

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

**April 2, 2018**

**Minutes**

<b>Executive Committee Members</b>					
<i>Name</i>	<i>Present</i>	<i>Absent</i>	<i>Name</i>	<i>Present</i>	<i>Absent</i>
Nancy Baldwin	X		Don Moran	X	
Greg Dover		X	Pat Mudron	X	
Susan Flessner	X		Suzanne Sallay	X	
John Greuling	X		Michele Stipe		X
Rita Herrick		X	Jim Tromp		X
Cheryl McCarthy	X				
<b>Others</b>					
Sue Davinger		Mary Gajcak	Caroline Portlock		

**Welcome**

Nancy Baldwin called the meeting to order.

**Minutes**

Minutes of the February 5, 2018 were approved on a motion from Greuling, seconded by Mudron.

**Old Business**

Portlock reported the findings and recommendations of RFP Review Committees for four contracts to begin PY2018 as follows:

1. *GED Preparation/Attainment and Occupational Skills Training Programs for Youth*
  - Two proposals were received: Holstein Human Capital Development (HHCD), NFP and Joliet Junior College Workforce Development (JJCWD).
  - Compiled average scores from eight evaluators:
    - HHCD average score: 37. Only Joliet communities (three sites) were represented in proposal. Only GED attainment was budgeted for.
    - JJCWD average score: 93. Met requirements of RFP.

Motion to recommend Joliet Junior College Workforce Divisions to the Workforce Board was made by Greuling, seconded by Moran. Motion carried.

2. *Work Readiness Training and Certification*

- One proposal was received: Joliet Junior College (JJC).
- Compiled average scores from five evaluators: 96. JJC has added night classes as well as flexible scheduling. Positive overall performance history in the past.

McCarthy moved to recommend Joliet Junior College to the Workforce Board, seconded by Moran. Motion carried

### 3. *On-the-Job Training*

- Two proposals were received: Employment and Employer Services (E&ES), and Joliet Junior College (JJC)
- Compiled average scores from eight evaluators:
  - E&ES average score: 80. Following some disappointing performance outcomes, E&ES has made strides over the past year to improve performance and increase staffing.
  - JJC average score: 72. Proposal lacked the scope of training, adequate staffing perform requirements of RFP.

Motion to recommend Employment and Employer Services to the Workforce Board was made by Moran, seconded by McCarthy. Motion carried

### 4. *One-Stop Operator*

- *Four proposals were received:* In the Door (ITD), National Able Network (NAN), ResCare (RC), and Workforce Services Division of Will County (WSD).
- Compiled average scores from eight evaluators:
  - ITD average score: 64. No present Illinois locations, unclear staffing plan, and kiosk usage as a key item were noted.
  - NA average score: 71. Experience in Illinois, however no staff in place presently; longer ramp-up time. Additional cost, little to no additional value.
  - RC average score: 59. Some Illinois experience; lacking outcomes samples. Budget considerably higher with no increased services presented.
  - WSD average score: 92. Proven success record in Will County Illinois; metrics and reporting mechanisms in place; good track record on collaboration; more marketing and outreach to promote center needed.

Moran moved to recommend WSD to the Workforce Board, seconded by Greuling. Flessner abstained. Motion carried.

The next steps: Recommendations will be presented to the Workforce Board on April 9<sup>th</sup>; then to the Will County Board in May.

Portlock reported that PY18 MOU budget renegotiations among Core Partners is well underway. All possible partners will be brought to the table. The mandated minimum payment for every partner will be required to maintain partnership. The new MOU budget must be submitted to the State by April 15<sup>th</sup>.

### ***New Business***

Portlock announced that Joe DeReal of Nicor, and Stacey Alexander of RR Donnelley have accepted the invitation to join the Workforce Board.

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

Flessner reported that electronic customer orientatations is now available to provide a comprehensive list of services. Customers will answer a series of questions and answers that will allow them to see and choose from a menu of available services. Resource room staff will then work with customers using the information available.

A flat-screen television is being installed in the Mobile Workforce Center to show real-time streaming workshops of WSD activities.

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

Moran presented the YTD PY17 Service Utilization Report.

Gajcak distributed completed Employee Training Grant application from Nanophase Technologies for review. Nanophase will use the training to prepare entire staff with necessary skills to implement a new phase of ingredients production. Moran moved to approve application; McCarthy seconded. Baldwin abstained. Motion carried.

Gajcak reported that three eligibility questionnaires have been received from Therafin Corporation, IOI Loders Croklaan, as well as Nanophase Technology. She noted a growing demand for on-site trainings including occupational training/soft/inter-department communications skills in the workplace.

Gajcak proposed the disallowance of CEO wages when considering corporate funding match. The Committee agreed that while CEO's should sit in on trainings, their salaries should not be added into the average wages as corporate matches are reported.

### ***Youth Council***

McCarthy called attention to the Suicide Awareness Workshop evaluation sheet. The workshop was attended by 49, with very good response overall.

The first quarterly Youth Provider workshop on the topic of Suicide Awareness will take place on Thursday, February 22<sup>nd</sup> at the WCWC. The workshop will be presented by Scott Austgen and Nicole Miralgio, of Cornerstone Services. To date, 48 people have registered.

### ***Communications Committee***

Portlock, Flessner, Gajcak and Baldwin attended the National Association of Workforce Boards Forum in Washington DC in March. Portlock commented that the Forum was informative and a wonderful opportunity to network with other Workforce organizations around the country. Portlock distributed the WIB information manual that was given to legislative staff visited during visits.

Next meeting of the Executive Committee will be June 4, 2018; 7:30 am at the Workforce Center of Will County.