

**Executive Committee
Workforce Investment Board of Will County
Joliet Junior College Renaissance Center
214 N. Ottawa Street, Room 424, Joliet, IL 60432**

**April 6, 2015
Minutes**

BOARD MEMBERS					
Name	Present	Absent	Name	Present	Absent
Greg Dover	X		Cheryl McCarthy		X
Susan Flessner	X		Don Moran	X	
John Greuling	X		Suzanne Sallay	X	
Mark Jepson		X	Jim Tromp	X	

Others Present: Pat Fera, Gina Tuminello

Welcome and Introductions

Jim Tromp called the meeting to order. The minutes from the January 26, 2015 meeting were approved on a motion by Susan Flessner, seconded by Suzanne Sallay.

WIOA Implementation/Performance

One requirement of the new Legislation is to competitively procure a One-Stop Operator. A request for proposals for a One-Stop Operator was released in February of 2015. Two proposals were received: First Institute and Workforce Services Division of Will County. A review team was formed to review the proposals. The review team indicated that the First Institute proposal was not responsive to the RFP, but rather responded as if providing Title 1 services. It was recommended by the review team to award Workforce Services Division of Will County the contract for One-Stop Operator. The recommendation was approved on a motion by Don Moran, seconded by John Greuling. Susan Flessner abstained from the vote. The proposed contract will go to the County Board this week and to the Workforce Investment Board meeting on April 13th.

Currently there are two committees under the Workforce Investment Board: System and Trends Committee and Youth Council. Pat Fera proposed adding a third committee: External Relations/Legislative Affairs Committee. This committee will be responsible for the development and implementation of an external marketing/public awareness plan. At the April Board meeting, Pat will give a brief description of the three committees and will ask members to choose what committee(s) they wish to serve on.

With the changing programmatic structure under WIOA both the Workforce Investment Board and Workforce Services Division of Will County will need to obtain new space. It is proposed that the Workforce Investment Board co-locate with the Will County Center for Economic Development. Workforce Services Division of Will County is currently looking for a building to lease that is large enough to accommodate staff and customers and that has ample parking. The target date for the WSD move is November of 2015.

Fera distributed a WIOA timeline table with start and end dates so the Committee can be aware of upcoming activities directed to WIOA implementation.

New Business

Five new programs were submitted for approval to be added to the State list of approved programs: Joliet Junior College: Operations Technician-AAS, Operations Technician-COA, Operations Engineer-AAS, Operations Engineer-COA and Genesis Health Care-Medical Assistant. All five programs met the minimal requirements and were approved on a motion by Susan Sallay, seconded by Greg Dover.

An RFP was released in February to contract with someone to do job profiling and marketing of the Work Ready Community Outreach program in an effort to encourage more local employers to utilize the NCRC in hiring and promotional activities. One proposal was received from Joan Wisniewski. Joan was previously a certified job profiler and most recently was the HR director for Pactiv in Romeoville. It was recommended to contract with Joan Wisniewski for these services. The recommendation was approved on a motion by Don Moran, seconded by John Greuling.

Fera distributed proposed By-Law changes. The Board has 30 days to review and make changes. The By-Laws will be voted on at the June Board meeting.

Susan Flessner gave an update on the purchase of a new Mobile Workforce Center. A bid was released and Farber Specialty Vehicles was selected to build the new unit. Flessner distributed the quote for a new unit, which included a trade-in on our current vehicle. The total purchase price after the trade will be \$229,214. The purchase was approved on a motion by Greg Dover, seconded by Don Moran.

Fera updated the Committee on her one-on-one meetings with Workforce Investment Board members. She said the meetings were very informative it was a great way to re-engage with Board members. Fera distributed a list of idea/suggestions that she received from Board members. Several suggestions will be implemented immediately. For example, at the next Board meeting there will be a photographer to take head shots of members which will be used to create a Board member directory. There will be expanded member introductions at the meeting for members to reveal more information about themselves. This will help members to get to know one another.

Fera distributed the latest Return on Investment (ROI). For every dollar invested, a return of \$2.30 was returned during the time frame of July 1, 2011 through June 30, 2014.

Fera distributed the latest Fiscal Report that shows expenditures from July 1, 2014 through February 28, 2015.

Fera mentioned that she is going to form several task forces and will be asking for volunteers at the next WIB meeting. One task force will be for success stories, how to distribute and market. One task force will be to help roll out the On-the-Job Training program and Incumbent Worker program.

Next Meeting

The next meeting of the Executive Committee will be held on Monday, June 1, 2015 at 7:30 am at the JJC Renaissance Center, 214 N. Ottawa Street, Room 424, Joliet, IL