

Vermilion County Workforce Innovation Board  
Accountability Committee  
Thursday, February 16, 2017 at 2:30pm  
Minutes of the Meeting

**Members Present:** John Vogt                      Kathie Porter                      Brian Hensgen                      Melissa Hill

**Members Absent:** Shelly Cumbow

Meeting was called to order at 2:36pm.

Motion to approve the agenda was made by Melissa, seconded by Kathie. No opposed motion carried.

Motion to approve last meeting's minutes was made by Kathie, seconded by Melissa. No opposed, motion carried.

**Review of Budget** – The Vermilion County Works budget was reviewed. Brian stated last month we projected an \$80,000 shortfall in the budget because they've spending money at a brisk pace. He stated that was the worst-case scenario, and since then VCW has slowed spending. He stated at this point we should be covered for the 2016 budget. The concern for next year's first-quarter funding still remains. Going into the 2015-2016 program year, there were carryover funds available from the previous year's grant. This carryover typically gets their feet off the ground for the year, combined with first quarter funding, this gets them from July 1<sup>st</sup> through September. This year there will be limited carryover funds because they're near the zero-budget carryover opportunity. This will result in an extremely limited first quarter. They're going to continue to lower their program spending, and they're hopeful to secure additional funds. At this point, projections show they won't overspend their current budget. John questioned what the major changes were to help with the shortfall. Brian stated they went through their caseloads with a fine-tooth comb. Students have received foundation or PELL grant money to help with expenses, so this lightened the load on VCW. VCW encouraged clients to apply for child care services, etc. They've also not enrolled any clientele with higher tuitions, example: Truck Driving. Discussion ensued. John asked about the projected amounts for fiscal year 2017-2018. Brian stated historically in May we receive allocations with the first quarter spending limit, which is non-negotiable. At this point, we're still unaware of what funds will be for the next year. John asked if they could look back to previous years to try to anticipate what the first quarter funding will be for this year. Brian stated he never knows – it just depends on how they want to fund the program. Melissa asked if they give allocations detailed by line items, and how Brian determines which money goes into which pot. Brian explained how he allocates funding. Discussion ensued. Discussion on youth programming ensued. Brian explained that youth money is "a beast of its own." He can move dislocated worker money to adult and vice versa, but has a limited amount of flexibility with youth funding.

**Action Items:**

**One-Stop Operator RFP** – Brian is officially excusing himself from the meeting, as he feels it is a conflict of interest just in case DACC writes for the RFP. Lindsay stated she's taken the time to look over several different RFPs from several areas. Discussion ensued. The committee stated they agreed with Lindsay that the States Attorney should look the document over. Kathie and Jeff have helped with the RFP. The state is still sending out guidance as we speak, but we need to get the process moving. Lindsay stated she did include a section that we have authority to change anything in the RFP with notification to any possible bidders. Discussion ensued. Motion to approve the RFP as presented pending review by the States Attorney was made by Kathie, seconded by Melissa. No opposed motion carried. Brian abstained.

**No audience for audience comments.**

**Discussion Items:**

This morning an MOU meeting was held, and there was good conversation to finalize the MOU language. Partner agencies are putting final thoughts into it, and then they will proceed to the negotiation portion for the cost of the MOU. Jeff Fauver will be facilitating the discussion on the cost allocation. Brian stated regional and local planning will also be done in the coming months. They're working with the folks over in Champaign, putting finishing touches on revisions. Once the One-Stop Operator and the MOU is finished, we will start the One-Stop Certification. We're working on new signage or the building to reflect the change to American Job Center. Brian showed a picture of what he hopes the new sign will look like.

**Next meeting March 16, 2017 at 2:30pm.**

Motion to adjourn the meeting was made by Melissa, seconded by Kathie. No opposed, motion carried. Meeting was adjourned at 3:28pm.