



Grundy Livingston Kankakee Workforce Board  
Executive Committee  
**Workforce Board Office**  
200 E. Court St., Suite 506, Kankakee  
**September 7, 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=m1797a65059c717cec1c5513c5ad06844>

Meeting number: 2557 970 6967

Password: mVKFpbaJ589

Join by phone: 415-655-0001

Phone Access code: 2557 970 6967

Phone Password: 68537225

### Agenda

- I. **Call to Order**
- II. **Public Comment**
- III. **ACTION Items:**
  - A. Recommend the approval of the June 1, 2022 minutes (*Attachment A*)
  - B. Recommend the approval of the revised Workforce Board staffing structure including the revised Executive Assistant job description. (*Attachment B*)
- IV. **Reports:**
  - A. Program Operations Committee
    1. Year End Fiscal Reports (*Attachment C*)
    2. Year End Program Updates
    3. Title 1 RFP
    4. Performance Goals
  - B. Workforce Development Committee
    1. Manufacturing Month
    2. Employers workshops
    3. Creating the talent pipeline activities.
  - C. Executive Director Report
    1. Board certification
    2. Board meeting format
- IV. **Old Business**
- V. **New Business**
- VI. **Adjournment**