



Grundy Livingston Kankakee Workforce Board
Executive Committee
Workforce Board Office
200 E. Court St., Suite 506, Kankakee
June 1, 2022 9:00am

Meeting will be held at the Workforce Board office but will also be available via Cisco Webex due to COVID-19. Meeting link is below:

<https://workforceboard.my.webex.com/workforceboard.my/j.php?MTID=m4a54da8df460d55551b5e7fcdaa80bf>

Meeting number: 182 901 5916 Password: FMhj7Vii2C2
Join by phone: 415-655-0001 Phone Access code: 182 901 5916 Phone Password: 36457844

Minutes

<u>Present</u>	<u>Present</u>	<u>Absent</u>	<u>Staff</u>
R. Manual	B. Anderson	L. Brown	L. Russell
H. Bond	N. Norton		C. Koerner
S. Erschen			A. Rzasa

- I. **Call to Order:** Chair called the meeting to order at 9:05 am
- II. **Public Comment:** None
- III. **Executive Session:** Purpose is to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee. (*Attachment A*)
 Motion to go into Executive Session for the purpose to discuss the compensation of specific employee. **Moved: S. Erschen, Seconded: B. Anderson. Motion Carried.**
 Motion to re-enter into open session. **Motion to approve. S. Erschen, Seconded: B. Anderson. Motion Carried.**
 Executive Committee moves to approve a 3% cost of living increase for Workforce Board staff as delineated in the Executive Committee packet. **Motion to approve. H. Bond Seconded: S. Erschen. Motion Carried.**
- IV. **ACTION Items:**
 - A. Recommend the approval of the March 2, 2022 minutes (*Attachment B*) **Motion to Approve Moved: H. Bond, Seconded: B. Anderson. Motion Carried**
 - B. Recommend the approval to award the One Stop Operator contract to Kankakee Community College (*Attachment B*). **Motion to approve. B. Anderson Seconded: H. Bond. Motion Carried.**
 - C. Recommend the approval of the below action items: (*Attachment C*). Workforce Board Executive Director went over the below action items and requesting a motion to approve. **Motion to approve the below action items: H. Bond, Seconded B. Anderson. Motion Carried.**
 - 1. Workforce Board administrative PY21 budget modification
 - 2. Workforce Board administrative PY22 budget
 - 3. PY22 local workforce area budget
 - 4. Awarding service provider allocations as outlined in the attachment which includes renewing & allocating funds for the Kankakee Community College and Joliet Junior College services providers' contracts for adult, dislocated worker, & youth.
 - 5. Awarding the \$15,000 to the One Stop Operator contract
 - 6. Providing the Executive Director the authority to award any PY21 contractor's Adult, Dislocated Worker and Youth funds that are unexpended in their contracts as of June 30, 2022 (carry forward funds) to the County which it was originally allocated.
- V. **Reports:**
 - A. Program Operations Committee

1. Fiscal Reports (*Attachment D*). C. Koerner presented PY21 WIOA fiscal activity as of April 30, 2022 including summary of expenditures, KCC & JJC contract Analysis as well as the Youth Contract Analysis. Client Expenditure Rate for adult/dislocated worker, youth 20% work based learning expenditure requirement, and required expenditure/obligation was also presented and there are no concerns at this time.
2. Program Updates
 - a. Enrollment Report (*Attachment E*). L. Russell presented the PY21 Enrollment Report as of April 30, 2022.
 - b. DCEO Monitoring: May 2 – 6: DCEO annual monitoring was completed. Congratulations to Chris for no fiscal findings. There were program findings for process, IEP/ISS (paperwork but no findings lead to disallowed costs which are being corrected. In fact, a couple of processes were already corrected prior to the monitoring.
 - c. 1E Grant application: Morris Hospital: Submitted and awarded a \$549,049 grant application with \$476,405 going towards the Morris Hospital medical records training project.
 - d. Trades Career Fair: Approximately 250 high schoolers attended the virtual trades fair.
 - e. Career/Job Fairs: Trades career fair, Grundy County Job Crawl, Livingston County Job Fair, Representative Haas job fair
 - f. Livingston County ARPA Grant Update:

B. Workforce Development Committee. Workforce Board Executive Director stated that the committee is working on the below projects for the upcoming year.

- a. Employers workshops
- b. Creating the talent pipeline activities.

IV. Old Business

V. New Business

VI. Adjournment: Move to adjourn at 10:15 am. Moved: B. Anderson, Seconded: H. Bond