

**River Valley Workforce Investment Board**  
**Minutes of the Joint Meeting of the Executive and Finance Committees**

<b>Report for:</b>	Joint Meeting of the Executive and Finance Committees		
<b>Date:</b>	October 29, 2009 @ 9:00 a.m.		
<b>Location:</b>	KCDEE Conference Room, One Smoketree, No. Aurora		
<b>Attendees:</b>  <b>A - Absent</b> <b>P - Present</b>	<b>Members-Executive</b>		<b>Guests</b>
	1. Lisa Dussault, Chair	P	Anne Hauca, Elgin Community College
	2. Jon Christiansen, Vice Chair	A	Tracey Swanson, Northern IL Univ.
	3. Gary Von Behren, Youth Council Chair	P	Deborah Garrison, Sikich
	4. Lisa Sipinski, IDES-Elgin	P	
	5. Sheila McCraven, Kane County	P	
	6. Theodia Gillespie, QCUL	P	
	7. Sylvia Wetzal, Chair of Service Delivery	A	
	<b>Members-Finance</b>		
	1. Jon Christiansen, Chair	A	
	2. Lisa Dussault, Co-Chair	P	
	3. Barbara Ladner	P	
4. Joe McKane	P		
<b>Staff:</b>	Chris Aiston (P); Sharon Walker (P)		
<b>Next Meeting Scheduled:</b>	<b>Executive-December 9, 2009 @ 10am; Finance-To Be Determined</b>		

I. Call to Order – Chair Dussault called the meeting to order at 9:05 a.m. A quorum was established for both Committees.

II. Approval of Minutes

1. Joint Meeting of the Executive and Finance Committees
  - ♦ September 4, 2009 – Chair Dussault set a motion to the floor to approve. Von Behren motioned to approve; Sipinski seconded the motion. Motion carried unanimously.
2. Talent Acquisition Ad-hoc Committee Meeting
  - ♦ October 20, 2008 -- Chair Dussault set a motion to the floor to approve. Von Behren motioned to approve; Gillespie seconded the motion. Motion carried unanimously.
3. Profit Policy Ad-hoc Committee Meeting
  - ♦ January 6, 2009 -- Chair Dussault set a motion to the floor to approve. Von Behren motioned to approve; McCraven seconded the motion. Motion carried unanimously.

III. Old Business

- A. Discuss Standing Meeting Day/Time (Finance) – Finance Co-Chair Dussault noted that in Christiansen's absence today, this item will need to be deferred to the next regularly scheduled Finance Committee Meeting.
- B. Update of Leasing 150 S. Lincolnway Space -- Aiston requested that Chair Dussault sign the Brokerage Agreement to sub-lease the space and Chair Dussault noted that since this is a capital expenditure over \$1000, it would require Full Board approval. Aiston stated that the Brokerage Agreement is structured to pay commission based on total rent to be received, either for a 6-month, a one-year, or a 24-month period and is to be based on what is actually received in rent. Aiston stated that at this time the rent requested to sublet is \$1,625 per month and we will ask for that amount for thirty (30) days and if no interest is shown during that period, we will need to look at reducing the amount. Aiston also stated that we will pay 7% or 8% commission depending on length of the period of the lease and whether the lease is based on net or gross amount due and advised if the Brokerage Agreement needs the approval of the Board, the Board needs to take action and authorize the Chair to sign the agreement. A discussion was held and after such, McCraven stated that a Broker Agreement does not need Board action, unless and until the building has been leased, and at that time, the amount can be approved by the Full

Board as it will save money in the long-run. Members agreed the space should begin to be marketed for a potential sub-leaser.

