

W.I.B.

(WORKFORCE INNOVATION BOARD) of LWIA #15

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

MINUTES

Wed., June 19, 2019

12:00 (Noon)

LOCATION:

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



I. Roll CALL and Introductions

Vice President Chairman Steve Timmermann opened the meeting at 12:08 with a roll call of board members and guests present.

Board Members Present: Christine Davis, Mark DeKeersgieter, Brian Ford, Laura Furlong, Wendy Hess, John Hubert, Lori Johnson, Laura Mass, Ronn Morehead, Curt Oldfield, Steven Petersen, Mary Phelan, Bob Shaw, Jeff Strode, Steve Timmermann and Lizette Tripur.

Board members Absent: McFarland Bragg, Larry Crouch, Andrew Kerr, Vince Knight, Sam Lewis, Todd Mundorf, Denny Rewerts, Randy Smith, Matt Watchinski & Dave White & Deborah White.

Career Link staff: Steve Martin-Executive Director, Dena Weth-Assistant Director, LeeAnn Whitlatch-Fiscal Director, Warren Cheatham-One Stop Center Manager, David Vaughn-EEO Officer-Planner-Tech Specialist, Vicki Miller-Canton, IL (Fulton County) Career Link Office Manager/Career Planner

Guests: Dawn Fentem, ICC, Robin Gathers, PPEOC, Ryan Flannery, IDES, Tony DeAssuncao, DCEO and Angela Kerry, DORS.

II. ***ACTION ITEM:** Approval of the March 20, 2019 WIB Minutes

A Motion was made by Mark DeKeersgieter and seconded by Laura Maas to approve the minutes of the March 20, 2019 WIB meeting. Motion carried unanimously.

III. **Participant Spotlight-Participant of Canton, IL (Fulton Co.) Presenter; Vicky Miller, Fulton Co. Career Planner** (Introduction by: Dena Weth, Asst. Director)

Dena Weth introduced Canton, IL (Fulton County) Career Link staff, Vicky Miller. Dena stated that Vicky is currently a Career Planner for the Youth and Adult funding program participants and has worked for Career Link for 32 years. She originally went through the CETA Workforce Development program in the early 80's and obtained her secretarial certificate before being hired by the Career Link Workforce agency. Vicky spoke about her Fulton County Adult 35 year old participant who had six (6) children and married and on Food Stamps. She was temporarily employed at the Fulton County Health Dept as a lactation consultant and attended Spoon River college. In May 2014 she completed her courses. Working part-time and taking care of 6 children (one having special needs) which made the struggle even greater, but she was determined not to let this set her back but to become stronger as a family. Vicky's participant was enrolled in Graham and graduated in 2017 and received a scholarship and ranked 6 of 21 students and passed her boards and gained employment at the OB dept at Graham Hospital but now works at the Fulton County Health Dept as a Public Health Nurses for WIC as a Family Case Management Program staff. She is a Board Certified Lactation counselor and member of the Illinois Board Mentorship program. She hopes to take the exam in October to become International Board certified for lactation counseling.

IV. ***ACTION ITEM:** Regional /Local Plan Procurement – Steve Martin, Executive Director

Steve Martin stated that 2020 marks the year that the local plans need to be submitted to the state. A rider was secured in 2017 to pull all information for the state. Another entity will need to be secured again.

A Motion was made by Mark DeKeersgieter and seconded by Bill Lawrence to approve the Regional /Local Plan Procurement. Motion carried

V. ***ACTION ITEM: Approval of One-Stop-Operator Procurement of RFP** – Steve Martin, Executive Director
Steve Martin stated that 2020 marks the year for the procurement of the One Stop Operator. Therefore an RFP needs to be sent out for the Procurement of the One-Stop-Operator. that the local plans need to be submitted to the state. **A Motion was made by Brian Ford and seconded by Todd Mundorf to approve the One-Stop-Operator Procurement of RFP. Motion carried**

