

W.I.B.

(WORKFORCE INNOVATION BOARD) of LWIA #15

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

MINUTES

Wednesday, April 15, 2020

12:00 (Noon)

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I. Roll CALL and Introductions:

Chairman, Sam Lewis opened the meeting at 12:03 pm and had to temporarily leave the meeting for a few minutes and handed the meeting over to the Vice Chairman, Steve Timmermann to conduct for the first few minutes in his absence.

Board Members Present:

Mark DeKeersgieter(CIRBN), Brian Ford(Facet Tech), Wendy Hess(Unity Point), Kelli Hill(Heartland C.C.), John Hubert(CAT), Lori Johnson(Peoria Goodwill), Bill Lawrence(PLR Insurance), Sam Lewis(Pridestaff), Laura Maas(Unland Ins.), Ronn Morehead(aflcio), Todd Mundorf(NRG), Curt Oldfield(SRC), Steven Petersen(Peoria Area), Mary Phelan(Illinois Migrant Council), Darrel Sarff(Kennedy-Sarff Real Estate), Chris Setti(Greater Peoria EDC), Arnitria Shaw(ICC), Jeff Strode(Mid National Bank), Steve Timmermann(First Farmers Bank), Lizette Tripur(DHS-DORS), Matt Watchinski(West Central Bldg Trades Carpenters Union), David White(Connect-Transit), Deborah White(MCCA), Brian Wipperman(Marcfirst).

Board Members Absent:

McFarland Bragg(PCCEO), Larry Crouch(Mahoney Crouch & Mahoney Ins.), Christine Davis(Camtek).

Career Link Staff:

Steve Martin(Executive Director), Dena Weth(Assistant Director), Leeann Whitlatch(Fiscal Director), David Vaughn(Planner/EEO officer), Dona Nanney(Business Service Rep-McLean County), Norm Griffin(Business Service Rep.- Peoria County).

Guests:

Warren Cheatham(One Stop Center Manager), Jody Wanless(IDES), Dawn Fentem(I.C.C.), Tony DeAssuncao-(DCEO), Sherry Laible-White(IDES).

II. *ACTION ITEM: Approval of the January 15, 2020 WIB Minutes

A motion was made by Mark DeKeersgieter and seconded by Brian Ford to approve the Wed., January 15, 2020 WIB Meeting Minutes. Motion carried.

III. Update: Career Link Services provided during Pandemic – Steve Martin, Executive Director

Steve Martin provided an update on the current status of the eight Career Link offices during the COVID-19 Pandemic. He stated that all Career Link offices are closed to the PUBLIC but the Career Planners are assisting the current participants that are enrolled via telephone and internet, the Resource Room Technicians are continuing to handle calls to assist in directing them to U.I Reps in filing with U.I. claims as well as taking Career Link applications from Career Link's website and processing customer timesheets. The two Business Service Rep. staff are continuing with Rapid Response and Employer Training programs. The Fiscal Dept. team staff are continuing to report to the State and

process checks to the participants and handling the difficulties involved with the recent Gazelle System going off line for a few weeks. The Career Link Management Team staff continue to work with DCEO and IDES and the Workforce Partners throughout the state in obtaining updates regarding Emergency Grants and providing services to the eight county communities as well as receiving customer program applications via the Career Link Website. Steve stated that DCEO rep, John Barr and Career Link discussed some of the new National Emergency Grants that would assist business, that are available to any WIB board member who would like a copy of the Power Point that describes how Career Link can assist businesses. Career Link will be putting out a Public Announcement that will be appearing on the bottom of the TV screen on local channels stating that Career Link is still open for business and taking applications. There was some discussion.

IV. *ACTION ITEM: Motion from Executive Board to amend or modify current policies – Steve Martin, Executive Director

Steve Martin stated that the WIB Executive Board made a motion at their 03-18-20 meeting, that gave authorization to give Career Link Executive Director and the Asst. Executive Director the ability to modify policies and procedures as needed. In order to adjust changes that are needed to be made during temporary remote working as well as other situations that may rise during the COVID-19 Pandemic, the WIB Board would need to approve the Motion that the Executive Board made in March. This authorization would be a provision put in place that would allow the Executive Director and/or the Assistant Director the ability to make policy changes both fiscally and programmatically in the event of crisis shutdowns, social distancing and other things that may arise. This authorization would already be granted, moving forward and will be limited to the full duration of the Corona Virus COVID-19 Crisis Pandemic. Steve Martin stated that this authorization granted would come to an end after the Pandemic crisis needs have ended and Career Link would present to the WIB board that this temporary authorization is no longer needed.

