



Grundy Livingston Kankakee Workforce Board  
Executive Committee  
Workforce Board Office  
200 E. Court St., Suite 506, Kankakee  
March 2, 2022 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=m8abaddf987152a7d99f62952f6a0a071>

Meeting number: 182 067 6470  
Join by phone: 415-655-0001

Password: PUVex3jSE83  
Phone Access code: 182 067 6470 Phone Password: 78839357

### Minutes

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

- I. **Call to Order:** Chair called the meeting to order at 9:05 am
- II. **Public Comment:** None
- III. **ACTION Items:**
  - A. Recommend the approval of the December 1, 2021 minutes (*Attachment A*) **Motion to Approve Moved: B. Anderson Seconded: L. Brown. Motion Carried**
  - B. Recommend the approval to release the One Stop Operator Request for Proposal (*Attachment B*) **Motion to Approve Moved: L. Brown Seconded: S. Erschen. Motion Carried**
  - C. Program Operations recommends the approval of the revised ITA & Supportive Services policies. (*Attachment C*) Executive Director L. Russell went over the revisions to the ITA & Supportive Services local policies and is recommending the committee approve the revised policies. **Motion to Approve Moved: B. Anderson Seconded: L. Brown. Motion Carried**
- IV. **Reports:**
  - A. Program Operations Committee
    - 1. Fiscal Reports (*Attachment D*): C. Koerner presented PY21 WIOA fiscal activity as of January 31, 2022 including summary of expenditures, KCC & JJC contract Analysis as well as the Youth Contract Analysis. Client Expenditure Rate for adult/dislocated worker, youth 20% work based learning expenditure requirement, and required expenditure/obligation was also presented and there are no concerns at this time.
      - a. Incumbent Worker Training Program Budget: Executive Director L. Russell discussed the incumbent worker training program. The workforce area budget has \$50,000 in incumbent worker training. Unfortunately,

employers have not been interested in program this year due to numerous factors such as employers don't have the time resources at this time, ETIP program used instead, & not wanting to complete required paperwork. As such, the Program Operations Committee is recommending to full board to transfer \$35,000 out of dislocated worker incumbent worker training to adult funds to provide the additional funds needed at the workforce service offices in order to ensure we meet the 80% required obligation rate. This recommendation is 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.

## 2. Program Updates

- a. Enrollment Report (*Attachment E*). L. Russell presented the PY21 Enrollment Report as of January 31, 2022
- b. State Demand Occupation List Policy update. The region submitted the required waivers to add occupations to the demand occupation list. As such, occupations added to the list allows our workforce services offices to fund all but one or two programs at the community colleges. JJC Process Operator & respiratory programs can now be funded.
- c. Workforce Services office update: With new directors in Kankakee & Grundy, Executive Director L. Russell is meeting with them at least monthly to provide technical assistance. The Grundy Workforce Services office is seeking a career planner to back fill Meg. Griselda Martinez position was backfilled by Tabatha Greene.
  - i. Pontiac Correctional Center transferred 317 inmates. Inmates were transferred due to the closure of the medium security unit & east/west cell house closures. This transfer happened without notice. At this time, no employees have been laid off & per the press release no employees will be laid off. However, we will watching this I the future.
- d. Employer Wage & Benefits Survey: Survey has been completed & working on assimilating the data into a summary format.
- e. Trade Fair Event: A trade's career fair event is scheduled for March 10<sup>th</sup>. This events is virtual & includes Southern Cook County & Kankakee County. To date this is approximately 225 registered.
- f. Grundy County Hiring Day: A. Rzsaa presented the idea for a Grundy County job crawl. She will be working with the GEDC, Chamber, & workforce service office to plan the event.
- g. Second Chance hiring workshop for employers: Regional group is hosting a second chance hiring workshop for employers on April 9<sup>th</sup>.
- h. Livingston County American Rescue Plan Funds Grant: MOU's have been executed with KCC & Livingston County Special Services Unit. Livingston Workforce Services is currently marketing/recruiting for the EMT & paramedic program.

## 3. Operational Update

- a. Service Integration Project: Working on finishing up the outreach materials part of project.
- b. Regional & local plan: Posted on [www.glkwb.com](http://www.glkwb.com): Plans are completed &

posted for public comment.

- c. Workforce Board Audit: SKDO has completed the audit & there were no findings/issue. The audit was emailed to all board members but if you want a hard copy please let workforce board staff know & we can provide you one.

**IV. Old Business:** None

**V. New Business:** None

**VI. Adjournment:** Motion to adjourn at 10:00 am by B. Anderson & L. Brown