

Minutes

Present	Webex	Absent	Guest	Staff	
H. Bond	M. Kelley` K. Peterson T. Graves J. Mitchell L. Copes D. Kinsella S. Franco B. Anderson E. Murphy-Frobish M. Powell	M. Wolf T. Graves A. Turner N. Norton G. Richard T. Nemeth A. Dontz B. Hinrichs C. Vanyperen	M. Boyd S. Erschen L. Brown T. Salgado M. Smith S. Magruder	M. Posing A. Saxton G. Martinez M. Barton	L. Russell L. Siemsen A. Rzasz C. Koerner

III. Call to Order

IV. Public Comment

V. Welcome New Board Member: Megan Borchers from Lyondell

VI. ACTION Items:

- A. Recommend the approval of the September 15, 2020 minutes (*Attachment A*) **Motion to Approve. Moved: J. Mitchell Seconded. B. Anderson Motion Carried.**
- B. Program Operations recommends approving the below local policies. (*Attachment B*) **Motion to Approve. Moved: B. Anderson Seconded: K. Peterson Motion Carried.**
 - 1. 15-WIOA-02 Supportive Services Policy
 - 2. 15-WIOA-13 Youth Barriers Policy
 - 3. 15-WIOA-14 Follow up Services Policy
- C. Recommend the approval of Kankakee Community College Logistics Tech I training program. Training topics include safely and effectively operate a forklift to earn a forklift credential, workplace soft skills through workplace excellence program, CPR and First Aid certification, OSHA 10 hour course, and Resume Development and Interviewing Skills. The Logistic Tech I program will culminate in opportunities to interview for open positions with area manufacturers or logistic centers. Training program costs \$1,680 for 80 noncredit hours. **Motion to Approve. Moved: T. Graves Seconded: B. Anderson. Motion Carried**
- D. Recommend the approval to submit a Dresden Letter of Support. **Motion to Approve. Moved:N. Norton Seconded: L. Copes Motion Carried.**
- E. Executive Committee recommends to approve the transfer of 20% of Dislocated Worker funds to Adult Funding stream. (*Attachment C*) **Motion to Approve. Moved: B. Anderson Seconded: J. Mitchell. Motion Carried.**

VII. Reports:

B. Program Operations Committee

- 1. PY20 Fiscal Reports (*Attachment D*) C. Koerner presented the Fiscal reports as of October 31st. Koerner went over the PY29 WIOA Activity, Summary Worksheet of PY20 Expenditures, Contract Analysis for KCC and JJC as well as the Youth Contract Analysis.
- 2. Enrollment/Workforce office updates (*Attachment E*)
 - a. PY19 Program monitoring Results: L. Russell presented the PY20 Enrollment Report, Youth Paid Work Experience/Internship as well as the Adult/Dislocated Worker Paid Work Experience/OJT. Russell also presented the PY19 ITA Provider list. DCEO virtually monitored this year. No fiscal findings and 1 finding on the program side.
 - b. National Dislocated Worker Employment Recovery Grant \$296, 570: This is in addition to the other money that we have received. This grant is a 2 year grant.

- c. MOU/Service Integration projects: PY20 MOU has been approved. PY19 partners all have been paying. Service Integration projects are getting underway. Business Process mapping and new outreach materials for the Kankakee office will be in this scope of work. March board meeting will be when these projects will be presented.
- d. ASK HR Pilot Program: A. Rzasa sat in on this presentation. Rzasa is going to look into doing this type of program in Grundy County and is looking for someone to be the speaker.
- e. COVID Update: Grundy County office is all remote and virtually because of the high positivity rate. Livingston and Kankakee are open by appointment only.
- f. Office Updates: **Livingston**-Mid central Community Action is moving into the building. Spring registration is underway. Office is evaluating the website to make sure that it is Covid user friendly. There will be a Rapid Response later this week for Plymouth Tube in Streator. **Kankakee**-Spring enrollment is underway. They are continuing to post open jobs on their website. Staff will be returning to the office for 2 days a week starting on January 19. Then February 4th they will be there 4 days a week and back to fulltime sometime in March. **Grundy**-Quarterly newsletter will be going out. They also have 24 graduating this fall from the program.
- g. Partner Update: All three Career Centers are open for students to attend.

C. Workforce Development

- 1. Employer Closing/Rapid Response: (*Attachment F*)
 - a. LSC Communications in Dwight Closing: L. Russell went over the LSC Communications closing update. Going to be following up with the employers that were a part of the job fair to see if they were able to hire any of the employees.
 - b. Plymouth Tube in Streator: Rapid Response is being done today. Business is set to close at the end of the year.
 - c. Small business outreach/Rapid Response: Office staff is working on a way to get in contact with smaller business to let them know that their employees are eligible for benefits from our program just like the big businesses.
 - d. Dresden: L. Russell is writing a letter of support.
- 2. Employer Grants (*Attachment G*)
 - a. Employer Grants due to COVID-19: L. Russell went over the Employer Expenditures Report showing which employers were approved to receive this grant money.
 - b. Incumbent Worker Training: The PY20 IWT Budget was presented to the board by L. Russell.
 - c. DCEO Business Interruption Grants:

IV. **Old Business: None**

V. **New Business: None**

VI. **Adjournment: 10:04am Motion to Approve. Moved: A. Dontz. Motion Carried**