- C. Discuss Receiving Administrative Grant Funding from DCEO (Finance) -- No action has been taken on this item. McCraven stated she would be speaking with Ray Parrack of DCEO on another matter the following week and will ask him about that and will then report back to the Committee.
- D. Ad-hoc Committee Reports (Executive)
- ◆ By-Laws – Chair Dussault stated that the By-Laws Ad-hoc Committee has not met as they are waiting for the Strategic Plan Ad-hoc Committee of the Board to make some recommendations and stated the By-Laws Ad-hoc Committee will then coordinate with the Strategic Plan Ad-hoc Committee.
  - ❖ At this time, Aiston stated he has procured a transcriber for meetings and for members to state their names clearly for the record when making comments.
- E. How is our area going to serve low income and displaced workers?
- ◆ Review Marketing Presentation that includes items 1 through 3. – There is no Marketing Presentation specific to these items at this time. Aiston stated that he did merge the two Incumbent Worker Training Grant (IWT Grant) Powerpoint presentations provided by KCDEE and First Institute, respectively, and the WIB now has a single concise presentation. Aiston noted that Service Delivery Chair, Sylvia Wetzel, had reviewed the new, merged presentation and requested that one more slide be added that includes the Decision Tree and FAQ document portraying a series of questions and answers to better enable a prospective employer to determine his or her company's eligibility status with respect to IWT Grant funding. Aiston said that he'd add that slide and felt that, all-told, the presentation can be made in 15 minutes and will provide the three-county WIA with one consistent tool to market the IWT grant program.
  - 1. Discuss meeting with local Community Colleges about their plans to offer more short-term training programs for the Statewide Provider list.
  - 2. Discuss contacting all Labor groups about apprenticeship opportunities for WIA Title 1 participants.

A discussion ensued over the need to serve those workers and businesses at highest risk, particularly in the Elgin area, where unemployment is very high. Also discussed were independent contractors out there who fall under no funding. There is a chance there might be grant funding for this. One of the Elgin area prospective partners is the Victoria Casino who might give grant funding for scholarships to people who need more schooling, training, in order to obtain what jobs are available in the workplace. It was mentioned that unemployment in the Elgin area has been predicted to remain high for some time. Gillespie suggested the members speak to the three points mentioned in the agenda and how we are going to get this task accomplished. Von Behren pointed out there is a substantial grant from DCEO for getting people (females and African Americans) into a program to assist them in many areas. This program, which is on-going in 29 counties in northern Illinois, will be expanded to include all the trades. One of the big problems in the trades is transportation. You could be working in northern McHenry County one day and the southern end of Kendall the next. There are funds available to help single parent moms with babysitting, paying the costs for tools and transportation needs, to name a few examples. Von Behren stated that he has retired as of this Friday, October 30th. My replacement from our organization will be Ryan Anderson and he has already contacted Sheila to get everything lined up to take his spot on the Board; he is our Director of Organizational Development. A discussion was held on customers being told that workforce areas are out of dollars and they are being sent to other workforce areas and Ladner stated that you must reside or work for an employer in a specific area to be able to receive training dollars.
  - 3. Discuss the development of focus groups to understand the need to spearhead training for new green technologies and/or promotional opportunities for ITA's and incumbent workers.

Chair Dussault made one recommendation: the focus groups need to be getting together; we are members of the Valley Industrial Association, we have been members of all the chambers of commerce. These are the people who we should contact and ask them to partner with and do a focus group in conjunction with us, with your members on some of these issues. We need to leverage our relationship with these groups to get our focus groups together. There was some discussion regarding partnering with governmental entities, i.e. cities, townships. When asked how many counties we would need to contact, McCraven suggested Southern Kane, Northern Kane, Kendall and La Salle. Chair Dussault understands Fermi Lab does a lot and they are privatizing their Ph D's to come up with new technology and to work with people in our area, but there are training needs to support this activity. Von Behren stated the green technology also fits into item 2 with the labor groups, in the plumbing industry to retrofitting windows. Junior colleges will be involved in this also. We need to leverage relationships there.

- F. Review and Discuss Correspondence to DCEO regarding Average Wage Measure in DeKalb County – Chair Dussault stated the issue here is that the average wage in DeKalb County was lower than Kane and Kendall Counties. McCraven suggested information be obtained from the DeKalb Economic Development Commission or some other labor market organization regarding where the DeKalb County people are working because it was her understanding that many people are actually commuting outside of DeKalb County to work. The Average Wage Measure of DeKalb isn't really related to the County because people are going outside the county to work. Ladner stated this was discussed at the state level and the problem is not unique to DeKalb County. Director Aiston mentioned that other counties have had the same questions come up and noted that Kane County is different from DeKalb even though there are only 30 miles separating us. Chair Dussault asked Director Aiston if he would speak with DeKalb County Board Chairman Ruth Ann Tobias, informing her that we had questioned the state on this matter and thereafter follow-up with a letter to Ms. Tobias stating it is really out of the WIB's control.

