

W.I.B.

(WORKFORCE INNOVATION BOARD) of LWIA #15

Serving the counties of: Fulton, Marshall, Mason, McLean, Peoria, Stark, Tazewell and Woodford

MINUTES

Wednesday, January 16, 2019

12:00 (Noon)

LOCATION:

Carpenters Local Union No. #237, 2412 N. Main St., East Peoria, IL 61611



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- I. Chairman Sam Lewis opened the meeting at 12:00 (noon) with a roll call of board members and guests present. Sam Lewis introduced newest board member Dr. Andrew Kerr of ICC (Workforce Development Program)

Board Members Present: Mark DeKeersgieter, Brian Ford, Laura Furlong, Lori Johnson, Andrew Kerr, Vince Knight, Sam Lewis, Laura Mass, Ronn Morehead, Todd Mundorf, Curt Oldfield, Steven Petersen, Mary Phelan, Denny Rewerts, Bob Shaw, Jeff Strode, Steve Timmermann, Lizette Tripur and Dave White.

Board members Absent: McFarland Bragg, Larry Crouch, Christine Davis, Wendy Hess, John Hubert, Bill Lawrence, Randy Smith, Matt Watchinski and Deb White.

Career Link staff: Steve Martin, Executive Director/Dena Weth, Assistant Director/LeeAnn Whitlatch, Fiscal Director/Warren Cheatham, Planner / David Vaughn, EEO Officer-Planner / Tami Rouse, Wyoming/Henry Career Link Career Planner / David Taylor, Career Link Systems Manager/ Dona Nanney, McLean Co. Business Serv. Rep. / Norman Griffin, McLean Co. Business Serv. Rep.

Guests: Robin Gathers, PCCEO (Community Service Block Grant Manager)

- II. ***ACTION ITEM: Approval of the September 19, 2018 WIB Minutes**

A Motion was made by Mark DeKeersgieter and seconded by Dave White to approve the minutes of the September 19, 2018 WIB meeting. Motion carried.

- III. **Participant Spotlight** - Tami Rouse, Wyoming/Henry, IL Career Link Career Planner

Tami Rouse, Wyoming/Henry, IL Career Link Career Planner gave a brief storyline of a recent Career Link participant and her success in completing her training through WIOA. The Career Link participant had found herself as a part-time CNA, single mother of two children, receiving govt. asst., residing in the Stark County area, had a desire to work in the Healthcare as a licensed practical nurse. She was accepted into the nursing program at ICC and received her diploma in July 2018 and her occupational skills license in Oct. 2018. She is now employed full-time with Aperion Care, hired in November 2018, in Peoria Heights area, making \$25 per hour and is family self-sufficient.

- IV. ***ACTION ITEM: WIOA Policy regarding 'Access Sites'** – Steve Martin, Executive Director

Steve Martin, had previously sent an email with a link for the board and also provided a handout for the Board to view regarding site designation. He stated that he recently attended the LWIA Director's meeting in Chicago regarding site designation matters. They discussed the issue with regard to "affiliate site" vs "access site". A ONE STOP certification process must be done for any 'affiliate sites' with a separate budget, just as there is one for the One Stop Center in Peoria. Therefore, Steve spoke to Mike Baker at DCEO and they agreed that our affiliate site will be referred to as an 'ACCESS SITE' to alleviate the need of having a one-stop certification budget for the six offices Career Link has in the surrounding eight county Region. There was some discussion.

A Motion was made by Ronn Morehead and seconded by Brian Ford to approve the Normal, IL (McLean County) Career Link office to be an 'Access Site' beginning July 1, 2019. Motion carried.

V. ***ACTION ITEM: Approval of the 500 C5** – David Taylor, Career Link Systems Manager
Steve Martin, introduced David Taylor, Career Link Systems Manager (Performance Manager) who is in charge of provider relationships as well as getting our programs approved each year with the added changes. Steve stated that David made changes to the 500 C5 that includes all programs that Career Link funds throughout the year; some programs that get dropped out and some new programs that are approved. **A Motion was made by Steven Petersen and seconded by Laura Maas to approve the 500 C5 through 2018-2019. Motion carried. Mark DeKeersqieten abstaining from voting, due to Heartland Community College & Illinois State University, as they are both member entities of CIRBN LLC.**

VI. **Performance Report** – David Taylor, Career Link Systems Manager
David Taylor provided an enjoyable ‘magic display’ while explaining the performance report to the Board members for review for Program Year PY17.
He explained that the report shows that Career Link is meeting/exceeding all goals for PY17. He stated that PY17 doesn’t actually get wrapped up until July 1, 2019. The wages that clients earn, do not come in until Oct. or Nov. 2019. Therefore, the reports are presented with the most accurate information to date. He stated that the Career Planners are exceptionally skilled and train clients that allow our program to be so successful.

