

Southern 14 Workforce Investment Board, Inc.

**Items Approved at Board Meetings
2000**

March 15, 2000

- ✓ Mike Egbert elected chair.
- ✓ Youth Council and Bylaw Committee members chosen by member's show of hands
- ✓ Youth Plan as a draft
- ✓

April 6, 2000

- ✓ March minutes
- ✓ Bylaws change Article 1, Section 3 to state that the official office location and mailing address shall be: 'a Harrisburg area location'
- ✓ Bylaws change Article VI, Section 1,a 'regular meetings of WIB #26 shall be held monthly at a place to be determined by all the members, at such times and as often as they may deem necessary
- ✓ Bylaws change Section 1,h to add 'in lieu of a quorum the executive committee can conduct business of the board.
- ✓ Bylaws change second sentence of Article VII Section C to 'when such a conflict of interest exists, either real or apparent, the Board member shall not make a motion, second a motion, rate any proposal or vote on the selection of bidders.
- ✓ Bylaws change to strike number 3 and 4 under Section 1, Article XI
- ✓ Approval of Bylaws with changes.
- ✓ Budget
- ✓ Board to approval all bills (with exception of payroll) before payment was made.
- ✓ Advance out of area travel for staff subject to ratification by the board at the next meeting
- ✓ Financial Report
- ✓ AE Reports as presented by WADI, SDC, and Mid-5
- ✓ Approval of the responses to the Youth Transition Plan subject to inclusion in the final plan
- ✓ Approve the Adult/Dislocated Worker Plan and submit it to DCCA
- ✓ Mary Stallings as the interim EEO officer for WIA #26
- ✓ Executive Committee, Executive Coordinator and Jim Taylor as persons authorized to negotiate performance standards.
- ✓ Ad Hoc Personnel Committee Members: Ginnie Hartman, Bruce Jeffress, Chet McMullen, Jim Hull, Dennis Jacobs, Chair
- ✓ Committee Chairman as follows:

Program Certification	Chris Howton
Marketing / Public Relations	Tim Bellamey
Adult/Dislocated Worker	Dean Rogan
Youth Council	Charles Blades
Planning	Ginnie Hartman

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May 9, 2000

- ✓ April Minutes
- ✓ April Financial Report
- ✓ Chairman comments moved to front of agenda
- ✓ Approve payment of ordinary operating expenses with capital purchases of more than \$250.00 requiring approval of the board
- ✓ Board to remain the same corporation
- ✓ Board committee members approved
- ✓ AE reports
- ✓ Table the review of carry over clients until next meeting
- ✓ Regular board meetings scheduled second Tuesday of each month

June 13, 2000

- ✓ May Minutes
- ✓ May Financial Report
- ✓ Modify the Administrative entity JTPA contracts to add the amounts for the JTPA close out
- ✓ \$10.00 meal stipend and travel reimbursement at the State rate to directors who do not have appropriate access to other avenues of reimbursement.
- ✓ Approval of contracting with WADI,MID-5,SDC for one half of the amounts presented in the handout for a six month period to continue to provide services to JTPA clients
- ✓ Program/Certification committee plan changes as follows:
 - #2 insert (that a minimum of includes) after and a consortium Strike of from before the number 3
 - #3 after promote client satisfaction the sentence is changed to read ‘the number of locations (certified satellites) for client use of services will be expanded within area #26 during the period of the plan to increase public awareness and familiarity with the services offered
 - #4 last sentence should read ‘procedures will be made available in a fashion similar to the list of providers
- ✓ #9 Procurement procedures – insert (sec. 122(h)(1)(2) of the Workforce Investment Act
- ✓ Describe policies ad after name of agencies – insert at beginning of sentence before contract (Fiscal Year)
- ✓ Policy for Reconsideration of Request to be Eligible Training Provider #7 after may appeal the decision for the LWIB add (to the Illinois Department of Employment Security)
- ✓ Purchase liability insurance for directors in the amount of \$3 million subject to procuring three bids with the executive committee having the authority to approve the purchase on behalf of the board.

