



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

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

**Location: Batavia Public Library, 10 S. Batavia Avenue (Rt. 31), Batavia**

**Minutes**

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

- I. Call to Order – Chair Dussault called the meeting to order at 9:08 a.m.

- Roll Call – Walker called roll and a quorum was established.

## II. Chair's Report

- A. Presentation on Work Keys/Career Readiness Certificate -- Lesa Norris of Waubensee Community College provided a Powerpoint presentation for members on Work Keys/Career Readiness Certification, which is a job skills assessment system developed by ACT measuring "real world" skills, including job and occupational profiles. Norris distributed a copy of her presentation, an Overview Brochure and a Work Keys Employer Guide. Work Keys presentation highlights noted by Norris included Assessments, Job Analysis and Training, Level Scores, Partner Sites, ACT Center Sites, Educational Sites, and Work Keys Support Materials. Norris reviewed the benefits of the Work Keys/Career Readiness Certification Program for businesses for educators, for individuals and for the community as noted in the Overview Brochure and noted that if members wanted to view copies of case studies, to please let her know. Healy stated that he has been researching this a little bit and noted that a high school diploma used to be all that was needed to gain an entry level position and that is not the case anymore and the reason he believes this program has expanded in the South is because there was such a disparity that it has really been the advantage to the employer that an individual now has a credential saying that this person is able to perform at this level, which is a standardized level, and it also benefits someone who hasn't been in the workforce in awhile in that it gives you an idea as to where that person is at. Healy went on to state that it's a great assessment tool and can really help out Human Resource Departments of Manufacturers and that's why a lot of States are really pushing it now and believes it was created by Manufacturers to help recruit a good workforce. Van Weelden spoke of customized job profiles vs. generic job profiles. Wetzel asked which of these two are already being deployed and Norris stated applied math and reading and clarified for Wetzel that this testing is done across the whole state for high school students. Wetzel noted that the problem with that is, is that the State hasn't moved forward with the third piece, certification, so they can walk away with the career readiness certificate and asked Norris how much has the State moved forward on achieving that initiative. Norris stated she believes they have their hands full right now with other issues. Wetzel stated there isn't much value if a customer can't walk away with that transferrable documentation, it's like going to high school and not getting a diploma. Van Weelden noted that that some school districts, like U-46, have someone on staff, Wendy Breitmayer, who had served on this Board; she goes around to the high schools and administers that third piece, so the career readiness certificate can be issued to the students. Ladner noted in reference to "the Ask" slide where it was stated will LWIA5 partner in the promotion and endorsement of the career readiness certificate (CRC), she was asking that the WIB and obviously businesses to provide a letter to endorse Work Keys career readiness certificate and job profile process, who exactly would that be going to? Is it to the State of Illinois? Norris stated it's really more of a gentlemen's agreement-they would only be used to push for this Program, and stated she agrees with Ladner, we should take it a step further and use letters of endorsement to petition or lobby the State. Healy noted that the State was very resistant on this years ago and what U-46 is doing is the right way to go; if we wait for the State to fund the third test for the CRC, we'll all be dead and buried; let's fund this at the local level, go to the Community Colleges and create a grass roots effort and Wetzel agreed with the resistance from the State, but noted we can't all of a sudden say it's never going to get done, but we do need to make all the taxpayers and parents of this State aware of where the value of this transparent career readiness. Members thanked Norris for presenting to them today and providing them with more information on Work Keys.
- B. Share Training Program Approvals – Chair Dussault noted the programs recently approved that members should be aware of.
- C. Acting Executive Director's Report to the Board – Acting Executive Director Chris Aiston provided some background bio information on him and noted he was appointed by Chair Karen McConnaughay to serve in this capacity part-time until a permanent full-time Executive Director is in place. Aiston noted that he previously had no workforce development experience but has learned quite a bit since serving on the Board and will do what he can in this interim period to keep this ship afloat. Aiston noted his two main concerns are one, ARRA funding made available to us with respect to Incumbent Worker Training and noted he will be out there marketing this Grant Program to Chambers of Commerce and area employers to ensure they are aware of the funding that is available to them to train their employees, and two, he will be working with Chair Dussault on finding and recruiting an experienced and capable person for the Executive Director position. Aiston asked members if there is anything else that they'd like him to focus on during this interim period, to please let him know.

## III. Approval of Minutes

- ❖ July 8, 2009 – Chair Dussault set a motion to the floor to approve. Von Behren motioned to approve; Petrella seconded the motion. Motion carried, minutes approved.

#### IV. Old Business

- ❖ Strategic Plan Ad-hoc Committee – Chair Dussault noted the third meeting will be held on September 14th at 2:00 p.m. and anyone who would like to attend that meeting please join us. Chair Dussault stated that members are moving forward on trying to narrow down those items which we can reasonably do within a period of time to attain measurable performance results of what we do. Chair Dussault stated that currently, we're looking at the Plan that was developed almost four years ago that less than 15% of it was accomplished so we need to set goals that can actually be accomplished, so please join us if you'd like to participate in this process, we'd love to have you.

