

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

**February 6, 2016**

**Minutes**

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

Others Present: Sue Davinger, Pat Fera

***Welcome***

John Greuling called the meeting to order.

***Minutes***

Minutes of the December 5, 2016 meeting were approved on a motion by Jim Tromp, seconded by Rita Herrick.

***New Business***

Susan Flessner reviewed the progress made in negotiations among workforce partners on the 2016 infrastructure costs, as defined by the MOU. In 2016, Will County Workforce Services' Division portion of the costs were \$219, 046.86 of the overall \$280,380 budgeted infrastructure expenses. Additional costs were not included in the shared budget. Excluded expenses include internet, signage, office supplies, printer and copier usage by all workforce partners. Partners were invoiced for Quarters 1 and 2 on December 1, 2016. Third Quarter billing was sent January 15<sup>th</sup>. To date, only Will County Center for Community Concerns has made a payment.

Negotiations of the 2017 MOU and cost sharing agreements have begun. The budget for FY2017 is being prepared. This budget will include Infrastructure Costs (Rent, Utilities, Security Services, IT, Cleaning Services, etc.), and System Costs (Communications, Business Services and Outreach, Board, etc.) The completed 2017 MOU budget must be submitted to the State by April 15<sup>th</sup>, 2017.

***Communications Committee***

Fera proposed a Request for Bid for graphic design and communication services. Services include design and creation of infographics, success stories, marketing and informational pieces. This will provide an updated, professional look, and tie all publications/website together. Cheryl McCarthy moved to accept Fera's proposal. Pat Mudron seconded. Motion carried.

Fera asked the Committee for recommendations for new board membership. Members from the Private Sector, Finance/Banking, and Transportation/Logistics businesses are needed.

### ***System and Trends Committee Report***

Rita Herrick presented the Medical Assistant program, offered by Healthcare Training Institute, for certification approval. Fera noted that this program, with CNA, is offered to the public for \$9860, but that they are asking \$11,725 from WIOA. Fera has contacted the school to discuss the matter, and recommended that approval of this program be tabled until more information is received.

Herrick recommended the following changes to the Career Scholarship Policy: 1) An exception to the Career Scholarships lifetime limit may be made if five years have passed since the last training occurred if that training is no longer in demand or the skills acquired need to be updated. Customers who were previously enrolled in WIOA training, and exited the program without a credential or employment will not be reconsidered for training unless they were exited with a documented medical reason that has since been resolved, or were exited for military duty; and 2) Customers already possessing a Bachelor's degree or higher may now be considered for a Career Scholarship if the degree was earned more than five years ago and all programs over the Certificate level must be approved by the Administrative manager; and 3) programs that are provided exclusively on-line may be awarded when the customer has received prior approval from a Will County Services career counselor, and the training provider must have at least one physical location in the United States. McCarthy moved to approve changes as presented. Greg Dover seconded. Motion carried.

Herrick proposed changes to the Training Provider Certification and Recertification Policy: 1) Eligible training providers must have been open for business for a minimum of one year; 2) providers must have at least one physical location in the United States. Tromp moved to approve changes as proposed. Mudron seconded. Motion carried.

Joan Wisniewski has begun work promoting the Training Grants program to businesses. Potential projects in the planning phase are: DuPage Medical Group, Merieux NutriSciences, National Tube Supply, Stepan Company and IMEC customers. There is \$760,281 remaining available for future projects in FY16.

### ***One-Stop Operator Report***

Flessner reported that core partners have met to discuss ongoing integration of service, career plans for customers, and the new Memorandum of Understanding. Monthly all-staff meetings have begun, to discuss victories and challenges as well as to discuss procedures and share news. Staff has been eager to attend certification classes. Three staff are enrolled in the 'Global Career Development Facilitator' course, and will complete certification in May. Eleven staff now hold the 'Certified Professional Resume Writer' certification. Two staff hold the 'Certified Professional Career Coach' certificate, and four additional staff are due for certification in April.

All One-Stop Centers in Illinois must be certified by the State. Flessner shared the criteria and indicators for initial center certification that was delivered by the State in January.

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

Fera distributed a Workforce Services/Business Services process map, which highlights the process of communication with local business outreach on services, incumbent worker training, and job postings.

Fera extended an invitation to attend the Will County Freight Industry Forum on February 9<sup>th</sup>, from 3:00-5:00 pm at Joliet Junior College, Building U-Room 2019. The Will County Freight Plan, goals and objectives, safety/congestion bottleneck analysis, projects, priorities and concerns will be discussed.

The Youth Council will host 'The Mental Health Needs of Adolescents and Young Adults' at the WCWC on February 23<sup>rd</sup> from 9:00-11:00 am.

Executive Session – Personnel/Real Estate. Executive session was held to discuss the recruitment process for Fera's replacement. A search committee was identified and a timetable to recruitment was reviewed. The intent is to have someone on board by June 1<sup>st</sup> to give Fera 30 days with the new Director. Fera also presented an extension to the current WIB office space lease. The rent will remain the same and the term of the lease will be for 1 year.

Next meeting of the Executive Committee will be March 27, 2017; 7:30 am at the Workforce Center of Will County, 2400 Glenwood Avenue, Joliet, IL.