

Workforce Investment Board of Will County
Location: Workforce Center of Will County
2400 Glenwood Avenue, Joliet, IL
April 11, 2016 Minutes

BOARD MEMBERS					
<u>Name</u>	<u>Present</u>	<u>Absent</u>	<u>Name</u>	<u>Present</u>	<u>Absent</u>
Nancy Baldwin	X		Cheryl McCarthy	X	
Herb Brooks	X		Peter McLenighan		X
Jayne Cain Casimere	X		Don Moran	X	
Bonnie Covelli		X	Jim Moustis		X
Maria Dimuzio	X		Pat Mudron	X	
Gregory Dover		X	Kelly Norris		X
Susan Flessner	X		Peggy O'Leary	X	
Beth Gonzalez	X		Jim Rink		X
John Greuling	X		Steve Rockwell		X
Pam Heavens	X		Suzanne Sallay	X	
Rita Herrick		X	Jerry Staley		X
Carlos Interrial	X		Joe Strong		X
Mark Jepson		X	Anika Todd	X	
Allison Lizzadro		X	James Tromp	X	
Colleen Mathy		X	Betty Yott		X
Emilie McCallister		X			

Others Present: Sue Davinger, Gary Ellinger, Pat Fera, Dan Fitzpatrick, Mary Gajcak, Scott Kettman, Karin Knutson, Caroline Portlock, Larry Walsh.

Welcome and Introductions

John Greuling called the meeting to order, and asked that all in attendance introduce themselves.

Will County Executive Larry Walsh addressed the Board, complementing the Board and Workforce Services Staff for a job well done. Mr. Walsh commented that the Will County Workforce is recognized throughout the State of Illinois, setting the bar for the State.

Minutes

Minutes of the February 1, 2016 meeting were approved on a motion by Herb Brooks; seconded by Don Moran.

New Business

Nancy Baldwin reported that Emilie McCallister, Susan Flessner, Maria DiMuzio, John Greuling, Pat Fera and she met with Anika Todd by telephone to initiate MOU Negotiations between Core Partners. Susan Flessner will take the lead on developing a budget. Although State and Federal rules are not yet finalized, WIB will move forward on MOU Negotiations, due to the Memorandum's importance to Core Partners.

Fera proposed By-Laws changes and revisions based on new WIOA requirements to be approved. Jim Tromp moved to approve changes to By-Laws, pending legal review by WIOA . Brooks seconded. Motion carried

Susan Flessner gave an overview of the PY2014 Local Workforce Area 10 Final Annual Outcomes. Flessner pointed out that Workforce Services met or exceeded all of their performance measures. Based on these measures, the State awarded WSD \$11,488 in incentive awards. Greuling thanked Flessner and her staff, as this performance was good news for all.

Flessner asked the Board to approve a budget transfer of \$450,000 from the Dislocated Worker to the Adult Services Funding stream based on recent customer usage data. Don Moran moved to approve the budget transfer; Suzanne Sallay seconded. Motion carried.

One Stop Operator Report

Flessner outlined activities of the Will County Workforce System. 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 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. In June, staff who facilitate workshops and presentations will take training to enhance their training skills.

Joliet Junior College Adult Education staff has now co-located staff at the One-Stop. They are on site five days a week, four hours daily. IDHS – Division of Rehabilitation Services staff will be co-locating in the near future.

Manager's Report

Fera announced upcoming LinkedIn Seminar, by trainer Wayne Breitbarth. The seminar will help business professionals learn how to combine previous experience and relationships with LinkedIn in order to brand and market themselves and their business. The seminar will take place at Workforce Center of Will County on Thursday, September 29th from 8:00-10:00 a.m.

Fera provided an overview of the three components of the local workforce strategy. The three distinct components are: System Improvement Strategy, Human Capital Strategy, and the Employer Strategy. Three key components of the Strategies include recruitment services, retention/skills-enhancement and employer services.

Flessner presented information about the On-The-Job (OJT) and Scott Kettman updated the board on the activities of the Job Board and Resume Gallery. Seven hundred resumes have been posted on the Gallery to date, and there are as many as 125 resumes posted on the Gallery at one time.

Mary Gajcak gave an update on the Incumbent Worker program, 'Business Grants for Employee Training'. Current contracts with Pollmann North America and Diageo are now in progress; projects in the planning phase include Joliet Hospice, Medtronic, Therafin, Presence St. Joseph, Nanophase Technology, CGI, and Macrak, Inc. Nancy Baldwin remarked about the ease and efficiency of the application process.

Karin Knutsen, of EDSI, presented on the progress that has been made in the marketing materials targeting Workforce customers and businesses by Industry Sector. Fera distributed written drafts of brochures that have been created, and asked the Board to review them and bring back recommendations for additions and/or changes. Businesses will be recruited for comments to be added to brochures. Businesses from each Industry Sector are also needed to

allow EDSI to video their workplace and interview staff about the work and employment opportunities for the creation of marketing videos. Flessner commented that the WSD staff is already beginning to work according to Industry Sector.

The next meeting of Workforce Investment Board will be April 11, 2016 at 7:30 a.m. at the Workforce Center of Will County, 2400 Glenwood Avenue, Joliet, IL