

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

February 1, 2016

Minutes

BOARD MEMBERS					
Name	Present	Absent	Name	Present	Absent
Nancy Baldwin	X		Don Moran	X	
Greg Dover		X	Pat Mudron	X	
Susan Flessner	X		Suzanne Sallay	X	
John Greuling	X		Jerry Staley		X
Rita Herrick	X		Jim Tromp	X	
Cheryl McCarthy	X				

Others Present: Sue Davinger, Pat Fera

Welcome and Introductions

John Greuling called the meeting to order. Minutes from the December 7, 2015 meeting were approved on a motion by Jim Tromp, seconded by Suzanne Sallay.

New Business

Pat Fera presented changes to WIOA Title 1 Policies for 2016. Don Moran made a motion to move forward with WIOA Policies 2016 as presented. Cheryl McCarthy seconded. Motion carried.

Fera proposed changes to Workforce Investment Board policies for 2016. Tromp moved to accept 2016 Policies as presented. Sallay seconded. Motion carried.

Fera presented a one year sub-lease agreement for Workforce Investment Board office space, located at 116 North Chicago Street, Joliet, IL. Tromp moved to approve the sub-lease as presented, Susan Flessner seconded. John Greuling abstained. Motion carried.

One Stop Operator Report

Susan Flessner outlined activities regarding the Will County One-Stop Center implementation plan. There will be a meeting of the four core partners (Workforce Services Division of Will County, IDES Wagner Peyser, Joliet Junior College (JJC) Adult Education, and IDHS Division of Rehabilitation Service) on February 9, 2016 to discuss locating Core partner staff in the Workforce Center of Will County (WCWC) and integration of services. A consultant with experience in developing comprehensive one-stop centers will inventory job seeker and business services currently offered by core partners, and recommend how services can be integrated within the Workforce Center.

Two Wagner Peyser staff and one Disabled Veteran's Outreach Program staff now have presence in the WCWC One-Stop location. JJC Workforce Development has a staff person at the center one day a week.

Communications Committee Report

Pat Mudron reported plans to develop several informational videos highlighting available services for job seekers and employers. Youth programs, Adult Training Services, Employer Services including OJT, Incumbent Worker and Employee Recruitment are among topics. The National Association of Workforce Boards conference will be held in Washington DC from March 13th to March 15th. Fera, Flessner, Mathy and Dover have arranged to attend the conference. Additionally, appointments will be made with legislators and staff in order to update them on the outcomes of Workforce efforts and thank them for their continued support.

Rita Herrick and Suzanne Sallay presented the System and Trends Committee Report.

- Cheryl McCarthy moved to approve the recommended Will County Demand Occupations based upon presented criteria. The occupations that Workforce Investment Board will fund are Healthcare, Manufacturing, Transportation/Distribution/logistics (TDL), Professional/Scientific/Technical/Information, and Finance/Insurance. Management/Supervision and Administration/Clerical are occupations that span all demand occupations. Moran seconded. Motion carried.
- Fera delivered the Industry Sector Strategy update. EDSI has been contracted to bring about an integrated marketing strategy including delivering Industry Brochures, Industry Guides and Manuals, Customer Oriented Materials, Information Sheets focused on in-demand occupations, Occupational Videos and a Training Crosswalk, which will map top occupations in each sector and related training programs available as well as detailing in-demand jobs to relevant certifications and credentials. EDSI will begin with the Healthcare sector.

Youth Council Report

McCarthy presented the Youth Council Report. Two 'Connect to Your Future' program reports, the GED report and the Occupational Training report, were reviewed. The Committee heard reports and success stories from staff responsible for these programs which proved to be informational and provided a valuable insight to the programs and services offered.

Manager's Report

Under WIOA, all Core Partners must share in infrastructure and system costs. Greuling will lead negotiations of a Memorandum of Understanding (MOU) on behalf of the Workforce Board, and Moran and Dover will attend as representatives. Fera reviewed the Governor's Guidelines regarding the WIOA Service Matrix, State Required Partners and Methods of Service Delivery, and Infrastructure Cost line items. A MOU document using DCEO template must be developed. The template is not available at this time. The completed document is due at the end of March, but may be extended to June 30th.

Next meeting of the Executive Committee will be April 4, 2016, 7:30 am at the Workforce Center of Will County, 2400 Glenwood Avenue, Joliet, IL.