

WORKFORCE INNOVATION BOARD OF EAST CENTRAL ILLINOIS MEETING

Minutes

Date: Wednesday, May 16, 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, Nate McBride, Todd McNutt, Tawanna Nickens, Tom Ramage, Dean Rose, Joe Siedenburg, Tina Smith  
Members Absent: Sandra Alsop, Angele Burns, Jarrett Clem, Gwen DuPree-Pryor, Gayle Gustafson, James McNeely, Craig Rost, LaMae Ryan, Kevin Sage, Lauren Schmid  
Staff Present: Lisa Benson, Kay Butcher, Elizabeth Murphy, Toriana Rhone, Linda McCoy, Maurey Williamson  
Others Present: Jesse McCluskey-Gilbert

I. Call to Order, Roll Call

Mr. Ayers called the meeting to order at 3:05 p.m. Roll was called and quorum deemed present.

II. Audience Participation

There was no audience participation.

III. Minutes

A. WIB Draft Meeting Minutes – March 21, 2018

**Ms. Smith moved, seconded by Ms. Nickens, to approve the minutes of March 21, 2018. Upon vote, the motion unanimously carried.**

IV. Financial Statements

A. WIOA Formula Grant #16-681017

Ms. Rhone reported, the program is on track and will be closed out June 30, 2018.

B. WIOA Formula Grant #17-681017

Ms. Rhone reported 56% 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 \$1682.87 remains in this grant to be expended by June 30, 2018. She anticipates no problem expending the funds going forward.

D. Training Adjustment Assistance Grant #16-661017

Ms. Rhone reported the 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 \$12,744.66 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 only two of the partners remain unpaid at this time and she is aware of the effort within their agencies toward resolution.

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

V. Action Items

A. Provider Certifications – Kay Butcher

a. New programs

Ms. Butcher, WIOA performance manager, announced Parkland College has four programs in the Business Development Training area, seeking certification to become WIOA providers. Ms. McCluskey-Gilbert from Parkland Business Development, was invited to join the meeting and answer any questions members might have.

i. Basic Forklift

Ms. Butcher shared the attached program profile, saying it is a 7.5 hour course consisting of both lecture and hands-on training with a \$249. tuition fee and a positive growth rating. Discussion ensued regarding OSHA requirements versus employer/company rules. Mr. Siedenburg was asked to share from his experience in a manufacturing environment, any knowledge he may have regarding this subject. He informed, every company must provide their own training and certification for the specific equipment the employee will be operating. However, an applicant who presents with fork lift experience might have the advantage of a higher beginning wage and fewer hours of company training. Board members agreed, Fork Lift drivers are in high demand and this program would be an asset for the WIOA program.

**Ms. Smith motioned, seconded by Mr. Siedenburg, to approve the Basic Fork Lift Training program through Parkland College, as a certified provider of the WIOA program. Upon vote, the motion was approved, with Mr. Ayers, Mr. Ramage and Ms. Nickens abstaining from the vote due to conflict of interest.**

ii. Broker's Pre-License Topics and Broker's License Principals

Ms. Butcher explained the Pre-License Topics class is a precursor to the Pre-License Principles class. The Topics class is a 12 week, 75 hour course with a total cost of \$847. The Principals course provides the final 15 hours, fulfilling the total 90 hours of pre-license education required by the State of Illinois to sit for the Real Estate Broker license exam. Both of these programs are experiencing a slight decline in growth. Discussion ensued regarding the number of Real Estate brokers in Illinois and the lack of growth in this career sector.

