

WORKFORCE INNOVATION BOARD OF EAST CENTRAL ILLINOIS MEETING

Date: Wednesday, March 21, 2018
Time: 3:00 p.m.
Location: Illinois workNet™ Center, 1307 N. Mattis Ave., Champaign, IL 61821-1818
Chairperson: James Ayers
Members Present: Aletha Alexander, James Ayers, Paul Belcher, Jarrett Clem, Gwen DuPree-Pryor, Gayle Gustafson, Tawanna Nickens, Seamus Reilly, Dean Rose, Kevin Sage, Lauren Schmid,, Joe Siedenburg
Members Absent: Sandra Alsop, Angele Burns, Nate McBride, James McNeely, Todd McNutt, Craig Rost LaMae Ryan, Tina Smith,
Staff Present: Lisa Benson, Kay Butcher, Elizabeth Murphy, Toriana Rhone, Linda McCoy, Maurey Williamson
Others Present: Alma Prieto, career planner, LWIA15 and Minnie Stevenson

MEETING MINUTES

- I. Call to Order, Roll Call
Mr. Ayers called the meeting to order at 3:04 p.m. Roll was called and quorum deemed present.
- II. Audience Participation
There was none.
- III. Minutes
 - A. WIB Draft Meeting Minutes - January 18, 2018
Mr. Belcher moved, seconded by Ms. Alexander, to approve the minutes of January 18, 2018. Upon vote, the motion unanimously carried.
- IV. Financial Statements
 - A. WIOA Formula Grant #16-681017
Ms. Rhone reported, the program is on track regarding all obligated expenditures and is still spending down Youth work-based training funds.
 - B. WIOA Formula Grant #17-681017
Ms. Rhone reported 58% of funds remain to be obligated/expended before June 30, 2019, so we are early in this grant, but on track to meet all funding goals.
 - C. Local Incentive Grant #15-632017
Ms. Rhone reported \$2000.87 remains in this grant to be expended by June 30, 2018. She explained this is a slow time due to students being on winter break and anticipates no problem expending the funds going forward.
 - D. Training Adjustment Assistance Grant #16-661017
Ms. Rhone reported spending down of this grant is on track to meet all requirements. Additional funds may be requested if the need arises.
 - E. Rapid Response Assistance Grant # 17-651017
Ms. Rhone reported the \$12,792. balance of this grant has not yet been accessed,

F. One-Stop Delivery System – FY18

Ms. Rhone shared the report, showing the first and second quarter invoicing for the proportionate cost-sharing operational budget for the One-Stop System. She reported five of the partners remain unpaid at this time and she is in the process of contacting each one to answer any questions they may have and assist in expediting the payment process. She reminded the Board, this report is basically part of the MOU budget and will be a fixture going forward as we continue our first full year of operation as a One-Stop Center.

After review, Mr. Ayers ordered the financial statements placed on file.

V. Action Items

A. Provider Certifications

a. Believers and Achievers Development

WIOA performance manager, Kay Butcher, introduced Minnie Stevenson, Director of the “Believers and Achievers Development” program. Ms. Stevenson explained her program is a community based, pre-employment training program, teaching the basic knowledge necessary to secure employment in the front office of a dental practice. She informed, her customers attend a four-week training class, four days a week, four hours a day for a total of 64 training hours. Tuition is \$470 and most customers are self-paying. They offer morning and afternoon sessions and students receive a certificate upon successful completion. Discussion ensued with questions regarding training software used, method of recruiting, pre-enrollment assessments, median wages, number of employers engaged, number of staff employed by the program, and number of customers trained thus far. Mr. Belcher brought up the Americans with Disabilities Act (ADA), and inquired about the number of disabled customers in the program. Ms. Stevenson replied they are just beginning to investigate the possibilities, but do not have any students with disabilities at this time. The program uses nationally recognized “Dentrix” training software, recruitment is mostly via social media and the Parkland Adult Education Department, an assessment test is given before enrollment and a minimum score of 70% is required, median wage is approximately \$16.50 an hour, approximately 80 employers use the program for recruitment, the program has 6 staff members, and approximately 150 customers have completed the program to date. Ms. Stevenson answered all questions to the satisfaction of the board and added “Believers and Achievers Development” has a 100% placement rate. When asked if the program meets all WIOA provider requirements, Ms. Butcher confirmed they qualify as an industry recognized certified provider and meet all eligibility requirements.

Ms. Alexander moved, seconded by Mr. Belcher, to approve Believers and Achievers Development program as a certified WIOA provider for LWIA17. Upon vote, the motion carried unanimously.

