

**EASTERN INDIANA REGIONAL WORKFORCE BOARD
AND
ECONOMIC GROWTH REGION 6 WORKFORCE INVESTMENT BOARD
COMMITTEE REPORTS AND RECOMMENDATIONS**

The following EIRWB and EGR 6 WIB Committee Minutes are provided in this electronic mailing as a separate document for your review and optional printing. These minutes support the Committee Reports & Recommendations, which will be made during the respective Board meetings. These minutes are also accessible to Board Members on the WorkOne website.

<http://www.work-one.org/index/eirwb/downloads.asp> APPENDIX – Meeting Minutes

BUDGET & ADMINISTRATION COMMITTEE:

- March 22, 2011 Meeting Minutes
- April 13, 2011 Meeting Minutes

MARKETING & COMMUNICATIONS COMMITTEE:

- January 12, 2011 Meeting Minutes
- March 30, 2011 Meeting Minutes

WORKFORCE & BUSINESS SERVICES/ACCOUNTABILITY COMMITTEE:

- January 26, 2011 Meeting Minutes
- March 9, 2011 Meeting Minutes

YOUTH COMMITTEE:

- January 26, 2011 Meeting Minutes



March 22, 2011

Budget & Administration Committee met from 8:30-9:00a.m. via conference call.

Those on call: Stuart Armstrong, Jerry Sprouse, Alan Terlep and Barbara Street

Those attending at ASG: Valerie Alexander and Cathy Cross.

Items discussed were audit, board financials, metric report and WIB procedures for youth procurement.

Jerry Sprouse commented that the audit was clean and asked if there were any issues that did not make the report. Cathy Cross did not recall any findings small in nature and commented that the monitoring held by the state was performed by another audit firm and they also did not find any significant issues. Sprouse commented about Schedule A-1 on pages 11-12 on the audit and asked why the difference in Program Amount and expenditures. Cross reported that grants will have a life of more than one year and on the audit report the entire amount of the grant is listed but only current year expenditures are shown reflecting the difference. Sprouse was concerned that the audit schedule did not show if any funds were returned unused to the state and Cross will prepare a report to show grant amount versus total expenditures so any unused funds can be shown. Report will be given during the next committee meeting. Consensus is to recommend acceptance of the report to the RWB for approval.

Financials were reviewed and no questions. Consensus is to recommend acceptance of the Financials by the Board.

Youth procurement (RFP) was discussed and Barbara Street asked the committee how involved they would like to be in all stages of procurement. Stuart Armstrong suggested that the committee review the final recommendation before presenting to full board and the committee agreed. Street proposed that the Committee provide oversight to the procurement process through receipt of the RFP and receipt of the staff and Youth Council recommendations. The committee will reserve the right to request presentations by the finalist(s) before WIB approval.

Next meeting will be held April 13, 2011 at New Castle WorkOne at 10am.

Respectfully submitted,

Cathy Cross

**ECONOMIC GROWTH REGION 6
REGIONAL WORKFORCE BOARD/WORKFORCE INVESTMENT BOARD
BUDGET & ADMINISTRATION COMMITTEE**

**April 13, 2011
Meeting Minutes**

Present: Stuart Armstrong, Jerry Sprouse and Alan Terlep

Absent: None

Others Present: Valerie Alexander, Cathy Cross, Mellisa Leaming and Barbara Street

Quorum to conduct business: Yes

Required votes to conduct business: Majority

CALL TO ORDER: The meeting was called to order at 10:05 AM at the Henry County WorkOne office by Co-Chairs Stuart Armstrong and Jerry Sprouse.

DECLARATION OF CONFLICTS OF INTEREST: None were declared.

REVIEW AND APPROVAL OF MEETING MINUTES: The meeting minutes of the January 12, 2011 and March 22, 2011 meetings were reviewed and approved by consensus.

