



Workforce Board Meeting  
Workforce Board office  
200 E. Court Street, Suite, Suite 506  
Kankakee, IL  
June 4, 2024 at 9 am

**Meeting will be held at the below locations.**

Workforce Board office  
200 E. Court Street, Suite, Suite 506  
Kankakee, IL

Grundy Workforce Services  
725 School Street  
Morris, IL

**Minutes**

**Present:**

A. Turner      J. Jensen  
B. Anderson   M. Powell  
Dr. Namuo     S. Carrell  
Dr. Boyd       M. Gerrish  
R. Manuel     S. Erschen  
N. Norton     T. Nemeth  
E. Murphy-Frobish

**Absent:**

A. Dontz      S. Franco  
M. Borchers   H. Bond  
G. Richard    T. Salgado  
T. Graves     M. Kelley  
K. Peterson    S. Magruder  
L. Copes       C. Van Yperen

**Staff:**

L. Russell  
C. Koerner  
B. Peña

**I. Call to Order: Meeting was called to order at 9:23 a.m.**

**II. Public Comment: None**

**III. Presentation:** Chmura Economics & Analytics: Labor Shed Analysis Report. Chmura presented the Labor Shed Analysis results.

**IV. ACTION Items:**

- A. Recommend the approval of the March 5, 2024 & April 9, 2024 minutes (*Attachment A*). **Motion to approve the minutes. Moved: S. Erschen, Seconded: A. Turner. Motion carried.**
- B. Recommend the approval to award Kankakee Community College the service provider contract under the EV Battery Manufacturer Fast Track Grant Request for the Proposal. (*Attachment B*). L. Russell shared that all members of the Evaluation Committee awarded the proposal a 100% score. Dr. Boyd would like to recognize Meredith Purcell who was the lead of the team that wrote the proposal; kudos to Meridith and her leadership; **Motion to approve. Moved: R. Manuel, Seconded: S. Carrell. Motion Carried. Abstain: Dr. Boyd, S. Carrell.**
- C. Recommend the approval of the below items: (*Attachment C*). Motion to approve. **Moved: N. Norton, Seconded: B. Anderson. Motion Carried. Abstain: Dr. Boyd, S. Carrell, & Dr. Namuo.**
  - 1. PY24 local workforce area budget.
  - 2. 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, and youth.
  - 3. Awarding \$15,000 to the One Stop Operator contract to Kankakee Community College
  - 4. Providing the Executive Director the authority to award any PY23 contractor's Adult, Dislocated Worker, and Youth funds that are unexpended in their contracts as of June 30, 2024 (carry forward funds) to the County which it was originally allocated.

**II. Discussion**

**A. Reports**

- 1. Fiscal Reports (*Attachment D*). C. Koerner provided the financial report as of April 30, 2024. Currently, our major concern is the Livingston Youth Contract and

meeting the 20% work based learning requirement. However, we expect this percentage to increase since they recently enrolled eight youth. The 1E Grant and Supplemental Funds grant end June 30, 2024 so we are monitoring these grants closely.

2. Program Operations Committee

a. Workforce Services Office Updates:

Kankakee Workforce Services: Office is busy preparing for the state monitoring. KCC held a spring job fair which had 28 employers attend. Representative is having a job fair in June & office plans to attend. Office is recruiting for fall registration.

Livingston Workforce Services: We held a job fair April in the afternoon. There were 30 employers & 45 job seekers. From speaking with employers afterwards, the employers were happy with the turnout & the quality of the jobseeker. Employers state that they plan to interview a few jobseekers from the event. The office is currently working on a project for the probation department and hope to implement a variety of workshops for individuals who are on probation.

Grundy Workforce Services: Ann Rzasa stated that her office is also preparing for state monitoring. Office is participating in local community events that are great for recruiting clients. At Morris high school, they assisted students with their job/career skills. A. Rzasa shared that the Morris Education Center is offering a variety of Summer Courses. It's offering a free Entrepreneur Course that's scheduled to last for the next four weeks. It's running a Lego class for 8-12-year-old children. She stated that JJC is promoting 8 Fall classes as well as ESL classes.

b. PY24 MOU, One Stop Certification. L. Russell stated that the certification has been completed and submitted to the State. She thanks those individuals who helped in the process. The MOU has been approved by all partners & out for signature.

c. CEJA Update. Dain was proud to share that JJC was awarded the Joliet Hub grant. JJC is partnering with Governors State University & Kankakee Community College to provide the training program. The program plans to train 160 individuals annually.

3. Executive Director Report

a. PY23 Board certification approved. The PY23 Workforce Board certification has been approved by DCEO.

b. JTED Grant Proposal update. L. Russell shared that she submitted the JTED proposal for over \$545,000 back on January 10th. She is aware that the State received over 150 proposals. It is a two-year grant; she expects to hear from the State soon.

c. Workforce Board Availability Survey to establish board calendar. L. Russell shared with meeting participants that she already had a Workforce Board Meeting Calendar, but she would like to check on Workforce Board Members availability; she wants all members to take a survey to reflect any changes on the calendar.

IV. **Old Business: None**

V. **New Business:** Recognize Harry Bond for his tenure on the Workforce Board. L. Russell wants to formally recognize Harry Bond for his tenure on the Workforce Board. She wants to make everyone aware that Harry is resigning from the Board after being actively participating on the Board for 20 years. She wants to thank him for his long tenure on the Board.

VI. **Adjournment: Move to adjourn at 9:58 a.m. Moved: B. Anderson, Seconded: S. Erschen, Motion carried.**