

UNITED WORKFORCE DEVELOPMENT BOARD

LWIA #15

Serving: FULTON-MARSHALL-MASON-MCLEAN-PEORIA-STARK-TAZEWELL-WOODFORD Counties

CORPORATE BOARD MEETING MINUTES

DATE: Monday, March 02, 2020

9:30 am

Career Link, 2956 Court St., Pekin, IL

I. **Roll CALL and Introductions** - Chairman Ronn Morehead opened the meeting with a roll call of board members. Ronn introduced newest Corporate Board member, **Bruce Marston of City of Pekin, Fiscal Director.**
Board Members Present: Ronn Morehead, Dixie Hilst and Tom Frazier (phone call-in)
Board Members Absent: Larry Crouch
Career Link staff Present: Steve Martin, Dena Weth, LeeAnn Whitlatch and David Vaughn
One Stop Operator Manager: Warren Cheatham

II. ***ACTION ITEM: APPROVAL OF Corporate Board MINUTES: March 14, 2019**
A motion was made by Tom Frazier and seconded by Dixie Hilst to approve March 14, 2019 minutes. Motion carried.

III. **Participant Spotlight-Participant Recognition of IL Workforce Partnership State Award Runner-Up: Peoria, IL (Peoria Co.)** (Presented by: Dena Weth, Asst. Director)
Dena Weth provided a brief background on a Peoria, IL office Career Link Participant and provided the history of her path from being enrolled in Career Link program and her success. Below is the nomination write-up that was submitted for the Individual Achievement State Award entry for Career Link Participant, Petra Flores and her achievements and successes throughout the program.
The following WRITEUP was SUBMITTED TO the STATE AWARDS NOMINATIONS: *'It is my honor to nominate Petra Flores for the LWIA #15 Individual Achievement Award. Petra was in our 1A funding while in training in the RN-BSN program at OSF (St. Francis Medical School). She was certified for training on July 26, 2017 with the assistance of her Career Planner Kathy Humphreys. Petra started her training on August 14, 2017 and graduated from OSF on May 18, 2019. Petra's perseverance and dedication were evident when she passed her NCLEX-RN exam on June 25, 2019. She is now awaiting licensure. My contact with Petra started on September 4, 2018 when Kathy Humphrey's caseload changed to a focus on youth clients. I have found Petra to be positive, out-going, upbeat, goal-oriented, friendly, motivated, and inspirational. As a single parent, first generation college graduate, Petra faced barriers many other post- secondary students do not have to overcome. Her academic path was not always easy and there were times she was frustrated. She sought out assistance as needed academically and communicated well with her instructors to achieve success. Her communication with me, as her career planner, was timely and efficient. At all times, she displayed appreciation for the assistance Career Link provided. She was so proud when she finished her training, she stopped by to visit and announced a "college graduate" was here for a meeting. I have witnessed first-hand with Petra what the program can do for clients. In her own words Petra described the importance "Career Link has changed my life...I couldn't have done this without Career Link, I will forever be thankful."*
Her journey most certainly required a dedicated effort in acquiring the knowledge and skills needed to succeed in the classroom and in the workplace. OSF was so impressed with her efforts, during her training, they awarded her a MEEP loan, which did not have to be paid back, if she accepted employment at the conclusion of her training. Indeed, Petra has accepted a position at OSF and is awaiting her assignment. I highly recommend Petra Flores for nomination as our Individual Achievement Award, as she is certainly deserving.'
The Corporate Board members expressed their commendations to hear great success stories like these and seeing how the Workforce program is affecting the workforce community and the participant's lives.

IV. **Enrollment numbers – Dena Weth, Assistant Director**
Dena Weth provided a report on Enrollment by County document. She stated that in Oct. 2019, the total number served under registrants was 580. Since then, there has been an Exit-Cycle. Currently there are 509 enrollments, that are divided by funding

titles. Adult enrollments are higher due to most customers receive some form of governmental assistance. In addition to the 509 current participants, there are GED applicants that are starting a new term. There are Vistra Energy Power Coal Plant layoff individuals who are starting CDL courses in the next two weeks. The Trade Petition for Vistra Energy Power Coal Plant is still outstanding and anticipate that if this Petition is approved, the Trade numbers should jump significantly. She reminded the board that when MMNA/CAT TRADE petition, there are Dislocated Worker benefits but it is a Cadillac version where the unemployment is extended, mileage is increased, etc. Career Link is awaiting for the Petition to be approved. ICC has not begun yet so some applications are still in the works, in particular for Adult participants. She reminder that registrants are anyone who is enrolled in the service such as Occupational Classroom Training, On-The-Job Training (OJT) or Career Services. There was no discussion.

V. 50%/80% State Requirements – LeeAnn Whitlatch

LeeAnn Whitlatch provided a report to the Board and stated that 50% of the Adult and Dislocated Workers funds must be spent on training individuals and obligate at least 80% of the funds by June 30, 2020. There was some further discussion. Bruce Marston asked if going from 40% to 50% would impact the staffing. LeeAnn further explained any impact that this may have. There was some discussion.

VI. Audit Report – LeeAnn Whitlatch, Fiscal Director

LeeAnn reported that the Audit showed no findings, no question costs and no weaknesses. A copy of the Audit can be provided to any Board member for review, if desired.

