

**EXECUTIVE COMMITTEE  
MEETING MINUTES  
(Conference Call)  
6/19/17  
11:30am**

**In Attendance:** Charlie Juneau, Gerry Schuetzenhofer, Paul Wellhausen, Rod Wolter, Debbie Angleton, Connie Vick, Rich Heinz and Darlene Ladd

**Call To Order:**

Gerry Schuetzenhofer called the meeting to order at 11:30AM.

**Approval of Minutes:**

A motion was made by Rod Wolter to approve the May 30, 2017 meeting minutes and it was seconded by Charlie Juneau. The minutes were unanimously approved.

**Executive Committee Report:**

Debbie Angleton presented the following four items for approval:

- 1) Approval of Standards of Conduct & Conflict of Interest Policy  
This is a policy that all WIB members must sign along with any sub-recipients of Federal awards.
- 2) Approval of Updated PY 2017 Local & Regional Plans  
The WIB reviewed these plans in March & a few edits were made.
- 3) Approval of the Madison County American Job Center Consortium MOU for July 1, 2017 to June 30, 2020  
All partners are required to sign the MOU. All signatures will be concluded by Wednesday, June 21 (day of the WIB meeting).
- 4) Approval of Endorsement for St. Louis Regional Education Commitment from the STL Regional Chamber  
STL Regional Chamber is asking the Madison-Bond WIB to endorse this commitment. The Madison County Chairman, Kurt Prenzler has signed the endorsement as well as many elected officials in the St. Louis City & County and Illinois Metro East.

After much discussion, Rod Wolter made a motion for approval and it was seconded by Paul Wellhausen. The items were unanimously approved.

**One Stop Operations Committee Report:**

Paul Wellhausen presented the following items for approval:

- 1) Approval of the One Stop Center Certification for PY 2017.

Darlene reported that the application for the certification of the One Stop Center was reviewed & completed by a committee of Carolyn Taviner from LWIA 21(Jerseyville), Krescene Beck from Blue Tower Training-Educator, Darlene Ladd from Madison County ETD and Paul representing the WIB. The team completed a desk review & tour of the One Stop Center. The majority of the criterion were met, however, there were 6 that will not be attained by the June 30 deadline. These areas are in the process of being attained. The attachment shows those areas.

2) Approval of the One Stop Center Hours of Operation Policy

A policy about the hours of operation needs WIB approval. The policy states the Center would be open Monday through Friday from 8:00am to 4:30pm. Appointments after those hours may be scheduled to meet customer needs. Paul suggested in those situations after hours that 2 staff personnel must be present in the office for security and safety reasons. This will be added to the policy.

Charlie made a motion for approval of both items 1 & 2 and it was seconded by Paul. The 2 items were unanimously approved.

**Other Business:**

Debbie Angleton reported the WIOA PY 2017 allocations were just released. The Adult funding is \$835,440.00; the Dislocated Worker funding is \$1,163,777.00; and the Youth funding is \$937,140.00. Rich is working on the budget forms now & it is due on July 14. Since the WIB is meeting on June 21, the new budget will not be completed, so the WIB needs to give permission to the Executive Committee to approve the PY 2017 budget by July 14. Everyone was in agreement to make this a motion item at the WIB meeting.

Debbie shared the WIOA Title 1B report. The actual numbers are slightly down for Adult registrants; low numbers for dislocated workers; and exceeded the youth planned numbers. The department will be recruiting new customers in July by marketing services.

Debbie announced the Jobs Plus 2017 job fair will be on Wednesday, September 13 from 1:00pm to 5:00pm.

There was discussion about the Great Rivers Workforce Development Corporation. There are 11 applications for the scholarship and with a budget of \$3600.00, there can be three \$1000 scholarships awarded. A review committee of Gerry, Rod and Charlie volunteered. Robert Daiber will also be contacted for his availability to review applications. The department received a resignation letter from Jim Pennekamp as chairman, so at the next meeting there will be discussion about the direction of the GRWDC.

Debbie announced the department is gathering customer success stories for the Illinois Workforce Partnership (IWP) individual achievement awards. Each LWIA in the State is to send 1 award winner that has been selected by the WIB. The award luncheon will be on September 14 in Springfield. At the WIB meeting, members will be asked to volunteer to review & rank the stories.

**Next Meetings:** Gerry informed that the next Executive Committee meeting is scheduled on August 17, 2017, at 8:30AM in Wood River, however, another meeting may be necessary before the next WIB meeting during the first part of July. The next full WIB meeting will be June 21, 2017, at 8:00AM at Wood River.

***The meeting was adjourned at 12:30PM.***