

**System and Trends Committee
 Workforce Investment Board of Will County
 Location: Workforce Center of Will County
 2400 Glenwood Avenue, Joliet
 May 17, 2017**

Minutes

System and Trends Committee					
Name	Present	Absent	Name	Present	Absent
Jayne Cain Casimere		X	Kathryn Kaniewski	X	
Bonnie Covelli	X		Emilie McCallister	X	
Maria DiMuzio	X		Don Moran	X	
Susan Flessner	X		Amy Murphy		X
Beth Gonzalez	X		Caroline Portlock	X	
Rita Herrick	X		Suzanne Sallay	X	
Carlos Interrial	X		Jim Tromp	X	

Others Present: Sue Davinger, Pat Fera, Mary Gajcak

Welcome and Approval of Minutes

Rita Herrick called the meeting to order. Minutes of the March 15, 2017 meeting were approved on a motion by Carlos Interrial, seconded by Susan Flessner.

Core Partners

Cost sharing: Pat Fera distributed a recap of the first three quarters of PY16 Workforce Core Partners' infrastructure costs billed, paid and outstanding. Center for Community Concerns, Joliet Junior College Adult Education and Senior Community Service Employment Program are up to date. DHS-TANF, DHS-VR, IDES, and Joliet Junior College Career and Technical Education have an outstanding balance.

MOU update: Fera reviewed outstanding issues regarding the MOU Narrative. Based on a legal response from IDES, data sharing between partners is an issue that requires intervention at the State level. The MOU is contingent upon the availability of funds. A State partner may terminate or suspend the MOU if sufficient funds are not appropriated to it by its primary funding source (State or Federal), funds are not reserved by the Governor's office, or the Governor determines that funds will not be made available for payment. The MOU document can be terminated upon written notice to the other partners. Fera suggested that a timeline for termination after notice (at least sixty days) is given should be added to the agreement. Fera will direct response back to the interagency team developing the MOU. The deadline for submission to the State is June 30th.

Core Partner Quarterly Reports: Flessner shared system wide data collected for the first quarter of 2017. These reports are intended to provide the Board with information on the number of customers served by each partner program at the Center and at other locations. Fera reminded the group that this was a first shot at data collection from the Core partners. As reports are collected in the future, modifications can be made to ensure data is useful for decision making.

Quarterly reporting by Core partners is due by the 15th of the month following the end of the quarter.

Program Certification

Fera explained that the new program certification guidelines, certified programs remain certified for two years unless there are significant changes to the program. Due to tuition increases, Joliet Junior College submitted 84 programs for recertification. Carlos Interrial moved to approve the recertification of all programs submitted; Beth Gonzalez seconded. Caroline Portlock and Emilie McCallister abstained. Motion carried.

Business Services

Fera discussed the development of marketing materials and strategies that are being developed by EDSI that will assist in making all of the Workforce Business Services known to local businesses. An assessment of employers' needs will be developed, as well as handouts for all board and staff. EDSI is also providing a sales training program for the workforce system staff. Beth Gonzalez recommended that a transportation piece would be a good addition to brochures.

Fera recommended the outsourcing of the Incumbent Worker Training program. This model is used for On-the-Job Training. Eventually, the same contractor can do both IW and OJT promotion and delivery of services from start to finish.

Fera proposed the extension of contract with Employment and Employer Services for one year, with the condition that EES would show how they can deliver improved performance. Don Moran moved to accept Fera's recommendation; Interrial seconded. Motion carried.

Next Meeting

The next meeting of the Committee will be Wednesday, July 19, 2017, 7:30 am at the Workforce Center of Will County, 2400 Glenwood Avenue, Joliet.