VI. **WIOA / DCEO Timeline** – Steve Martin, Executive Director
Steve Martin referred to the timeline document which he provided. He stated that the timeline depicts several the unified state plan, the Perkins state plan activities, IWIB service integration group activities which are beginning locally. The regional local plan activities and the MOU annual negotiation and the development and annual negotiation, which is current. The local service integration group activity assessment needs to be completed by Sept 30 and submitted to the state, which is all of the agencies collaboration of all partners, core required and other recommended partners in the region to demonstrate how these groups will work together in various capacities to serve the customers in the region. The regional local plan will call for all partners and EDC's in region #15 to update what the major workforce initiatives will be that will be moving forward during the next 3 years. The annual MOU negotiation period for PY 2019 has been completed. Negotiations included all partners agreeing on the language and the MOU itself and the budget for the One-Stop which is shared by all of the partners. March through June of 2020 is when One Stop Operator Procurement and Certification will take place. All of these items will need to be completed and approved by June 30, 2020. This will take full cooperation by all Partners and EDC's in LWIA #15 to complete this, and in addition, the subject of reconfiguration of Regions may also come up. The State wanted LWIA #15 to absorb Livingston County and DeWitt Counties. As of the last, LWIA #15 County Board Members was to remain intake and ask for another waiver from DOL. There is no favor in reconfiguration to take these two additional Counties into LWIA #15. There was some discussion. Steve stated that the MOU has been signed with some exceptions. The reconfiguration waivers expire June 2020 and will need to be re-apply through DOL (Dept. of Labor). Steve stated that all the waivers expire 2020 and need to be applied again through DOL. Steve stated that the EDCs of Blm/Nrml which assisted with the last regional local plan, the Greater Peoria EDC assisted with initiatives and numbers, information to complete the local plan LWIA and the EDC in Fulton Co. Canton, IL along with everyone, the Blm/Nrml and Greater Peoria EDC area are providing LWIA #15 with information and especially with meeting intensively with the Greater Peoria EDC. There was collaboration with Blm/Nrml and mainly with the Chamber of Commerce. David Vaughn serves on the board as a representative. There are many initiatives being worked on as well as Apprenticeships and business services that staff, Dona Nanney and Norm Griffin are covering in our region.

VII. ***ACTION ITEM: MOU Approval** – Steve Martin, Executive Director
Steve explained about the MOU that needed to be revised and ad language to it and a disclosure statement that was included. The cover page for “Submittal for Amendments and Annual One Stop Operating Budgets” is submitted with the MOU and the signatures and explained what sections have been revised or replaced. Two MOU are sent in: One to comptroller and one with highlights for the State and their team. In addition the revised budget that was approved by all the partners as to their share of the One Stop operating costs. **A Motion was made by Steven Peterson and seconded by Christine Davis to approve the MOU from LWIA #15. Motion carried unanimously.**

VIII. **Youth Programs- Program and Fiscal Monitoring overview** - Dena Weth, Asst. Director, LeeAnn Whitlatch, Fiscal Director & David Vaughn, Tech. Specialist, Planner, EEO officer
Dena Weth referred to the Youth Monitoring document. She stated that each year the providers are visited by Career Link staff (Assistant Director, Dena Weth for Program issues and Fiscal Director, LeeAnn Whitlatch for Finance issues) to make sure that all providers are in compliance, etc. Enrollments and Budget shows that everyone that was at the Senior level received their H.S. diploma that was enrolled. The variation in budget has a lot to do with school district's set salaries. The BACC and East Peoria ICC program is used for tuition. The report shows that the drop-out recovery which is five programs. Dawn Fentem is in charge of ICC College Program. There is a large difference in the costs for Peoria Park District due to 23 individuals that serve as mentors/tutors so each student is given a one-on-one attention which is extremely helpful and has excellent outcomes. Last year there were new ideas for those that dropped out of school and were in a recovery program. The current providers were so inundated with teaching GED to current students. Different ideas were thought about for those who have left the program and not heard from.

An RFP was released for a “Transitional Program”. Three responses were received: 1.) Goodwill of Peoria covers ICC and Peoria Park district. 2.) Youth Build covers Heartland Community College and 3.) Precise covers BlackHawk College and Spoon River College. During the monitoring visits, there were no issues with any of the programs with the exception to Precise. She expressed that the program Total, so to make the program successful, the rate was set as a rather high rate. Therefore, some adjustments will need to be made.

