

**Workforce Investment Board of Will County**  
**Location: Workforce Center of Will County**  
**2400 Glenwood Avenue, Joliet, IL**  
**April 10, 2017 Minutes**

<b>BOARD MEMBERS</b>					
<u>Name</u>	<u>Present</u>	<u>Absent</u>	<u>Name</u>	<u>Present</u>	<u>Absent</u>
Nancy Baldwin	X		Paul Lauridsen	X	
Colleen Brooks	X		Allison Lizzadro-Megalis		X
Herb Brooks	X		Emilie McCallister	X	
Toni Carrera		X	Cheryl McCarthy	X	
Jayme Cain Casimere	X		Judy Mitchell	X	
Bonnie Covelli		X	Don Moran	X	
Maria Dimuzio	X		Jim Moustis		X
Gregory Dover	X		Pat Mudron	X	
Susan Flessner	X		Jim Rink	X	
Beth Gonzalez	X		Steve Rockwell		X
John Greuling	X		Suzanne Sallay	X	
Pam Heavens	X		Anitarice Schmidt	X	
Rita Herrick	X		Michele Stipe	X	
Carlos Interrial	X		Joe Strong		X
Mark Jepson		X	James Tromp	X	
Kathryn Kaniewski	X		Betty Yott		X
Kraig Kistingner	X				

Others Present: Sue Davinger, Pat Fera, Dan Fitzpatrick, Mary Gajcak, Amy Murphy, Nick Palmer, Caroline Portlock, Gayle Stricklin

***Welcome and Introductions***

John Greuling called the meeting to order and introduced new members, Kathryn Kaniewski, Kraig Kistingner, Anitarice Schmidt, and Michele Stipe. Members introduced themselves.

***Minutes***

Minutes of the February 27, 2017 meeting were approved on a motion by Greg Dover; seconded by Suzanne Sallay.

***Old Business***

Pat Fera presented the 2017-2018 Memorandum of Understanding (MOU) between the Workforce Investment Board of Will County and the Workforce System Partners of Will County for approval. Two parts of the MOU include shared infrastructure costs - \$297,568 (including facilities and technology costs), and shared delivery systems costs - \$71,183 (costs related to board functions, staffing costs, promotion of service integration, marketing services, etc.); complete annual costs - \$368,751. The MOU will be signed by all partners and submitted to the State of Illinois. Don Moran moved to approve the MOU; Herb Brooks seconded. Motion carried.

Fera gave an overview of the 2017-2018 Local and Regional WIOA Plans for approval. The Northeast Economic Development Region (NEEDR) has chosen to focus sector efforts on Healthcare, Manufacturing, and Transportation, Distribution and Logistics (TDL). While the Workforce Investment Board works on joint projects with other workforce areas in the NEEDR it keeps a local perspective on projects that impact Will County. The WIOA Local Plan defines how the activities of the Workforce Investment Board of Will County will comply with State

regulations. Fera explained that these plans are not to be confused with the Workforce Investment Board's Strategic Plan, that is the driver for local committee and Board work and activities. Jim Tromp moved to approve the Plans; Pat Mudron seconded the motion. Motion carried.

### ***Communications Committee***

Mudron reported that the Communications Committee has released a bid for Graphic Design and Communications services. These services include the development of marketing strategies and materials for the advancement of Workforce services to employers as well as job seekers. The Committee will choose one or two applicants at the May 2007 meeting.

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

Sallay presented an application for new program certification by Lee and Grant for a Journalism Program. Because the program is not accredited as required by DCEO for program certification, Sallay recommended rejection of the program. The program was rejected on a motion by Cheryl McCarthy, seconded by Don Moran.

Fera summarized the Workforce System Usage Report, July 2016 through February 2017. There was an increase of 460 customers in that time period. Expansion of services is significant due to the expansion of partner involvement. Services change in response to these reports, which identify customer response and demand for services.

Customer satisfaction is tracked by customer evaluations and surveys after workshops and services rendered. Responses are generally very positive, and negative responses are followed up personally by the One-Stop Operator, Susan Flessner.

The Incumbent Worker and On-the-Job Training programs are in need of enhanced marketing strategies to bring awareness of these programs' availability. These programs fall under the category of business development that have the capacity to make a decisive difference in the effectiveness of local organizations. Fera noted that a more strategic approach to business services is being mapped out.

### ***Youth Council***

The annual Youth Provider Summit has been replaced in 2017 by four quarterly information sessions. The first quarterly session, The Mental Health Needs of Adolescents and Young Adults was well received. Brian Hazard, of Stepping Stones, will present a workshop on drug use and abuse in the second quarter. Gangs and digital safety presentations are being planned for quarters three and four.

Fera gave an overview of the youth program for new members. Youth programs are available to out of school youth ages 14-24. The majority of Workforce's clients are between ages 16 and 24, and enter the program with no high school diploma or GED. Youth with a diploma or GED can enter the Occupational Skills program for training and employment placement.

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

Susan Flessner reported that from January 1 to March 31, 2017, 1,014 customers have attended workshops, classes and industry orientations at the Workforce Center of Will County.

460 customers attended job fairs and recruiting events. This represents a 40% increase in workshop attendance and a 108% increase in recruiting event participations over the same time period last year. Due to increased demand, a second, 12 station computer lab has been installed to be used for smaller events, which allows larger groups to use the original 20 station computer lab.

The State of Illinois has released criteria for certification of one-stop centers. The next step is for the Board to appoint a local one-stop certification team that will evaluate the WCWC and recommend it to the full board for certification. Certification is expected to be complete by July 31<sup>st</sup>.

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

Fera reported that the search committee has identified four candidates for the Director's position to be interviewed. Two candidates will then be interviewed by the full Board. The new Director will be fully functional by August 1<sup>st</sup>.

Fera gave a summary of the workforce component of the Will County Community Friendly Freight Plan. Key themes emerged that will be used to create an action plan. After completion, this model will be extended to all workforce sectors. The next meeting of the Workforce Forum will take place on May 9<sup>th</sup>. Fera invited all board members to attend.

### ***Public Comment – none***

The next meeting of the Workforce Investment Board will be Monday, June 12<sup>th</sup>, 7:30 a.m. at the Workforce Center of Will County.