



Grundy Livingston Kankakee Workforce Board
Executive Committee
Workforce Board Office
200 E. Court St., Suite 506, Kankakee
December 1, 2021 9:00am

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=m4482203b2acdec2f6ea2ea6b38651938>

Meeting number: 182 666 8003
Join by phone: 415-655-0001

Password: q3UfSfS2py8 (73837372 from phones)
Phone Access code: 182 666 8003 Phone Password: 73837372

Minutes

<u>Here</u>	<u>WebEx</u>	<u>Absent</u>	<u>Staff</u>
R. Manual	L. Brown	S. Erschen	L. Russell
	H. Bond		K. Bessette
	N. Norton		A. Rzasa
	B. Anderson		

- I. **Call to Order:** Chair called the meeting to order at 9:03 am
- II. **Public Comment:** None
- III. **ACTION Items:**
 - A. Recommend the approval of the September 1, 2021 minutes (*Attachment A*) **Motion to Approve Moved: H. Bond Seconded: B. Anderson. Motion Carried**
 - B. Recommend the approval of the revised Youth Work Experience local policy (*Attachment B*) **Motion to Approve Moved: H. Bond Seconded: L Brown. Motion Carried**
- IV. **Reports:**
 - A. Program Operations Committee
 - 1. Fiscal Reports (*Attachment C*)
 - L. Russell presented the PY21 Fiscal Reports as of 10/31/21 since C. Koerner was on vacation. Expenditures are for four months of the fiscal year. There are no concerns at this time
 - a. Youth 20% Work Based Learning Expenditure Requirement: Staff Time
 - .L. Russell presented a fiscal procedure change to allow staff time to be charged to be charged towards the 20% work based learning requirement. Staff time is an allowable cost per DOL and DCEO policies. However, locally we did not allow it since historically we always spent approximately 16 - 18% on work based learning. Thus, the 20% requirement was not a huge shift in our operating procedures. However, youth needing work based learning has been reduced and the youth needing our services have many barriers which result additional staff time to ensure completion. As such, L. Russell presented the change in procedures this program year to ensure our workforce area meets the 20% requirement. Executive Committee is committed to ensuring that 20% work based learning

requirement is for direct client expenditures. As such, these procedures will be monitored by C. Koerner & L. Russell yearly to ensure work based learning funds are directed towards youth.

2. Program Updates

- a. Year End ITA Report (*Attachment D*). L. Russell went over the year end ITA report which reflects total amount of training funds by training provider for Program Year 2020. The report also reflects number of individuals who received training funds by provider. Overall, 274 individuals received ITA's which totaled \$768,081 in training funds expended.
 - b. State Policy: Demand Occupation Lis: The Workforce Partners of Metro Chicago is working on submitting a waiver to include occupations which are no longer allowed to be funded per the new state policy.
 - c. Workforce Services offices: Personnel updates: Monica Lowe was hired as the new Director of Workforce Services to serve Kankakee & Livingston Counties due to Dana Washington retirement. Monica Lowe has experience was WIOA as she was the Assistant Director for Will County Workforce Services. In Grundy County, Griselda Martinez has resigned to take a position at Proctor & Gamble. Meg Barton was promoted to Manager since Sarah Hintze resigned. There were no changes in Livingston County. Due to all the staffing changes, L. Russell & C. Koerner will be monitoring & providing technical assistant to help with the transition.
 - d. DCEO Visit: Deputy Director Julio Rodriguez & Regional Norther Manager Kelly Lapetino visited our workforce area November 30th. They toured the Kankakee Workforce Services office & visited with Plochman's in Manteno. Both Julio & Kelly were impressed with our employer partnership with Plochman's & overall how we are managing the WIOA program.
3. American Rescue Plan Funds: (*Attachment E*): Workforce Board was awarded \$125,000 in Livingston County American Rescue Act Plan Community Response RFP. The proposal is to fund EMT & paramedic training locally. In addition, funds are to help Livingston County Special Services Unit PAES lab job training program for individuals with disabilities.

B. Workforce Development

1. Employer Wage & Benefits Survey Update. Thomas P Miller is finishing the report & they are presenting final report at the December Workforce Board meeting.
2. Business Leaderships Awards (*Attachment F*)
3. Trades Fair: A trade's career fair pilot project is being planned for March 2022. This would be an in person event for high school students to understand careers in the trades & how to apply.

IV. Old Business

V. New Business

VI. Adjournment: Motion to adjourn at 9:52 am by B. Anderson & N. Norton