

**Minutes for the River Valley Workforce Investment Board
Service Delivery RFP Ad-hoc Committee Meeting**

Report for:	Service Delivery RFP Ad-hoc Committee Meeting-Title 1B Services in DeKalb		
Date:	May 12, 2009 at 8:30 a.m.		
Location:	KCDEE Conference Room-One Smoketree Office Complex, No. Aurora (workNet Ctr)		
Attendees:	<i>Members</i>		<i>Guests</i>
	Sylvia Wetzel, Chair	P	Steve Simmons, Chicago Jobs Council
	Paul Borek	P	
	Pam Saylor	P	
WIB Staff:	Sharon Walker (P)		
Next Meeting:	To Be Scheduled When Needed		

- I. Call to Order – Chair Wetzel called the meeting to order at 8:44 a.m. A quorum was established.
- II. Approval of Minutes
 - April 6, 2009 – Chair Wetzel set a motion to the floor to approve. Borek motioned to approve; Saylor seconded the motion. Motion carried, minutes approved unanimously.
- III. Old Business – no old business, so noted.
- IV. New Business
 - A. Review the Board's Profit Policy – Members reviewed the Board's Profit Policy to ensure that its requirements will be met in the development of the recommended Performance for Profit Measures Agreement for PY09.
 - B. Review Previous Performance-for-Profit Measures Agreement – Members reviewed what was previously in place and discussed the many changes in the economy since that time. Members stated they were going to use this document as a base from which to develop the recommended Performance for Profit Measures Agreement for PY09.
 - C. Develop Recommended Performance-for-Profit Measures Agreement for First Institute Training and Management – Members reviewed the proposal submitted so that current measures could be updated and to possibly incorporate new measures. Members then discussed the realities of the job market today and noted the WIB's targeted industries as a result of the States' Critical Skills Shortages Initiative for consideration. Chair Wetzel and members made updates to the document in regard to Performance Requirement / Measurement Method and Percent of Profit/Payout Terms, adjusted the Job Seeker Goals and Objectives to increase services to limited English-speaking individuals, adjusted working closely with partners to provide services for special needs customers, and also added a new measure based on a new workshop that FITM has proposed to deliver. Members noted that dollar amounts will have to be incorporated after contract negotiations as a total sub-recipient contract amount is not currently available and Chair Wetzel asked Walker to be sure to note that on the recommended Measures Agreement. Chair Wetzel had Walker make a copy for everyone for their records and provided her with the original so that she can incorporate all the changes and additions to the recommended Measures Agreement for PY09. Walker stated she will provide the document and minutes from this meeting to the contracting entity for review, consideration, and execution with all entities, and will copy members on the email. Chair Wetzel then went to the Action Item.
- V. Action Item(s)
 - ❖ Resolution 2008-05-21: Approve the Performance-For-Profit Measures for First Institute Training and Management as recommended by the River Valley WIB's Service Delivery RFP Ad-hoc Committee, to be subsequently reviewed and agreed to by the contracting entity, Kane County Department of Employment and Education. **Chair Wetzel set a motion to the floor to approve. Borek motioned to approve; Saylor seconded the motion. With a motion on the floor, Chair Wetzel asked for discussion. A discussion was held and members recommended removing "Kane County Department of Employment and Education" and to change "entity" to "entities." With a motion on the floor, Chair Wetzel asked for an**

amendment to the Resolution. Borek motioned to approve as amended; Saylor seconded the motion. Motion as amended carried unanimously and the amended Resolution reads as follows: "Approve the Performance-For-Profit Measures for First Institute Training and Management as recommended by the River Valley WIB's Service Delivery RFP Ad-hoc Committee, to be subsequently reviewed and agreed to by the contracting entities."

- V. Adjournment – Chair Wetzel set a motion to the floor to adjourn. Borek motioned to adjourn; Saylor seconded the motion. Motion carried unanimously, meeting adjourned at 10:22 a.m.