

Workforce Investment Board of Will County
Location: Workforce Center of Will County
2400 Glenwood Avenue, Joliet, IL
February 27, 2017 Minutes

BOARD MEMBERS					
<u>Name</u>	<u>Present</u>	<u>Absent</u>	<u>Name</u>	<u>Present</u>	<u>Absent</u>
Nancy Baldwin	X		Allison Lizzadro-Megalis		X
Colleen Brooks		X	Emilie McCallister	X	
Herb Brooks	X		Cheryl McCarthy	X	
Toni Carrera	X		Judy Mitchell	X	
Jayme 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		Joe Strong	X	
Carlos Interrial	X		James Tromp		X
Mark Jepson	X		Betty Yott		X
Paul Lauridson	X				

Others Present: Sue Davinger, Pat Fera, Larry Fitzpatrick, Amy Murphy, Caroline Portlock, Larry Walsh, Stewart Warren

Welcome and Introductions

John Greuling called the meeting to order and members introduced themselves. Greuling welcomed new member, Paul Lauridson, Executive Director of Stepping Stones, and welcomed Gayle Stricklin representing the Department of Human Services-TANF Program. County Executive Larry Walsh expressed appreciation to the Workforce Investment Board, leadership and staff for their successes in developing the Will County workforce.

Minutes

Minutes of the December 12, 2016 meeting were approved on a motion by Greg Dover; seconded by Maria DiMuzio.

New Business

Pat Fera reported that there have been two meetings of the One-Stop partners to develop guidelines and agreement for the 2017-2018 Memorandum of Understanding (MOU). Nancy Baldwin and Greuling represent the Board in negotiations. Fera thanked members involved in the negotiating process. The signed MOU will be forwarded to the Governor's office on or before June 15th, and is expected to be in place on July 1, 2017.

One Stop Operator Report

Susan Flessner reported that WCWC staff have embraced opportunities to engage in ongoing training. Eleven staff are now certified resume writers; two are certified professional career coaches (four others are taking the course); three staff are enrolled in the 'Global Career Development Facilitator' course; one staff is enrolled in the 'Business and Employer Services Professional' course.

The budget for the MOU, which will be in effect on July 1st, was reviewed. Partners have received billing for Quarters 1 and 2. To date, Joliet Junior College and Will County Center for Community Concerns have paid their portions of the first quarter expenses. Other partners are endeavoring to bring payments up to date by the end of the fiscal year, June 30, 2017.

Under WIOA, all Illinois one-stop centers are required to become certified. New criteria have been developed; the WCWC will submit to the State for certification by the end of February. Flessner reviewed a draft of criteria and indicators for initial One-Stop Center certification that has been developed.

Communications Committee

Fera proposed releasing 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. Greg Dover moved to accept Fera's proposal, with modification of due date. Pat Mudron seconded. Motion carried.

Fera presented sample marketing materials that will be included in the marketing package. She noted that the return on current investments in training from July 1, 2013 through June 30, 2016 is \$2.65.

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 recommended the addition of the 'Medical Assistant' program, provided by Healthcare Training Institute to the Illinois Workforce Development list of approved programs. Fera had contact with Healthcare Training Institute for an explanation of tuition costs. Herb Brooks moved for approval of the program; Mudron seconded. Motion carried.

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. 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. Jayme Cain-Casimere 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. Maria DiMuzio moved to approve changes as proposed. Judy Mitchell seconded. Motion carried.

Fera reported that Joan Wisniewski has been meeting with businesses to introduce them to the Incumbent Worker (IW) grants available for training staff. Projects pending include DuPage Medical Group, Merieux NutriSciences, National Tube Supply Company, Stepan Company and several customers from the Illinois Manufacturing Extension Council.

On-the-Job Training (OJT) program staff contacted eleven new employers. There are 81 current OJT job openings. Fera noted that marketing is a key to the future success of IW and OJT programs.

Youth Council

The first quarterly youth provider workshop, "The Mental Health Needs of Adolescents and Young Adults", was offered on February 23rd at the WCWC; Stephen Kehoe, Director of Behavioral Health at Silver Cross Hospital, presented. Fifty five youth providers registered for the workshop. Kehoe will return to WCWC on April 27th to facilitate an eight-hour Mental Health Triage course, which includes certification and continuing education credits. Other workshops requested include topics as: gang updates, digital safety, and opium/heroin addiction.

Manager's Report

Fera gave an update on the Workforce Development component of the Will County Community Friendly Freight Mobility Plan. Major activities of the workforce development section of the project include development of a steering committee; identifying current and future workforce needs using labor supply and demand data, as well as gaps in current workforce development programs; meeting with TDL companies to retrieve data on job openings, training needs and retention issues; develop a job-vacancy survey for ongoing use; survey workforce mobility issues. Fera projected that the model formed through participation in this Plan can be used for other industry sectors as well.

Public Comment – none

The next meeting of the Workforce Investment Board will be Monday, April 10th, 7:30 a.m. at the Workforce Center of Will County.