#### IV. New Business

##### A. Quarterly Review of Title 1 Financial Reports – 1<sup>st</sup> Quarter-PY09

1. Occupational Bridge Program expenditures
2. Title 1B Services in DeKalb Contract Expenditures
3. Youth Funding-Monthly Cost reimbursements.

McCraven stated she was having these reports copied and they will be brought in shortly. When the reports were delivered, McCraven stated she was passing out some of the financial reports from 1<sup>st</sup> quarter for the Finance Committee members to review. They did receive re-allocated funds from DCEO, in the amount of \$83,000. This will be an action item on the Executive Committee agenda before the Board meeting. Also there will be an action item regarding additional funds to serve summer youth under the work experience program which is being extended to March 31. There will also need to be a modification to our Five-Year Plan. When the Executive Committee meets again, we will need a quorum.

##### B. River Valley WIB Financial Statements

1. Restated June 2009
2. Restated July 2009
3. September 2009

Deborah Garrison of Sikich was present to answer questions on the financial statements. She informed the Board that the June statement was restated because in August, she found information on the petty cash disbursements that occurred in June. Also a conference call was made in June but the bill did not come in until late in July after she had done the July statement. The July statement was also restated because the retained earnings changed at the end of the year and the July statement needed to reflect that change. Director Aiston added that the auditors are coming in next week to prepare the annual audit. Member Gillespie asked what is the source of income on page entitled Statement of Revenue and Classification by Class June 2009. Garrison responded that is the grant revenue that was requested as reimbursement for expenses by Kane County. Majority of the grant money comes from requests from Kane County reimbursements.

She explained the accounting procedure for spreading the revenue across the titles. There were also questions about open invoices. Two of them are from the office of rehabilitation, one from the Migrant Council, and one from Kane County for reimbursement of expenses. Other invoices were also discussed. The question of who is the chair for the Finance Committee was asked and Co-Chair Dussault answered that Jon Christiansen was the chair and she was actually co-chairing the committee in case the chair was out of the country. The reason she is co-chairing today is illness in the Christiansen family.

- C. Registered Agent Name and Address of the River Valley WIB -- Chair Dussault informed the committee that the name of record representing the RVWIB, for tax purposes, is still that of a former Executive Director, no longer employed or otherwise associated with Kane County or the WIB. It was noted that there must be a name and not simply a position provided for the subject state tax-related documents. After further discussion on this issue, it was decided that Administrative Assistant Sharon Walker's name be put on the form and the address changed to reflect where the mail is going, which is to the One Smoketree Office Complex.
  - D. Schedule an Executive Committee meeting before the November 18 Board Meeting – Meeting schedules were discussed at length including the people who attend all the meetings, private sector and public sector, and assigned dates for meetings. The Executive Committee meeting was scheduled for November 12, Thursday, at 9:00 a.m.
  - E. Discuss email from Paul Hopkins – This letter talks to funding growth opportunity similar to funding summer youth programs. He is asking for money to fund payroll for his electricians. The response back to him was that there were no funds available.
  - F. IllinoisworkNet Integration Status - McCraven stated that this was just a report to make sure that the area is being consistent with the utilization of IllinoisworkNet. Each area is obligated to update services and to direct people to the IllinoisworkNet portal. This is just a status report as to whether we are meeting the requirements of the program.
  - G. Update from the Strategic plan Ad-hoc Committee to the Board – Aiston advised the Board that his direction was to find someone that could help us update the current Strategic Plan, dated 2006, perhaps a graduate student intern. Aiston considered a number of prospective candidates to undertake the project and ultimately chose Tracy Swanson from the Master of Public Administration Program (MPA) at Northern Illinois University. Swanson gave the Board a brief synopsis of his credentials. Aiston is hoping to have the first draft done in December and the final done around the middle of January.
- ❖ Regarding the position of Executive Director, Aiston advised the Board that a Kane County-based employee recruiting and placement firm had been chosen among a total of three potential and bidding services and that the recruiting process would be underway shortly. Aiston felt that the WIB and recruiting service would get a better understanding of whether or not our salary expectations will meet employee market demand in fairly short order. Further discussion ensued concerning the Executive Committee's expectations of the new Executive Director and reasonable time frames for learning the position.
- V. Action Item(s) – no action items, so noted.
  - VI. Adjournment – Chair Dussault set a motion to the floor to adjourn. Gillespie motioned to adjourn; McCraven seconded the motion. Motion carried, meeting adjourned at 10:38 a.m.