



Grundy Livingston Kankakee Workforce Board
Program Operations Committee
Workforce Board Office
200 E. Court Street, Suite 506
February 1, 2022 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=m9a259f2da8d1a2f53502327557944600>

Meeting number: 182 421 1999

Password: vUM3g3G3cEQ

Join by phone: 415-655-0001

Phone Access code: 182 421 1999

Phone Password: 88634343

Minutes

Present

L. Brown M. Lowe
H. Bond S. Erschen
T. Salgado M. Barton
M. Posing T. Nemeth

Absent

G. Richard

Staff

L. Russell
C. Koerner
A. Rzasa

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

II. Public Comment: None

III. ACTION ITEMS:

- a) Recommend the approval of the Program Operations Committee November 2, 2021 Minutes (*Attachment A*). **Motion was made to approve the November 2, 2021 minutes. Moved: M. Posing, Seconded: T. Salgado. Motion Carried**
- b) Recommend the approval of the revised ITA & Supportive Services policies listed below. (*Attachment B*). **Motion was made to approve policies as presented. Moved: H. Bond, Seconded: L. Brown. Motion Carried**
- c) Recommend 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. Discussion ensued regarding serving current employers that might be in the pipeline to ensure our employer customers are served. **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 contingent upon there are no contracts prior to the March 8, 2022 Workforce Board meeting. If no employer contracts, the Workforce Board will vote/approve the budget transfer. Moved: H. Bond, Seconded: L. Brown. Motion Carried**

IV. Reports

a) Reports

- 1. Fiscal Reports (*Attachment D*) C. Koerner presented the fiscal reports for the PY21 program year. There are no concerns at this time. The fiscal year reports are through 12/31/21.
- 2. Program Updates
 - a. Enrollment Report (*Attachment E*). L. Russell went over enrollment reports.
 - b. Workforce Services offices/Partner updates
 - i. Kankakee Workforce Services update: Office is still outreaching & recruiting dislocated

workers and saw approximately 5 individuals who qualify as dislocated workers in January. The recruitment has resulted on additional individuals eligible as adults.

- ii. Grundy Workforce Services: Grundy office is seeing more individuals who are eligible as adults & it's been pretty steady. Tabatha Greene has been hired full time to replace Griselda Martinez who resigned at end of November. Tabatha was part time as the administrative assistant.
 - iii. Livingston Workforce Services: Like the other two offices, office is seeing mire individuals who qualify as adults. This past month been focused on the Livingston County ARPA grant.
 - iv. IDES provided an update.
 - v. Vocational Rehabilitation: T. Nemeth provided an update that they have hired a new Business Services person & is excited to be part of the one stop team.
 - vi. Trade Fair Event update: There is a virtual trades career fair on March 10th. This event is in partnership with Workforce Board, KCC, Career Center, & Calumet Area Industrial Commission. Purpose is to educate students what are the different trades, requirements, & how to apply.
 - vii. Demand Occupation List: The Northeast region submitted numerous waiver requests to the state to add programs to the demand occupation list. These waivers were approved. As such, programs such as JJC Process Operator & KCC Radiography are allowed to be funded with WIOA funds.
 - viii. Regional & local plan: Both the regional & local plans are required to be modified due to the COVID-19 pandemic. As such, L. Russell will be working on the plans & sending them out prior to their due date of March 31, 2022.
- c. One Stop
 - i. MOU: It time to start the negotiating for the MOU budget effective 7/1/22. L. Russell will be in contact with partners to start the process.
 - ii. Service Integration Project (*Attachment F*)
 3. Livingston County American Rescue Plan Funds Grant Update: A. Saxton provided an update on getting the program going. The program is to train EMT's & paramedics. She has the training program established with OSF and has started marketing to the community.

V. Old Business: None

VI. New Business None

VII. Adjournment **Motion to adjourn at 10:54 am by H. Bond & M. Posing**