

**Executive Committee  
Workforce Investment Board of Will County  
Workforce Center of Will County  
2400 Glenwood Avenue, Joliet, IL 60435**

**April 4, 2016**

**Minutes**

<b>BOARD MEMBERS</b>					
Name	Present	Absent	Name	Present	Absent
Nancy Baldwin	X		Don Moran	X	
Greg Dover	X		Pat Mudron	X	
Susan Flessner	X		Suzanne Sallay	X	
John Greuling	X		Jerry Staley		X
Rita Herrick	X		Jim Tromp	X	
Cheryl McCarthy		X			

Others Present: Sue Davinger, Pat Fera, Jim Moustis

***Welcome and Introductions***

John Greuling called the meeting to order. Minutes from the February 1, 2016 meeting were approved on a motion by Suzanne Sallay, seconded by Greg Dover.

***New Business***

Nancy Baldwin reported that on March 29<sup>th</sup>, Emilie McCallister, Susan Flessner, Maria DiMuzio, John Greuling, Pat Fera Anika Todd (on Phone), and her met to begin the discussion for the Memorandum of Understanding between Workforce Partners. The next step will be to put a budget together – Susan Flessner will take the lead on this.

Pat Fera proposed revisions to the By-Laws. These will be sent for legal review. Dover moved to accept the By-Laws as presented, pending legal review. Tromp seconded. Motion carried.

Fera presented a contract with Chicago Jobs Council to prepare the WIOA Local four-year plan contract. This plan will follow the Illinois WIOA Planning Process Guidelines. All project work and revisions will be sent to the State by July 15<sup>th</sup>. Don Moran moved to accept the proposal, seconded by John Greuling. Motion carried.

Flessner gave an overview of the PY2014 Local Workforce Area 10 Final Annual Outcomes. She noted that Workforce Services met or exceeded all negotiated goals, with the greatest percentages showing in earnings categories. She added that Workforce Services does extremely well in the ‘Literacy and Numeracy Gains’ category. Based on the performance a financial incentive was awarded to the area.

***One Stop Operator Report***

Flessner outlined activities regarding the Will County One-Stop Center’s system development. There will be a meeting on April 11<sup>th</sup> to review progress towards developing the operations portion of the new Memorandum of Understanding.

Three WSD staff have become Certified Professional Career Coaches. The remaining customer-serving staff will begin the certification process in the next two months.

Pam Abbott has become a Certified Professional Resume Writer (CPRW). Twenty on other Core Partner staff have completed the training, and are eligible to take the exam to become CPRWs in the near future.

Customer Service Training will be provided to all Workforce Center staff in May, and in June, staff who facilitate workshops/presentations will take training to enhance their training skills.

### ***Manager's Report***

Fera reported that Susan Flessner, Colleen Mathy, Greg Dover, Mary Gajcak and she attended the National Association of Workforce Boards (NAWB) conference in Washington D.C. They visited both Senate offices, and five of the six Congressional offices. Dover commented that the visits were very positive.

Fera updated the committee on the WIOA Regional Plan. The Chicago Jobs Council will write the four-year Regional plan, following the WIOA Planning Process Guideline. The draft plan document will be reviewed by all Northeast Economic Development Region partners before the final document is submitted.

Fera announced that the 2016 Youth Summit will keynote Wayne Breitbarth, who will give a seminar on the best use of LinkedIn for job seekers. The next day, he will do an additional seminar for employers and Human Resources professionals at the Workforce Center of Will County. A small fee will be charged.

Fera gave an update on the progress of the Incumbent Worker program. Pollmann North America has begun training of 25 employees. Joliet Area Hospice (89 employees) and Diageo (48 employees) have contracts in process. Six other will be brought before the Will County Board for approval in May. These are Medtronics, Therafin, Presence St. Joseph, Nanophase Technology, CGI, and Macrak, Inc.

Flessner brought forward a need to transfer \$450,000 funds within the Workforce Services Division budget, from Dislocated Workers to Adult Services. Dover moved to approve the transfer of funds. Moran seconded. Motion carried.

Next meeting of the Executive Committee will be June 6, 2016, 7:30 am at the Workforce Center of Will County, 2400 Glenwood Avenue, Joliet, IL.