

**Workforce Investment Board of Will County  
August 10, 2020 Minutes**

BOARD MEMBERS								
Name	Present	Absent	Name	Present	Absent	Name	Present	Absent
Tracy Ardis		X	Linda Guerrero	X		Mike Paone	X	
Herb Brooks	X		Maribeth Hearn	X		Josh Potter	X	
Jayme Cain Casimere	X		Rita Herrick	X		Andy Rico		X
Rocky Caylor		X	Carlos Interrial	X		Suzanne Sallay		X
David Conterio		X	Kraig Kistingner	X		Anitarice Schmidt		X
Gloria Dollinger		X	Paul Lauridsen		X	Michele Smith	X	
Susan Flessner	X		Cornell Lurry		X	Ben Stortz		X
Beth Gonzalez	X		Damien McDonald		X	James Tromp	X	
Doc Gregory		X	Judy Mitchell	X		Shawn Walsh	X	
John Greuling	X		Pat Mudron	X				
STAFF								
Sue Davinger	Mary Gajcak	Caroline Portlock						
GUESTS								
Larry Fitzpatrick	Scott Kettman							

\* Per the Governor's Executive Order, this meeting was held virtually using Webex platform.

**Welcome and Introductions** –Gonzalez called the meeting to order and introduced our newest member Josh Potter with the Village of Romeoville. In addition, Cornell Lurry has joined the board. Both Potter and Lurry have attended Committee meetings to gain a better understanding of the Board and the workforce system. She encouraged all members who have not committed to a committee to attend a meeting or contact Board staff for more information on how to get involved.

**Minutes** - Minutes of the June 8, 2020 meeting were approved on a motion by Kistingner; seconded by Mitchell. Motion carried on a unanimous roll call vote.

**New Business**

*WIB Chair/Vice Chair*

Gonzalez announced that Sallay has had to step down from the Chair position, and in accordance with the Board's By-Laws, she has agreed to assume the Chair duties. This leaves a vacancy in the Vice Chair role. Gonzalez asked for a nomination to replace her as Vice Chair of the Workforce Investment Board. Herrick nominated Kistingner for the position of Vice Chair. Motion to appoint Kistingner to the Board made by Herrick; seconded by Greuling. Motion carried on a unanimous roll call vote. Gonzalez thanked Kistingner for stepping up.

*Grievances and Complaints Policy Revisions*

Portlock presented updates to the Grievances and Complaints Policy based on revisions at the State level. The revised policy was approved on a motion by Brooks; seconded by Mitchell. Motion carried on a unanimous roll call vote.

**Old Business**

*PY20 Regional and Local Plan Revisions*

Portlock reported that the PY20-24 Regional and Local Plans were returned with requested revisions, further clarifying some sections of each plan. These revisions were summarized and included in the packet. Motion to revise the PY20-24 Regional and Local Plans as requested was made by Kistingner; seconded by Interrial. Motion carried on a unanimous roll call vote.

**Reports/Committee Updates:**

*Workforce Center Report: One Stop Operator Report – Flessner*

A summary of operations and activities are included in packet. Highlights include:

- The Workforce Center plans to reopen to the public on September 8<sup>th</sup> by appointment only allowing for cleaning between appointments. Computer stations will be separated by plexiglass dividers. Masks will be required - disposable masks and hand sanitizer will be available.
- The Mobile Workforce Center is scheduled to return to the road on August 31<sup>st</sup>. Sites will remain the same with the exception of Monee, which will allow the MWC to spend the entire day at University Park. Work station spacing and cleaning as outlined will be followed.

#### *Communications Committee Report - Mitchell*

- Legislative Outreach: Regional Workforce Partners of Metropolitan Chicago authored a letter to State legislators on behalf of workforce services in the State. Workforce Investment Board of Will County is preparing a letter representing a similar letter for Will County legislators and elected officials.
- A PY19 Service Analysis/Impact Report, consolidating PY19 services will be created.

#### *System and Trends Committee Report – Herrick*

- New Program Certification: Governors State University submitted 14 programs for consideration to be added to the Illinois State Workforce Development list. Herrick recommended twelve programs for approval; two programs were not recommended due to inability to meet minimum standards of wage and/or demand occupations. Mitchell motioned to approve 12 programs for the State List as recommended. Tromp seconded. Motion carried on a unanimous roll call vote.
- Program Recertification: Herrick proposed the renewal and recertification of programs as listed within the packet. Herrick noted that some programs have been discontinued and will not be added to the list. Brooks motioned to accept Herrick's proposals as stated. Walsh seconded. Motion carried on a unanimous roll call vote with Herrick, Mitchell, Smith and Hearn abstaining from the vote.
- On-the-Job Training Report: Herrick reviewed the PY19 OJT Report as well as the current monthly report. Incumbent Worker Training Grant: Herrick reviewed the Business Grants Summary which included the grants awarded to businesses under the Lay-off Aversion Grant and the Employee Training Grants.

#### *Youth Council - Flessner*

- The Connect to Your Future Program current and year end program reports were reviewed.
- Success stories were included in the packet. Thomas DiGrazia is this year's winner of the Illinois Workforce Partners award for his outstanding successes throughout his experience with workforce services.

#### **Director's Report Portlock**

- *By-Laws Revision:* Portlock is investigating best-practices and changes to current by-laws for enacting changes to board membership/leadership. Suggestions for basic revisions will be submitted to members no less than ten days prior to the next WIB meeting.
- *Illinois State Workforce Awards Video:* In lieu of the annual Illinois State Awards Banquet, which has been cancelled due to COVID-19, a Statewide Workforce Service Awards video will be created, compiling highlights from each area's award winning individual and two businesses. Thomas DiGrazia will be highlighted as well as National Tube Supply and Borowski Race Engines will represent Will County's success stories. Individuals will receive a gift certificate and businesses will receive a framed certificate of recognition. We will share videos with the Board and post on our website and YouTube channel.

#### **Reports, Updates and Announcements:**

- Flessner announced that she will be retiring at the end of this fiscal year, June 30, 2021. She has worked in Workforce for forty years. All the board congratulated her and wished her well.
- Smith announced that Joliet Junior College's Adult Ed Classes will continue online. All distance-learning platforms are mobile friendly. JJC has a number of laptops and hot-spots available for loan to students in need. GED students can enroll at any time throughout the semester. Orientation for Fall Classes is also online only. A 10-15 minute power-point orientation followed by online enrollment forms are available.

The next meeting of the Workforce Investment Board is scheduled for Monday, October 19, 2020.