

Conference Call will be available at the below offices:

Livingston Workforce Services Grundy Workforce Services
211 E. Madison St., Pontiac, IL 725 School St., Morris, IL

Minutes

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

- I. Call to Order.** Meeting was called to order at 9:07 a.m.
- II. Public Comment – None**
- III. ACTION Items:**
 - A.** Recommend the approval of the minutes for December 12, 2017 Board meeting (*Attachment A*).
Motion to Approve with revisions: S. Magruder Seconded: G. Richard Motion Carried.
 - B.** Program Operations Committee recommends the approval of the revised Supportive Services Policy (*Attachment B*). **Motion to Approve: G. Richard Seconded: S. Magruder Motion Carried.**
 - C.** Recommend the approval of the revised Procurement & Conflict of Interest Policies (*Attachment C*).
Motion to Approve: S. Franco Seconded: J. Avendano Motion Carried.
 - D.** Recommend the approval to release the One Stop Operator Request for Proposals (*Attachment D*).
Motion to Approve: S. Franco Seconded: M. Smith Motion Carried.
- IV. Personnel:** A. Guertin shared she is pregnant and due at the end of June so she will be taking maternity leave this summer. Staff is still working on a plan for the time Alicia is away.
- V. Reports:**
 - A. Executive Director**
 - 1.** Nominating Committee: Our current slate of officers is expiring at the end of June so L. Russell will be putting together a nominating committee before our June board meeting. If you have not already reached out to board staff, please let us know if you'd like to continue in your current role or if you'd like to be considered for a different officer role.
 - 2.** National Association of Workforce Boards (NAWB) Conference: R. Manuel will be representing the board by attending the annual NAWB conference in D.C. next week. He has scheduled meetings with both Senators as well as Representative Kelly to discuss what we do and highlight our area as a whole. He will be bringing packets to leave with each individual so if anyone has anything they would like him to discuss, please let us know by the end of this week.
 - 3.** DCEO Funding Opportunities: DCEO released two different funding opportunities and the committees provided L. Russell with ideas they'd like to try and receive funding for. Ladonna brought the ideas to the board and the board agreed to write for a CNA apprenticeship program that Riverside is creating. Ladonna will put together a proposal that includes Riverside's program as well as locations in the other counties as well.

B. Program Operations Committee

1. Fiscal Reports (*Attachment E*) – C. Koerner reviewed the fiscal reports through January 31st.
2. Enrollment (*Attachment F*) – L. Russell discussed enrollment reports dated July-January 31st.
 - a. Kankakee: D. Washington has been working with Thresholds in Kankakee to help with the local mental health epidemic. The purpose of the partnership is to help find jobs for those individuals who are struggling to find work. The office has also partnered with Meijer to help with the onboarding process for the new Bradley facility. About 400 individuals came out for interviews and the 382 who were hired are attending a 2-day orientation session this week.
 - b. Grundy: The Grundy office just finished their final workshop for the GAVC/GEDC summer internship. Staff offered a resume and interview workshop for high school juniors and seniors wishing to apply for the summer internship program. S. Hintze also shared that the Chamber/GEDC will be hosting their annual dinner on March 21st and some special awards will be presented.
 - c. Livingston: The Livingston office continues to outreach to local agencies including the Livingston County Probation Department, the Farm Bureau Young Leaders, and the GED class at Heartland Community College. The next big project will be hosting a job fair in late May and later this week they'll be mailing out 250 invites to local companies.
3. Regional Strategic Plan (*Attachment G*) – The region the board belongs to has hired a consultant to write a strategic plan. The board directors across the region have been meeting and discussing priorities based on area needs. The goal is to find commonalities across all the counties represented and focus on one industry sector.
4. Regional & Local Workforce Area Boundaries (*Attachment H*) – The State of Illinois has decided to correct the DOL finding by removing Livingston County from our area and merging it with the Bloomington area. However, due to the amount of compliance and paperwork that must be completed, the implementation date has been pushed back to 2020. L. Russell has been meeting with the local County Board Chairs to ensure they are kept up to date on the changes occurring.

C. Workforce Development

1. Future Talent Pipeline Video – A. Rzasa has taken the lead on the Grundy County video and has partnered with the GAVC who agreed to complete the project for free. Ann interviewed 6th grade students at 5 different schools in both a group and one-on-one setting and is currently filming onsite interviews at 3 local companies (Lyondell, Aux Sable, & Metal Stamp). The project is on track to be finished by late spring.
2. IWT Funds – We currently have IWT contracts with CSL Behring, Nucor Steel, and Slagel Manufacturing, but we still have additional funds available. If anyone knows of someone looking for IWT funds, we are more than happy to consider their application.

D. Board Staff Reports

1. Board Directory – A. Guertin included a copy of the 2018-2019 board directory in the meeting packet. If you have not already submitted a photo, or if you notice any errors, please let Alicia know so she can send out a revised copy if necessary.
2. Future Board Meetings – At their last meeting, the Executive Committee discussed hosting an offsite board meeting, once a year, at a local company or organization to try and get all members together as well as see some other companies represented on our board. Board staff is looking for feedback to see if this is something everyone would enjoy and if there is a time of year that works best.

VI. **Old Business** – None

VII. **New Business** – None

VIII. **Adjournment:** 10:10a.m. **Motion to approve: M. Smith Seconded: J. Avendano Adjourned.**