WIB COMMITTEE BUSINESS

Review of Projected PY11 Budget: Barbara Street provided the committee an update from the prior Cost – Price Analysis, subsequent direction for WIB budgeting and status report. She framed for the Committee what they would be reviewing in order to make recommendations to the WIB for the 4/27/11 WIB Plan which includes the Budget attachment and the overall underlying assumptions for budgeting for PY11 which are represented in the projected budget. Street also provided a scan of the financial environment within which we are currently operating at the state and federal levels. With that said the PY11 budget is based upon projected allocations for WIA for the upcoming year and known other funding streams which are expected to be provided. Street noted that perhaps as important as the budget details will be the assumptions/priorities from which we continue to implement as more information is known on the funding and carryover (unexpended current year money which we will not lose if not expended by 6/30/11) into PY11 (7/1/11 – 6/30/12) budget year. Street noted that the Plan, of which the Budget is a part, is subject to the approval of both the WIB and LEO.

Cathy Cross reviewed with the Committee the details of the budget and assumptions upon which it was built. Overall there is a substantial decline in revenues. She noted that actions have been taken to maximize PY10 (current year) carry forward into PY11 to assist in softening the effect of the revenue decline. Street noted that DWD has indicated willingness to approve regional plans which would result in carry forward in excess of the 30% allowed, however a plan and permission will be required. In summary the Committee was informed while a contingency plan has been provided which nets a shortfall of \$334,633, the majority of the reduction in expenses, or required revenues must be offset in the youth services area. After much discussion the following recommendations were made, assuming no additional revenue decline.

1. Recommend approval of the budget with the following considerations.
2. Reduction of the JAG Program Youth Directs by \$90,000 and project an under spend of \$35,000 in Youth budget fixed costs portion of the budget.
3. Reduction of the WorkOne non-exempt staff hours from 40 hours/week to 37 ½ hours/week, which is consistent with the hours of State employees.

4. Maintain Management Staff at 40 hours/week however implement a reduction of the Management Budget (Executive Staff, Fiscal Agent, and Regional Operator) by 17.5%. This reduction includes the recommendation for the Board to hold off on hiring a Chief Operating Officer at this time until funding is stabilized. This reduction will balance reductions made at the service staff and management staff levels.
5. Maintain the number of WorkOne offices in the region at this time.
6. Implement the recommended WIB Board Governance budget reductions.
7. Request staff to work with the Marketing Committee based upon the Board needs and service needs to review the Marketing Budget with a goal to achieve a 17.5% reduction with the understanding as new projects are awarded that the needed marketing to support the project will be considered and built back into the budget as appropriate.
8. Request staff to work with the Youth Council to develop a contingency plan for reductions in the event that DWD cannot continue to make discretionary funds available to sustain the JAG program. The Youth Council will make a recommendation to the Board on the best way to make the additional reductions in the Youth budget with consideration of effectiveness of programs and services and accessibility to the population of the entire region.
9. Assuming that revenues increase, first priority before hiring more management staff, is to build the compensation levels of field staff back to the 40 hours per week level, and/or consideration of award to staff based upon achievement of DOL Performance Levels.
10. Approval of CEO authority to expend up to \$5,000 from unrestricted funds without seeking additional approval from the Board, however a quarterly accounting of expenditures will be made to the Budget & Administration Committee.
11. Approval of the Employee Health Morale & Welfare Plan for the WIB Board and WorkOne Staff in the amount of \$1,000 and \$3,000 respectively.

A motion was made by Jerry Sprouse to make these recommendations to the WIB for approval on April 27, 2011. Stu Armstrong seconded the motion and the motion passed unanimously. Cathy will develop the presentation for the Board and e-mail it to members for their input.