A motion was made by Laura Maas and seconded by Steven Petersen to approve the temporary Executive Board’s March 18, 2020 Board meeting motion made to amend or modify current policies per the Executive Board Motion made at their March 18, 2020 meeting. A roll-call was taken. Motion carried by unanimous vote.

03-18-20 Executive Board Action Item Motion:

“A motion was made by Steve Timmermann and 2nd by Todd Mundorf to approve the INCUMBENT WORKER TRAINING POLICY LANGUAGE CHANGES as presented and to authorize the LWIA #15 Executive Director and/or Assistant Director to modify all future policy procedure changes as needed, both Fiscally and Programatic during the full duration of the Corona Virus Crisis. Roll Call was taken: Chairman Sam Lewis, Vice Chairman Steve Timmermann, Ronn Morehead, Todd Mundorf and Mark DeKeersgieter. Motion carried.”

V. *ACTION ITEM: Approval of One Stop Certification Desk Review – Steve Martin, Executive Director

Steve Martin stated that the One Stop Certification team which includes Lizette Tripur(DHS-DORS), Warren Cheatham(One Stop Center Manager), Jody Wanless(IDES), Ryan Flannery(IDES), David Vaughn(Career Link Planner/EO officer), Arnitria Shaw(ICC-Adult Ed), Sam Lewis(Pridestaff) and Steve Martin(Career Link Executive Director, conducted a ‘Desk Review’ due to the inability to conduct a physical review, which is also required. There will be an additional person from LWIA #4 to assist with the physical review, when that becomes available. There was a checklist for the One Stop and after the checklist review, a recommendation was made for a provincial certification pending implementation to improve in the areas sited to achieve by Dec. 31, 2020. The pending improvements included Core-Partners need to regularly report performance to the LWIB, job seeker and business customer experience and satisfaction needs to be formulized and implemented by the Adult Education Business Service Team. A plan is needed to identify and track operational efficiency and effectiveness besides One Stop Manager reports. Steve stated that volunteers are needed to form a small committee of 3 or 4 members in assisting with the plan to document and track the operational and effectiveness of the One Stop. Sam Lewis asked what the committee would be tasked to do. Steve stated this committee would be required to create a reporting document to formerly track the efficiency and effectiveness for the One Stop based on a yearly basis. Warren stated that there is currently a document that could be used as a beginning DRAFT form. Sherry Laible-White(IDES) and Laura Maas(Unland Ins.) both volunteered to serve on this new committee and Kelli Hill (HCC) said that she would check with Kerry Urquizo(HCC Adult Ed) to see if she would be interested in volunteering as well. Steve stated that there is one item needs to be address at the One Stop Desk Review meeting. The One Stop Center needs to have CMS approve an ADD approved electronic automatic door to be installed. He stated that the Board needs to approve the Desk Review as presented at today’s meeting with the provisional certification pending implementation to improve in the specific areas.

A motion was made by Mark DeKeersgieter and seconded by Bill Lawrence to approve the One Stop Certification Desk Review. Motion carried.

- VI. Discussion: Possible Telehealth Incumbent Worker Project with OSF – Steve Martin, Executive Director /Norm Griffin – Business Serv. Rep. (Peoria County)**
- Steve Martin opened the discussion regarding the Telehealth Incumbent Worker Project with OSF. He stated that the Career Link Management Team held a conference call with DCEO a few weeks ago to discuss the possibility of adding an addendum to the 1-A Grant that would assist with Incumbent Worker Training program to provide Telehealth Services at OSF. The Incumbent Worker training would allow up to 350 current employees to be retrained as Telehealth workers; some would be medical office assistants, CNAs, and other people holding various jobs at St. Francis, etc. to provide video assistance with virtual education, communication notifications and mobile applications and remote home monitoring. There is a possibility that another 350 would be hired from former laid off workers as either OJT or Work Experience but that is only a possibility in the future. He stated that OSF has been discussing that this has started this in Pontiac. DCEO is anxiously awaiting for the start of this Grant and the Incumbent Worker project and at the same time Career Link has been trying for the last two weeks to get information from OSF. One time they had it as a high priority and then moved it down to a low priority because they were losing staff to the McCormick’s Center in Chicago but they have brought it back up to a high priority. They have assigned a grant writer to write the Grant up and provide information that Career Link needs to provide to the state for the Incumbent Worker project and move ahead with an addendum to our current 1-A Grant to fund this. This is a great opportunity for OSF to move forward. They have a number of facilities throughout the state and so this will be rolled across the state wherever there is an OSF hospital. Steve stated that he will keep the WIB board informed on the progression on whether or not the Incumbent Worker program has begun and how it is moving along and whether or not Career Link will move further with possibly hiring people for OJTs and Work Experience for this second round of this project. There was no further discussion.

