

**Executive Committee
Workforce Investment Board of Will County
Workforce Center of Will County
2400 Glenwood Avenue, Joliet, IL 60435**

October 3, 2016

Minutes

Executive Committee Members					
Name	Present	Absent	Name	Present	Absent
Nancy Baldwin	X		Cheryl McCarthy	X	
Greg Dover	X		Don Moran		X
Susan Flessner	X		Pat Mudron	X	
John Greuling	X		Suzanne Sallay	X	
Rita Herrick	X		Jim Tromp	X	

Others Present: Sue Davinger, Pat Fera

Welcome

John Greuling called the meeting to order.

Minutes

Minutes of the July 25, 2016 meeting were approved on a motion by Cheryl McCarthy, seconded by Rita Herrick.

New Business

Pat Fera explained the 'Indirect Cost Rate' to cover any administrative costs for Grants. Will County has not asked for this to be allocated in the past. Fera noted that disallowed costs might be covered by setting aside a percentage of grants for administrative expenses. Lake County takes 17%. DuPage County, on the other hand, pays board staff out of County money, not grant funds. Fera and Susan Flessner will get more information on this issue and make a recommendation in the future.

Old Business

Fera reviewed the Local Plan/MOU – State Review process. There were two items noted in the review: 1) TANF and Vocational Rehab have not yet signed the agreements, and 2) the process to appeal the MOU needs additional clarification. Fera noted that the two signatures are being held up at the State level and there isn't anything we can do locally to get this completed. Fera will modify the appeal process language and resubmit the MOU.

One Stop Operator Report

Susan Flessner reported that the core partners will be working together for workshops and recruiting. Workforce Services and IDES will hold joint recruiting events once or twice weekly. WCWC will hold an open house and ribbon cutting on Wednesday, October 5th from 3-5:00 pm. The core partners met to discuss integration of services, the new MOU and details of a Procedures Manual which included dress code. Twelve staff from WCWC, WSD contractors and Joliet Junior College are now Certified Professional Resume Writers. Several staff are still in the process of scheduling to take the exam, or are awaiting results. Ten staff are scheduled to begin

training for the Global Career Development Facilitator. Invitations to ribbon cuttings at each of the five Mobile Workforce Center locations will be sent soon.

Communications Committee Report

Pat Mudron reported that the Communications Committee saw presentations from Avalanche Consulting and ESRI, each providing products that provide interactive data and reporting services. He commended the Joliet Junior College Workforce team for the development of high quality video being used to market Occupational training to youth. A communications strategy has been developed that identifies the audience, message, methodology and purpose for future outreach.

Youth Council Report

Fera reviewed the Youth Provider Summit, which took place at Silver Cross Hospital on Friday, September 30th. Approximately 80 people attended. Keynote Wayne Breitbarth presented at the Youth Summit and also two other LinkedIn training events on Thursday, September 29th at the Workforce Center. All sessions were well received. Special thanks to Mark Jepson and Silver Cross Hospital for hosting the Summit. Food and accommodations received high marks from attendees. Going forward, the Youth Provider Summit will be replaced with targeted seminars and events.

System and Trends Committee Report

Rita Herrick reviewed the 2015 Service Analysis, which snapshots the work being done as well as the funds expended. She noted that due to the move to the Workforce Center of Will County, future Service Analyses will have a new look. A letter from John Greuling will highlight system changes reflected in the report as well as economic changes impacting services. The lower unemployment rate, and the fact that partners did not begin to move into the new center until January had an impact on reported numbers as well. Greg Dover made a motion to move the Service Analysis Report to the full board. Suzanne Sallay seconded. Motion carried.

Herrick presented the Career Scholarship Report PY2015 to the Committee. She noted that next year, this report will reflect only the four key Industry Sectors. McCarthy moved to approve the report. Nancy Baldwin seconded. Motion carried.

Herrick recommended Joliet Junior College's 'Diagnostic Medical Sonography' program for addition to the State Training Provider list. Sallay moved for approval; Mudron seconded. Motion carried.

Fera reviewed the Business Grants for Incumbent Workers training program. Pollmann North America, Diageo, Nanophase Technology and Therafin Corporation participated in 2015. Medtronics, CGI Automated Manufacturing and Toyal America have current contracts in 2016 to date, and Citgo, DuPage Medical Group, National Tube Supply Co., and Stepan Company are in the planning phase. On-the-Job Training shows employer agreements in place with Weather Tech, Dart Distribution, Nana Pacific, Green Valley Media, Swap.com, National Tube, Mondelez and Clean Car Connexions.

Manager's Report

Fera discussed a revision to the Incumbent Worker Training Policy to include that workers must now be employed by participating employer for six months or more to be eligible for training. McCarthy moved to accept changes. Dover seconded. Motion carried.

Fera proposed a contract with Joan Wisniewski to use her past experience working with businesses with grants and grant applications to perform outreach to businesses for the Incumbent Worker Program, with a budget of \$19,699. Dover moved to accept Fera's proposal. Mudron seconded. Motion carried.

Will County Freight Study – Workforce Chapter: Fera and Greuling presented an opportunity for the Workforce Investment Board to participate in an upcoming Will County Freight Study as part of the Advisory Council. More information will be available at the Workforce Investment Board meeting.

Next meeting of the Executive Committee will be December 5, 2016; 7:30 am at the Workforce Center of Will County, 2400 Glenwood Avenue, Joliet, IL.