



Workforce Board Meeting
Workforce Board office
200 E. Court Street, Suite, Suite 506, Kankakee, IL
March 8, 2022 at 9 am

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

<https://workforceboard.my.webex.com/workforceboard.my/j.php?MTID=m4ebab1c96b964dd84fed3bd74c5150b>

Meeting number: 182 529 1208
Join by phone: 415-655-0001

Password: qHHPMYrD343 (74476973 from phones)
Phone Access code: 182 529 1208 Phone Password: 74476973

Minutes

Present

S. Erschen
T. Salgado
S. Franco
M. Borchers
T. Graves
R. Manuel
G. Beglau
A. Dontz
N. Norton
L. Brown
M. Kelley
B. Anderson
C. Van Yperen
E. Murphy- Frobish

Absent

M. Powell
K. Peterson
Dr. J. Mitchell
Dr. M. Boyd
A. Turner
H. Bond
T. Nemeth
G. Richard
Mike Smith
S. Magruder
L. Copes

Staff

L. Russell
A. Rzasa
C. Koerner

- I. **Call to Order:** Meeting was called to order by the Chair at 9:07 am
- II. **Public Comment:** None
- III. **ACTION Items:**

- A. Recommend the approval of the December 14, 2021 minutes (*Attachment A*) **Motion to approve the minutes. Moved: B. Anderson, Seconded T. Graves. Motion Carried**
- B. Executive Committee recommends the approval to release the One Stop Operator Request for Proposal (*Attachment B*): **Motion to approve the release of the One Stop Operator Request for Proposal. Moved: S. Franco, Seconded S. Erschen. Motion Carried**
- C. Program Operations Committee recommends the approval of the revised local workforce area budget to transfer dislocated worker funds to adult funds. (*Attachment C*). Executive Director L. Russell went over the transfer of dislocated worker funds from the incumbent worker training line item budget to adult funds. This transfer is needed due to low interest in the program this year. After speaking to employers, the feedback is employers are focused on finding workforce & ensuring product/service is delivered. As such, employers don't have the time or capacity to focus on current employee training needs. As such, Executive Director is presenting the budget transfer to adult funds since all workforce services offices see a need for adult funding. In addition to funds being allocated to the offices which are needed, the transfer ensures that as a workforce area we meet the fiscal requirement that 80% of WIOA funds must be obligated. **Motion was made to approve the revised local workforce area budget to transfer dislocated worker funds from the incumbent worker training line item to adult funds. Moved: B. Anderson, Seconded: T. Graves. Motion Carried**

D. Program Operations recommends the approval of the revised ITA & Supportive Services (Attachment D) Motion to approve the revised ITA & Supportive Services polices as presented. Moved: N. Norton, Seconded B. Anderson. Motion Carried

IV. Reports:

A. Program Updates

1. Fiscal Reports (*Attachment E*). C. Koerner presented the fiscal reports for the PY21 program year. There are no concerns at this time. The fiscal year reports are through 1/31/22
2. Enrollment Report (*Attachment F*): L. Russell went over enrollment reports
3. Workforce Services offices/Partner Updates
 - a. Each office provided an update. There was discussion regarding the Pontiac Correctional Center transfer of 317 inmates without any notice. The transfer was required due to closing the medium security unit & the closure of the East/West cell houses. At this time, no employees are affected or were laid off. However, Workforce Board/Services staff are monitoring it.
 - b. KCC Director of Adult Education stated that they received a pre-apprenticeship grant.
4. Livingston County American Rescue Plan Grant: Grant is for EMT/Paramedic training. Livingston Workforce Services staff are currently outreaching & recruiting. The paramedic training starts April 1st. Currently, office has received 6 applications for the 5 paramedic training slots. EMT training is scheduled to begin May 1st.
5. Trade Fair Career Fair Event: Virtual trades career fair is scheduled for March 10th & currently there are 148 registered.
6. Second Chance Employer Workshop: Regional group is hosting a virtual workshop.
7. Grundy County Hiring Day: Board staff A. Rzasa is working with Grundy Workforce Services, GEDC, & Grundy Chamber on a county wide job fair event that is scheduled for May 18th.
8. Employer Benefit Survey: Working on creating a 1 or 2 page handout from the report.

B. Operational Update

1. Service Integration Project: Finishing projects to be completed by March 31st.
2. Regional & Local plans: Posted on www.glkwb.com: The regional & local plans needed to be revised. The plans are available for review on the website.
3. Workforce Board audit: Audit was completed by accounting firm SKDO & there was no issues. A copy of the audit has been emailed to all Workforce Board members. If you would like a printed copy, please contact Board staff because we have a few printed copies available.

IV. Old Business: None

V. New Business: None

VI. Adjournment: Motion to adjourn at 9:55 am by B. Anderson & S. Franco