990 REVIEW: Cathy Cross informed the Committee that when the EIRWB's tax exempt status was approved, it was approved retroactive to the date of origination. As such the EIRWB Corporation now needs to complete a 990 and the recommended practice is that the 990 is reviewed and approved by the Board of Directors. The Audit Firm selected jointly by ASG and EIRWB has completed the review. Cathy Cross provided the members with copies and Barbara Street provided the members with a guide for review. Due to the lateness of the hour and some time before it is due on May 15, 2011, it was determined that the members would e-mail Cathy with any questions or concerns and with a recommendation taken to the Regional Workforce Board at the April 27, 2011 meeting.

ADJOURNMENT: With no other business to be acted on at this time the meeting was adjourned at 12:45 PM. The next meeting will be scheduled as required.

Respectfully submitted,

Cathy Cross

EASTERN INDIANA REGIONAL WORKFORCE BOARD
Marketing & Communications Committee
January 12, 2011
Meeting Minutes

Present: Gary Barrett, Rhonda Duning and Jim Riggle

Absent: Wayne Blevins and John Oberle

Others Present: Valerie Alexander, Tracy Dishman, Stephanie Goodman and Barbara Street

CALL TO ORDER: The meeting was called to order at 10:30 AM via Teleconference.

UPDATES ON CURRENT MARKETING & COMMUNICATIONS PROJECTS:

EIRWB Annual Meeting & Holiday Celebration Review: Tracy Dishman, Marketing Director, reviewed the Revenue and Expense Report of the December 8, 2010 event. The budget set aside for this event was \$4,000.00. Revenue from sponsorships totaled \$3,250.00. Revenue from guests of staff and other invitees who paid for their meal totaled \$125.00. The grand total of all revenue for this event was \$7,375.00. With expenses amounting to \$4,582.50, the event was within budget and the excess revenue will go towards the board's unrestricted funds in the budget. Tracy reviewed with the committee the list of sponsors for the event and the list of everyone who was in attendance. The committee appreciated seeing the reports and information that was prepared. Rhonda Duning requested a revision in the Revenue and Expense Report. She requested that cost of the facility, although it was donated at no cost, be shown on the report as "In-Kind". Stephanie Goodman will revise the report and distribute to the committee. Tracy requested feedback from the committee as to whether another annual meeting event/holiday celebration should occur. Gary Barrett commented that he was unable to attend the event and apologized. Jim Riggle commented that the customer and employer recognitions were not well received due to the lack of attendance from the award recipients. He added that it is worthwhile to share in the successes of our customers; however the amount of time spent could be shortened. Valerie suggested that perhaps the recognitions would be a little more meaningful and interesting if more personal background information on each award recipient was shared at the meeting. Riggle agreed and added that the amount of time spent on recognitions must be shortened by not recognizing so many. In the past a popular theme was used for the event. Past themes have included "Western" and "the Oscars". Riggle strongly suggested using a theme for the next event. Rhonda Duning recommended that a guest speaker related to the industry be included. Barbara Street reminded everyone that the committee would need to be very aware of the timeline and cost for planning such themes and guest speakers. Guest speakers must be committed far in advance for events. Valerie suggested that to offset costs for theme packages and guest speakers the dinner portion of the event could be excluded and heavy hors d'oeuvres be provided instead. The consensus of the committee was that the event should be held again and that planning should begin much sooner.

Strategic Planning: Tracy reviewed with the committee the goals for effective marketing in the Strategic Plan. A study of marketing & promotion needs and a study of WorkOne brand value must be conducted in order to update the current marketing plan. A study of available communication channels must be conducted to determine which will be most effective in addressing marketing & promotion needs and communication needs. A study of communication needs of WorkOne staff, EIRWB, and ASG staff must be conducted to assist in updating communication mechanisms. The strategic plan goal is to complete these studies so that a

regional marketing strategy can be developed. All agreed that these are great goals and a great plan.

GOALS OF MARKETING & COMMUNICATIONS COMMITTEE: Tracy presented the proposed goals and functions of the Marketing & Communications Committee.

