

**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

**Minutes**

| <b>Present:</b> | <b>Phone:</b> | <b>Phone:</b> | <b>Absent:</b>    | <b>Guests:</b> | <b>Staff:</b> |
|-----------------|---------------|---------------|-------------------|----------------|---------------|
| H. Bond         | B. Anderson   | S. Lopez      | J. Avendano       | M. Barton      | A. Guertin    |
| S. Franco       | L. Brown      | J. Mitchell   | S. Erschen        | T. Brubaker    | C. Koerner    |
| G. Richard      | S. Harding    | N. Norton     | M. Hovren         | M. Posing      | L. Russell    |
| R. Manuel       | B. Hinrichs   | C. Van Yperen | S. Magruder       | D. Washington  |               |
| T. Salgado      | D. Kinsella   |               | E. Murphy-Frobish |                |               |
| M. Wolf         |               |               | T. Nemeth         |                |               |
|                 |               |               | M. Powell         |                |               |
|                 |               |               | M. Smith          |                |               |
|                 |               |               | M. Van Mill       |                |               |
|                 |               |               | D. Warning        |                |               |

**I. Call to Order.** Meeting was called to order at 9:02 a.m.

**II. Public Comment** – None

**III. ACTION Items:**

- A. Recommend the approval of the minutes for June 20, 2017 Board meeting (*Attachment A*). **Motion to Approve: H. Bond Seconded: T. Salgado Motion Carried.**
- B. Program Operations Committee recommends the approval of the revised MOU (*Attachment B*). **Motion to Approve: H. Bond Seconded: J. Mitchell Motion Carried.**
- C. Program Operations Committee recommends the approval of the revised local plan (*Attachment C*). **Motion to Approve: H. Bond Seconded: G. Richard Motion Carried.**
- D. Program Operations Committee recommends the approval of the training provider policy (*Attachment D*). **Motion to Approve: S. Franco Seconded: H. Bond Motion Carried.**
- E. Executive Committee recommends the approval of awarding up to \$3,861 to Nucor Steel Kankakee to provide employee training using incumbent worker training funds. **Motion to Approve: G. Richard Seconded: B. Anderson Motion Carried.**

**IV. Reports:**

**A. Program Operations Committee:**

1. Fiscal Reports (*Attachment E*) – C. Koerner reviewed provider fiscal reports as of October 31<sup>st</sup>.
2. Enrollment (*Attachment F*) – L. Russell discussed the enrollment for the first quarter of PY17.
  - a. Kankakee – M. Posing shared KCC will be launching its first registered apprenticeship program in January. This will be a 3-year industrial machinery program where students take classes two days a week and work in the field 3 days a week. The Kankakee office hosted a youth-specific job fair in November and had over 40 individuals attend with ages ranging from 16-24. In the next couple weeks, staff will be hosting a follow-up interview workshop to benefit those who attended the job fair. D. Washington has been working closely with the Jasper Jones re-entry program to try and prepare individuals before they're released. She teaches a Computer Literacy workshop in the local facility and assists with resume writing.

- b. Livingston – Staff has been busy outreaching to many local organizations including 7 local libraries and 11 local food pantries. Congratulations to Allyson on the birth of her new baby boy.
  - c. Grundy – The Grundy office has been busy assisting Costco with its hiring events for the new meat facility in Morris. Also, thanks to C. Van Yperen of the Grundy Chamber, the office was able to host this month’s Coffee & Company event.
  - d. IWIB Client Expenditure Rate – The Illinois Workforce Innovation Board will be increasing the client expenditure rate by July 1<sup>st</sup> and staff time will not be included in the percentage. The new rate has not yet been approved, but a task force has been created to help with implementation. Once the increase is approved we will change what we do locally to ensure we meet the new requirement.
3. Federal Budget – Last September a federal budget was approved under a continuing resolution that included a .68% funding cut to our programs (equal to about \$647,000). The State was very gracious and absorbed the entire amount so none of the local areas were affected. To show our appreciation, the Executive Committee would like to send a thank you letter to the Office of Employment & Training Director.
  4. Regional & Local Workforce Area Boundaries –Our workforce area is split across two regions which is not allowable under the new law. The state must correct this before July 1<sup>st</sup> and the governor has already signed off on a plan of action. L. Russell did some research and found the local CEOs have a say in what happens to the local workforce area. State officials will be outreaching to the local CEOs after the holidays to try and come to an agreement.
  5. IWT Funds – The Committees have been trying to better market our available IWT funds and as a result, A. Rzasa met with Grainger and is trying to connect them with JJC for training. L. Russell presented to employers in Livingston County and two different companies showed interest in the funds as well. Also, Ladonna just received a request from CSL Behring in Kankakee County for funds to perform PLC training.
    - a. **ACTION:** Recommend the approval of awarding up to \$11,200 to CSL Behring to provide employee PLC training using incumbent worker training funds. **Motion to Approve: H. Bond Seconded: R. Manuel Motion Carried.**
  6. Bridging Opportunities Grant – In June we applied for \$85,000 to begin a manufacturing and healthcare bridge program in August. We were just notified we have been awarded the grant and will request an extension to make up for lost time.
- B. Workforce Development:**
- a. Labor Shed Analysis Report – Our office is continuing to market and present the data at local area events.
  - b. Career Pathways Project – A. Rzasa and L. Russell have been presenting the data to employers, guidance counselors, and local high schools. We also partnered with JA and spoke with students from Kankakee High School about the project and the services available to them through our Kankakee Workforce Services office.
  - c. Future Talent Pipeline Video – The video project is finally underway and will be focus on manufacturing in each county. A. Rzasa received a quote from Arseneau Productions, but we are still looking for ways to fund the project. Our hope is to be finished with the video by late spring.
- C. Board Staff Reports**
1. Workforce Board Recertification – Thanks to everyone for signing their appointment forms. We recently received a letter stating we’ve been approved for another two years.
  2. Annual Audit – SKDO performed our annual audit and is in the process of finishing it up so we can distribute it at the next board meeting.
  3. Board Directory – A. Guertin is in the process of creating a board member directory. If you have not already done so, please e-mail Alicia a copy of your professional photo to be used in the directory.

**V. Old Business – None**

**VI. New Business – None**

**VII. Adjournment: 10:01a.m. Motion to approve: H. Bond Seconded: B. Anderson Adjourned.**