

**System and Trends Committee
Workforce Investment Board of Will County
Location: Workforce Center of Will County
2400 Glenwood Avenue, Joliet
January 18, 2017**

Minutes

System and Trends Committee					
Name	Present	Absent	Name	Present	Absent
Jayne Cain Casimere	X		Beth Gonzalez	X	
Bonnie Covelli	X		Don Moran		X
Susan Flessner	X		Kelly Norris		
Rita Herrick	X		Caroline Portlock	X	
Carlos Interrial	X		Suzanne Sallay		X
Emilie McCallister	X		Jim Tromp	X	

Others Present: Sue Davinger, Mary Gajcak; Pat Fera attended remotely

Welcome and Approval of Minutes

Rita Herrick called the meeting to order. Minutes of the November 16, 2016 meeting were approved on a motion by Jim Tromp, seconded by Susan Flessner.

Core Partners

Quarterly Reporting: Pat Fera reported that all Core Partners will begin to provide Quarterly Reports (1/1/17-3/31/17) beginning this quarter. Partners will list services they offer, as well as customers served both at the Workforce Center and other locations.

MOU Negotiations: Fera reviewed the process for MOU negotiations. On January 31st, partners will come together to address and negotiate budget issues; infrastructure and System costs. Negotiations will be led by John Greuling and Nancy Baldwin. All negotiations must be complete and MOU submitted by the end of Fiscal Year 2016 on June 30th.

Program Certification

The Healthcare Training Institute submitted their Medical Assistant program for approval for State Funding. While the Program meets the minimum requirements for approval, Fera noted that their program costs of \$10,865 (without CNA) to \$11,725 (with CNA) seemed out of line with the Institute's three other programs. Discussion ensued. Emilie McCallister moved that the Program would be conditionally approved for movement to the Executive Committee; Fera will contact the Institute for cost justification. Kelly Norris seconded. Motion carried.

Career Scholarship Policy/Provider Certification Policy

Fera proposed changes to the Career Scholarship Policy that would advance services to clients based on current needs. Modification of Policy section E, paragraph 4 would allow for clients with a Bachelor's Degree or higher to be considered for a Career Scholarship if the degree was earned more than five years ago, with approval from the Administrative Manager.

Modification of Policy section B, paragraph 1 allows for an exception to the 'one program/three year' lifetime limits, and adding an allowance for the reinstatement of customers who drop out of WIOA training due to military duty, or for medical reasons, provided they bring a Doctor's release letter. Caroline Portlock moved to approve changes as discussed. Carlos Interrial seconded. Motion carried.

Fera asked the Committee to consider expanding the Career Scholarship *and* the Training Provider Certification/Recertification policies to include the approval of programs that are provided entirely on-line in order to respond to changing needs of customers. Discussion ensued. The Committee accepted Fera's proposal to allow approval of entirely on-line programs providing that they have at least one 'bricks-and-mortar' location in the United States, and the Provider has been operating for at least one year. Norris moved to approve changes to the Career Scholarship and Training Provider Certification Policies as discussed. Beth Gonzalez seconded. Motion carried.

Incumbent Worker Program

Fera reported that the Incumbent Worker Training Program is planning projects with DuPage Medical Group, Merieux NutriSciences, National Tube Supply Company, Stepan, and IMEC. Mary Gajcak met with IMEC, who has committed to introduce Joan Wisniewski with three local manufacturing/logistics companies in the near future. Fera reviewed a process map of the Incumbent Worker Process designed to connect employers to Incumbent Worker, On-The-Job Training, and General Recruiting/Hiring/Retention assistance available at Workforce Services.

On-the-Job Training Program

Fera presented Employment and Employer Services' On-the-Job Training report for December 2016. Three new participants have enrolled in OJT; 62 job seekers were invited to Monday morning informational sessions at WCWC. 14 attended sessions; Four new employers were contacted, eight existing employers are presently being served, there are 141 current OJT job openings. New OJT agreements are in place with DuPage Medical Group (70 OJT job openings) and Plasitipak (24 OJT job openings).

Next Meeting

The next meeting of the Committee will be Wednesday, March 15, 2017, 7:30 am at the Workforce Center of Will County, 2400 Glenwood Avenue, Joliet.