- Oversee employer marketing program & materials
- Oversee customer marketing program & materials
- Oversee board recruitment and marketing materials
- Oversee web site and other electronic media
- Evaluate effectiveness of marketing
- Recommend marketing budget

All committee members in attendance agreed that the goals and functions of the committee are reasonable.

COMMUNICATION CHANNELS: Tracy requested some discussion about the committee's current communication channels. Some of the choices for communicating with each other are 1.) face-to-face, 2.) email, 3.) tele-conference, 4.) IntraNet and 5.) Webinars. Rhonda Duning commented that she prefers face-to-face meetings or a webinar. She added that the webinars are a great way to communicate with each other. Jim Riggle suggested that the methods of communication that we use for meetings could rotate.

MEETING SCHEDULE: Tracy requested feedback from the committee on how often meetings should take place. Rhonda Duning suggested that Tracy Dishman will decide how often the committee will meet. Barbara shared that the RWB meets every other month and the committees should plan to meet on the opposite months of the board meetings. Tracy suggested a face-to-face meeting every other month for this committee. Gary Barrett commented that he prefers this option. Jim Riggle suggested that the committee could meet prior to the RWB meetings. Barbara recommended use of the WorkOne IntraNet calendar function for RWB members to be able to log in and get updates on when and where the committee will be meeting. After more discussion it was decided that Tracy Dishman would prepare a survey for the next proposed meeting date and distribute to committee members.

NEW BUSINESS, OTHER ITEMS, THOUGHTS, COMMENTS: Barbara Street recalled that we must remember the Open Door Law. If this committee has been delegated action/authority then we must meet face-to-face and the meetings must be open to public. If no action is being taken, then we could meet via teleconference or other methods. Barbara also commented that this committee needs to decide who will report recommendations to the board. She suggested summarizing at the end of each committee meeting and decide what will be recommended and who will present.

Tracy Dishman recalled that we need to be thinking about our current EIRWB name and logo. When the board transitions to a WIB, she asked for feedback and thoughts on changing the name of the board or keeping it as it is. Barbara commented that the Indianapolis Private Industry Council recently changed the name of its board to "EmployIndy". Is there a value word that we should use? Keeping the "WIB" in the name of the board would be helpful when applying for funds. Rhonda Duning suggested taking a look at the mission statement to see what makes sense for a new name for the board. Rhonda also requested feedback on how other regions who will

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transition to a WIB are renaming their boards. Barbara answered that there is a National Directory of Workforce Boards that we would be able to take a look at. Should the new name for the board be “Eastern Indiana Workforce Investment Board” or something more clever and creative to share our vision/mission with Economic Developers throughout the region?

ADJOURNMENT: With no other business the meeting was adjourned at 11:10 PM.

Respectfully submitted,

Tracy Dishman
Marketing Director

EASTERN INDIANA REGIONAL WORKFORCE BOARD & EGR 6 WIB
Marketing & Communications Committee
March 30, 2011
Meeting Minutes

Present: Rhonda Duning and Jim Riggle

Absent: Gary Barrett and Wayne Blevins

Others Present: Valerie Alexander, Tracy Dishman and Stephanie Goodman

CALL TO ORDER: The meeting was called to order at 9:00 AM at the Henry County WorkOne office in New Castle.

APPROVAL OF MARKETING & COMMUNICATIONS COMMITTEE 01/12/11

MEETING MINUTES: Jim Riggle made a motion to approve the January 12, 2011 meeting minutes as presented. Rhonda Duning seconded the motion and the motion passed unanimously.

REVIEW OF MARKETING & COMMUNICATIONS COMMITTEE MEMBERSHIP:

Tracy Dishman reviewed with the committee some options for meeting methods which included:

- Meet via Webinar on the opposite month of the WIB meetings
- Meet face to face before or after WIB meetings if any item requires immediate attention

Rhonda Duning shared that she thought the Webinar was a great idea.

