



Workforce Board Meeting
Workforce Board office
200 E. Court Street, Suite, Suite 506
Kankakee, IL
September 3, 2024 at 9 am

Minutes

Present

R. Manuel
A. Turner
B. Anderson
C. Ban Yperen
Dr. M. Boyd
C. Van Yperen
E. Murphy-Frobish
S. Erschen

M. Kelley
M. Borchers
N. Norton
S. Franco
T. Graves
L. Copes
S. Carrell

Absent

A. Dontz
M. Gerrish
G. Richard
K. Peterson
Dr. C. Namuo

T. Nemeth
T. Salgado
M. Powell
S. Magruder

Staff

L. Russell
C. Koerner
B. Peña

I. **Call to Order:** Meeting was called to order at 9:02 a.m.

II. **Public Comment:** None

III. **ACTION Items:**

- A. Recommend the approval of the June 4, 2024 minutes (*Attachment A*). **Motion was moved to approve the minutes. Moved E. Murphy-Frobish, Seconded: B. Anderson. Motion Carried.**
- B. Program Operations Committee recommend to approve awarding \$36,000 to Bank of Pontiac to train 9 employees through the incumbent worker training program with the Supplemental Funds Grant program. **Motion was moved to approve the award. Moved: Dr. M. Boyd, Seconded: S. Carrell. Motion Carried.**
- C. Executive Committee recommends to approve to release the JTED Request for Proposal (*Attachment B*). **Motion was moved to approve release of RFP. Moved: B. Anderson, Seconded: T. Graves. Motion Carried.**

II. **Discussion**

A. Reports

1. PY23 Year End Fiscal (*Attachment C*). C. Koerner Provided a PY23 End-of-year programmatic and financial report. He stated that as a workforce area we met all state requirements: 20% youth work based learning, 50% client expenditure rate, & 80% obligation rate. The 1E grant had \$261.53 unexpended which grant ended 6/30/24. Supplemental Funds grant was fully expended.
2. Grants Updates
 - a. Supplemental Funds
 - a. PY23 Year End Close Out. L. Russell stated that in PY23 the Supplemental Funds grant for \$120,914 which is funded by State of Illinois GRF funds is completed. Projects included outreach to the Hispanic population to engage them in workforce system & post-secondary education. Kiosks were implemented in Kankakee and Livingston Counties for community information & outreach purposes. Also practicing flexibility, training scholarships were issued for those who may not have been eligible for WIOA funds otherwise.

- b. PY24 Award. L. Russell said that we were awarded \$117,192.00 in Supplemental Funds which will be used for the above approved Bank of Pontiac incumbent training, provide transportation assistance for students enrolled in a dual program at the Kankakee Community College, and help establish apprenticeships/career pathways for daycare providers to help increase qualified daycare workforce.
 - b. JTED Grant Update. L Russell stated that we were awarded the JTED Grant (\$410,454.00). It's a two-year grant that we hope to start using for client services by January 1, 2025.
 - c. Fast Track Grant Update: The state has approved KCC as a service provider which was required as part of the grant agreement. Thus, a service provider contract to KCC can be issued.
 - d. Climate Equitable Jobs Act. Kankakee was awarded a hub at the end of the legislative session. Kankakee hub would not start until July 2025.
- A. Program Updates:
 1. Enrollment Report: Year End Program Report (*Attachment D*). L. Russell reported that during PY23, 340 customers were served and currently 158 new participants joined the program which is 33 more new clients than last year. Success stories were shared with the Board in order to truly show how the workforce system positively impacts individual's lives.
 2. Workforce Services Office Updates.

Kankakee Workforce Services: A career planner & a receptionist have been hired. There is an issue with the kiosks so they are working on figuring that out before they can be placed in community. KCC's Fall Job Fair is September 19. The office is hosting a community resource fair on October 30th for justice involved individuals.

Grundy Workforce Services: They continue to promote their grants to the community at public events. They are experiencing an increase in requests for resume & interviewing skills. In conjunction with Will County Workforce Services, we are partnering to host a job fair for individuals with disabilities on October 22nd. For the Fall Semester, they offer English 101, Psych 101 and ESL Classes that begin in September.

Livingston Workforce Services: Working on getting the bugs out so kiosks can be distributed to the community. Meet with Sheridan formerly LSC Communications to discuss services but particularly OJT services. Continuing outreach & attending various community events.
 3. Labor Shed Analysis. L. Russell confirmed that the Labor Shed Analysis is completed, and the Workforce Board is looking forward to using the information provided.
 4. DCEO monitoring update. L. Russell mentioned that every year the state monitors the WIOA program both fiscally & programmatically. Congratulations to C. Koerner for zero fiscal findings & no fiscal recommendations. This is 8th year without a finding. On the program side, there were findings but none of them are related to disallowed costs. Findings included data entry issues, timeliness of entering a case notes, updates to IEP/ISS. Overall, a good monitoring report so great job to our services providers KCC & JJC."
 5. Regional/Local Plan Revisions. L. Russell said that the local plan was completed and submitted to the state but required a few minor revisions asking for more

details so a revised plan has been submitted.

6. PY24 MOU Complete. Executed MOU is complete. There were a few minor revisions needed such as one stop zip code was 60901 but should be 60915. L. Russell is working on revisions & will send to partners to review before submitting to state.

IV. Old Business: None

V. New Business: None

VI. Adjournment: Motion to adjourn. Moved: Dr. M. Boyd, Seconded: A. Turner. Motion Carried. Meeting adjourned at 9:45 a.m.