

**River Valley Workforce Investment Board
Meeting Minutes for the Strategic Plan Ad-hoc Committee**

Report for:	Strategic Plan Ad-hoc Committee (of the Full Board)	
Date:	August 10, 2009 at 1:00 p.m.	
Location:	Plumbers & Pipefitters Local 501, 1295 Butterfield Road, Aurora – Board Room	
Attendees: A - Absent P - Present PC – Present via conference call	<i>Members</i>	<i>Guests</i>
	Lisa Dussault, Chair	
	Jon Christiansen	
	Chris Aiston	
	Dr. Bill Marzano	
	Mary Robb	
	Paul Borek	
	Kathleen Callahan	
	Sheila McCraven	
	Rich Healy	
Suzanne Petrella		
Staff:	Ruth Munson (P); Sharon Walker (P)	
Next Meeting Scheduled:	To Be Determined	

- I. Call to Order – Chair Dussault called the meeting to order at 1:25 p.m. A quorum was established.
- II. Approval of Minutes – Chair Dussault stated that the minutes from July 22nd are not available as she informed Walker they didn't have to be completed until the next meeting as they would not be needed for this meeting.
- III. Old Business
 - A. Review Current Strategic Plan (deferred to next meeting)
 - B. Review Local Business Conditions (deferred to next meeting)
 - C. Review Current WARN Report (deferred to next meeting)
 - D. Review Local Economic Conditions -- deferred to next meeting, however, Aiston provided data in Local Workforce Investment Area 5, such as population, labor force numbers, employment by sector, and cluster analysis information through the 2nd quarter of 2009, as well as a CMAP Regional Snapshot report from the Chicago Metropolitan Agency for Planning for members' information. Petrella provided Labor Force Estimates Report for Kendall County that included a Quarterly Census of Employment and Wages for members' information.
- IV. New Business
 - ❖ Discuss Strategy for ARRA Funds
 1. Review Summary of Policy for ARRA Funds – a draft policy is not yet available.
 2. Review participation of employers on setting strategy – Chair Dussault stated we need to reach out in different ways to businesses and noted there are not too many private sector members on this committee. Discussions were held on ways to reach out to businesses and Dussault noted the presentations that she has made to various groups, such as Valley Industrial Association (VIA) and the Lions Club, where she talked to the owner of State Street Jewelers in Geneva, and found out that she has to train someone every summer and would love to be able to tap into some kind of internship program where she could have the same person come back each summer and that position would involve administrative office work and a discussion was held. A discussion was held on "Train the Trainer" program for employers to train their employees in-house by sending someone out for the training and then coming back and training the employees. Dussault asked if anyone has heard anything else from employers on what they would need, i.e., internships, summer programs for college age students-would they fund that, and of course the Train the Trainer, which is what she's been hearing and a discussion was held. Borek stated he will send info from a building construction company in Kirkland on Lead