VII. ***ACTION ITEM - Transfer of DW funds to Adult funds** – David Vaughn, Technical Specialist/Planner/EO Officer
David Vaughn expressed that there is a need to transfer 50% of the \$1.3 Million of the DSW (Dislocated Workers) funding stream into the Adult funding stream. This transfer amount is \$333K. The reason is because of the high number of Adult applicants that Career Link has reporting into our offices, as well as the difficulty in the last couple of years, in the locating the appropriate Dislocated Worker applicants. There appears to be a greater need in the Adult population. There was some discussion. **A motion was made by Ronn Morehead and seconded by Brian Ford to transfer \$333K from our Dislocated Worker funding stream into our Adult funding stream. Motion carried.**

VIII. **MOU Negotiations Status/Schedule** – Steve Martin, Executive Director
Steve stated that the first of three MOU negotiation meetings will begin the week of January 24, 2019. Tim Harmon of W.E.S. Consulting firm will be once again leading the negotiations. The Partners will be discussing last year’s ‘ONE STOP CENTER’ budget and reviewing language changes that requested by DCO. A new template for the MOU was issued by DCO, which called for additional changes. Steve stated that the next two MOU meetings will be Feb. 21st and March 12th. A pre-program planner was sent to DCO on Dec. 27, 2018. A report of outcomes similar to last year’s report, is due to the State by April 15, 2019, which basically states that if all partners are in agreement with the MOU and budget. If there are some discussions required in case there is not an agreement, the state will follow up by May 31, 2019. The final MOU, Budget and signatures are due to the state by June 30, 2019. There was no discussion.

IX. **One Stop Operator DOL Desk Review** – Steve Martin, Executive Director
Steve reported that in the fall of 2018, DOL (Dept of Labor) and DCO (Dept of Commerce) had a monitoring visit at the Peoria, IL One Stop Center office. On Dec. 21, 2018 they had an exit conference ‘desk review’ and raised issue regarding the ‘Staff to the Board’ and ‘One Stop Operator’. Theresa Kotte is the ‘Staff to the Board’ for setting up meetings, taking minutes, etc. and she assists with running ads for legal notices, etc and a portion of her salary is spread throughout the spread sheet of the One Stop Center to all the Partners. Also, the One Stop Manager’s salary for Warren Cheatham is spread throughout the One Stop Partners according to their FTE (Full Time Equivalent). There was issue of having the WIB board be responsible for paying these two salaries. Steve Martin explained that our WIB board does not have a banking account. There is some confusion and this topic will be in the works to get resolved between DOL, DCO and Career Link. There was some discussion.

X. **Enrollment Numbers** – Dena Weth, Assistant Director
Dena Weth provided the board with the recent enrollment numbers by county report document. She stated that there are 279 Adults in comparison to 93 Dislocated Workers. Youth includes both In-School Youth and Out-of School Youth. The areas where the numbers are higher, that is either where there is a GED Recovery program or High School Students who are at risk of dropping out of school. There are 83 Trade individuals in Job Search or RTAA (Reemployment Trade Adjustment Assistance) which helps clients get through the pay of a new job in comparison to what they are used to making at either CAT or MMNA for those who are 50 yrs. old or older where they can get upto \$10K or two years enrollment in the RTAA assistance. There have been several Marketing campaigns; Television Advertisements, Billboard Displays and Radio Ads. Career Planners were sent out to visit Colleges and Technical Schools for recruiting people from Campus. There is a waiting

list for Adults while waiting for the Board to approve the Transfer of funds from DSW to Adult funding. There was no discussion.

XI. Executive Committee Approvals – Dena Weth, Assistant Director

Dena Weth stated that at the Sept, 2018 WIB meeting, the follow-up policy and the co-pay policy were discussed. These two items were also brought up at the DCO (Dept. of Commerce) monitoring visit. She explained what the changes were to these policies. She stated that at the Nov. 2, 2018 Executive Committee meeting, the Board had approved these changes. There was no discussion.

