



Grundy Livingston Kankakee Workforce Board
Program Operations Committee
Workforce Board Office
200 E. Court Street, Suite 506
November 2, 2021 10:00 am

Meeting will be held at the Workforce Board office but will also be available via Cisco Webex due to COVID-19. Meeting link is below:

<https://workforceboard.my.webex.com/workforceboard.my/j.php?MTID=m370e5ff448e808bf9eba95ee6c575e8f>

Meeting number: 182 234 5828

Password: 2NTvKn3naK

Join by phone: 415-655-0001

Phone Access code: 1822345828

Phone Password: 26885636

Minutes

Present at Location

D. Washington

Present via WebEx

S. Erschen G. Martinez
M. Posing T. Salgado
G. Richard

Absent

L. Brown
M. Wolf
H. Bond

Staff

L. Russell
C. Koerner
A. Rzas

I. Call to Order: Meeting was called to order at 10:05 am.

II. Public Comment

III. Retirement at end of year:: Dana Washington, Director of Workforce Services
Welcome: Monica Lowe, KCC Director of Workforce Services

IV. ACTION ITEMS:

- a) Recommend the approval of the Program Operations Committee August 3, 2021 Minutes (*Attachment A*) **Motion was made to approve. Moved: S. Erschen Seconded: M. Posing. Motion Carried.**
- b) Recommend the approval of the revised Youth Work Experience local policy (*Attachment B*) **Motion was made to approve. Moved: M. Posing Seconded: D. Washington. Motion Carried.**

V. Reports

a) Reports

1. Fiscal Reports (*Attachment C*): C. Koerner presented the fiscal reports for the PY21 program year. There are no concerns at this time especially since fiscal year reports are for through September 30th.
 - a. Youth 20% Work Based Learning Expenditure Requirement: Staff Time:
C. Koerner & L. Russell presented youth paid work experience procedure change regarding what is included in the youth 20% work based learned expenditure requirement. Procedurally, the workforce area only included the youth wages to count towards the 20%. However, we are changing to allow staff time to be charged to the 20% work based learning requirement. Staff time is an allowable activity per DOL & DCEO but locally we have not allowed it. This procedure change is necessary due to the amount of staff time required to help youth be successful due to youth having multiple barriers. These barriers are more prevalent this year since COVID pandemic than in prior years. In addition, the number of youth interested & eligible for the WIOA work based learning program is reduced due to the shortage of labor force for employers. Youth are obtaining their own jobs so they don't need our services. Program Operations Committee agreed that this change is needed to ensure we meet our 20% work based learning expenditure requirement.
2. Program Updates
 - a. Enrollment Report (*Attachment D*). L. Russell went over enrollment reports.

- b. State Policy: Demand Occupation List. Regionally we are working on submitting a waiver to include more training funds which we can fund.
- c. Workforce Services offices/Partner updates

IDES Update:

Tentatively employment services staff will return to Kankakee Workforce Services in December.

Hire Veteran 2021 Virtual Event

Unemployment offices are open for scheduled appointments only

Workforce Services office

All offices are working on recruitment especially dislocated workers & youth through paid ads, UI profilee, IDES email blasts, eblasts, partnering with community college to identify students for direct outreach.

Grundy: Participated in Grundy Economic Development Council employer retention visits

Livingston: Participated in job fair on 11/13

Kankakee: Presented at local high schools to help with youth recruitment.

- i. Workforce Availability: Employers are seeing a shortage of works. All offices are helping employers with posting open positions, social media, etc.
 - ii. DCEO Visit: DCEO Deputy Director Julio Rodriquez & DCEO Northern Regional Manager K. Lapetino are scheduled for a visit at the end of the month. We are going to take them to a local employer, Plochman's, which partnered with on many projects.
- d. One Stop
 - i. MOU: MOU has been approved by DCEO.
 - ii. Service Integration Project. Project is still ongoing.
3. Employer Wage & Benefits Survey Update: Project is proceeding. The survey was completed by 68 employers. Employer Focus groups are scheduled the week of November 8th. Project is still on schedule for Thomas P. Miller to be finished & report out to the Full Board meeting on December 14 2021.

Responses by County:

Grundy – 16

Kankakee – 29

Livingston: 19

Will: 30

4. American Rescue Plan Funds: Workforce Board submitted a grant proposal to the Livingston County Community Response American Rescue Plan Act RFP. The proposal is for paramedic & EMT training. In addition, it's to help fund Livingston County Special Services Unit (LCSSU) Practical Assessment Exploration System (PAES) which is implementing a new job training program for individuals with disabilities. Gran total is \$125,000.

II. Old Business:

III. New Business

IV. Adjournment: **Motion to adjourn at 11:15 by M. Posing & D. Washington.**