

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

June 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

John Greuling called the meeting to order.

Minutes

Minutes of the April 3, 2017 meeting were approved on a motion by Jim Tromp, seconded by Greg Dover.

New Business

John Greuling recommended Caroline Portlock for the Workforce Investment Board position of Director. The Will County Board will vote on Portlock's position on June 8th. Portlock will begin on July 31st. Pat Fera has agreed to stay until September 1st if needed. Dover moved to accept Greuling's recommendation, seconded by Rita Herrick. Motion carried.

Workforce Services of Will County nominated Corinne O'Hara of Crest Hill for the Individual Achievement Award for the 2017 Illinois Workforce Partnership Award. Corinne utilized several services from the Workforce Center. Don Moran moved to accept the nomination, seconded by Nancy Baldwin. Motion carried.

The Illinois Department of Commerce and Economic Opportunity have not yet released local allocations for Program Year 2017. Pat Fera reported that we have enough money to carry over for a short time. Also, the State of Illinois has not approved a budget at this time. Without a State budget, there will be no appropriations authority to release the federal funds. Between now and June 30, we will draw down as much as possible to carry us into next year. She noted that we have a line of credit with Will County to cover payroll for about one month..

Fera recommended a one-year extension of the current contract with Joliet Junior College to provide Work Readiness Training. Joliet Junior College will provide a minimum of 12 Work Readiness classes and we can request up to 18 additional classes. The total contract amount is \$375,708. 198 Customers have taken Work Readiness classes since July 2016. Two failed to complete the class. Moran moved to extend the contract for one year. Cheryl McCarthy seconded. Motion carried.

Old Business

Fera delivered an update on the 2017 Memorandum of Understanding (MOU) between the Workforce Investment Board of Will County and the Workforce System Partners of Will County.

IDES added a clause to the agreement that would allow a State partner to withdraw from the MOU without penalty or further payment required if funds are not appropriated by the State or the Federal funding source, if the Governor withholds funds, or if funds are not appropriated. IDES has insisted that new language must be added to either the body of the MOU or as an addendum to the MOU before obtaining signatures. Discussion ensued. Tromp moved to move forward with signing the MOU as required by IDES. Susan Sally seconded. Motion carried.

One-Stop Operator Report

Flessner reviewed ongoing services and activities at the Workforce Center. Three staff have completed the Global Career Coach certification. One staff has completed the Business and Employer Services Professional certification for business services professionals.

From January 1 to May 31, 2017, 1,672 customers attended workshops, classes and/or industry orientations. 748 customers attended job fairs and recruiting events.

The IT staff has implemented the customer referral system using Skype for direct referral to partners that do not have staff present at the Center. "Language Line", a method of providing video interpretation services for hearing impaired customers, as well as translation services for customers who do not speak English has been established.

Fera presented the One-Stop Operator Agreement MOU renewal. Budget changes reflect an increase for staffing and expanded services. Moran moved to approve the contract extension for one year. Tromp seconded. Flessner abstained. Motion carried.

Fera reviewed the Application for Certification of One Stop Centers in Illinois for approval. The certification requirements were all met. Dover moved to certify the Will County One-Stop Center for four years. Tromp seconded. Flessner abstained. Motion carried.

Communications Committee

The Communications Committee reviewed the top seven companies that responded to the RFP for Graphic Design services. The Committee rated the top four candidates. An interview with Fera disqualified the top choice. Fera will interview three other companies: Adcomm Group, JV Murphy, and Spiegel Associates.

System and Trends Committee Report

The System and Trends Committee discussed looking for a company to facilitate the Incumbent Worker Program. Fera recommended that an RFP would be delayed for one year, as all contracts will go to bid at that time. Sales and outreach strategy training for business service representatives will be conducted internally. Brochures for Incumbent Worker Training and On-the-Job Training will be developed.

Fera recommended a one-year extension to the Employment and Employer Services OJT contract after a series of meetings and assurances that requirements will be met going forward. Moran moved to extend the contract for one year. Herrick seconded. Motion carried.

Youth Council

The Youth Council will host "Just Say 'Know', an Information Session About Substance Use Disorder and Opioids" will be presented by Brian Hazard, Clinical Director at Stepping Stones, Inc. The event will be held on June 8th at 9:00 a.m. at the Workforce Center of Will County.

Fera reported that Joliet Junior College has exceeded its contract requirements for the last fiscal year. Fera recommended an extension of the Connect to Your Future program. Moran moved to extend the contract for one year. McCarthy seconded. Motion carried.

Manager's Report

The Will County Freight Study has hosted two forums, which were very well attended. Greuling reported that research done on the Workforce piece has been beneficial.

Fera announced the addition of the following members to the Workforce Investment Board:

- Robbie Butler, VP of Human Resources at Hollywood Casino Joliet
- Cleopatra (Cleo) Cook, HR Director at Conduent
- Kathryn Kaniewski, Local Office Administrator, DHS Vocational Rehab (replaces Anika Todd)
- Kraig Kisting, Director of Human Resources, National Tube Supply
- Paul Lauridsen, Executive Director, Stepping Stones (replaces Pete McLenighan)
- Anitarice Schmidt, Local Office Administrator, DHS TANF (replaces Peggy O'Leary)
- Michele Stipe, Human Resources/Safety Manager, NewStream Enterprises.

Fera announced that the Workforce Center of Will County was awarded the "Outstanding Human Service Organization Award" by the Community Services Council.

Next meeting of the Executive Committee will be July 31, 2017; 7:30 am at the Workforce Center of Will County, 2400 Glenwood Avenue, Joliet, IL.