July 27, 2000 (SPECIAL MEETING)

- ✓ June Minutes
- ✓ June Financial Report
- ✓ Consortium of Partners as presented for the Enfield, Harrisburg and Cario One-Stops
- ✓ Adult Dislocated Worker Committee:
 - Local Needs Related Payments Policy
 - To use a guide of 12 months with the same employer or same occupation as a definition for “has been employed for duration sufficient to demonstrate”

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- Definition of general announcement of a plant closing be: for employers of less than 50 people not covered by WARN, a newspaper press release or letter from the employer or their representative with an actual closing date
- The 'look back period' should be two (2) years
- The criteria for determining whether employment leads to self-sufficiency for a dislocated worker, for eligibility purposes only be 80% of dislocated hourly wage
- Approval on methodology on pages 2 and 4 of handout on how funds will be distributed for year 1 only
- ✓ Youth Council
 - Competitively bid for only those youth activities not available in the local area
 - Adopt the Request for Proposal for Providers of Youth activities
 - Allocate programmatic funds in a 34/66% division with 34% for use with out of school youth and 66% for use with in school youth for (1) year transition.
 - Approve the local transition plan with modifications to the budget, participant, and performance measures pages as the final local youth plan
 - Use the state definition of "basic skills deficient" for the purpose of youth eligibility
- ✓ Approval of Final Plan for submission to state

July 11, 2000

- ✓ June Minutes
- ✓ June Financial Report
- ✓ JTPA reports
- ✓ Wayne Eichorn as Youth Council Chairman
- ✓ Final Plan additions/changes:
 - Allocation of funds to service providers for the adult/dislocated worker program be spent by the amounts allocated to each county with a 20% variance between counties.
 - Change language in the paragraph naming services providers in the plan from Title 1-B to Title 1 in order for providers to be able to serve as providers of services for the I-S (rapid response) and I-N (previously clean air) grants.
- ✓ Names of the currently approved youth council and an additional twenty five potential members
- ✓ Office to publicize no more nominations will be accepted for youth council after August 1, 2000
- ✓ Youth funds be allocated by the individual county percent with a 20% variance

August 8, 2000

- ✓ July 11 and July 27 minutes
- ✓ July Financial Report
- ✓ Addition of seven members to the Youth Council
- ✓ Current audit be retained to complete the JTPA audit from 6/30/00 through the close out of JTPA on October 1, 2000
- ✓ Approve currently contracted audit firm to complete the JTPA audit from 6/30/00 through the end date of 10/01/00
- ✓ Add to the September meeting agenda a change in bylaws regarding youth council quorum

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September 12, 2000

- ✓ August Minutes
- ✓ August Financial Report
- ✓ Bylaw change with the word “exempting” replacing the word “excepting” in regards to the Youth council quorum
- ✓ Approval of Community College programs submitted and authorize the staff of the board to implement certification procedures for any future community college programs that meet the state criteria for the first year of the Workforce Investment Act

October 10, 2000 No meeting – absence of a quorum

November 14, 2000

- ✓ September Minutes
- ✓ September Financial Report
- ✓ Nominating Committee for board officers: Fred Bond, Chairman; Troy Shults; Michael Thompson; Rich Patera; Dean Rogan; John Clarke
- ✓ Bid from Tri-State Business Equipment for staff computers and software upgrades
- ✓ Budget and plan for the FSE&T grant

December 12, 2000

- ✓ November Minutes
- ✓ November Financial Report
- ✓ Service Provider contracts be extended through June 30, 2001 and modified per the example presented
- ✓ Allocated unspent funds to the area that did not spend them and the new funds by the areas percentages to be spent in the counties where there was a need
- ✓ Re-advertise for youth service providers
- ✓ Waive 5 day notice prior to a youth council January meeting
- ✓ Board officers for 2001: Mike Egbert, Chairman; Bill Jackson, Vice-Chairman; Mary Little, Secretary/Treasurer