

**Minutes for the River Valley Workforce Investment Board's  
Service Delivery Committee Meeting**

<b>Report for:</b>	Service Delivery Committee Meeting		
<b>Date:</b>	January 21, 2010 @ 8:30 am		
<b>Location:</b>	KCDEE Conference Room, One Smoketree Office Complex, No. Aurora		
<b>Attendees:</b>	<i>Members</i>		<i>Guests</i>
	1. Sylvia Wetzel, Chair	P	Colleen Aeppli
	2. Elaine Cozort	P	
	3. Charlie Foster	P	
	4. Teri Cullen	P	
	5. Lisa Dussault	P	
	6. Cheryl Lockwood	P	
	7. Ginger Knapp	P	
	8. Sharon Dillon	A	
<b>WIB Staff:</b>	Sharon Walker (P)		
<b>Next Scheduled Meeting:</b>	March 18, 2010 (no February meeting)		

- I. Call to Order – Chair Wetzel called the meeting to order at 8:35 a.m. A quorum was established.
- II. Approval of Minutes
  - November 19, 2009 – Chair Wetzel set a motion to the floor to approve. Dussault motioned to approve; Foster seconded the motion. Minutes approved unanimously.
- III. Old Business
  - A. Ad-hoc Committee Reports
    - RFP - No report available.
    - IWT Grant – Chair Wetzel stated that again, this has been a real disappointment to have this program halted at this time because of all the effort members put forth in creating a marketing strategy and in getting the message out. Chair Wetzel stated she was not giving up hope that the program will be reinstated at some time in the future.
- IV. New Business
  - A. Current Occupational Bridge Program Reports
    - 1) Actual vs. Enrollment Activity Review – Members reviewed the report distributed and a discussion was held. Aeppli stated that they have 42 actually enrolled and they will be enrolling even more. There is orientation where you sign up for the tests and at the tests you sign up for the interviews, and so on. At each step you sign up for the next thing which saves playing phone tag. After the tests results, they are signed up for the Bridge program, they are given all the information and they commence that day. A discussion was held on the percentage of enrollees in the program that would successfully exit. Aeppli stated that after they finish with school, they take the State test and exit from the Bridge Program and feels that this summer there should be probably close to 60% of enrollees who successfully exit the program, roughly. Chair Wetzel stated she was in Chicago last week attending the **Institute El Progresso**, one of their biggest sources of education is first the Bridge Program and now they are doing the MSSC for Adult and Dislocated Workers, and that's really a new business plan for them. She was speaking with the President of that organization on Friday and he said that he can't believe how jam packed they are. She stated that Austin Polytech had Mayor Daly at one of their events last week and they're also going to be doing training and development now for the parents of the students that are part of Austin Polytech. Chair Wetzel stated there's a great opportunity for Bridge Programs and there's also a great opportunity to put people into the appropriate programs and that still concerns her. Aeppli stated that if there are people having a hard time in school, they will be tutored through the class. Dussault suggested if it was possible to have some sort of process data and the likelihood of finishing the Bridge Program because if they have a different process, we need to know what that is because that would have to be replicated, i.e., best practices. Dussault also stated she'd like to know exactly what happens per student and where something goes right and where something goes wrong and she'd like to see that in a process flow chart, not "here's our general chart" because not all enrollees flow through the general chart; she'd like to know what the likelihood is if somebody just goes to the general chart to exit versus what had to be done in addition to that and how many times you had to do that, for instance tutoring, and where were the indicators that

they needed that to reach a successful exit and would like to know all the little details. Aeppli stated that such information is located in case notes and a discussion was held. Cullen stated that one of the issues Waubonsee has is that they have to go through KCDEE in the process which takes more time than First Institute, who is able to directly enroll. Chair Wetzel recommended providers try to create a template of the process from start to finish. Cullen stated she will ask Mary Galati to create one and Aeppli will do the same. Chair Wetzel would like to compare both templates to see where the gaps are and how we can bridge those gaps. Chair Wetzel stated it is our responsibility to duplicate it for best practices in other areas.

- 2) Expenditure Report – Walker reminded members that this report is in regard to WCC's Bridge Program only, as members had previously requested that performance and financial reports be reviewed on a monthly basis as they had expressed concerns about this Bridge Program's viability, i.e., getting a "bang for your buck." Chair Wetzel asked the Waubonsee representative to speak to the report. Cullen stated she was not sure and she would have to check with Mary Galati who runs the program on what that money represents. Chair Wetzel stated it looks like its 60% spent. Cullen stated the grant was until June of this year and that they started a warehouse program that has received a good response. A discussion was held and Chair Wetzel stated the expenditures look to be on track but that enrollments were still too low. A brief discussion was held on whether or not this program will be re-funded in PY10, and Chair Wetzel suspects that it wouldn't be, but that would depend on the number of enrollees versus the number of successful exits.

B. Review Current WARN Reports

- 1) Local Layoffs/Closures-2009
  - 2) Local Layoffs/Closures-2010
  - 3) Active WARN Events
  - 4) Active Local Events
- ❖ Members reviewed the reports distributed and a discussion was held on all reports. A discussion was held on companies who are downsizing and also that Johnson Controls in DeKalb have been hiring people back, however there is no way to track how many people who were previously laid off, were hired back. Chair Wetzel stated that if you look at all the WARN reports, the outlook looks grim and Dussault stated it is likely more businesses in the area will continue to have additional lay-offs and mergers. Dussault noted for members' information, there is a positive side to all this as there is a Grant available now in Illinois called Love a Local Business so if you have a small business, you can apply for a \$35,000 grant. Applications are due January 31<sup>st</sup> and they will announce the winner in February.

V. Action Item(s) – no action items, so noted.

VI. Adjournment – Chair Wetzel set a motion to the floor to adjourn. Dussault motioned to adjourn; Cullen seconded the motion. Motion carried, meeting adjourned at 9:04 a.m.