

**System and Trends Committee
Workforce Investment Board of Will County
Location: Workforce Center of Will County
2400 Glenwood Avenue, Joliet
July 19, 2017**

Minutes

System and Trends Committee					
Name	Present	Absent	Name	Present	Absent
Jayme Cain Casimere		X	Kraig Kistingner	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
Kathryn Kaniewski		X			

Others Present: Sue Davinger, Pat Fera, Mary Gajcak

Welcome and Approval of Minutes

Rita Herrick called the meeting to order. Minutes of the May 17, 2017 meeting were approved on a motion by Kraig Kistingner, seconded by Susan Flessner.

Core Partners

Cost sharing: Pat Fera reviewed a recap of the PY16 Workforce Center Infrastructure Payment Report. To date, \$59,529.10 has been invoiced to Core Partners; \$4,371.05 has been paid; \$55,158.05 remains outstanding. Maria DiMuzio reported that the invoice for IDES has gone to the Controller's Office as of last week. Fera will follow up on outstanding payments from Core Partners in order to get to the reasons that payments have not been made and to be sure that officials of outstanding agencies are notified that payments are due, and will notify the State's Attorney's Office if it becomes necessary. Each member of the Interagency Team will also be contacted. DHS-TANF, DHS-VR, and IDES, have not yet paid towards the balances due.

Core Partner Quarterly Reports: Flessner shared system wide data collected for the first quarter of 2017. Voc Rehab has not yet submitted a report, as they do not have a data collection system in place. Flessner is working with them to gain compliance, as this reporting is mandated by WIOA. Fera recommended that they use the G*Stars system to gather data on clients served.

Workforce Center

Fera reviewed the Service Utilization Report for PY16. This is the baseline for future reporting, as it reflects one full year of services at the new One-Stop Center location. 18,328 services were utilized; 15,761 customer visits were made; 4,765 unique customers accessed services.

Flessner announced that the Career Plans system is now in place. This system provides in-depth assistance for customers who need additional guidance and direction in their job search.

Fera asked that the Committee review the PY15 Service Analysis Report and make recommendations for changes. The PY16 Report will include data from IDES and Vocational Rehab, as well as Youth Program and Work Readiness data. Customer demographics and services accessed will also be reported. The draft of the PY16 Service Analysis will be delivered to the Committee for review at the September meeting, and will be taken to the full board on October 16th.

Business Services

Fera gave a recap of Incumbent Worker funds allocated and expended throughout the history of the program. For PY17, budget allocation will drop back to \$351,983. If 75% of allocated funds are accessed by September 30th, the budget will be increased to meet the demand. DuPage Medical Group, Presence-St. Joseph Medical Center, Triton Manufacturing, and Walco Tool & Engineering Corporation have entered the planning stage for training.

The Committee reviewed current Eligibility Questionnaire and Training Grant Application forms to determine how the business application process can be made more user-friendly. Fera suggested that fillable e-forms would replace the current forms, so that any data would only have to be added once.

Fera delivered the June 2017 On-the-Job Training Report. Internal staffing issues prohibited the achievement of required outcomes for PY2016. Flessner reported that early July reports from E&ES have been very positive.

Next Meeting

The next meeting of the Committee will be Wednesday, September 20, 2017, 7:30 am at the Workforce Center of Will County, 2400 Glenwood Avenue, Joliet.