Certification Training, to Munson, where their employers can be certified to work on Lead certified buildings. Marzano noted that Waubonsee is currently working with the City of Aurora, where they are partnering using stimulus funds for training on weatherization, the ones who come into your house to see if it is energy efficient and then make the corrections for energy efficiency, auditors as it were, and this ties into the trades, taking blue-collar into green and are looking at applying for the DOL grant that is available to expand that and a discussion was held. Marzano stated that the trades are seeing this as adding another "tool" in their belt and that this is more for the displaced workers in the construction fields to give them some new skills to be able to gain employment. Aiston stated that if this is the case, there should be more of a demand for more inspectors, installers, i.e., more trade-people who can do this work. Healy stated that this is a learning curve for Kendall County because they haven't been well-represented on this Board for awhile and that they are now just bringing information to area businesses as Manufacturers were totally unfamiliar with the available grant for training, the WIB's Incumbent Worker Training Grant funds that are available to them. Borek noted that he has sent out a lot of information about the IWT Program to their entire DeKalb employers mailing list, but haven't received a great deal of response. Borek stated that he is finding out on retention visits to employers that survival is more important than training right now with the exception of one or two employers; maybe we need to dig a little deeper and contact Human Resource individuals are employers. Chair Dussault stated that maybe if we could somehow change this "look" of this Incumbent Worker Training Program, for example, say an employer has the right person for the job but they don't have the right skill for the job, perhaps we can fund that skill training for that one person and that we need to do something to marry employers and training funds more tightly. A discussion was held on MSSC training and Chair Dussault noted that she will be participating on a conference call with Ron Bullock of Bison Gear and Engineering tomorrow. Marzano stated that Waubonsee isn't doing anything just yet to allocate resources to move ahead with MSSC training and noted that it was being delivered through the College of DuPage, but that they lost their trainer. Members held a discussion on the Work Keys training program and Marzano noted that Waubonsee has a license to administer this program, just created a position last month for Work Keys profilers and have already spoken to some employers who have interest. Chair Dussault stated we still need to work on marketing our IWT Grant Program as a lot of employers haven't been heard from yet. Chair Dussault stated that part of our mission is setting local policy, we just have to know what employers want. Borek suggested getting employers together to hold a specific focus group with a specific beginning and end. A discussion was held on gathering information from area employers as to what their plans are on surviving through a bad economy and Aiston recommended suggested getting a copy of the various lists of employers from the community colleges to make contact with employers to either host roundtable discussions or a focus group and a discussion was held. Marzano stated that we get that information from like events that the Chambers host. Petrella stated that when she comes to WIB meetings, she thinks in terms of County and is a little concerned that she's seeing from Munson's "Update to Strategic Plan Committee Report," more of a focus on activity in Elgin, i.e., "Elgin's unemployment rate, Elgin's tactical meeting on unemployment," etc., and noted that's a city, not a County. Munson stated one unemployment tactical meeting was held in Elgin because of the 14.2% unemployment rate. Petrella stated that's fine, but she is still trying to find a correlation with that and why in just Elgin specifically? Petrella stated that as of June 2009, Kane County had an unemployment rate of 11.5%, DeKalb County had an unemployment rate of 11.3%, and Kendall County had an unemployment rate of 12.1% and we just don't have enough numbers in Kendall County to differentiate between Plano, Yorkville, Oswego, and that she thinks it would be a wonderful thing if we could get a roundtable discussion together in Kendall County with Kendall County employers to find out what do those employers need or want to see in regard to training and skilled workers. Petrella stated that she immediately thought of Wrigley Manufacturing and that we need to contact them, and then she reviewed the list of employers who have requested information on the Incumbent Worker Training Grant that Munson distributed and realized they are on the only Kendall County employer on the list and that we need to contact more employers in Kendall County

to advise them of the training dollars that are available to them. Members agreed that a roundtable discussion in each County is a great idea and Petrella stated we need to do a better job of getting the word out, specifically in Kendall County. Chair Dussault stated that small to medium businesses are hard to get to a roundtable and that we need to engage them when they are already at a function and that the best thing to do is to contact Chambers of Commerce and see what is on their schedule and how can we "piggyback" on that schedule to address your groups of employers. A discussion was held on formula funding versus ARRA funding and the percentage of funding from each formula funded stream that has been allocated to the IWT Grant Program, and the percentage of ARRA funding that has been allocated to the IWT Grant Program and a brief discussion was held. Chair Dussault asked Walker to re-issue the News Release on the IWT Grant Program to members for them to distribute in their area.

3. Review training assigned to "green" jobs – Chair Dussault stated this item is for discussion as there is no hand-out directly relating to this type of training. Chair Dussault referred to a new book that's out called Green-ization and noted that a lot of Community Colleges in the area do this type of training, although she stated she's not sure about the Universities. Marzano stated that we have training programs on the drawing board and Bashaw stated that Everest College has an electrical program they are going green with that begins on September 3rd and have a number of other programs they're going to bring in. Marzano stated that Waubensee is applying for the DOL Grant so they can create new curriculums, such as solar voltaic/solar electric cells that heat water, so they can outfit a lab with materials and equipment that are needed for that type of training. Marzano noted that Waubensee is also looking at developing training programs, such as wind turbine and geo-thermal training and with blue collar jobs going green, we can train existing trades people, i.e., plumbers and pipefitters and other trades-people, because geo-thermal training is an alternative to an HVAC system. Marzano stated that they'll be asking for a letter of endorsement from the WIB to go along with their Grant Application. A discussion was held on training people for green jobs, would there be green jobs available for them to enter employment, and Chair Dussault noted that Fermi-Lab has innovative programs that they need highly-specialized interns for.