XII. *ACTION ITEM - In-School Youth Proposals David Vaughn, Technical Specialist/Planner/EO Officer

David Vaughn stated that in November 2018 an RFP was released for procuring the drop-out prevention program operators for PY 2019 and five proposals were received that were scored by C.L. staff: Blmgtm Career Center, E Peoria Community H.S./ICC, Havana H.S., Midwest Central H.S. & Peoria Public Schools. An additional other RFP was recently released, that has not closed yet, so as to draw in additional providers so that we can have a total of eight programs. This RFP has included that 50% of their population that they put into the grant goes through work experience with Career Link. 20% of Youth funds has to be spent on work experience. Dena expressed that staff reach out to many areas to try to be able to serve. Steve stated that Marshall and Woodford seem to be more difficult to obtain any enrollments for the youth programs. There was some discussion. **A motion was made by Mark DeKeersgieter and seconded by Steve Timmermann to approve & accept the staff's recommendation to award all five proposals each at around \$50K totally \$245K for these in-school funding for the programs for next year. Motion carried.**

XIII. Rapid Response / Business Services (Work Based learning contracts / (Apprenticeship Opportunities) - Norm Griffin (Peoria, IL Business Service Rep / Dona Nanney, Normal, IL Business Service Rep.

- Norm Griffin reported that Career Link is working with Custom Power Products with our second OJT (On the Job) training opportunity for a wireman position. A reimbursement is made based on the company size per policy. Custom Power Products has less than 50 employees, they will receive 75% of the salary for the Career Link OJT participant for six (6) months. The Incumbent Worker Training, there are several contracts that were completed; Griffin H&C , Envelope & Analyst Professional training and Agrite H&C in Pekin and One Hour H&C. There have been several projects with Morton Industries, one for robotic welding training and Alcast in Peoria robotic welding training. Norman went to Canton Economic Development meeting to discuss workbased learning opportunities for the Fulton County Area. Career Link has been partnering with IDES to host hiring events. Last month 93 people attended Job Fair at the Peoria, IL One Stop Center. These Job Fairs will take place again in Feb. and in March.
- Dona Nanney reported that there have been several Incumbent Worker training at CAMTEK in Bloomington. There has been a change in H.R. and Dona will meet to discuss different projects for possibility of starting an additional Incumbent Worker training. Currently there is an OJT training set up with BOPI (Blmgtm Offset Printing-Jeff) for six month training. There are two more candidates that are potentially eligible for Career Link OJT training program. ACC Electronics is looking at getting software so this could be a 6 month incumbent Worker contract in the near future. A meeting was held with DuPont in Elpaso, IL to assist with holding a RAPID RESPONSE session for their separation they recently had gone through. Dona also met with the Elpaso IL Mayor and invited him to meet and discuss training opportunities Career Link can offer the Elpaso community. Dona showed a packet that Career Link staff provides when a Rapid Responses are done to business closures/downsizing. If WIB board members are interested to learn more about how and what Rapid Response is, to contact Career Link.

WIB board member, Andrew Kerr (Associate Vice President of Workforce Development at ICC), expressed that ICC is working diligently in moving forward with the apprenticeship program opportunities and examining the math requirements and plan to add some developmental programs to ICC apprenticeship programs similar to other programs in order to help Career Link participants into apprenticeships.

XIV. UWDB Audit Report – LeeAnn Whitlatch, Fiscal Director

LeeAnn Whitlatch provided a report of the recent UWDB Audit. She stated that Fiscal Dept received another clean audit. There were no findings. WIB board expressed their gratitude to LeeAnn for her hard work.

XV. WIB Board Orientation – David Vaughn, Technical Specialist/Planner/EO Officer

David Vaughn invited the WIB board members to attend one hour (11:00 am) prior to the WIB Board meeting for a POWER POINT Orientation presentation at the next full WIB meeting Wed., March 20, 2019 for those who are interested and available to attend that day. For those who are not able to sit in on this Power Point presentation, Career Link staff offers a individual 'Webinar' for Board members who wish to sit at their personal office desktops at a set time and date. Theresa will send out the Power Point document via email attachment, to all Board members in the next week, so that they can view this on their own, if they prefer.

XVI. Other Comments

There were no other comments.

XVII. Public Comments

There were not public comments.

XVIII. Adjournment

A motion was made by Curt Oldfield and seconded by Brian Ford to adjourn. Motion carried. Adjourned at 1:16 pm

Respectfully submitted,
Theresa Kotte, recording secretary
Career Link

01-16-2019 trk