

**Workforce Investment Board of Will County**  
 Location: Workforce Center of Will County  
**February 26, 2018 Minutes**

BOARD MEMBERS								
Name	Present	Absent	Name	Present	Absent	Name	Present	Absent
Nancy Baldwin	X		Rita Herrick		X	Steve Rockwell	X	
Colleen Brooks		X	Carlos Interrial	X		Suzanne Sallay	X	
Herb Brooks		X	Mary Jaworski	X		Anitarice Schmidt	X	
Jayne Cain Casimere		X	Mark Jepson	X		Michele Smith	X	
Toni Carrera		X	Kathryn Kaniewski		X	Michele Stipe	X	
Bonnie Covelli	X		Kraig Kistingner	X		Ben Stortz	X	
Gloria Dollinger		X	Paul Lauridsen	X		Joe Strong		X
Gregory Dover		X	Cheryl McCarthy	X		James Tromp	X	
Susan Flessner		X	Judy Mitchell	X				
Augie Fuentes	X		Don Moran	X				
Beth Gonzalez	X		Pat Mudron	X				
John Greuling	X		Jim Rink	X				
BOARD / COUNTY STAFF								
Sue Davinger	Mary Gajcak		Caroline Portlock					
GUESTS								
Dan Fitzpatrick		Amy Murphy		Stacy Kregel		Monica Lowe		Nick Palmer

**Welcome and Introductions** - Chair Baldwin called the meeting to order.

**Minutes** - Minutes of the December 11, 2017 meeting were approved on a motion by Kistingner; seconded by Jepson.

**Old Business**

Professional Services Contract: Work on the Business Services portion of the contract has begun with Core Partner interviews.

Requests for Proposals: Proposals have arrived in response to the RFPs that were published. Review Committees have been set up at the Workforce Center for the following dates and times: Youth, February 28<sup>th</sup>, 3:00pm; Work Ready, March 14<sup>th</sup>, 3:00pm; On-the-Job Training, March 21<sup>st</sup>, 8:00 am; One-Stop Operator, March 21<sup>st</sup>, 9:00. Members are encouraged to sign up for a review committee.

**New Business**

MOU 2018-2019 Agreement: MOU negotiations for PY18 will begin on March 15<sup>th</sup>, at the Workforce Center, at 9:00 am. The first step will be to reconcile records for PY17. Because of quarterly reporting, this process is expected to go quickly. New budget must be submitted to the State of Illinois by April 15<sup>th</sup>.

WIB Overview: Board Manuals providing a brief overview of Workforce Board's role, responsibilities and the overall workforce system process was discussed. Presenting information was Portlock, Sallay, McCarthy, and Workforce Services Career Services Manager, Monica Lowe.

### ***Reports / Committee Updates***

One-Stop Operator Report: Portlock delivered the One-Stop Operator Report: Core Partners met to discuss integration of services, including workshops and job fairs offered at WCWC; four WCWC and four JJC staff have received *Global Career Development Facilitator* certification, and one staff has completed the *Business and Employer Services Professional* certification; Wayne Breitbarth returned to present Linked-In strategies to Job Seekers and Business professionals.

The Core Partner Quarterly Report ending December 31, 2017 was presented for review. DHS-Vocational Rehab has once again failed to provide reporting. Portlock has elevated request for statistics to the State level. Failure to provide this mandated reporting puts the re-certification of the Will County One-Stop at risk, as it is mandated that all core partners are represented in annual statistical reports.

### **Systems and Trends Committee:**

The following reports were presented and reviewed:

- Service Utilization Report
- Incumbent Worker Training Report
- On the Job Training Report

### **Youth Council**

The Suicide Awareness Workshop took place on February 22nd. Sixty-six registered for the event; 49 attended. The event was videotaped and will be made available on the WIB You-Tube channel as soon as it is edited.

### ***Updates and Announcements***

Members provided an update their organizations' activities.

The next meeting of the Workforce Investment Board will be Monday, April 9<sup>th</sup>, 7:30 a.m. at the Workforce Center of Will County.