#### V. Standing Committee Reports

- A. Executive – Chair Dussault noted that a couple of things are happening; the By-Laws Ad-hoc Committee is looking closely at the By-Laws for modifications, which is one of the reasons why strategic planning is somewhat mirrored to the By-Laws Ad-hoc Committee and if anyone is interested in serving on either committee to please let her know; the other item is focusing on acquiring a permanent Executive Director
- B. Finance – Christiansen noted that modifications are being made to the operating budget, but they're moving slowly and that we're still fighting for the \$25,000 Board Support Grant that we were informed by DCEO would be available to us two years ago. Christiansen noted that issues keep popping up that is outside of the WIB's control but they will continue to work on receiving that funding. A brief discussion was held on how much ARRA money has already been spent. Von Behren noted that under Youth funding, we will end up spending about \$1.6 million dollars and noted that not all the figures are in because the Programs are still going on but should have, after September 30th, a good idea of where we are with expenditures. Von Behren noted his great thanks to all the Youth Providers who stepped up and created programs for Youth in one month's time and stated that more Youth has been served than ever, specifically at Quad County Urban League. Von Behren noted that Summer Youth Program staff are working at a very high pace and are utilizing the 150 S. Lincolnway office to serve the high volume of Youth customers, and extended great thanks to Kane County and their staff who even took on projects of their own to put Youth at work in meaningful programs and are all working so diligently in these efforts. Von Behren also noted that waivers have been submitted to extend the time period Programs that will allow some of this funding to be used for a longer period of time. Von Behren noted that some issues did arise with payroll because of the huge amount of workers and that they're working on getting the money turned around as quickly as possible so everyone can be paid sooner than later.
- C. Service Delivery – Wetzel noted regarding Incumbent Worker Training, an FAQ document and a Qualification Flow Chart were created and posted to our website as reference tools for employers interested in applying for this grant funding. Wetzel noted she is resurrecting the IWT Grant Ad-hoc Committee to go over the Outline of Process to better market this grant opportunity to the local employers. Wetzel asked Aiston to share with members the status of approved applications and Aiston stated he has three applications and is working with Deb Banker at KCDEE to review and approve applications, and will be meeting or at least talking on the phone with all three applicants this week and noted there are more in the process of being submitted. Aiston noted we only have three applications so far and we need to market this grant funding opportunity better to utilize the dollars available for incumbent worker training. Wetzel continued with her report and stated that the Illinois Workforce Partnership have been asking WIB Boards how interested they are in recognizing MSSC, which is a training certification for manufacturing, in getting that on the approved State-wide training program list and a discussion was held on MSSC training. Wetzel noted it's important we continue these conversations as other Boards are supporting this training and when MSSC training is on the approved State-wide training program list, it will be much easier for Boards to allocate training dollars so the Community Colleges can deliver this training. Aiston asked if ARRA funding can be used to "train the trainers" so to speak and asked if the Board wants to support this program and stated this is a big question and it needs to be put on the table, do we and/or can we allocate ARRA funding to the Community Colleges to train their staff? Aiston stated the sooner we understand policy questions and where the Board wants to spend their money, the quicker we can act to some of these IWT Grant requests. Von Behren asked what the time limit is on the ARRA funding and McCraven stated the funding has a 2-year life, until June 30, 2011, but the money has to be spent and/or obligated by June 30, 2010. A

discussion was held regarding the MSSC training program and Gillespie asked that the discussion be deferred to the Committee meeting this Thursday.

- D. Youth Council – Von Behren again thanked Providers for putting together their Summer Youth Programs in months' time and referred to his comments already made under the Finance Committee report.

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

VII. Action Items

- A. Resolution 2009-09-05: Approve an increase of \$30,985 to Elgin Community College's ARRA Summer Youth Program, from \$115,000 to a total of \$145,985. **Chair Dussault set a motion to the floor to approve. Gillespie motioned to approve; Petesch seconded the motion. Chair Dussault asked the question all in favor and Van Weelden abstained. Motion carried by consensus of all other members present, which remained as a quorum.**
  - ❖ **Marzano asked what was the main driver for the required increase? Van Weelden stated that more Youth is being served than expected. Von Behren noted that this is usually taken care of by the Youth Council's RFP Ad-hoc Committee however, given the timeframe involved this was the quickest route to get this money spent. Van Weelden stated that this program has served a record number of Youth and is located at the downtown campus of ECC. Marzano then asked if the end date of this program is still September 30th and Van Weelden stated yes; then Marzano asked if the Programs were going to be extended and McCraven noted yes, the Summer Youth Programs are going to be extended to March 31st.**
- B. Resolution 2009-09-02: Approve the formation of a New Business Ventures Ad-hoc Committee of the Full Board. **Chair Dussault set a motion to the floor to approve. Gillespie motioned to approve; Healy seconded the motion. Motion carried unanimously.**
- C. Resolution 2009-09-03: Approve the formation of a Marketing Ad-hoc Committee of the Full Board. **Chair Dussault set a motion to the floor to approve. Van Weelden motioned to approve; Ladner seconded the motion. Motion carried unanimously.**

VII. Adjournment – Chair Dussault set a motion to the floor to adjourn. Gillespie motioned to adjourn; Whelan seconded the motion. Motion carried, meeting adjourned at 10:14 a.m.