

**Communications Committee
Workforce Investment Board of Will County**

Location: Workforce Center of Will County
2400 Glenwood Avenue, Joliet

**July 9, 2019
Minutes**

Committee Members:					
Name	Present	Absent	Name	Present	Absent
Tracy Ardis		X	Scott Kettman	X	
Jayne Cain Casimere		X	Paul Lauridsen	X	
Susan Flessner	X		Judy Mitchell*	X	
Beth Gonzalez	X		Pat Mudron*	X	
Carlos Interrial	X		Josh Potter	X	
Others present:					
Sue Davinger	Mary Gajcak		Caroline Portlock		

Welcome

Pat Mudron welcomed Committee members. Mitchell called the meeting to order.

Minutes

Minutes of April 9, 2019 meeting were approved on a motion by Flessner, seconded by Interrial.

Business Services Team

Kettman reported that the Business Services Team continues to meet monthly (since November). Cross-training/sharing of business services techniques and methods was completed at the last meeting. Warehouse staffing has entered peak staffing season. Kettman noted that peak season formerly did not begin until October.

Team members have entered about 98% of their data into the G*Stars tracking system.

2019 Activities: Kettman shared a list of upcoming Job Fairs: 1) Off-site Job Fair: July 18th in Peotone has 18 Businesses registered to date; 2) Romeoville Job Fair: September 16th is returning by popular demand, and will be held after hours, from 4:30-6:30 pm; 3) Frankfort/Mokena, November 2019; 4) Workforce Partners of Metro-Chicago Regional Business Services Job Fair, Fall 2019; 5) TDL Industry-specific Job Fair to be announced. .

Service Analysis Report

Portlock has begun creation of the PY18 Service Analysis Report. Members will receive the draft for preview. Portlock asked for input from the Committee.

Next Meeting

The next Communications Committee meeting is scheduled for October 8th at the Workforce Services Division of Will County offices, 2400 Glenwood Avenue, Joliet.