

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

December 5, 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

Nancy Baldwin called the meeting to order.

Minutes

Minutes of the October 3, 2016 meeting were approved on a motion by Suzanne Sallay, seconded by Cheryl McCarthy.

Old Business

Fera proposed final modifications to the MOU for approval. Jim Tromp moved to accept Fera's proposal. Sallay seconded. Motion carried.

One Stop Operator Report

Susan Flessner reported that WSD has been working with Melanie Arthur to develop an employment planning system for all first time customers. The goal is to improve one-on-one services to customers beginning after the first of the year.

The Illinois Workforce Board has formed a committee to develop a criteria for the certification of all Illinois One-Stop centers with a deadline of July 1, 2017.

Youth Council Report

Fera summarized the 2016 Youth Provider Summit. The Summit was very well received. Sixty two attendants paid a registration fee, and 21 were unpaid (Staff, Speakers, Board and Youth Council Members). Fera proposed that the Summit, as such, will be replaced with three or four specific sessions throughout the year, targeting specific topics of interest to youth providers as identified in the Summit evaluations. Discussion ensued. After the first workshop of 2017, the Committee will revisit the idea and make recommendations.

McCarthy referred to the 'success story' that was in the packet, and recommended that students' success stories would be made available to the public, via perhaps radio exposure.

Connect 2 Your Future reports and outreach summaries were presented by Fera.

System and Trends Committee Report

Fera delivered the Workforce Service Utilization Report. Services are down across the board; customers are down by 92. Several changes to the Workforce system in the last fiscal year, including the move from Downtown Joliet to Glenwood Avenue have contributed to the decrease in numbers, however the changes appear to be very positive. Customers formerly checked in on their own, signing in for services they never used. Today, staff checks them in and records services actually used. Inter-office visits were often not recorded. Also, several services have moved around on the reporting, as service providers are now located under one roof.

Adult Education/ GED services have not met expectations. Ninety customers were referred to Adult Ed; four received services at the Workforce Center. Most others were referred to the JJC Downtown location. WSD will begin to track customers who refuse referrals for GED. Discussion ensued.

Incumbent Worker Program: EDSI has begun to create a process-map to streamline employer application processes for all Incumbent Worker services. Joan Wisniewski has been contracted to meet with employers and assist them to apply for services. IMAP has a new outreach representative in Will County that will be working with WIB.

Manager's Report

The Will County Freight Study will now include a Workforce component. In the near future, Fera will begin to identify employers in Will County and gather information and data from them. The Committee will be approached after the first of the year for recommendations of businesses that may cooperate in the Study.

Joliet Junior College has submitted the Professional Medical Coding and Billing online training program for certification. Because the Career Scholarship Policy states that no 'entirely online' programs would qualify for certification, Fera recommended that the program be rejected. However, the Committee recommended that the Board would allow this program to be added to the State Training provider list but not send any customers to the program until policy recommendations for change have been reviewed and made. Sallay moved to approve this program, then re-evaluate our policy about future online programs for certification. Pat Mudron seconded. Motion Carried.

Next meeting of the Executive Committee will be February 6, 2016; 7:30 am at the Workforce Center of Will County, 2400 Glenwood Avenue, Joliet, IL.