoski</i>	X		25. Petesch, Jean, Sauber Manufacturing	X	
6. Borek, Paul, DCEDC	X		26. Petrella, Suzanne, Kendall County Board	X	
7. Choice, Tom, Kishwaukee College <i>Proxy: Evelina Jose-Cichy</i>	X		27. Scanlan, Robert, DHS-ORS		X
8. Christiansen, Jon, <b>Vice Chair</b> JC Schultz Enterprises/Flag Source	X		28. Schneider, Harrison, Kane Cty. ROE	X	
9. Cunningham, Steve, NIU <i>Proxy: Jesse Perez (exhausted)</i>		X	29. Seibert, Charlie, Plumbers & Pipefitters Local 501	X	
10. Dussault, Lisa, <b>Chair</b> Multicultural Interfaces Inc.	X		30. Teuber, Cara, Midwest Groundcovers, LLC	X	
11. Enriquez, Pedro, IL Migrant Council	X		31. Thate, Mark, Kishwaukee Health System	X	
12. Ford, Ronald, New Life Construction Plus		X	32. Torres, Vilma, DHS-Div. of Human Capital Dev.		X
13. Gillespie, Theodia, Quad Cty Urban League		X	33. Van Weelden, Susan, ECC <i>Proxy: Kathleen Callahan</i>	X	
14. Greviskes, Paul, Law Offices of Paul L. Greviskes		X	34. Von Behren, Gary, Painters & Allied Trades, <b>Youth Council Chair</b>		X
15. Griffin, Frank, Jones, Lang, LaSalle	X		35. Wetzal, Sylvia, Bison Gear & Engineering	X	
16. Healy, Richard, Plano Economic Development	X		36. Whelan, Jeffrey, DeKalb Optometric Associates P.C.	X	
17. Hubbart, Tonya, FONA International		X			
18. Ladner, Barbara, Pace Bus <i>Proxy: Mary Robb</i>	X				
19. Marzano, William (Bill) Dr., WCC	X		(Need 19 members to achieve quorum)		
20. McCraven, Sheila, Kane County <i>Proxy: Renata Robinson</i>		X	<b>Next Meeting Sept. 9th @ 9:00 AM</b>		
<b>COUNTY CHAIRS</b>	<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: Katie Bata, Sherman Health; Mary Robb, Pace Bus; Jesse Perez, NIU; Ismael Perez, AFL-CIO; Michelle Rafferty, Central States SER-Jobs for Progress					

- I. Call to Order – Chair Dussault called the meeting to order at 9:10 a.m.
  - Roll Call – Walker called roll and a quorum was established.
- II. Chair's Report
  - A. Share Training Program Approvals – Chair Dussault shared the list of Training Programs recently approved with members and noted the focus will be on job development and an ad-hoc committee may be developed to address those needs.
  - B. Executive Director's Report to the Board – Ruth Munson addressed Members and noted she began on June 1st, is learning the workforce system and what other WIB's are doing for best practices. Munson noted she is meeting objectives as defined now and will perhaps identify new objectives. Munson also noted that she will report back to the report the result of the Strategic Plan meetings and is currently working on the WIB's ByLaws. Munson provided an overview of her handout, highlighting community outreach efforts, the Board's Re-Certification submission, best practices, the Elgin unemployment summit and the Board's Incumbent Worker Training Grant Program. A discussion was held on types of training programs that should be put in place.
- III. Approval of Minutes
  - ❖ April 15, 2009; Special Board Conference Call May 15, 2009; June 17, 2009; Special Board Conference Call, June 19, 2009 -- Chair Dussault set a motion to the floor to approve all sets of minutes. Ladner motioned to approve; Enriquez seconded the motion. Motion carried, all sets of minutes approved unanimously.
- IV. Old Business
  - ❖ Strategic Plan Ad-hoc Committee – Chair Dussault noted that anyone can be a member of this Ad-hoc Committee and to let her or Munson know if they are interested. Dussault also stated that the first meeting will be held on July 22nd at 1:30 p.m. Munson noted that a series of meetings will be held and she will report back to members at the September Board Meeting. Munson also noted she'd like to hold a half-day retreat for the Board as well this Fall.
- V. Standing Committee Reports
  - A. Executive – Chair Dussault noted that a meeting hasn't been held since June 12th and the next meeting will be held on August 12th at 10:00 a.m.
  - B. Finance – Christiansen noted that he took over as Chair of this Committee as David Mottet, who was Secretary/Treasurer was unable to fulfill his role and noted the main focus of the last meeting was to get an operating budget in place for PY09.
  - C. Service Delivery – Wetzel noted that members of the Title 1B RFP Ad-hoc committee were very busy the last few months selecting a provider to deliver services in DeKalb and also setting performance for profit measures for one of the vendors that was selected who is eligible for profit. Wetzel also noted that members had worked on streamlining the application process and the policy and guidelines document for the Incumbent Worker Training Grant that the Board offers and will link the information for greater visibility for manufacturers at Skilled Workforce Initiatives dot com with the objective to utilize the stimulus dollars that are readily available. Wetzel also noted that she recently spoke to Penny Pritzker who has been tasked by President Obama to meet with leaders to see what Workforce Boards are doing for training and development in order for him to determine what is really necessary in education, what kind of certification programs are necessary, what kind of training programs are necessary to get people gainfully employed with respectable livable wages, and what are community colleges are doing to meet the needs of the employers, community and the dislocated workers. Wetzel noted this provided her with a great opportunity for exposure and to speak about what we're doing in a very positive way. In response to Andrews queries, a brief discussion was held on dollars available in the IWT Grant and Wetzel noted employers are awarded on a first come, first serve basis. Wetzel also stated that we have an employer application posted on our website and that the application as previously noted is also posted on a website that manufacturers can easily tap into and stated one of our problems with this grant in the past was that it was not marketed well, and we're working to correct that going forward. Munson noted that an interactive application and forms will be on the WIB website by the end of the day and an email will be sent to the Board noting such. Chair

