

**EXECUTIVE COMMITTEE
MEETING MINUTES
3/15/18**

In Attendance: Charles Juneau, Dave Holtgrave, Paul Wellhausen, Rod Wolter, Tony Fuhrmann, Debbie Angleton, Sarah Ray Lorio and Tim Harmon

Call To Order:

Paul Wellhausen called the meeting to order at 8:34AM.

Approval of Minutes:

A motion was made by Rod Wolter to approve the January 25, 2018 meeting minutes and it was seconded by Dave Holtgrave. The minutes were unanimously approved.

Executive Committee Report:

Paul introduced the action item for approval of the One Stop Operator RFP which was presented by Tim Harmon of Workforce Enterprise Services, Inc. Tim is the consultant hired for the re-procurement of the One Stop Operator RFP. The staff of Madison County Employment & Training, Tony Fuhrmann, Rich Heinz, Debbie Angleton and Sarah Ray Lorio excused themselves from the meeting while the members were presented with the information from Tim.

A motion was made by Charlie Juneau to approve the revised One Stop Operator RFP and it was seconded by Dave Holtgrave. It was unanimously approved. The excused staff returned & were informed that the RFP bid will be posted on March 22 with Madison County for 30 days.

Debbie pointed out the updated Youth Committee By-Laws in the packet. The only changes were changing the Youth Council to Youth Committee and changing WIA to WIOA. A motion was made by Charlie Juneau and seconded by Rod Wolter. It was unanimously approved.

Debbie requested the approval of adding two training provider programs: Chamberlain College of Nursing and Instrumentation & Control Systems, AAS degree at Lewis & Clark Community College. The Chamberlain BSN degree in nursing is a 3 year program at the cost of \$89,882, however, the office would only look at picking up a student in their junior or senior year. A low income adult requested to be approved by WIOA since she is a junior now with transfer credits from USML. She started the school in May, 2017 and will graduate in January, 2020. The occupation, Registered Nurse, has a growth rate of 11% and entry level salary of \$23.00/hour. After discussion about the high cost of this training which our office would only pay our maximum allowed under our ITA policy, it was decided to approve it only for this customer at this time and the committee would like updates on the progress. A motion was made by Charlie Juneau to approve the training provider program for BSN degree at Chamberlain for this individual only and it was seconded by Rod Wolter. It was unanimously approved.

The other request was for the Instrumentation & Control Systems, AAS degree at Lewis & Clark Community College (LCCC). This training prepares students to work with state of the art instruments & computerized control systems. The entry level wage is \$18.00 to \$21.00 per hour with a 2% growth rate. A dislocated worker is requesting this program to enhance his clean water license & give him more opportunities for employment. The total cost for the AAS degree is \$11,370.00.

A motion was made by Rod Wolter and seconded by Charlie Juneau to approve the Instrumentation & Control Systems, AAS degree at LCCC. It was unanimously approved.

Madison County American Job Center Consortium

Tony reported the Consortium met on February 27 to discuss the MOU budget reconciliation for the first six months of Program Year 2017. The minutes of the meeting are enclosed in the packet. Connie Vick was present as the consultant for the Consortium to explain the invoices she sent out and to ask for any questions. Also, there was discussion about updates with the assistive technology in the One Stop Center and additional items that are needed. Tony reported the next program year MOU budget is due on April 15.

One Stop Operations Committee Report:

Paul Wellhausen reported the committee met on February 27 and the minutes are in the packet. There were partner agency staff present to review the budget reconciliation process with Connie. The question about documenting in-kind services for each partner was discussed. Connie handed out two matrixes: one was tracking actual costs incurred by partner and the other was listing benefits received by partners. It was reviewed & voted to approve the matrixes to send to DCEO. Additional discussion was about the one stop center certification that was completed last year. There are some items that need to be in compliance. The committee will review them.

Business Engagement/Supporting Economic Development Committee Report:

Sarah Ray Lorio informed the committee that the One Stop office continues to have multiple hiring events. One of the staffing agencies, Access Staffing, is here 3-4 days a week. Our office is collaborating with U.S. Steel in assisting them with the hiring of 500 new jobs. Our staff will be conducting the testing for new applicants at their office facility. We continue to work with Tiger Plumbing on an OJT contract & finding a suitable candidate. Also, the incumbent worker training contract at Horizons has been put on hold by their corporate office. Several job fairs are coming up. One is today at the Granite City township Hall called Blue Collar Job Fair and the LCCC Job Fair is on April 4th and has 100 employers registered.

Communications Update:

Debbie Angleton reported the Winter E-Newsletter was sent out in February and had a 56% open rate which is better than last year's rate that was 39%. She included in the packet the article from the Advantage News about the former U.S. Steel worker who completed training through the Trade program in our office & is successfully working at the National Corn-to-Ethanol Research Center. He was awarded a National Ethanol Conference Scholarship.

Membership Update:

Tony reported a new WIB member, Wendi Valenti from the Collinsville Chamber of Commerce, will be joining the WIB meeting next week.

Youth Committee Report:

Rod reported the annual career days that is held in one of the school districts has not been scheduled this year. There could be several factors affecting this. Possibly, there was not a school interested this year. The next meeting is Wednesday, May 2 at 9:00am in Wood River office.

Other Business:

Tony attended along with other staff the SIUE Master of Business Administration marketing class on February 28 for the student's presentations about marketing ideas for our department and services. Some of the suggestions were using social media more and re-doing our brand. Our office met with the County Public Relations Director, Cynthia Ellis, for assistance in developing a formalized public relation plan. Also, we are meeting with SIUE staff on March 26, to create a video about our services that can be distributed to other SIUE departments.

Our staff has been conducting outreach at the Department of Human Services (DHS) offices in East Alton and Granite City for a half a day on Thursdays. The number of referred customers is low, so we are re-evaluating this effort.

The Title 1-B report was submitted. The actual numbers for the 3rd quarter have increased since the last report in January, however, we still are down in our expenditures. The WIOA Financial Summary was in the packet & we need to meet 80% of our budget. This would include summer & fall 2018 enrollments, so we continue to market our training programs. Using a manual calculation, the department is meeting performance goals.

Next Meetings:

Paul informed that the next Executive Committee meeting is scheduled on Thursday, May 17, 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 9:53AM.