

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

April 3, 2016

Minutes

Executive Committee Members					
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 February 6, 2017 meeting were approved on a motion by Greg Dover, seconded by Susan Flessner.

New Business

Pat Fera recommended that the approval of 2017 Local and Regional Plans would be deferred for the Workforce Investment Board meeting on April 10th. She asked the Committee to read the Plans on the Workforce Board website before the meeting. Suzanne Sally moved accept Fera's recommendation. Pat Mudron seconded. Motion carried.

Old Business

Fera delivered an overview of the 2017 Memorandum of Understanding (MOU) between the Workforce Investment Board of Will County and the Workforce System Partners of Will County. Both the determination of how workforce partners will work together to provide services and agreements on cost sharing for the Workforce Center were agreed upon by all partners involved. Motion by Jim Tromp to approve the MOU, seconded by Dover, was carried.

Communications Committee

Fera presented a list of respondents to the Graphic Design and Communication Services Bid, to be reviewed by the Communications Committee for recommendation. Sixteen organizations responded.

Fera reported that four new members have been added to the Workforce Investment Board: Kraig Kistingner, of National Tube Supply in University Park, Michelle Stipe, of New Stream Enterprises, Kathryn Kaniewski, of IDHS-DRS, and Anitarice Schmidt, of IDHS-TANF. Meetings have been scheduled with four additional board candidates.

System and Trends Committee Report

Sallay presented Lee and Grant's Journalism training program for review for certification. Fera noted that this program did not qualify for approval due to the fact that Lee and Grant does not

have the required certification to be a training provider in this area. Rita Herrick moved to reject approval of the program. Mudron seconded. Motion carried.

Fera presented the Workforce System Usage Report, July 2016 through February 2017. More accurate tracking of customer visits and services used has been made possible since the move to new location. The total number of customers has risen from 2,700 to 3,160, while total number of customer visits has fallen from 8,217 to 7,775. Flessner noted that the Workforce Center moved during this time period, which accounts for the decline in customer visits. Fera noted that Joliet Junior College's adult education numbers remain very low. She is looking into ways to drive more customers to these services. Dover recommended that unemployment rates would be added to the report as a tool to better interpret usage numbers in the future. The addition of On-the-job training contracts signed and customers placed, and Incumbent Worker touches and contracts will be added to the report.

Program reports: Twenty percent of the total budget is allocated for incumbent worker training. Fera recommended the formation of a sub-committee to discuss a marketing strategy to make businesses aware of the availability of grant dollars for their use.

Youth Council

The first quarter Youth Provider Event, The Mental Health Needs of Adolescents and Young adults was very well received. Attendance was near capacity and all evaluations were positive. This event will be followed up by an eight hour Mental Health First Aid Certification Training Class on April 27th at the Workforce Center. Attendance is limited to 30. The fee is \$50, which includes materials, continental breakfast and lunch, and CEU's are available. The next quarterly workshop will address substance abuse. The new clinical director of Stepping Stones will be approached to present the workshop.

One-Stop Operator Report

Flessner distributed a summary of activities at the One-Stop Center. Melanie Arther has been engaged to develop a Career Plan to identify services most beneficial to customers. Initial interview questions are being designed to help Career Advisors know the customer's needs and create individual career plans for each customer. Five or six staff from Workforce Services as well as IDES staff will participate in the process.

During the first quarter of 2017, 723 customers attended workshops and classes; 221 attended recruiting events; 460 attended job fairs, totaling 1,014 in customers served at the WCWC. Center usage has grown to the point that the staff workroom will now become a 12 station computer lab to be used for smaller events, leaving the larger 20 computer lab for larger events.

Fera summarized the State of Illinois certification process for a comprehensive One-Stop-Center, which is a requirement for all centers. Application for Certification must be signed by the Will County Executive. A Committee, perhaps a subsection of the Executive Committee will serve as a Local Certification Team. The application will be completed on time for submission to the Workforce Investment Board on June 12th.

Manager's Report

A grant was received allowing for the Workforce Investment Board Handbook to be revised and updated over the coming months.

Fera reviewed key themes from a breakout session at the Will County Community Friendly Freight Plan Workforce Forum on March 8th. The next meeting will discuss action items to be launched from the themes.

Executive Session

The Executive Committee approved going into Executive Session on a motion by Jim Tromp, seconded by Pat Mudron. The purpose of the Executive Session was to discuss the hiring of a new Director. Fera reported that about 20 candidates had applied and the Search Committee is having a call this week to determine which candidates will be interviewed. The Search Committee will have a recommendation for the full WIB and the County Board at their June meetings. Tromp made a motion to come out of Executive Session, seconded by Greg Dover. Motion carried.

Next meeting of the Executive Committee will be June 5th, 2017; 7:30 am at the Workforce Center of Will County, 2400 Glenwood Avenue, Joliet, IL.