



## Consent Agenda

encouraging more utilization of OJT as a mechanism for re-employment.

DOL is utilizing National Emergency Grant funds to provide additional OJT funds to states and local areas as a tool to assist those individuals dislocated from employment for a significant amount of time to gain re-employment opportunities. Boone and Winnebago Counties will receive \$275,000 for this initiative.

Darcy provided information on the State Energy Sector Partnership Grant. There are currently 29 individuals that have completed training. The grant start date was March 1, 2010; however we just received the contract document January 7, 2011. After enrolling people in two training classes for green energy without the actual contract document we put grant activity on hold. The grant end date is November 2012, so now that a contract has been executed we will proceed with activity.

A competitive grant application was submitted (September 2009) to DCEO for funds to provide diagnostic training (MRI and CT) for incumbent workers and to provide financial assistance for incumbent workers in long-term care to get their degrees in nursing. The WIB and the City of Rockford were awarded \$288,000 to provide assistance to 40 individuals. A de-obligation of funds in this grant has been requested. The grant was to be awarded in November 2009 and end February 28, 2011. We received a letter of award on January 11, 2010. The contract document was not received until June 2010. Missing Spring Semester 2010 for enrolling individuals into nursing programs presented a problem and was a factor related to under expenditure. In addition, the cost for development of the curriculum for diagnostic training was less expensive than anticipated in the grant application. DCEO has been aware of our interest in de-obligating funds since October 2010. We will achieve 80% of the enrollment goal on less than 50% of the funding awarded. We requested an extension to the grant to enable us to assist with tuition payments in June (summer semester); however that extension has been denied.

Board members asked about appealing the decision regarding an extension. It was suggested that a letter identifying the issues with the process of award be included in a letters sent to DCEO. In addition, Chairman Callaghan advised staff that beginning a grant without the contract document is irresponsible.

- V. **Proposed Amendment to Board By-Laws:** Darcy Bucholz reviewed the by-laws changes made a few months ago and informed the Board that we failed to specify how action will be determined. She is recommending language that states action will be determined by a majority of votes cast. This will be voted on at the March meeting.

The question was asked regarding the advantage in a majority of votes cast versus a majority of members present. Jim Pirages responded that people can abstain, but there is an issue of propriety of the vote.

- VI. **Conflict of Interest – Board Member Information/Discussion:** Jim Pirages, Grant Nyhammer and Ron Schultz were present to provide the Board members information related to conflict of interest. Jim Pirages started the conversation by referring to the Board By-Laws and Conflict of Interest provision in the funding source contracts with the State of Illinois.

Ron Schultz referred to the statute on what constitutes a conflict of interest with public officials. It states municipal officers are prohibited from having any conflict of interests regarding contract awarded or considered. The intent is that public board members are to be placing the interest of the public in front of any personal or financial interest they may have with awarding contracts.

Members also need to be aware of any appearance of conflict of interest. Grant Nyhammer noted that it is necessary that members to abstain and not participate in the decision making process. He advises people to leave the room during discussion. Being present during the discussion may sway the vote. If background information is needed, a process for providing that information, and then leaving the room, should be adopted. Bringing liability to the Board and yourself, professionally, by participating in discussion when a conflict exists is not worth the risk.

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- VII. Strategic Agenda – Board Member Discussion:** Darcy provided a re-cap of the discussion results from the December 7, 2010 meeting. The priorities are in green (on the handout). She provided the Board members with an update on actions taken to address the issues. At the meeting in March, discussion related to upgrading basic skills of job seekers will take place.
- VIII. Public Comment:** Jim Ryan addressed the Board and told them that Ron Schultz will be retiring from the City of Rockford in February. Ron has provided services to the City and community for over 30 years.
- IX. Adjournment:** The meeting was adjourned at 8:59 a.m.

**Items included with the WIB and CEO meeting packets:**

- 1) 02/1/11 WIB Agenda
- 2) WIB Minutes of December 7, 2010
- 3) Consent Agenda ó Attachment A
- 4) Operations Agenda ó Attachment B
- 5) Conflict of Interest Attachment

Trudy Jackson  
Boone and Winnebago Counties Workforce Investment Board

Date

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(Signature affixed upon WIB approval)

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(Date affixed upon WIB approval)