Membership for the committee was discussed. Jim Riggle assured the committee that Barbara Street is focused on recruiting new WIB members to a committee of their interest as they are appointed to the Board. Rhonda Duning shared that newly appointed WIB member, Tim Rogers would be a great asset to the marketing committee, as well as Tim Loyd. Valerie Alexander commented that as new board members are joining committees, it would relieve current board members from being on more than one committee.

UPDATES ON CURRENT MARKETING & COMMUNICATIONS PROJECTS:

EGR 6 WIB Annual Meeting 2011: Tracy Dishman requested some feedback from the committee regarding the Annual Meeting Event. Location and theme was discussed. Jim Riggle commented that the previous event lacked entertainment and fun. The committee agreed. Riggle strongly recommended that a theme package be used for the next event. To offset the high cost of theme packages for these types of events, Valerie made a suggestion to have more networking and hors d'oeuvres prior to the event rather than the expensive, served hot meal and dessert. A discussion then took place regarding the time of year the event should be held. In the past, the event has been held in December during the Christmas Holidays. Tracy asked for thoughts about moving the event to a different time of year and also about continuing to have the event in Muncie. Jim Riggle and Rhonda Duning both recommended moving the event to September and moving the location to the city of Richmond. Rhonda Duning suggested a venue in Richmond called the Blues Club. She will do some research for the committee as to cost and availability of the venue. A recommendation will be presented to the board at their next meeting on April 27, 2011 for a vote. The recommendation will include:

- Move the annual meeting event to the month of September and on a Friday
- Move the location of the event to the city of Richmond
- Purchase a theme package from the venue

- Include hors d'oeuvres and more networking/entertainment prior to the start of the event in lieu of a hot, served meal and dessert

WorkOne 2012 Calendar: Tracy Dishman provided the committee with a review of the look and design of the WorkOne calendars from past years. Discussion occurred regarding databases and processes used for distribution. Discussion of timeline to begin project also occurred.

Pence Job Fair: Tracy Dishman requested feedback from the committee as to whether another luncheon summit should be held in conjunction with the Job Fair event held in August at BSU Worthen Arena. Discussion of what the program would look like also occurred. Jim Riggle commented that with Congressman Pence in attendance at the event it is a good pull for Local Elected Officials to attend. Rhonda Duning commented that employers in Region 6 need to know more about WorkOne's services. Business awareness was discussed and more WorkOne promotions at the Chambers of Commerce were suggested. Tracy assured the committee that Business Services Representatives attend meetings at the Chambers of Commerce and promote WorkOne services. Jim Riggle made a suggestion to improve business awareness. Breakfast meetings are currently popular with employers. Riggle suggested consideration of hosting a breakfast meeting for 15 to 20 employers in each county to promote WorkOne services for employers.

Youth Works: Tracy shared with the committee a brochure about the JAG (Jobs for America's Graduates) Program and a brochure marketing the YouthWorks services. She requested feedback for ideas about a campaign to market these programs to employers. A suggestion was made to launch the employer campaign at a luncheon in conjunction with the Pence Job Fair in August. The consensus of the committee was to continue to work on this plan. It was also recommended that Tracy Hartman, Business Services Manager, be invited to the next marketing committee meeting to share with the committee how WorkOne services are currently being marketed to employers.

City of Winchester Job Fair: Tracy Dishman distributed information about the City of Winchester Job Fair. The Job Fair is scheduled for Wednesday, April 27, 2011 at the Beeson Clubhouse in Winchester. The purpose of the event is to bring employers and job seekers together to assist the community in learning and understanding the services available through local community resources on how to prepare for a job search and find employment and training opportunities. There will be 10 employers in attendance who are currently hiring. The goal for number of job seekers is 50. WorkOne will have a booth at this event. Rhonda Duning suggested moving the location of the next WIB meeting, which is scheduled for the same day as the Job Fair, to Winchester so that Board members could attend the opening remarks of the Job Fair.

