

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

**January 27, 2014
Minutes**

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

Others Present: Pat Fera, Gina Tuminello

Welcome and Introductions

Jim Tromp called the meeting to order. The minutes from the December 2, 2013 meeting were approved on a motion by Cheryl McCarthy, seconded by Susan Flessner.

Old Business

Pat Fera presented an update on the Equal Opportunity (EO) compliance review of the Workforce Services Division of Will County workNet Center. A written response to the EO compliance review was sent to the DCEO Office of Equal Opportunity Monitoring and Compliance. Attorney Rochelle Daniels was hired to assist with preparing initial response. A reply from DCEO to the response submitted indicated there are several findings that need additional action. Fera and Susan Flessner participated in a conference call last week with Kevin Bell of the DECO EO Division and received guidance on the outstanding issues. A final response is being drafted and will be submitted to DCEO.

Youth Council

Susan Flessner presented the December Connect 2 Employment (C2E) Report. This report includes information from the end of 3rd quarter and 4th quarter of 2013.

Flessner informed the Committee that a Request for Proposals (RFP) will be released to implement an occupational training component for our Youth program. This is an effort to serve additional youth who may need occupational training in order to obtain long-term employment. This will widen the pool of youth that we can serve.

Flessner also mentioned that the 2014 Youth Provider Summit will be held on September 26, 2014. A task force has been formed to assist in the planning and organization of the event.

System and Trends Committee

Governors State University submitted two programs to be approved on the Illinois Provider Certification list: Weatherization Technician and Energy Auditor. Both programs are entirely on-line. It is the policy of the Workforce Investment Board to reject programs that only provide on-line training. It was recommended by the System and Trends committee to reject both programs. The programs were rejected on a motion by John Greuling, seconded by Cheryl

McCarthy. The committee did request that staff review the on-line training program policies of other workforce areas to determine if a change to our local policy is warranted.

Pat Fera informed the Committee that anytime an approved program on the State list has a significant change such as tuition cost, it requires that the change be reviewed by the Workforce Investment Board. Joliet Junior College-Process Operations Technology program's tuition increased by \$200. Fera reviewed the program criteria and provided a management letter recommending the program be recertified for an additional year. The program was approved on a motion by John Greuling, seconded by Cheryl McCarthy.

Pat Fera presented the Dashboard Overview Report. The report provides general information about the economy and the workforce services provided to customers.

Fera also presented "*Where are the Jobs?*" This report is an indicator of jobs available and is created from an online program that uses web spider crawler technology to scour online job boards. The top 25 Employers listed on the report include live links to the company's "Careers" page.

Manager's Report

Fera presented a policy revision to our Career Scholarship Policy. There has always been a "look back period" for Dislocated Workers seeking a Career Scholarship but there was no specific language related to this in our policy. Fera recommended adding language stating that Customers seeking eligibility for services as a dislocated worker shall be determined using a "look back period" of two years. The recommendation was approved on a motion by Cheryl McCarthy, seconded by Greg Dover.

Fera also presented an update on the Accelerated Training for Illinois Manufacturing Project (ATIM). There were five grants awarded in the state of Illinois. As of January 24, 2014, our region has 113 applicants enrolled. Will County has 29 in the treatment group and 9 in the control group. The target enrollment is 177. There were 841 applicants received so far. Will County has by far the most enrolled.

Fera distributed a list of the businesses that have posted job openings on our Jobs4people Job Board in 2013. It was recommended that the list be sorted by industry sector and redistributed.

Fera mentioned that her performance evaluation will be sent out by Survey Monkey in the upcoming month. She asked the Committee if they wanted any changes to the current evaluation form. The results of the survey will be reviewed by Jim Tromp, Board Chair.

The latest Fiscal Report was reviewed. This report shows expenses from July 1, 2013 through December 31, 2013. The most recent Layoff Report was also reviewed.

Next Meeting

The next meeting of the Executive Committee will be held on Monday, April 7, 2014 at 7:30 am at the JJC Renaissance Center, 214 N. Ottawa Street, Room 424, Joliet, IL