



Workforce Board Meeting
Workforce Board Office
200 E. Court St., Ste. 506, Kankakee, IL 60901
June 20, 2017 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

Minutes

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

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

II. Public Comment – None

III. ACTION Items:

- A.** Approval of the minutes for March 21, 2017 Board meeting (*Attachment A*) **Motion to approve. Moved: G. Richard Seconded: B. Hinrichs Motion Carried.**
- B.** Recommend the approval of the Workforce Board & Committee schedule for next fiscal year (*Attachment B*). **Motion to approve. Moved: J. Avendano Seconded: G. Richard Motion Carried.**
- C.** One Stop Operator Evaluation Committee recommends awarding the One Stop Operator contract to Kankakee Community College not to exceed \$15,000 to begin July 1, 2017 (*Attachment C*). **Motion to approve. Moved: S. Erschen Seconded: B. Hinrichs Abstain: J. Avendano & M. Wolf Motion Carried.**
- D.** Recommend the approval to renew Kankakee Community College and Joliet Junior College Title 1B contracts for next fiscal year starting July 1, 2017 as well as the contractor allocations as delineated in the PY17 workforce area budget (*Attachment D*). **Motion to approve. Moved: S. Erschen Seconded: G. Richard Abstain: J. Avendano Motion Carried.**
- E.** Recommend the approval to provide the Executive Director the authority to award any PY16 contractor's Adult, Dislocated Worker, and Youth funds that are unexpended in their contracts as of June 30, 2016 (carry forward funds) using the approved percentages as delineated in PY17 budget allocations spreadsheet. **Motion to approve. Moved: G. Richard Seconded: J. Avendano Motion Carried.**
- F.** Recommend the approval of an award winner for the Illinois Workforce Partnership (IWP) individual award winner (*Attachment E*). **Motion to approve Jason Fontaine as award recipient. Moved: S. Harding Seconded: G. Richard Motion Carried.**

IV. Reports:

A. Committee Reports:

1. Program Operations

- a.** Fiscal (*Attachment F*) – N. McCarty reviewed the fiscal reports for the activity through April 30th and she is finishing up May data today.

- i. Monitoring Results – There were no findings during the DCEO monitoring and Nicole is currently finishing up contractor fiscal monitoring. She also mentioned June 28th will be her last day as she will be taking a job with the Bradley School District this July.
 - b. Enrollment (*Attachment G*) – L. Russell reviewed the enrollment reports through May 31st.
 - i. Workforce Services Office Updates:
 - 1. Grundy – Staff is attending multiple trainings including a one-day business services training and a two-day resume writing training. After the resume training, staff will become certified resume writers. C. Portlock also shared she has accepted the Executive Director position for the Will County Investment Board and will begin in July.
 - 2. Livingston – A. Saxton shared her office is in the process of re-vamping the workshops offered and the online job board. Staff is also working on engaging new employers and outreaching to new worksites in hopes of having clients hired on after schooling is finished.
 - 3. Kankakee – D. Washington explained staff is still working with 34 clients from CSL as the grant was extended and they are working with Amazon as well to help find qualified employees before the Monee location opens in August. The office will be hosting a job fair on Thursday, June 29 and 10 employers have already signed-up to attend.
 - c. Regional/Local Plan – Our regional and local plans were revised and are now posted on our website. Both plans still focus on the same sectors as before.
 - d. CSL Grant Update – The \$500,000 grant we received to help CSL employees has been extended through October 2017 and it has not yet been fully expended.
 - e. Incentive Grant – The State of Illinois issued an incentive grant to local workforce areas who met/exceeded performance measures and our area received \$17,287. These funds will later be used to work on a couple special projects. Also, the Board partnered with the Adult Education Department at Kankakee Community College to apply for an \$85,000 grant to fund their manufacturing and healthcare Bridge Program next Program year. As of yet, nothing has been decided, but L. Russell is hopeful we will receive the funds requested.
 - f. One Stop:
 - i. One Stop Certification – In accordance with WIOA, our One Stop must be certified. The certification team will be meeting next week to finish the process and submit their report to the State.
 - ii. MOU, One Stop Process Mapping – Our Memorandum of Understanding (MOU) with all our federal partners is completed and out for signatures. The partners have also been working on a process mapping project for the One Stop. The board hired IMEC, with the technical assistance funds they received, to carry out the project. L. Russell thanked all the partners for the time they spent completing both projects.
2. Workforce Development:
- a. Labor Shed Analysis Update – The Labor Shed Analysis is complete and is currently at the printer. Each board member will receive a copy when it is finished. Unfortunately, EMSI did not provide the radii information in a format the Committee liked so they will be hiring a graphic designer in the near future.
 - b. Employer Hiring (*Attachment H*) – A. Guertin used the data received from EMSI to create a spreadsheet showing how many jobs are available by sector for all 3 counties.

- c. Career Pathways Project (*Attachment I*) – Last week we received the drafts of our industry and occupational overviews paid for by the technical assistance grant our region was awarded. The industries we chose to focus on were manufacturing, healthcare, TWDL, and professional services. Each will have an industry overview with information regarding the occupations our 3-county area has selected as well as an individual career sheet. Each county is reviewing the sheets we received before we send them to final print.
- d. Future Talent Pipeline Initiatives – The Workforce Development Committee is working on a manufacturing video project for our 3-county area based on a video N. Norton received from the Clinton, IA economic development office. A link to the video was sent out to all members if anyone would like to view it. The project will begin this summer after we put together committees in each county.

B. Board Staff Reports (*Attachment J*) – A. Guertin and L. Russell provided board members with a list of their accomplishments from this Program year. They also provided a current contact sheet with each member’s information.

V. Old Business – None

VI. New Business – The Board presented N. McCarty with a small gift of gratitude as a ‘thank you’ for her 13 years of service. We truly appreciate all she has done and wish her the very best in her next venture.

VII. Adjournment: 10:25a.m. **Motion to Adjourn. Moved: B. Hinrichs Seconded: J. Avendano**
Adjourned