b. Parkland College Online Pharmacy Technician

Ms. Butcher presented basic information about the proposed Online Pharmacy Technician training, saying it is a 200-hour course with open enrollment and is self-paced. Discussion ensued regarding the continuing increase in demand for Pharmacy Technicians and the necessity of offering on-line training to keep up with the ever changing lifestyles of the workforce.. Ms. Rhone shared we have customers who have taken on-line classes, but never a full time, complete course. She explained the student is required to turn in attendance sheets signed and emailed by their professors and copies of log-in records and test results. Students would also be required to complete an externship before earning their certificate. Mr. Reilly shared statistics showing on-line students do as well or better than those who attend in the classroom. Ms. Rhone suggested forming a

committee to review the rapidly growing on-line studies trend, and make recommendations on how to approach on-line enrollment in the future. Board members agreed, a policy may need to be established, addressing this issue and a committee recommendation would be welcome. Mr. Belcher, Mr. Rose and Ms. Nickens volunteered to sit on the committee and notice will be sent to members who are not in attendance, offering the opportunity to serve on the committee as well. Time constraints were discussed when Mr. Reilly said Parkland plans to begin this offering in July. If the Board waits to consider the committee recommendations until the May meeting, it will delay the start of the offering and affect Parkland's contract with the outside entity providing the class. Mr. Siedenbug pointed out; the program is fully accredited and meets all WIOA requirements. Members agreed, the committee should still be formed and make recommendations to the Board concerning the future approach to on-line courses within the WIOA program, but there is no reason to delay voting on this proposed certification at today's meeting.

Mr. Siedenbug motioned, seconded by Ms. Alexander, to approve The Parkland On-line Pharmacy Technician Training program as a certified provider for the LWA17 WIOA program. With Mr. Ayers, Mr. Reilly and Ms. Nickens abstaining from the vote, the motion otherwise carried unanimously.

VI. Old Business

There was no old business

VII. New Business

A. MOU Budget Negotiations Update

Mr. Rose reported the third and final negotiation meeting is scheduled for Tuesday, March 27. He shared news that the Housing Authority of Champaign County (HACC) HUD, has returned to the table as a One- Stop partner. Mr. Rose complimented Ms. Rhone on the new budget format and the clever manner in which she presented everything in such a clear, precise, and understandable fashion. He predicts no problems with approval of the budget at Tuesday's meeting and the MOU is on track for timely submission to DCEO.

B. One-Stop Operator Progress Report – Workforce Connection

Ms. Rhone drew attention to a copy of the minutes from the February 14th, 2018 One-Stop Operator Meeting, which is included in the Board packet for review. She reported the creation of a One-Stop Partner Directory is complete and she predicts it will be approved by the partners next week. It will be brought to the Board at the May meeting.

C. Labor Shed Study Update

Ms. Murphy reported RPC staff are coordinating with the Chamber of Commerce and the Economic Development Corporation (EDC) in Champaign County, as well as County Board Chairs, board members, mayors and Chambers in Ford, Iroquois and Piatt Counties to obtain/collect zip code data from employers throughout the region. This information will be used to aggregate, map, and determine the labor shed area to survey. Ms. Murphy shared the state of Iowa has been very gracious and extremely helpful in sharing information regarding their development of this survey. Stating this is an arduous endeavor, Ms. Murphy shared that Champaign County, alone, has approximately 7,000 entities to contact. Iroquois County has approximately 600 entities and Ford and Piatt Counties are in the process of compiling their lists. She shared the next step will be to develop an RFP for a specialized firm to conduct the survey and gather the necessary information to aggregate, map and determine the availability and characteristics of our current workforce and provide an accurate annual analysis of future needs.

D. Partner Reports

A. Title 1 Service Report

Ms. Rhone directed attention to page 22 of the board packet, containing the LWDA#17 enrollment data as of March 8, 2018. All programs are on track to meet or exceed projected goals. She updated the Board on the Carle Job Readiness and Learning Program, stating the last recruitment event held in January resulted in the selection of nine candidates for training. Eight of those selected met WIOA eligibility and WIOA was able to enter into On-the-Job (OJT) contracts with Carle, providing 50% wage reimbursement and supportive services, such as childcare and travel assistance for the candidates during training. Ms. Benson offered praise for Carle for opening their doors, creating opportunities and serving as an example to other employers. Ms. Schmid expressed Carle's appreciation for the program and all the benefits it provides for employers and employees.

B. Adult Education Strategic Plan

Ms. Nickens shared the Illinois Community College Board (ICCB) Executive Summary, outlining plans for expanding career pathway opportunities for Adult Education. She shared compelling statistics showing more than one million Illinois residents do not have a high school credential and approximately 11,296 are in the Parkland College service area. Approximately 1.78 million or 14.2% of Illinois population are immigrants, and at least a quarter of a million US citizens in Illinois live with a family member who is undocumented. The plan addresses the need for continued development of comprehensive career pathways, college and career readiness, transitions from Adult Education programs to college and employment, foundational learning, basic Literacy and English-language skills, and lifelong learning and technology integration. "Strategies to support this transition and credential outcomes are key, given that, by 2020, 70 % of the jobs in Illinois will require some postsecondary education and training beyond high school". Ms. Nickens stressed the urgency of a collective effort to develop stronger and more effective ways of providing career pathways to meet the need. She encouraged members to go to the ICCB website to read the entire Plan.

Mr. Belcher inquired about progress made in developing a Business Services Team for LWIA17. Ms. Rhone responded that plans are still in the works and identifying a chair for the team is a primary issue. Mr. Belcher requested this issue be added to the May 16, 2018 agenda for continued discussion.

VIII. Adjournment

There being no further business, Mr. Ayers adjourned the meeting at 4:10 pm.

Respectfully submitted,
Linda McCoy
Recording Secretary