

IV. **WIA Works Campaign:** Paul Callighan reported on a state wide campaign that was kicked off on November 9th. The WIA Works campaign is addressing and educating our leaders on WIA and need for reauthorization of the legislation. Paul Callighan has requested that each WIB member send letters to Senators Burris and Durbin and Congressman Manzullo regarding this issue. A sample letter will be e-mailed to the WIB membership and each member should personalize the letter and send it out. This is an issue that is time sensitive and the more letters each Senator/Congressman receives is important. The letters should be sent no later than the holidays. A copy of each letter sent should be sent to Darcy Bucholz or John Strandin so as to keep track of the numbers our area sends out.

V. **Program Activity Updates:**

Demographic and Target Population Report: Darcy Bucholz provided information to the Board members on the characteristics of participants being served in the Dislocated Worker program and the Adult program. The information included ages, ethnic data, educational data, and other individual characteristics. The Program Oversight Committee will be reviewing the information more closely and comparing the service demographics with population / workforce demographics to see if our service diversity is reflecting the of diversity in our service area.

Dislocated Worker Process Improvement Strategies: Granada Williams has started implementation steps related to strategies to streamline the application, intake and enrollment process for DWP. Three additional counseling staff has been hired. She is identifying actions to address the paperwork data entry process. The intent is to hire temporary staff to work off hours to ensure input of data as applications are taken, especially in light of the Trade orientations that are being planned for January. Granada commented on the discussions with Darcy and WIB staff to identify additional workshops within our partner organizations that are available to the general public to keep dislocated workers engaged prior to program participation. The DWP staff are also being trained in process improvement and process mapping techniques.

VI. **Financial Reports:** Dan White reported briefly that spending is on target and is not seeing any problems to date.

VII. **Other/New Business:** Darcy Bucholz announced that there is an Ad-Hoc committee being formed to review and update the By-laws of LWIA3. She asked for volunteers to help in this process. The By-laws were last updated on 10/7/03.

VIII. **WIB/CEO Adjournment:** The WIB and CEO meeting adjourned at 9:13 a.m.

Items included with the WIB and CEO meeting packets:

- 1) 12/1/09 WIB/CEO Agenda
- 2) WIB Minutes of November 3, 2009
- 3) CEO Minutes of September 1, 2009
- 4) Rockford Report
- 5) Financial Reports as of 10/31/09

Trudy Jackson

Boone and Winnebago Counties Workforce Investment Board

Date

(Signature affixed upon WIB approval)

(Date affixed upon WIB approval)