

**Minutes of the River Valley Workforce Investment Board's
Service Delivery-IWT Grant Ad-hoc Committee Meeting**

Report for:	Service Delivery IWT Grant Ad-hoc Committee Meeting		
Date:	January 21, 2010 @ 9:30 a.m.		
Location:	KCDEE Conference Room, One Smoketree Office Complex, No. Aurora		
Attendees:	<i>Members</i>		<i>Guests</i>
	1. Sylvia Wetzel, Chair	P	No guests
	2. Deb Banker	A	
	3. Ginger Knapp	P	
	4. Cheryl Lockwood	A	
	5. Colleen Aeppli	P	
WIB Staff:	Sharon Walker (P)		
Next Meeting:	March 18, 2010 (no February meeting)		

- I. Call to Order – Chair Wetzel called the meeting to order at 9:24 a.m. A quorum was established.

- II. Approval of Minutes
 - ♦ November 19, 2009 – Chair Wetzel set a motion to the floor to approve. Knapp motioned to approve; Aeppli seconded the motion. Motion carried unanimously.

- III. Old Business
 - A. Review Current Incumbent Worker Training Grant Approved Projects Report – Members reviewed the report distributed. Walker stated that since Banker was unable to attend the meeting, Banker provided a note to members as follows: "At the top of the report I had to zero out the amount of funds obligated in the Adult and Adult ARRA lines per DCEO notification that local WIA areas cannot use Adult funds for Incumbent Worker Training. This is due to the DOL ruling handed down to DCEO on IWT. While our three current projects were originally obligated against the Adult ARRA funding stream, these are being shifted to the Dislocated Worker funding stream and that only one project has submitted their cost reimbursement request (Weakley Enterprises), but no funds have been paid out to-date" and that if anyone had any questions, to please contact her. Chair Wetzel expressed her disappointment in the outcome since the committee and everyone worked so hard on this project. Walker stated she spoke with Bill McNew, Business Services Rep for Southern Kane County, and he stated he has received a ton of applications and that both he and Jim Evans will be ready to go and Aeppli stated that she does too. Walker noted that there is now \$249,000 available. Walker noted the new Participant Detail Form that DCEO sent out and asked WIB's to start using and also noted the State said on December 16th, WIB's can go ahead and submit applications, however, most WIB's are waiting for policy/guidelines from the State on the change, as Knapp noted the funding has to be tied to a strategic layoff strategy but it wasn't defined what that meant and a discussion was held.
 - B. Review Recommended Modifications to the Outline of Process and Procedures -- Chair Wetzel stated there was really nothing they could add to this at this time. She stated that members had agreed that Banker was going to fill in the blanks on this document she believes to be true in each of these areas and then members would review and discuss whether they thought they could improve on that or eliminate any of these processes to make it as easy as possible, which hasn't been done yet and this committee cannot work on it until this has been done. Chair Wetzel stated she would like to see that completed as a rough outline by their March meeting and noted she asked for that at the November meeting, and that this committee needs this information and so they hope it can be done by the March meeting.

- IV. New Business
 - A. Review New Participant Detail Form from DCEO – Chair Wetzel noted that Walker had noted this form previously. Walker stated that members might want to keep this document and instructions handy so that when the policy/guidelines do come down on funding being tied to a strategic layoff strategy, members can review it and that it will be replaced with what

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currently exists on the website as part of the interactive application. Walker also noted that when the policy/guideline document is issued, that members will need to review it against the current IWT Grant Policy and Guidelines document to incorporate the changes and move to approve it so it can be moved forward to the Full Board for their approval. Chair Wetzel suggested that once the Department of Commerce and Economic Opportunity (DCEO) issues the new policy/guideline document, this Ad-hoc committee will need to review it so current practices and documents can be modified to be in alignment with DCEO.

- B. Review Quarterly Reports Submitted to DCEO – Walker noted that Banker wanted to provide a copy of the reports that required to be submitted to DCEO and that these might be helpful to members. Members reviewed the reports submitted of the current projects that are in process. Chair Wetzel stated she'd like to see these reports at meetings and wouldn't it be great if there could be twenty of next time! Chair Wetzel stated that we have come so far with this Incumbent Worker Training Grant Program, as a committee, and that it is very exciting. She is looking forward to the State and the Federal government supporting Incumbent Worker Training and if there is a new process and procedure, we are more than happy to review it and integrate it and make sure that as a committee we continue to update it and continue the message.
- V. Action Item(s) – no action items, so noted.
- VI. Adjournment -- Chair Wetzel set a motion to the floor to adjourn. Knapp motioned to adjourn; Aepli seconded the motion. Motion carried unanimously, meeting adjourned at 9:36 a.m.