- IX. *ACTION ITEM: Discussion of Youth Transition Grant continuation/ Non-compliance** - Dena Weth, Asst. Director & David Vaughn, Tech. Specialist, Planner, EEO officer
- Dena stated that when fiscal monitoring Precise, there were some general accounting etc. With Board approval, give Precise three (3) months beginning July 1, 2019 to work with Career Link with a plan of action to bring things into order. Precise’s platform is email based but will begin attending campus once a month beginning in July. These transitional programs were pilot programs therefore these were being changed throughout the year to make them more efficient. There are three different variations of program components. There was some discussion. **A Motion was made by Todd Mundorf and seconded by Mark DeKeersgieter to approve a probation period for Precise. Motion carried unanimously.**
- X. *ACTION ITEM: Re-release of Out-Of-School Youth Transition Grant** – Dena Weth, Asst. Director
- Dena stated that if for some Precise is not able to follow through with our plan of action within the three month time frame Career Link would re-release the RFP particularly to cover the areas of Black Hawk College and Spoon River College. **A Motion was made by Laura Maas and seconded by Christine Davis to approve the re-release of Out-Of-School Youth Transition Grant. Motion carried unanimously.**
- XI. Performance Report** – Steve Martin, Executive Director
- Steve provided a performance report update from the last WIB meeting in March 2019. This report PY 17 and followed by the preliminary report for PY 18. Steve stated that the Performance Manager, David Taylor expects that Career Link will either exceed our planned performance goal. Steve will provide the data on the Occupation Credentials for the next meeting. There was no discussion. Vice Chairman Steve Timmermann offered kudos to the staff to meet and exceed by a large margin in the performance levels. Steve Martin stated that the staff are exceptional and the Performance Manager, David Taylor is very good at this very difficult task with the new performance measures under the new WIOA law. With regards to the future WIB meetings, other performance reports from the Partners will hopefully be on future Agendas.
- XII. One Stop Operator Monitoring Report** – Warren Cheatham, One Stop Center Manager
- Warren Cheatham distributed a report of the Monitoring report. He stated that as other monitor measures are taken, the One Stop Operator is also in compliance with the different rules and regulations that apply to One Stop Operators. He stated that in a sense, all Partners are technically beholden to the WIB board and report on their performance. This reporting is in the making still. There are 13 Partners and an additional 5 programs that IDES is mostly responsible for. Also, Warren stated that obtaining customer feedback on the One Stop Center itself, which ICC is in charge of this, is in development. There was no discussion.
- XIII. Referral Reports / One Stop** – Warren Cheatham, One Stop Center Manager
- Warren Cheatham distributed a report that is to be reported to the WIB Board. There is a statement which showed what the referrals show. There are incoming referrals. A spreadsheet is given to every partner to report on referrals and this will be accumulated between ALL Partners. This will show what the flow is from each partner, hopefully and provide more data so that all customers will receive all of the services that they need. This data will be collected quarterly and then accumulated to a yearly amount and report back to the WIB board.
- XIV. ICC Update Report** – Dawn Fentem, ICC
- Dawn Fentem of ICC Adult Education Program, provided an update to the board on behalf of WIB Board member, Andrew Kerr, VP of Workforce Development. She gave a report on Workforce Development. Dawn stated that Michelle who is the Workforce Development Manager could not attend the WIB meeting. Dawn stated that the Workforce Development Consortium has five different components to it: 1.) Workforce Development, 2.) Corporate Community Education which is the 3.) Professional Development Institute which is the Highway construction 4.) Truck driving and 5.) Pharmacy Tech. There is also Bridge Programing in manufacturing and opportunities for GED etc. with great success. The sponsor program that has so many various things coming up this fall; industrial

maintenance apprenticeship, software security, gm service tech., diesel power equipment, solar technology and highway construction. Also two dates are coming up for Marketing tech: July 11th (5pm -7 pm) and July 12th (10 am-12 (noon) Expo at AIT bldg at ICC. for apprenticeship program and including Adult Ed. There is a portal to access: www.ICC.edu/partnerships.com or www.ICC.edu/work-expo.com . An additional program is Career Services for displaced students that come back to school to other course work to obtain a different employment. Dawn is letting those who are interested, to offer Adult Education for GED and ESL (English as a Second Language) classes”.

XV. LWIB Board Recertification – Steve Martin, Executive Director

Steve Martin requests that all current WIB Board Members please consider the importance of staying on as a current board member and recertifying when the recertifying forms are sent out at the end of July or August 2019. This is the two year cycle for the Board to be certified by the State.

XVI. Public Comments Public Comments

There was no public comments.

XVII. OTHER DISCUSSION

1. Vice Chairman, Steve Timmermann offered congratulations to retiring Laura Furlong of Marc Center.
2. Vice Chairman, Steve Timmermann stated that a previous WIB board member, Bill Crutcher is experiencing health issues and to keep in thought and send a well wish card if possible.
3. Steve stated that the WIB board will begin meeting quarterly as of Wednesday, October 16, 2019 at 12 (noon). Wednesday, January 15, 2020 will be the first meeting of the 2020 year. Theresa will send out the next few years of tentative dates. If a need arise in between Full Board meetings, and Executive Board Meeting will be held.

XVIII. *ACTION ITEM: Adjournment

A motion was made by Brian Ford and seconded by Laura Furlong to adjourn. Motion carried.
Adjourned at 1:12 pm

Respectfully submitted,
Theresa Kotte, recording secretary
Career Link