

# UNITED WORKFORCE DEVELOPMENT BOARD

LWIA #15

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

## CORPORATE BOARD MEETING MINUTES

Thursday, March 14, 2019

9:00 am

LOCATION:

**PEKIN CAREER LINK OFFICE**

2956 Court St., (Sunset Plaza) PEKIN, IL 61555

- I. **Roll CALL** - Vice Chairman Larry Crouch opened the meeting with a roll call of board members and guests present.  
**Board Members Present:** Ronn Morehead, Larry Crouch, Tom Frazier and Dixie Hilst (phone call-in)  
**Career Link staff Present:** Steve Martin, Dena Weth, LeeAnn Whitlatch & David Vaughn
  
- I. **\*ACTION ITEM: APPROVAL OF MINUTES: May 22, 2018**  
**A motion was made by Dixie Hilst and seconded by Larry Crouch to approve May 22, 2018 minutes. Motion carried.**
  
- II. **\*ACTION ITEM: Office Closings/Employee Personnel Handbook change** – Dena Weth, Assistant Director  
Dena Weth provided information regarding the change made to the Employee Personnel Handbook on page #27 Career Link’s policies on office closures due to inclement weather, etc.  
**A motion was made by Tom Frazier and seconded by Larry Crouch to approve the new changes to the Employee Personnel Handbook regarding Office Closure Policy. Motion carried.**
  
- III. **\*ACTION ITEM: Employee with Career Link -Training Program status/ Employee Personnel Handbook change** –  
Dena Weth, Assistant Director  
Dena Weth provided changes made to the Employee Personnel Handbook on page #23 regarding “Hiring” policies for registrants. Dena stated that students that were sent to school and were being funding would occasionally be hired by Career Link. The Hiring Policy needed to be changed because of salary issues that would vary as an employed staff member vs Work Experience, etc.  
**A motion was made by Tom Frazier and seconded by Larry Crouch to approve the new changes to the Employee Personnel Handbook regarding Hiring policies. Motion carried.**
  
- II. **Employment Numbers** – Dena Weth, Assistant Director  
Dena Weth provided enrollment number by county handout. After review, there was some discussion.
  
- IV. **Addition of Corporate Board member** – Steve Martin, Executive Director  
Steve Martin stated that Tom Frazier is the newest Corp Board member. Dixie Hilst, and Ronn Morehead and Larry Crouch will continue on. He stated that he informed the LWIA#15 County CONSORTIUM members to assist in locating interested persons to serve on the County Board if they are able to.

- III. **Audit update** – LeeAnn Whitlatch, Fiscal Director  
LeeAnn reported that the Audit showed no findings. A copy of the Audit can be provided to any Board member for review if desired.
- V. **\*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 across the board to the staff, as of May 2, 2019 as well as a 3% raise to all staff effective July 1, 2019. The staff have even greater challenges dealing with the new WIOA law and the new TABE testing that was initiated across the state. Also, 35 case file were reviewed and all good comments were given. **A motion was made by Tom Frazier and seconded by Dixie Hilst to approve the 5% bonus for staff effective May 2, 2019 based on evaluation performance levels and a 3% raise to all staff effective July 1, 2019. Motion carried.**
- VI. **\*ACTION ITEM: Move into Closed Session to discuss the Executive Director Evaluations / Compensation 9:36 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.**
- VII. **\*ACTION ITEM: Return to Open Session 9:58 am: A motion was made by Tom Frazier and seconded by Larry Crouch to return to open session. Motion Carried.**
- VIII. **\*ACTION ITEM: Approval of Executive Director Compensation** – Corporate Board  
**A motion was made by Dixie Hilst and seconded by Tom Frazier to approve Executive Director, Steve Martin’s 5% bonus effective May 2, 2019 and his 3% raise effective July 1, 2019. Motion carried.**  
Tom Frazier commented on a great job by all staff.
- IX. **OTHER**  
There was no other discussion.
- X. **PUBLIC COMMENT**  
There was no Public Comment
- XI. **\*ACTION ITEM: ADJOURNMENT**  
**A motion was made by Dixie Hilst and seconded by Larry Crouch to adjourn. Motion carried. Adjournment: 10:03 am.**

Respectfully submitted,

Recording Secretary,

Theresa Kotte, Executive Assistant  
Career Link