4. Review action plans to serve low income and displaced workers – A discussion was held on people who have been out of work for 3 years or more, people who have degrees and they want to work, but they can't find work and Chair Dussault stated the plan to serve low income and displaced workers is noted in our 5-Year Plan and Addendum, but there is no specific plan and we need an action plan because there are a lot of people in this area really hurting, in all the counties and cities. Dussault stated we can allocate funding to help, but the amount could be as high as \$30,000 per person for training and a work study program, perhaps in lieu of unemployment but is not sure and we have no guidelines so when we find someone, we need to come up with a plan or policy so we'll know what we can do for that person or persons. Petrella asked how much funding is available that can be allocated and Dussault stated that ARRA funding has to be obligated and spent within one year's time, whereas a percentage of formula funding can be carried-forward into the next program year. A discussion was held on Petrella's suggestion to review the pace at which funds are spent, then look at the industries where jobs are available and make the connection--members agreed that is a great idea. Dussault stated it would be better to review the pace at which funds are spent at the end of the Quarter as it would give us a bigger picture, but that Munson has some preliminary numbers from the Youth Summer Programs, and members reviewed.

5. Review plan to address needs-based payments and its policy – Chair Dussault stated that we have a Youth policy for ARRA funding attached to the ARRA Addendum to the 5-Year Plan and referred back to Suzanne's idea of reviewing the pace at which the funds are spent.

6. Review plan and initiatives for the additional funds attributed to the Adult Funding Stream's Incumbent Worker Training Grant Program – Chair Dussault noted that a group can apply for this funding as a consortium and a discussion was held. Chair Dussault noted that \$491,000 has been allocated to the Incumbent Worker Training Grant Program for area employers. Munson stated as part of her report to the Committee that fifteen employers in Kane and Kendall Counties have made

inquiries about the IWT Grant, and that one employer from Kane County has submitted an application. Munson also stated as part of her report that First Institute & Training Management, the Title 1B sub-recipient provider in DeKalb County, have made contact with fifty-two employers in DeKalb County. A discussion was held on a report related to financial activity for this Program and Walker stated she can provide Munson with a copy of one that was done in the past.

7. Review key outcome expenditures for Youth funds – Munson noted that serving 600 Youth is the goal and as of July 28th, 359 Youth have been enrolled and a discussion was held. Dussault noted that a lot of efforts are being made to increase the enrollments of Youth in Kendall County. Dussault noted an expenditure report should be available shortly.

8. Review and align local Community Colleges with current plans and upgrade plans for short-term training programs to help people get suited for jobs – A discussion was held on matching what employers need for a one or two week program as employers don't want to wait up to two years for someone to get their degree and for example, a lot of nurses are actually not nursing, they are taking certification programs in subjects such as software development as they are more guaranteed to enter gainful employment than in nursing. A discussion was held on WIA training dollars and the need to marry the needs of employers to specific job training. A discussion was held on employers who offer tuition reimbursement and Kim Bashaw of Everest College stated she would provide a list of all Illinois companies who offer tuition reimbursement to their employees, as Dussault stated we need to know more about this.

9. Review and create same for local Labor unions – A discussion was held regarding short-term training programs. Munson stated she is having conversations with labor union representatives on the need to breakthrough with green jobs as home building isn't coming back and training needs to be tailored to re-modeling and weatherization and noted that some areas have received funding to rehab foreclosed, vacant homes.

❖ A general discussion was held and Munson suggested hosting a meeting with area employers, labor unions, etc. Dussault stated she doesn't think that's necessary as it would be difficult to get employers to attend and noted she knows of regular meetings, such as Chamber of Commerce or Industry Organization meetings where employer "heads" go and we can ask them if we can "piggy-back" at these meetings to let employers know what is available to them and to ask what their needs are, and if Ruth is unavailable, Lisa could go if available. Petrella stated she can talk to Yorkville and Oswego Chambers to see if we can speak to them at one of their meetings.

❖ Dussault stated we need better discussions before setting an ARRA strategy with dollars and outcomes and Aiston suggested that Munson create a Strategy Plan that including such for the Committee to review at the next meeting and members agreed.

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

VI. Adjournment – Chair Dussault set a motion to the floor to adjourn. Borek motioned to adjourn; Marzano seconded the motion. Motion carried, meeting adjourned at 3:08 p.m.