

Workforce Investment Board of Will County
Location: Workforce Center of Will County
2400 Glenwood Avenue, Joliet, IL
June 12, 2017 Minutes

BOARD MEMBERS					
<u>Name</u>	<u>Present</u>	<u>Absent</u>	<u>Name</u>	<u>Present</u>	<u>Absent</u>
Nancy Baldwin	X		Kraig Kistingner	X	
Colleen Brooks	X		Paul Lauridsen	X	
Herb Brooks	X		Allison Lizzadro-Megalis		X
Robbie Butler		X	Emilie McCallister	X	
Toni Carrera	X		Cheryl McCarthy		X
Jayne Cain Casimere	X		Judy Mitchell	X	
Cleo Cook	X		Don Moran	X	
Bonnie Covelli	X		Jim Moustis		X
Maria Dimuzio		X	Pat Mudron	X	
Gregory Dover	X		Jim Rink	X	
Susan Flessner	X		Steve Rockwell	X	
Beth Gonzalez	X		Suzanne Sallay	X	
John Greuling	X		Anitarice Schmidt	X	
Rita Herrick	X		Michele Stipe		X
Carlos Interrial	X		Joe Strong		X
Mark Jepson		X	James Tromp	X	
Kathryn Kaniewski	X		Betty Yott		X

Others Present: Sue Davinger, Pat Fera, Dan Fitzpatrick, Mary Gajcak, Amy Murphy, Nick Palmer, Caroline Portlock, Larry Walsh

Welcome and Introductions

Chair Greuling called the meeting to order.

County Executive Larry Walsh thanked and congratulated Pat Fera for her remarkable achievements as Director over the last sixteen years and commented that she has built a world-class workforce effort in Will County.

Minutes

Minutes of the April 10, 2017 meeting were approved on a motion by Sallay; seconded by Mudron.

New Business

Greuling introduced Caroline Portlock as the Search Committee's pick for the Board Director position. Tromp moved to accept Greuling's recommendation; Dover seconded. Motion carried. The Will County Board will vote on Portlock's position at the next County Board meeting. Fera will remain on staff for as long as one month to help Portlock's transition.

Fera asked the Board to accept Will County Workforce's nomination of Corinne O'Hara of Crest Hill for the 2017 Individual Achievement Award. While receiving public assistance, O'Hara earned her AAS in Nursing with the assistance of a career scholarship and counseling. She is currently employed at Silver Cross Hospital. Moran moved to accept the nomination; Rink seconded. Motion carried.

Fera reviewed the function of the Work Readiness/WorkKeys Program and recommended a one-year extension of contract with Joliet Junior College to provide 12 Work Readiness classes plus another 18 classes as needed. The proposed PY17 Contract amount is \$375,708. Sallay moved to extend the Contract; Moran seconded. Mitchell and McCallister abstained. Motion Carried.

Fera read the PY2016 Fiscal Report through May 31st. Overall budget: \$9,839,001; YTD Expensed: \$6,186,840; YTD balance: \$3,652,161. Fera noted that as much as 20% (\$1,578,453) is allowable to carry into next year.

Fera recommended a fund transfer of \$250,000 from the Dislocated Worker funding stream to the Adult funding stream. Actual customer flow has brought in a larger number of economically disadvantaged adults than the allocation supported. Brooks moved to transfer the funds; Dover seconded. Motion carried.

Old Business

One-Stop Operator Center MOU: The Illinois Department of Employment Security requires revisions to the MOU in Section 11-Data Sharing, and Section 12-Costs and Cost Sharing of Services. This language is required because State agencies are bound to follow State Finance Act, 30 ILCS 105/30. Because WIOA requires IDES participation in the One Stop Center, this will not become a problem. Moran moved to approve the IDES modification to the MOU; Mudron seconded. Motion carried. Signatures to the MOU by all partners are expected to follow.

One Stop Operator

Flessner highlighted activities at the Workforce Center. Melanie Arthur has been engaged to develop a Career Plan that the WCWC staff will use to assist job seekers in their job searches. Three staff achieved 'Global Career Development Facilitator' certification and one achieved the 'Business and Employer Services Professional' certification.

IT staff has implemented a customer referral system that uses Skype to provide real-time, direct referral to partners that do not have staff on site at the WCWC. WCWC has adopted 'Language Line' to provide video interpreting services for both hearing impaired customers and those who do not speak English. IDES will install a direct phone line for WCWC customers to access assistance with unemployment claims on site.

Fera proposed a one-year extension of the One-Stop Operator agreement. Tromp moved to accept the proposal; Herrick seconded. Flessner abstained. Motion carried.

Fera reviewed the application for Board certification of the Workforce Center of Will County. All required criteria have been met and are in place at the Workforce Center. Board Certification is required by the State no later than July 1st. Motion to certify the WCWC was made by Dover, seconded by Moran. Flessner abstained. Motion carried.

System and Trends Committee Report

Herrick reviewed the progress of the Incumbent Worker Training Program. Marketing strategies, including the creation of comprehensive brochures for board and staff to use when talking with Will County businesses will be completed, as well as a sales training program to empower staff.

Herrick recommended the extension of contract with Employment and Employer Services for one year to advance On-the-Job Training opportunities in Will County. While E&ES did not meet requirements in PY 16, assurances that problems have been corrected, and requirements will be met going forwards. Moran moved to extend the contract; Mitchell seconded. Motion carried.

Communications Committee

Mudron reported that the Communications Committee has released a bid for Graphic Design and Communications services. These services include the development of marketing strategies and materials for the advancement of Workforce services to employers as well as job seekers. The Committee will choose one or two applicants at the May 2007 meeting.

Youth Council

The 'Just Say "Know" Substance Use Disorder and Opioids' workshop was very well received. Approximately 25 people attended; Brian Hazard, of Stepping Stones Recovery Center received rave reviews on his presentation of this difficult subject. This was the second of four workshops that the Youth Council will host this year, replacing the annual Youth Provider Summit. The third quarter topic will address human trafficking.

Fera congratulated Joliet Junior College on their stellar provision of the Connect to Your Future programming. A video, being created as an outreach tool for youth, will be released soon. Moran moved to extend the contract with Joliet Junior College for one year; Sallay seconded. Mitchell and McCallister abstained. Motion carried.

Manager's Report

Fera reviewed newly required modifications to the Procurement Policy. Modifications include attaching the Cost and Price Analysis Worksheet, and One-Stop Operator Procurement Policies. Herb Brooks moved to approve changes; Moran seconded. Motion carried.

Fera congratulated Flessner and her team as recipients of the 2017 Outstanding Human Service Organization Award.

Public Comment – none

The next meeting of the Workforce Investment Board will be Monday, August 14th, 7:30 a.m. at the Workforce Center of Will County.