Update on Marketing & Communications Strategic Planning Progress: Dishman provided an update on the Strategic Plan progress. A marketing company will conduct a study of WorkOne brand value in the marketplace. The target date for completion is June 30, 2011.

WorkOne Career Connect Magazine: Discussion occurred regarding the re-design of the magazine. A copy of the current three-year-old magazine was distributed for review. Rhonda Duning commented that feedback should come from the end user. Dishman also provided the current pick up rate and distribution process. Jim Riggle questioned the successfulness of the Progress Rail ad in the magazine. Did the company benefit from the ad? Riggle suggested that ads be sold to employers and the profit be applied to the board's unrestricted funds. He also suggested that Business Services Representatives send out a letter to employers to buy an ad in the magazine. Follow up should be done to determine if employers are benefiting from the ad.

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Valerie Alexander commented that the publisher of the magazine should reduce our cost if we are sending referrals for ads.

EGR 6 WIB: New Name and Branding: Tracy Dishman requested the committee to submit ideas for naming the Economic Growth Region 6 Workforce Investment Board. Three ideas will be submitted to the full board for voting. Some discussion occurred about who the audience is for the WIB and what is the value in marketing the name of the board. A handout was distributed that listed other WIBs in the state and some examples of what others are naming themselves. The committee was asked to think about a name that would be very descriptive in who we are and what we do.

MEETING SCHEDULE: It was decided that the next meeting would occur prior to the full board meeting that is scheduled for April 27, 2011. The consensus was that the meeting format should be a Webinar. Tracy Dishman will prepare a survey of options for dates and times for the committee to consider.

ADJOURNMENT: With no other business the meeting was adjourned at 10:30 AM.

Respectfully submitted,

Tracy Dishman
Marketing Director

**Meeting Minutes for
Eastern Indiana Regional Workforce Board Workforce & Business Services/Accountability Committee
January 26, 2011 • Following EIRWB Meeting • New Castle WorkOne Center**

Present: E. Roy Budd, John Carl
Mellisa Leaming, Jacob Everett, Valerie Alexander, Tracy Hartman, Sean Heline

Absent: Gary Barrett, Wayne Blevins

Leaming presented Placement data and explained 90-day lag.

- 251 customers placed between July 1 and September 30
- Average wage of \$11.21

Budd requested cost-per-placement and cost-per-training data.

Leaming presented Training data and explained what Completed, Exits, and Rate represent.

- 1,615 enrolled into occupational skills training July 1 thru December 31
- 42 On-the-Job Training
- 3,715 Workshop participants
- 1,405 Mindleaders
- 158 ABE/GED participants

Budd and Carl agreed that Placement and Training data presented were a good starting point.

Hartman presented report on Brevini, Progress Rail, and D’Arcinoff.

Budd stated his belief that Brevini will not meet its commitment of 150 jobs by the end of 2011. He expressed concern that we get people ramped up for jobs that don’t come for a year or two.

Leaming reviewed suggested Committee Functions:

- Budd requested “report card” on vendor performance, especially Ivy Tech.
- Budd and Carl agreed that “Recommend Approval of Vendors/Programs” is to be delegated to Staff.

Hartman is to provide report on Rapid Response from time to time.

Leaming reviewed customer availability survey results.

Leaming presented final draft of customer satisfaction survey. All in agreement to send it out.

Budd and Carl thought the in-person employer survey was excellent and will provide valuable info.

Reviewed Employer Satisfaction survey. All in agreement to proceed with it.

The next meeting will be scheduled for early March.

Respectfully submitted,

Mellisa Leaming

**Meeting Minutes for
Eastern Indiana Regional Workforce Board Workforce & Business Services/Accountability Committee
March 9, 2011 • 9:00 am • New Castle WorkOne Center**

Present: E. Roy Budd, John Carl
Mellisa Leaming, Jacob Everett, Tracy Hartman, Karen Bailey

Absent: Gary Barrett, Wayne Blevins, Valerie Alexander

Leaming presented cost-per-trainee and cost-per placement data. Enrolled individuals utilizing WIA funds: \$1,011 avg. Individuals who have exited training: \$1,050 avg. Individuals who were successfully placed in a job: \$1,486 avg. Budd stated that the data presented was exactly what he was looking for.

