

**DELAWARE WORKFORCE INVESTMENT BOARD**  
**Newark Hilton Wilmington**  
**Board of Directors Meeting – October 28, 2008**  
**9:30 a.m.**

**Attendees:** Chairman John McMahon, John Austin, Jeff Bross, John Castle, Ed Capodanno, Judy Cherry, Alice Coleman, Hon. Charles Copeland, Pat Creedon, Ben Hsu, Hon. J. J. Johnson, Sam Lathem, Robert Lau, James Randall, Ben Shaw, Dana Shreve, Dianne Sole, Ronald Walker.

**DOL Staff:** Diane Brooks, Tom Smith, Bob Strong

**DWIB Staff:** Gwen Jones, Bill Potter, Brooke Lewis

**Guests:** Bill Abernathy, Ken Anderson, Amy Benjamin, Maureen Whalen

**Welcome and Introductions** – Chairman John McMahon

**Approval of Minutes** – Motion made by Judy Cherry to approve the board minutes of April 8, 2008 and June 24, 2008. Motion seconded by Jeff Bross. All in favor. Motion carried.

**Committee Reports:**

**Performance Measures & Customer Satisfaction** – Jeff Bross, Chair, reported we are meeting our minimum negotiated performance measures but we will need to ask for re-negotiation pleading the economy. We continue to have problems with earnings replacement, entered employment and credentialing measures.

**Public Relations & Community Outreach Committee** – Pat Creedon, Chair reported she will make a presentation with Bill Potter's assistance on what the new website will look like. We want the site to be user friendly from the perspective of our customers, providers and business.

**Youth Council** – Dana Shreve, Chair reported that since the last full board meeting we have merged the Shared Youth Vision Team and the Youth Council in to one entity. It is beneficial to include our partners as we continue to address the needs of our youth statewide. Motion made by Rob Lau to merge the Youth Council and Shared Youth Vision Team. Motion seconded by Dana Shreve. All in favor. Motion carried.

We have Del-Tech Owens youth who are not able to complete their programs because Owens was not funded during the last round of blue collar funding. John McMahon asked that we work to resolve how we might be able to funds these student. Tom Smith will work with Corinthia Pierce, Diane Brooks and DWIB staff to see how we might be able to funds these students.

The recommendation for this year's Youth funding process is to do what we did in 2007 and extend the In-School contracts using the Annual Report process. Continued funding will be contingent upon performance. We will RFP for Out-of-School.

The Youth Council would like to move to reporting the 7 common measures and will work with staff to support a waiver to do so.

Dana reported that the Youth Build Grant this year will be submitted by Goodwill and that the Youth Council will support their submission.

We may have found a parent to become a member of the Youth Council. We will be speaking with her about membership so that we will be in compliance with the mandatory makeup of the Youth Council.

**Proposal Review & Certification Committee** – John Castle, Chair reviewed the RFP calendar. Tom Smith informed the committee that a draft of the guidelines will be sent to the committee this week for their review.

John Castle stated that we must have good representation on the committees this year. Last year a couple of the committees were understaffed. It is necessary to have at least four to a committee.

Our committee met to discuss new training providers that have been added to the list such as Strayer University and Westley College. It is important that we emphasize continuous learning and make more associates degree programs available. We are looking at online training for the many adults who are now taking college courses.

**Chairman's Report –**

**Calendar** - Chairman, John McMahon reviewed the Executive Committee schedule for 2009 and asked that everyone please put the dates on their schedules.

**Strategic Planning and Transition Document** - Chairman McMahon reported that thanks to Sandy Johnson who kept Strategic Planning and the Transition document in front of us, we have a document that we can govern our work by and a Transition document to present to our incoming Governor.

**U.I. Training Tax Collections** – Chairman McMahon reviewed the UI Training tax collection and during this most recent delinquency billing cycle \$137,046.85 was collected.

**SHARE Network** – Bill Potter gave an update on Share Network. We are looking forward to working with Bob Clarkin to incorporate SHARE Network in our One-Stop service delivery strategies. It was agreed that we need to generate more publicity about SHARE Network.

**RFP Process** - Tom Smith reported that we are on target for developing the guidelines and the RFP and will release the RFP on January 2<sup>nd</sup> this year. This will be our second year using the later release date as opposed to the November date that runs us into the holidays.

**Annual Report** - Bob Clarkin and Gwen Jones reported that the Annual Report was submitted on time. The narrative prepared by staff and all performance related data by Bob Clarkin. You may find a copy of the report is in your packets.

**ABE/GED** – The Fox Valley ABE/GED site is doing well. Class is full with 15 students in each morning and afternoon session that runs each Monday, Wednesday and Friday.

The \$40,000 remaining will go towards Assessment and ABE/GED services for each of our One-Stops (\$10,000 for each) to help toward assessment and instruction. We have been working with Maureen Whalen (Adult Education) to make sure each site is aware of this effort and that there are also funds available for testing fees through DWIB funds.

**Presentation** – America’s Perfect Storm – Maureen Whalen will be presenting to the board today about the Inter-Agency Council on Adult Literacy (ICAL).

Old Business – None

New Business – None

Meeting Adjourned