

**Executive Committee**  
**Workforce Investment Board of Will County**  
 Workforce Center of Will County  
 2400 Glenwood Avenue, Joliet, IL 60435  
**September 30, 2019**

**Minutes**

<b>Executive Committee Members</b>					
<i>Name</i>	<i>Present</i>	<i>Absent</i>	<i>Name</i>	<i>Present</i>	<i>Absent</i>
Nancy Baldwin	X		Pat Mudron	X	
Susan Flessner	X		Suzanne Sallay		X
John Greuling	X		Michele Stipe		X
Rita Herrick	X		Jim Tromp	X	
Judy Mitchell	X				
<b>Others</b>					
Sue Davinger		Mary Gajcak	Caroline Portlock		

**Welcome**

Chair Baldwin called the meeting to order.

**Minutes**

Minutes of the August 5, 2019 were approved on a motion by Mudron, seconded by Tromp.

**Workforce Center**

*One-Stop Operator Report--Flessner*

- *Job Fairs* –
  - The second after-hours job fair held in conjunction with the Village of Romeoville and the Romeoville chamber of Commerce was held on September 16<sup>th</sup> at the Edwards Hospital Athletic and Event Center. 65 businesses and 145 job seekers attended. This event was videoed by the Village of Romeoville in order to gather b-roll for a WCWC video, and interviews were done. A video will be made available to WCWC soon. A third job fair was requested based upon the great successes of the last two fairs. Date TBA for Spring 2020.
  - The next off-site job fair will be October 16<sup>th</sup> from 10:00-2:00 at the Wilmington Park District. Sponsored by the Grundy, Will, Kankakee Workforce board, this job fair is exclusively for the TDL Industry.
  - An off-site, after-hours job fair in Frankfort is scheduled for November 6<sup>th</sup> from 4:00-6:00 at the Frankfort Township office.
  - By popular demand, another Business Services webinar will be held before the end of the calendar year, and made available on Facebook Live. Date and time will be announced.
- *WCWC Business Services:* In September, the entire Business Services Team began taking an eight week course that leads to the ‘Certified Business Engagement Professional’ certification. Classes are funded entirely by DCEO.
- The WCWC team, partnering with Goodwill, will offer no-cost Customer Service Training to job seekers. This training addresses some of the ‘soft skills’ issues needed for success.
- MOU payments are entirely up-to-date by all partners as of June 2019.

*Self-Assessment* –

Portlock reviewed the WCWC Partners’ Self-Assessment process mandated by the State. A full report, seen on pages 7 and 9 of the Committee Packet, will be submitted to the State this afternoon in order to meet deadline. Discussion ensued. Greuling motioned to approve the Report as submitted, and to submit it to the State. Tromp seconded. Motion carried.

## **Committee Reports**

### *Communications Committee: Mudron*

The Committee reviewed the PY18 Service Analysis Report and suggested edits. Final touches are being made to this workforce system annual report.

### *System and Trends Committee: Herrick*

- Lewis University submitted two new programs to be certified for the State List; Governors State University submitted five new programs. Tromp motioned to send the applications for certification to the WIB Board for approval. Mudron seconded. Herrick abstained. Motion carried.
- The On-the-Job Program completed its second month of activity in the new fiscal year.
- Portlock distributed a handout to replace the Incumbent Worker Training Grants Report on page 13 of the packet. Pending applications for Diageo, Borowski Race Engines and Toyal America were moved from 'pending' to 'obligated'. She noted that the System and Trends Committee as asked for more information in order to decide on a request for the movement of \$100,000 from Incumbent Worker to meet a demand for job seeker funding, which would bring the total PY19 Budget for IW to \$125,000, and leaves a \$37,722 fund balance. In order to avoid overspending, both Gajcak and Flessner are carefully guarding the obligation of currently budgeted funds until determination is made.

### *Youth Council: Portlock*

The Committee reviewed the year end Academic and Occupational Skills Training program report.

## **Workforce Board**

*Policies – Portlock submitted two policies for review, (see packet) and asked for approval to send recommendations to the Board for approval:*

- Career Scholarship (ITA) Policy: pages 16-18
- Career Scholarship Value Police: page 19

Motion by Greuling; seconded by Mitchell carried.

### *Board Composition Summary*

Because WIB is due to be recertified this year, Portlock reviewed the Board mix with the Committee.

## **Announcements**

Portlock gave an update on the Apprenticeship Expansion Grant. Navigators hire have both resigned and moved out of state. IMEC has assumed overall administration of the program.

Gov. Pritzker announced \$4.2 Million in funding for Small Business Development Centers throughout Illinois. Joliet Junior College and Lewis University will be applying for grants.

Next meeting of the Executive Committee will be December 2, 2019; 7:30 am at the Workforce Center of Will County.