VII. Budget Allocations – David Vaughn, EEO officer/Planner

David V. provided the PY 19 County budgets report allocations – He stated that the budget is divided by eight counties. They look at carry-over customers per county, past expenses and what to expect in the upcoming year. Youth programs are considered in the budget and layoff events and initiatives and new training programs in that particular funding for that county. These budgets are adjusted throughout the year as needed. He reported on the Incumbent Workers training budget. This funding can be provided to employers who are training Career Link clients for example if an employer buys a machine, the manufacturer of that machine may come on site and for a fee they would train the employee and Career Link can reimburse that fee to the employer. Also, there is funding for contract awards for drop out Youth programs, drop out recovery programs and drop out recovery transition programs. These transition programs, such as Goodwill and Youthbuild, assist the Career Planners and the drop out recovery contractors with transitioning those students as they get their GED into post-secondary or employment or military. There was no further discussion.

VIII. Regional Planning - Steve Martin, Executive Director

Steve Martin stated that, statewide, there are items that are due this 2020 year: Regional Planning, MOU, Service Integration, One Stop Certification etc. These items need to be completed and approved this 2020 year. Steve expressed his thanks for David Vaughn and Warren Cheatham for working on getting the Regional Planning process started. Workforce Enterprise Systems Consultants, Tim and Becky Harmon, have been sending out content forms to be completed by the Partners. Most of the content is an update of workforce strategies that are being initiated and are currently in place. Other strategies and partnerships are fairly new and many new strategies focus on Job Training that is employer centric, Apprenticeships, Incumbent Workers, OJT, etc., and Service Integration is another addition to the Plan. The strategies must reflect the six visions and principals of the 'Unified State Plan'. The plan must include coordinate demand driven strategic planning of the State and Regional levels. Support Employer-Driven Regional sector initiatives, provide economic advancement for all populations through career pathways, expand service integration, promote improved data driven decision making and advanced public/private data infrastructure. These are the principals envisioned to use in the Regional and Local planning that are being used with the partners at H.C.C., I.C.C., Greater Peoria EDC (Chris Setti) and filling out all the content for the plan. The Regional Plan includes 10 counties; LWIA #15 (8 counties) and Livingston and DeWitt which are part of the Governor's EDR (Economic Development Region) and they are part of the Regional Plan so therefore they have added their input to the Plan as well. The 3rd meeting will be on Feb. 11, 2020. The Draft Plan will be posted for Public Comment on Feb. 14, 2020. The 4th meeting will be held on March 16, 2020. The Final Plan needs to be ready by March 23, 2020. The Regional Local Plan is due to the State by March 31, 2020. The completed plan will be presented to the WIB Board on Wednesday, April 15, 2020 at the next FULL WIB Board meeting. There was no discussion.

IX. *ACTION ITEM: Approval of Employees Compensation - Steve Martin, Executive Director

Steve stated that Staff Evaluations were completed and that they were all rated very high. Therefore he would like to present the staff with an Employee Compensation with a 5% bonus to be distributed, across the board to the staff, by May 1st, 2020 as well as a 3%-5% raise to all staff effective July 1, 2020, to be determined if the budget allows it.

A motion was made by Bruce Marston and seconded by Dixie Hilst to approve the 5% bonus for all staff by May 1st, 2020 based on evaluation performance levels and a 3% - 5% raise, based on the budget, to all staff evaluation performances, effective July 1, 2020. Motion carried.

X. ***ACTION ITEM: Move into Closed Session to discuss the Executive Director Evaluations / Compensation**

9:52 am: A motion was made by Tom Frazier and seconded by Dixie Hilst to move into Closed Session: Discussion of Executive Director Evaluation / Compensation. Motion carried.

XI. ***ACTION ITEM: Move into Open Session**

10:12 am: A motion was made by Dixie Hilst and seconded by Tom Frazier to return to open session. Motion Carried.

XII. ***ACTION ITEM: Approval of Executive Director Compensation** – Corporate Board

Ronn Morehead expressed that the Corporate Board expressed their gratitude and thankfulness to Steve Martin for his ability to work with the Staff and the role of Executive Director of LWIA #15 and their appreciation for that LWIA #15 continues to due an exemplary job at running the program. The Board thanks all of the Staff for all that they continue to do.

A motion was made by Dixie Hilst and seconded by Tom Frazier to approve Executive Director, Steve Martin's annual salary increase up to 5%, effective July 1, 2020 with an addition to authorize Executive Director, Steve Martin, the latitude to approve increases of certain Staff's salaries, at his discretion, up to 5% annual salary increase, based on the particular year's budget. Motion carried unanimously. Tom Frazier expressed his gratitude for the team work very much.

XIII. **OTHER**

There was no other discussion.

XIV. **PUBLIC COMMENT**

There was no Public Comment

XV. ***ACTION ITEM: ADJOURNMENT**

A motion was made by Tom Frazier and seconded by Dixie Hilst to adjourn. Motion carried. Adjournment: 10:15 am.

Respectfully submitted,

Recording Secretary,
Theresa Kotte, Executive Assistant
Career Link