- VII. *ACTION ITEM: Approval of Incumbent Worker Policy Revision – David Vaughn, Planner/EO Officer**
- David Vaughn stated that last week, related to the OSF Incumbent Worker Project, DCEO updated its Incumbent Worker Training Policy and clarified some of the definitions around allowable costs and extraordinary costs, expanding how Incumbent Worker Training as a layoff aversion tool can keep workers employed during this Pandemic Crisis. Extending its policies changes intending to allow local areas like Career Link to reimburse employers for extraordinary costs such as training development and more instructor-related costs in unusual circumstances like this Pandemic Health care crisis. Career Link made some slight adjustments to the current Policy just to bring it in line and showing that Career Link is adopting the state’s definitions of allowable and extraordinary costs, which are on page 5 of the Policy that was provided to the WIB Board. There was no further discussion.
- A motion was made by Kelli Hill and seconded by Steven Petersen to approve the Incumbent Worker Policy Revision. Motion carried.**

- VIII. Discussion to complete Summer Enrollments with Technology – Dena Weth, Assistant Director**
- Dena Weth expressed that she wanted to assure the WIB Board that Career Link is following through with enrolling as many customers as possible during the summer session, due to the Covid-19 Epidemic. There were concerns regarding testing the applicants prior to enrollment, but fortunately a WIA notice sent out stated that the TABE testing which is the test for Adult’s Basic Ed that looks at both Math and Reading, has been waived at this point. However, a Basic Skills screening tool has to be completed for each individual is asked to complete, and if they are found to be Basic Skills deficient, an IEP (Individual Employment Plan) is designed around the Basic Skills deficiency as well as referring the individual to Adult Education for services. An additional issue was how to upload personal and private information and Career Link is working with the Brick Technology Technical Services to teach staff how to accomplish this. David Vaughn and some other team members have developed a solution in order to obtain signatures from individuals by using a service called ‘SignNow.com’. Staff are still using telephone and emails to stay in contact with Staff and clients, but the objective assessment, Career Link will be relying on virtual assistance will be needed such as Hangout, Google meeting, etc. This will all be effective from April 2, 2020 through during the State order “Stay at Home” Covid-19 Pandemic duration. Kelli Hill of Heartland C.C. stated that the HCC Adult Ed courses continue online remotely with the trained Instructors.

IX. Update: Sub-contractors/Youth Programs (In-school youth, GED Recovery and Transitional Grants) –continuation of services using through adaptive methods - Dena Weth, Assistant Director

Dena Weth stated that Career Link has subcontractors that take care of the In-School Youth and Out-of-School Youth and two transitional grants that people are using virtual access. The subcontractors have been contacted by Career Link staff . There is a procedure in place for any customer files that are removed from the offices to work on them from home to keep a close watch on those. Dena and LeeAnn are continuing with Desk Monitoring for the time being during this time, they are limited to going out into the fields and DCEO has approved this. There was no discussion.

X. Rapid Response update: Business Service Reps, Dona Nanney (McLean Co) & Norm Griffin (Peoria Co)

Norm Griffin provided a brief update report on Rapid Response. He stated that he and Dona Nanney will not be doing Rapid Responses in person. They are sending out packets to businesses that are laying off temporarily or permanently and also to the business that are closing permanently and contacting them through Virtual Assistance communication.

XI. Other Comments

XII. Public Comments

XIII. *ACTION ITEM: Adjournment

A motion was made by Steve Timmermann and seconded by Curt Oldfield to adjourn. Motion carried. 12:53 pm