



Workforce Board Meeting
Workforce Board office
200 E. Court Street, Suite, Suite 506
Kankakee, IL
September 2, 2025 at 9:00 a.m.

| Present | | Minutes | |
|-------------------|---------------|-------------|------------|
| | | Absent | Staff |
| Dr. Boyd | A. Turner | A. Dontz | L. Russell |
| D. Boresi | Dr. Namuo | B. Anderson | C. Koerner |
| L. Copes | J. Jensen | G. Richard | B. Peña |
| T. Graves | M. Borchers | M. Kelley | |
| M. Gerrish | N. Norton | R. Manuel | |
| S. Franco | C. Van Yperen | S. Erschen | |
| S. Carrell | T. Salgado | S. Magruder | |
| E. Murphy-Frobish | | | |
| T. Nemeth | | | |

I. **Call to Order:** The meeting was called to order at 9:01 a.m.

II. **Public Comment:** None

III. **ACTION Items:**

- A. Recommend the approval of the June 3, 2025 minutes (*Attachment A*). **Motion was moved to approve the minutes. Moved: Dr. Boyd, Seconded: N. Norton. Motion Carried.**
- B. Recommend the approval of revised local policy 15-WIOA-08 Workforce Board Procurement policy (*Attachment B*). **Motion was moved to approve the policy. Moved: A. Turner, Seconded: E. Murphy-Frobish. Motion Carried.**
- C. Recommend the approval of the PY25 local workforce area budget (*Attachment C*). **Motion was moved to approve the PY25 Workforce Budget. Moved: Dr. Boyd, Seconded: T. Graves. Motion Carried.**
- D. Recommend the approval of the below incumbent worker training projects:
 1. awarding Morris Healthcare \$32,200 for incumbent worker training to train 83 current employees in UKG Pro Workforce Manager software platform
 2. awarding Riverside Medical Center \$12,000 for incumbent worker training to train 3 current employees to become Certified Mental Health Technicians.**Motion was moved to approve the incumbent worker training projects as presented. Moved: C. Van Yperen, Seconded: S. Carrell. Abstain: E. Murphy-Frobish & J. Jensen. Motion Carried.**

II. **Reports**

A. **Reports**

1. **Federal Update.** L. Russell mentioned that the National Association of Workforce Boards states that after speaking to Congress staff there isn't a consensus for a huge recession. There could be a smaller recession. However, this is the "word on the street" & as we know anything can happen. The federal budget ends September 30, 2025. Thus, a budget needs to pass or another CR in to keep federal government open on October 1st.
2. **PY24 DCEO Monitoring.** L. Russell informed Board Members that it was a

very intense monitoring this year for fiscal & program. We are awaiting the final monitoring results letter but there is 1 fiscal finding for not getting approval for an expenditure of over \$5,000 for the Workforce Board copier. On the program side there are a few findings that we can improve on such as data entry issues, adding the correct services in IWDS, etc. However, there were no disallowed costs & DCEO stated our forms/processes were good so just a few things we can improve on.

3. **Fiscal: PY24 Year End Reports (*Attachment E*).** C. Koerner provided the End-Year Report. All fiscal requirements were met such as 50% direct minimum training requirement, 20% youth work-based learning expenditures requirement, 80% funds were obligated.

- a. **Grant Updates: JTED Grant, Fast Track, Supplemental Funds.** L.

Russell said that we got JTED at the end of December 2024 so we were not able to enroll for Spring 2025 semester. There are students for Summer 2025 & Fall 2025 & we continue to recruit. It is a two-year grant that expires 9/30/26, so no concerns at this time. The Fast Track Grant is a five-year grant for Gotion. L. Russell mentioned that she had a meeting in July with Gotion and DCEO to ensure scope of work is still valid & company confirmed that scope of work is valid so no changes at this time. In regard Supplemental Funds, she said that these State Funds were fully expended. We have two grants, one that ended June 30, 2025, that was for Kankakee High School students to do dual-credit – 45 students registered and 43 passed. The incumbent worker training at the Bank of Pontiac was completed, and the pre-apprenticeship coordinator position at JJC that we funded with Will County did a great job with 14 apprentices. The workforce area is receiving \$125,000.00 for PY25 projects. The scope of work for these funds is for earn & learn/paid internships in Kankakee County, Morris Hospital incumbent worker training project in Grundy, & flexibility in system such as childcare tuition assistance that was identified under the childcare commission in Livingston.

4. **PY24 Year End Enrollment Report (*Attachment F*).** L. Russell presented the data of student enrollment for PY24. The information provided an overall 381 participants of which 204 were newly enrolled, and 314 students attended classes with the provision of our training scholarships. Looking at previous years' data, she noticed that now we are serving more people. L. Russell shared six different success stories on how we make a difference.

B. Committee Meetings

1. **Program Operations:**

- a. **Momence Meat Packaging Job Fair Update.** L. Russell talked about the closing of Johnsonville/Meat Packing in Momence and how it affected 274 individuals. She shared that on August 20th there was a Job Fair in Momence to assist all those individuals. This event was possible thanks to the Kankakee Workforce Services, KCC, Economic Alliance, IDES, and the Workforce Board. There were 220 job seekers who attended the job fair with 11 employers.

- b. **Workforce Services offices/Partner Updates.** Livingston Workforce Services Office staff were very busy with student registration. They attended the Livingston Probation Department, a Heartland College

event, and two other community events where they promoted their services. Grundy Workforce Services Office staff have been extremely active promoting their grants at community events. They are working on improving the delivery of their supportive services; Ann is grateful to receive Allyson's assistance with that. The two non-credit courses JJC offered for the Summer were well attended and two more non-credit classes will be offered for the Fall. In the Kankakee office, Keisha shared that her office has been promoting their WIOA Scholarships in the community and at KCC. Her office is providing workshops for individuals interested in acquiring basic knowledge of computers, Microsoft Word, Excel, and resume development.

- c. **Rivian.** L. Russell mentioned that Rivian reached to DCEO in regards to workforce availability & talent pipeline. One of Rivian's supplier is locating to the site in 2026; it will create 1,000 jobs. She said that we will be working with other workforce boards to create a regional approach.

2. Workforce Development:

- a. **GEDC Summer Internship Program.** N. Norton proudly talked about the success of their summer internship program. This is their 14th year; they had 40 paid internships.
- b. **Manufacturing Month.** L. Russell announced that October is manufacturing month, so we will be working on the employers' tours for educators. This event will be open to teachers, guidance counselors, and post-secondary/vocational and technical teachers. In Kankakee County Gotion already said yes! We are limiting it to 20 people. More on this project in the future.
- c. **Current labor trends.** There was discussion on the labor market with more layoffs & hiring seems to slow down.

IV. Old Business: None

- V. New Business:** Executive Director L. Russell said that this is her 25th year working for the public workforce system. She started at KCC & then transferred to the Workforce Board as Program Manager & then promoted to Executive Director. She expressed her appreciation for all the Workforce Board members that help support Board staff.

- VI. Adjournment:** Motion to adjourn. Moved: S. Carrell, Seconded: A. Turner. Motion Carried. Meeting adjourned at 9:57 a.m.