



Workforce Board Meeting
Workforce Board Office
200 E. Court St., Ste. 506, Kankakee, IL 60901
September 20, 2016 9:00am

Conference Call will be available at the below offices:

Livingston Workforce Services 211 E. Madison St., Pontiac, IL	Grundy Workforce Services 725 School St., Morris, IL
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Present:	Phone:	Phone:	Minutes	Absent:	Absent:	Guests:	Staff:
H. Bond	N. Ammer	M. Hovren	J. Avendano	S. Magruder	S. Hintze	A. Guertin	
B. Hinrichs	B. Anderson	J. Mitchell	L. Brown	M. Powell	C. Portlock	N. McCarty	
R. Manuel	S. Erschen	D. Warning	S. Franco	G. Richard	M. Posing	L. Russell	
T. Nemeth	E. Frobish	A. Wheeler	D. Kinsella	T. Salgado	D. Washington	A. Rzasz	
M. Wolf		C. Van Yperen	S. Lopez	M. Smith			
				M. Van Mill			

I. Call to Order. Meeting was called to order at 9:05 a.m.

II. Public Comment – None

III. Welcome New Board Members:

- A. Mark Hovren: President/CEO, Evenglow Lodge
- B. Dr. Judy Mitchell: President, Joliet Junior College
- C. Christina Van Yperen: Executive Director, Grundy County Chamber of Commerce

IV. ACTION Items:

- A. Approval of the minutes for June 21, 2016 Board meeting (*Attachment A*) **Motion to approve. Moved: H. Bond Seconded: B. Hinrichs Motion Carried.**
- B. Approval of Program Operation Committee’s recommendation to approve release of the WIOA Youth Services Request for Proposals (*Attachment B*) **Motion to approve. Moved: H. Bond Seconded: B. Hinrichs Motion Carried.**
- C. Program Operations Committee recommends the approval of the revised youth work experience policy (*Attachment C*) **Motion to approve. Moved: B. Anderson Seconded: H. Bond Motion Carried.**
- D. Workforce Development Committee recommends the approval of the Labor Shed Analysis Request for Proposals (*Attachment D*) **Motion to approve. Moved: N. Norton-Ammer Seconded: S. Erschen Motion Carried.**

V. Reports:

- A. Committee Reports:
 - 1. Program Operations
 - a. Year End Fiscal (*Attachment E*) – N. McCarty reviewed fiscal reports for the end of PY15.
 - b. Year End Enrollment (*Attachment F*) – L. Russell reviewed year end enrollment reports.
 - i. Workforce Services Office Updates:
 - 1. Grundy - C. Portlock shared how the Grundy Workforce Services office recently moved and the new location is across the field from both the Vocational Center & Health Department. The office will be having a ribbon cutting on October 26 at 4:00 and everyone is invited to attend. Also, on September 21st the GWS is co-hosting a workforce summit for

employers in Channahon and Minooka and will touch on labor laws, on-the-job training, and business services available at the workforce center.

2. Kankakee & Livingston - D. Washington shared how the Livingston office met with A. Dontz (GLCEDC) and discussed the need for 300 CNAs in the next 3 years and began developing a plan of action. Allyson is also helping Evenglow Lodge with its new hire orientation project. M. Posing and M. Wolf were excited to share how KCC is building a bridge to Manufacturing and CNAs in Kankakee County. Students will be able to finish their certificate in one semester with the option of continuing on to gain additional credentials. Both are set to launch this upcoming spring.
- c. One Stop System, MOU – Due to WIOA, our One Stop office is locally located and the other two offices are considered affiliate offices. The Board is continuing to meet and work together with its partners in order to help serve similar clients through referrals.

B. Board Staff Report

1. Employer Visits – This summer L. Russell met with multiple employers including: Dawn Foods, Plochman's, Van Fab, Flanders, and Agente and all are in desperate need of entry-level production workers. The Kankakee Workforce Services office partnered with IDES to host numerous hiring events to help find qualified candidates for these employers. Ladonna was also part of a CNA Healthcare Focus Group to determine healthcare needs in Pontiac and, thanks to A. Wheeler, met with Future Ceuticals in Momence to discuss Incumbent Worker Training.
2. Business Coordinator Update – A. Rzasa is currently finishing up some interviews for a hiring project she is doing for the Grundy County Chamber of Commerce, helping present at the workforce summit the Grundy Workforce Services office is co-hosting, and she has been working closely with Grainger to help with their recruitment and retention issues.
3. Board Recertification – Along with welcoming three new members, five current members agreed to serve another 3-year term. Due to the transition from WIA to WIOA, we chose to stagger when each board member's term expired. As of September 30th, the Board should be re-certified for another year. L. Russell and A. Guertin would like to thank everyone who continues to serve on the Workforce Board!

VI. Old Business – None

VII. New Business – S. Erschen would like to engage our new members and invites them to serve on the Program Operations Committee or any other committee if they wish.

VIII. Adjournment: 10:25a.m. Motion to Adjourn. Moved: H. Bond Seconded: B. Hinrichs Adjourned