

**Executive Committee  
Workforce Investment Board of Will County  
August 3, 2020**

**Minutes**

<b>Executive Committee Members</b>					
<i>Name</i>	<i>Present</i>	<i>Absent</i>	<i>Name</i>	<i>Present</i>	<i>Absent</i>
Susan Flessner	X		Judy Mitchell	X	
Beth Gonzalez	X		Pat Mudron	X	
Rita Herrick	X		Suzanne Sallay		X
Carlos Interrial	X		Jim Tromp	X	
<b>Others</b>					
Sue Davinger		Mary Gajcak	Caroline Portlock		

*\*Per March 16, 2020 Executive Order 20-07 (COVID-19 Executive Order No. 5; Section 6), this meeting met via 'WebEx', as in-person attendance by members of a public body are suspended.*

**Welcome** – Vice-Chair Gonzalez called the meeting to order.

**Minutes** - Minutes of the June 1, 2020 were approved by unanimous roll call on a motion by Herrick, seconded by Interrial.

**New Business**

*WIB Chair*

- Portlock announced that Sallay has stepped down from the Chair due to job demands. Gonzalez agreed to step into the Chair position. Herrick motioned to place the Vice-Chair replacement on the Workforce Board agenda, Interrial seconded. Motion carried on unanimous roll call.

*Grievances and Complaints Policy Revisions*

- Portlock submitted DCEO revisions to the existing Grievances and Complaints Policy.
  - Tromp motioned to place the Grievances and Complaints Policy on the Workforce Board agenda as amended, Mitchell seconded. Motion carried on unanimous roll call.

*By-Laws/Nominating*

- Executive Committee members will receive recommendations for changes and updates to by-laws to better facilitate board member replacements.

**Old Business**

*PY20 Regional and Local Plan Revisions*

- Portlock submitted revisions to the Regional and Local Plans approved at the June WIB meeting.
  - Mitchell motioned to approve revisions and to resubmit to the State; Interrial seconded. Motion carried on unanimous roll call.

**Workforce Center**

*One Stop Operator Report - Flessner*

- Reviewed report in packet.
- Channel 2 News interviewed interim County Executive Denise Winfrey and Susan Flessner regarding upcoming Drive-Thru Job Fair.
- Flessner announced that she will take her retirement on June 30, 2021. A search/interview committee will be formed to seek her replacement.

## **Committee Reports**

### *Communications Committee - Mitchell*

- Business Services Update – The Business Services Team presented a Business Services webinar on June 4<sup>th</sup>. Another webinar will be scheduled for later this fall.
- Workforce Partners authored a letter to Illinois legislators thanking them for their providing funding to the ongoing work for the Workforce Boards in the State. WIB Staff will distribute a report that will include service numbers, return on investment and how the center has adapted during COVID.
- The State's annual awards ceremony for outstanding customers and businesses will happen virtually this year. Workforce areas were asked to submit videoed success stories, which will be combined into a State video to be shown online. WIB submitted one customer and two businesses to be showcased.

### *System and Trends Committee - Herrick*

- Reviewed and approved 12 new programs from Governors State University, and did not approve two programs due to failure to meet State requirements. Several programs were submitted and approved for recertification as well.
- Reviewed OJT Report in packet.
- Reviewed Business Grants in packet.

### *Youth Council - Flessner*

- Michelle Sebasco from Governors State University offered to fill the Co-chair position on the Youth Council. Sebasco serves as a non-board member of the Council.
- Connect to Your Future report reviewed.

The next meeting of the Executive Committee will be October 5, 2020; 7:30 am.