Leaming presented Placement data. 519 placed in this Program Year with an average salary of \$11.27/hr. Those that received training and were placed averaged an additional \$1.62/hr.

Budd requested data related to how long our customers average on UI and average in the system as a whole.

Group discussed the underemployment and discouraged worker issues that distort UI rates.

Leaming presented Training data. 7,836 enrolled this Program Year and 4,852 complete.

Hartman provided updates on OJT. There have been 63 OJTs this program year and several are in the works. The estimate for OJTs by the end of June is 100 OJTs. Hartman reported on Brevini, Progress Rail and prospects for EGR 6.

Everett discussed status of vendor report cards. Group was informed that the state is in the process of establishing new performance reporting requirements for providers. All were in agreement to see where the state ends up and then determine if that system meets our needs or if additional data is needed.

Everett presented results of Employer Customer Satisfaction survey. The clearest issue was the need for more Employer education about our products. Also, continued efforts to match referrals to employer needs in order to improve referral satisfaction. Leaming and her team will address provided action items as appropriate.

Group discussed increased marketing efforts aimed at Employers with interest in social media avenues such as LinkedIn.

Everett presented results of Job Seeker Customer Satisfaction survey. Leaming and her team will address provided action items as appropriate.

Leaming will investigate possible trial of Saturday and/or evening hours.

Group discussion related to employers negative perceptions about hiring unemployed individuals. Request was made that marketing efforts be made to adjust this mindset in our region. "Today's unemployed are not your grandparents' unemployed."

Next meeting targeted for May 11th.

Respectfully submitted

Mellisa Leaming

**EASTERN INDIANA REGIONAL WORKFORCE BOARD
YOUTH COMMITTEE MEETING**

January 26, 2011

Meeting Minutes

Present: Bob Hobbs, Gary Barrett

Absent: Brad Wilson, Faron Parr

Others Present: Barbara Street, Karen Bailey

Youth Council Membership

Committee reviewed listing of names presented. Bob recommended to first approach the Adult Education Directors, whom in most cases also represent the career and technical education administrators for local school corporations, in determining interest for Youth Council membership. In most cases the Directors represent more than one county. Karen will verify where Blackford and Jay County's career and technical education training is held.

Another suggestion was to have representation from Jobs for America's Graduates on the Youth Council. This representation could be provided by JAG staff.

Discussion followed about the need to be able to clearly and concisely inform potential council members what their role would be as a member of the WIB Youth Council. Karen is to put together a one page document explaining what the Youth Council's role will be for the region and email to Committee members for approval and/or input.

Bob stated that the next Adult Education Directors' meeting is scheduled on Friday, February 11, 2011 at 1 pm. After discussion the Committee decided to arrange to meet with the Adult Education Directors to explain the role of the Youth Council and solicit their interest. It was suggested that the meeting could take place before the ABE/GED meeting and a light lunch could be provided. If interest is shown by any of the Directors they would complete the Youth Council Nomination Form for official appointment. From that point it could then be decided what other Council membership is needed and with the help of the new Council members those seats could be filled.

The intent is to have the nomination forms turned in for official appointment prior to the next Youth Committee/Council which would be scheduled on or before the regularly scheduled ABE/GED meetings which are held on the second Friday of the month. Meetings would be held in the Henry County WorkOne.

The next scheduled meeting of the Youth Committee/Council is scheduled for Friday, March 11, 2011.

Other

Karen presented a draft copy of a customer survey that will be going out to youth participants as part of the strategic skills plan. Committee members thought this was a good idea.

Respectfully submitted,

Karen Bailey