

**EXECUTIVE COMMITTEE  
MEETING MINUTES  
1/25/18**

**In Attendance:** Dave Holtgrave, Paul Wellhausen, Rod Wolter, Tony Fuhrmann, Debbie Angleton, and Sarah Ray Lorio

**Call To Order:**

Paul Wellhausen called the meeting to order at 8:27AM.

**Approval of Minutes:**

A motion was made by Rod Wolter to approve the November 30, 2017 meeting minutes and it was seconded by Dave Holtgrave. The minutes were unanimously approved.

**Executive Committee Report:**

Tony Fuhrmann requested the approval of the LWIA 22 Purchasing & Procurement Policies & Procedures. Under the One Stop Operator Procurement section, DCEO is requiring the addition of the 4 year timetable for the competitive process of the One Stop Operator. A motion was made by Dave Holtgrave to approve the revised LWIA 22 Purchasing & Procurement Policies & Procedures and it was seconded by Rod Wolter. It was unanimously approved.

Debbie requested the approval of adding another training provider: New Horizons Computer Learning Center and the training program as CompTIA Certifications. The 3 week computer program has 3 certifications achieve for a cost of \$5100.00. The occupation, Computer Support Specialist, has a growth rate of 15% and average salary of \$20.65/hour. A dislocated worker with computer experience but no certifications has requested the training. A motion was made by Rod Wolter to approve the training provider, New Horizons Computer Learning Center and it was seconded by Dave Holtgrave. It was unanimously approved.

**Madison County American Job Center**

Tony explained that the One Stop Operator's procurement has to be redone due to DCEO reviewing the process from last year & citing a conflict of interest with Connie Vick. A third party, Workforce Enterprise Services, Inc. has been selected to re-procure & select the One Stop Operator. This process is to be completed by July 1, 2018.

**One Stop Operations Committee Report:**

Paul Wellhausen reported the committee is planning on meeting in February.

**Business Engagement/Supporting Economic Development Committee Report:**

Sarah Ray Lorio informed the committee that the One Stop office continues to have staffing agencies and businesses onsite for recruitment of applicants in addition to online assistance.

Sarah reports with the Phillips66 maintenance shutdown, there are several companies hiring temporary workers. One is HydoChem which has been onsite in the one stop taking applications & interviewing. Sarah continues to meet with regional and local business teams to promote services for employers.

**Communications Update:**

Debbie Angleton is planning to send out a WIB winter newsletter around the first of February. An article from the Advantage News was handed out. It was about the Venice Garden & our staff member, Christina Schutze.

**Membership Update:**

Tony reported he has met with the Collinsville Chamber of Commerce, Wendi Valenti, about her interest in joining the WIB as a member. She expressed an interest.

**Youth Committee Report:**

Rod reported the Youth Committee met on January 17, 2018. Discussion focused on the 2018 Career Day events & the remaining 3 school districts that have not hosted an event: Alton Middle School, Wood-River Hartford School District and Edwardsville School District. Andrew Reinking, Assistant Superintendent of Schools, will follow up with Dr. Daiber about which district expressed interest, plans can go forward. Information on the Youth Performance & Provider report was presented. The youth enrollment numbers are on track in the 2nd quarter & we are meeting our performance goals.

Two members have resigned from Youth Committee, so the members were asked for any referrals to fill those openings. The By Laws were distributed which state the categories for membership. Also, the By Laws need to be updated & will submitted at the next meeting.

The next meeting is Wednesday, May 2 at 9:00am in Wood River office.

**Other Business:**

Tony informed the committee that Dr. Tim Schoenecker assisted him in contacting the SIUE Master of Business Administration marketing class to see if a student intern would be available to assist our office in a marketing plan. The professor suggested it would be a group project with 4 teams working on a presentation. Tony visited the class to speak and hand out information about our department. The groups will give their presentations at the end of February.

Our staff will be doing outreach at the Department of Human Services (DHS) offices in East Alton and Granite City for a half a day on Thursdays. This is when DHS customers come into the office for job search assistance.

Staff will continue to do other marketing outreach by attending the Madison County Township Official's meeting on January 25.

The Title 1-B report was submitted. The actual numbers for the 2<sup>nd</sup> quarter are down for Adult enrollments, however, the new spring semester training customers have not been entered into the State database. Using a manual calculation, the department is exceeding performance goals.

**Next Meetings:**

Paul informed that the next Executive Committee meeting is scheduled on Thursday, March 15, 2018, at 8:30AM in Wood River. The next full WIB meeting will be Wednesday, March 21, 2018, at 8:00am in the Wood River office.

**Adjournment**

A motion was made by Rod Wolter to adjourn the meeting and it was seconded by Dave Holtgrave. It was unanimously approved.

***The meeting was adjourned at 9:10AM.***