

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

**I. Call to Order.** Meeting was called to order at 9:00a.m.

**II. Public Comment** – None

**III. ACTION Items:**

- A.** Recommend the approval of March 20, 2018 minutes (*Attachment A*). **Motion to Approve:** H. Bond **Seconded:** S. Franco **Motion Carried.**
- B.** Executive Committee recommends the approval of the PY18 board & committee schedule (*Attachment B*). **Motion to Approve:** H. Bond **Seconded:** B. Hinrichs **Motion Carried.**
- C.** Nominating Committee recommend the approval of the Slate of Officers (*Attachment C*). **Motion to Approve:** B. Hinrichs **Seconded:** J. Avendano **Motion Carried.**
- D.** One Stop Operator Evaluation Committee recommends awarding the One Stop Operator contract to Kankakee Community College not to exceed \$20,000 and to begin July 1, 2018. **Motion to Approve:** S. Franco **Seconded:** M. Smith **Abstain:** J. Avendano **Motion Carried.**
- E.** Executive Committee recommends the approval of the recertification of the attached training programs (*Attachment D*). **Motion to Approve:** H. Bond **Seconded:** B. Hinrichs **Abstain:** J. Avendano **Motion Carried.**
- F.** Recommend the approval to provide the Executive Director the authority to award any PY17 unexpended Adult, Dislocated Worker and Youth funds (carry forward funds) to the County which it was originally allocated to. **Motion to Approve:** M. Smith **Seconded:** S. Erschen **Motion Carried.**
- G.** Recommend the approval of the PY18 Allocations and provider allocations as delineated in *Attachment E* and to renew the service provider contracts for the next fiscal year effective July 1, 2018 as listed below:
  - 1. Adult & Dislocated Workers: Kankakee Community College & Joliet Junior College
  - 2. Youth: Kankakee Community College & Joliet Junior College**Motion to Approve:** H. Bond **Seconded:** S. Franco **Abstain:** J. Avendano & J. Mitchell **Motion Carried.**

**IV. Reports:**

- A.** Program Operations Committee
  - 1. Fiscal Reports (*Attachment F*) – C. Koerner reviewed provider fiscal data as of April 30<sup>th</sup>.
  - 2. Enrollment (*Attachment G*) – L. Russell reviewed client enrollment data as of April 30<sup>th</sup>.

- a. Grundy: The Grundy office partnered with JJC and Will County to host its annual job fair. Over 130 employers and 400 job seekers were in attendance so it was a huge success. The office has been working on a couple recruiting events for Costco and staff has been working closely with Adult Education on the high school equivalency program. S. Hintze was pleased to announce 11 individuals received GEDs this year.
  - b. Livingston: The Livingston office hosted its first job fair this May and received positive feedback from those who attended. Staff was also able to meet the new President of Heartland who has worked with WIOA in the past and is familiar with our program. A. Saxton also shared she is working with the GLCEDC and the newly developed drug court to create a partnership in the near future.
  - c. Kankakee: D. Washington was at a rapid response event for 90 Carson's employees who are being laid off this summer. Staff has been busy interviewing candidates for the open Career Planner position and preparing for another job fair on June 21<sup>st</sup>.
  - d. One Stop Operator: M. Posing feels the initiative is going very well. Data has been collected on a quarterly basis and shows there have been over 30 referrals between the partners, which is a wonderful increase. Mary continues to track questionnaires to see how well clients are being served and she's pleased to report over 46 clients have found jobs, which is not including those individuals Meijer hired this spring.
3. MOU (*Attachment H*) – Each year the federally mandated partners are required to create a MOU for the next Program Year. L. Russell had been meeting with all the partners to create a budget, but unfortunately they were unable to come to an agreement by April 15<sup>th</sup>. Our workforce area was 1 of 5 that went into remediation (state provided assistance), but an agreement was finally met before the governor got involved. The MOU is now out for signatures and will be implemented by July 1<sup>st</sup>.
  4. Local Realignment Process – Due to a federal DOL finding, Livingston County will be moved to workforce area 15 by July 2020. The State held its first informational meeting in regards to why this was happening and what the next steps are. Afterward, L. Russell met with S. Martin, from LWA#15, and he seemed very open to keeping the office open with current staff.
  5. DCEO Monitoring Results (*Attachment I*) – This past spring the state conducted its annual monitoring and there were no fiscal findings (congratulations Chris)! However, the monitor did list 7 program findings which are included in *Attachment I*. The findings were very minor and mainly data entry errors so Ladonna will be writing a corrections letter here shortly.

## B. Workforce Development

1. Future Talent Pipeline Video: Grundy – A. Rzasa partnered with 4 local manufacturing companies in Grundy County to create a Talent Pipeline video mirrored after a video done in Clinton, Iowa. She was able to work with a student from the GAVC to produce the video and is confident in what this project captures. The video is still in draft form, but she would like to find a way to shorten it just a bit before calling it complete.
2. Workforce Development Activities – The Board has partnered with the Economic Alliance and Kankakee Chamber to create a workforce development task force. Workforce Development is a popular topic that many organizations seem to be interested in. To avoid duplicating services, this task force will serve as a way to bring local organizations together to coordinate services. Grundy County has already established a business education council and L. Russell is working on establishing something in Livingston County as well.
3. Priorities – The committee discussed priorities for the next program year and everyone agreed they'd like to have the youth providers get into the high schools and talk to students about what we do. They'd also like to increase how much marketing we do so the community as a whole is aware of the services we offer.

## V. Old or New Business – None

## VI. Adjournment: Motion to Adjourn: M. Smith Meeting adjourned at 10:27a.m.