Dussault noted for members that companies are eligible to access this funding once they have exhausted their ETIP funds, so this is adjunct to—if there is other grant money that an employer can use, they can exhaust that first and then apply for this grant money.

- D. Youth Council – Chair Dussault stated that Chair Gary Von Behren is not at the meeting today but noted the Summer Youth Program using ARRA dollars is in full swing and perhaps Ruth can provide additional information. Dussault noted that WIA staff is focusing on a deficit of programs in Kendall County for new youth, which is important, because if funding isn't spent, it will be re-distributed to other workforce areas. Munson stated that she is aware that they are looking for more work sites in Elgin as well. Marzano noted the Summer Youth Program is supposed to end September 30th, and just received approval of our CNA programs, the class is very popular and that an 8-week session will begin in August, which will go past the September 30th end date, but there is a technicality that it will count towards our performance for our regular youth program, and noted that you can run some programs past the September 30th end date and this will really get a lot of dollars spent through the work experience component. Dussault stated the program must be committed to during the time period, but that a program or class can run past the September 30th date, you just can't take on anything new beyond that date. Petrella asked for confirmation of the ages of Youth that are eligible and Dussault confirmed ages 16 to 24, with a focus on out of High School or out of college Youth and a brief discussion was held.

VI. New Business – no new Business, so noted.

VII. Action Items

- A. Resolution Tabled then Deferred (April 15<sup>th</sup> and June 17<sup>th</sup>, respectively)
1. 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 the floor to approve. Marzano motioned to approve; Petesch seconded the motion. Motion carried unanimously.**
    - ❖ Munson noted other methods of communication using media tools such as Twitter and Facebook, where she has created a page for our WIB and has included workforce data for our area.
- B. Resolutions for Ratification
1. Resolution 2008-06-41: Approve the Local Workforce Investment Area 5 (LWIA 5) PY09 Operating Budget for WIA Title 1 and the River Valley Workforce Investment Board. **Chair Dussault set a motion to the floor to ratify. Thate motioned to ratify; Van Weelden seconded the motion. Motion ratified unanimously.**
    - ❖ A brief discussion was held on line item dollar amounts and Griffin and Choice asked for further clarification on the "other operating expenses" line item, as well as the rent at One Smoketree and other office locations. Andrews provided some background as a member of the Finance Committee as to what expenses are involved under the rent line item. Munson stated she will provide Griffin and Choice with greater detail of these items.
  2. Resolution 2008-06-42: Approve Modification to the 5-Year Plan incorporating Program Year 2009 Formula Funding Allocations, including the WIA Program Funding Form, Cumulative Registrants Form and WIA Master Budget. **Chair Dussault set a motion to the floor to ratify. Ladner motioned to ratify; Whelan seconded the motion. Motion ratified unanimously.**
  3. Resolution 2008-06-43: Approve Recommendation to Extend Occupational Bridge Contract with Waubensee Community College and Modify Contract End-Date to December 31, 2009, utilizing the balance of the 2008 allocation. **Chair Dussault set a motion to the floor to ratify. Van Weelden motioned to ratify; Bend seconded the motion and Marzano abstained. Motion ratified by voice vote, still constituting a quorum.**
- C. New Resolution
1. Resolution 2008-06-44: Approve the Modification to the Performance for Profit Measures for First Institute Training and Management, as recommended by the Service Delivery RFP Ad-hoc Committee. **Chair Dussault set a motion to the**

**floor to approve. Baum motioned to approve; Bend seconded the motion. Motion carried unanimously.**

- VII. Adjournment – Chair Dussault set a motion to the follow to adjourn. Bend motioned to adjourn; Petrella seconded the motion. Motion carried, meeting adjourned at 9:47 a.m.