**Mr. Rose motioned, seconded by Mr. Siedenburg, to approve the Parkland College Broker's Pre-License Topics and the Broker's License Principals programs as certified providers of the WIOA program. Upon vote, the motion carried, with Mr. Ayers, Mr. Ramage and Ms. Nickens abstaining due to conflict of interest.**

iii. Home Healthcare Aide

Ms. Butcher drew attention to the profile showing a 10 week, 80 hour course with a tuition fee of \$1999.00. The Aides assist patients in their homes, focusing on specific health and personal needs. Emphasis is on creating more personal relationships and establishing the trust needed to carry out the many tasks included in caring for a patient in the home. Discussion ensued requiring clarification of the role of an aide as opposed to a Certified Nurse Assistant (CNA). Ms. McCluskey-Gilbert explained the aide position is the entry level on a career path to becoming a CNA, LPN, etc. Members expressed concern about the low wages and how performance will be tracked. Ms. Benson pointed out the average annual earning are nearly the same as a CNA. Ms. McCluskey-Gilbert shared, there is no certification, but it makes a worker more marketable in this high growth field.

**Ms. Alexander motioned, seconded by Mr. Belcher, to approve the Parkland Home Health Care Aide program as a certified provider of the WIOA program. Upon vote, the motion carried, with Mr. Ayers, Mr. Ramage and Ms. Nickens abstaining due to conflict of interest.**

B. Youth RFP funding recommendations

Mr. McBride shared his experience as a member of the Review Committee charged with listening to provider presentations and then making the important decision regarding funding allocations for each program. He drew attention to a copy of the Review Committee minutes in the Board packet including the Agency Funding Requests and Recommendations 2018 table showing the approved programs and the recommended dollar amount for each. He shared, the committee hosted 3 new applicants and 6 returning providers. After robust discussion and careful consideration, the committee recommended the 6 returning programs receive funds as shown in the table. The DREAM Opportunity

Center and First Followers were recommended for funding at a lower amount than requested due to unknown performance and outcome data and risk factors on which to base their decisions. Committee members agreed, the “GIRLS” program did not meet the required elements for funding at this time. Discussion ensued covering the services provided by the new applicants and the reasoning behind the funding decisions. Ms. Rhone shared both programs serve a previously unserved population of youth involved in the juvenile justice system and individuals with re-entry issues after incarceration.

**Ms. Smith motioned, seconded by Mr. Rose, to approve the funding recommendations of the Youth RFP Review Committee as listed in the Agency Funding Requests and Recommendations 2018 Table. Upon vote, the motion carried, with Mr. Ayers, Mr. Ramage and Ms. Nickens abstaining due to conflict of interest.**

#### C. PY18 MOU and Budget

Ms. Rhone reported the return of HUD to the MOU, citing the need to add the Housing Authority of Champaign County (HACC) data and information to the MOU/Budget draft. She shared that HACC now requires its participants to work at least 20 hours a week. The issue presented, is job retention. Customers will enter the program with a job, but soon lose it and no longer meet the requirements for housing. HACC seeks to connect with the WIOA program as a valuable resource for helping those people gain re-employment and/or retain current employment. She pointed out a marked up, draft version of the MOU and budget showing all changes in red. Ms. Rhone also drew attention to a letter from DCEO received just this week, regarding the possibility of compliance issues with the MOU. She explained the potential issues involve technical language and have no effect on budget figures. Mr. Belcher agreed, saying it appears to require additional narrative in the notes portion of the budget spreadsheet rather than any changes. If the Board approves the marked-up version, an updated MOU/Budget will be distributed to the Board before it is submitted to the state.

**Mr. Belcher motioned, seconded by Mr. McNutt, to approve the MOU/Budget as presented in the Board packet, with the changes and additions shown. Upon vote, the motion carried with Mr. Ayers, Mr. Ramage and Ms. Nickens abstaining due to conflict of interest.**

#### D. Incumbent Worker Proposals

Ms. Rhone summarized the eligibility requirements for businesses seeking Incumbent Worker Training (IWT) funds and how the program works. She then presented two proposals received from area manufacturers.

##### i. ShapeMasters, Inc.

ShapeMaster, Inc., located in Ogden, IL. specializes in plastic thermoforming, vacuum forming, injection molding and custom fabrication. The company is seeking \$20,000 to become International Standardization Organization (ISO) certified. ISO is a quality management standard that can be integrated into any business. It is focused on ensuring the business delivers a consistent level of quality by having well defined and regularly reviewed processes and procedures. Many companies will only do business with ISO certified manufacturers and the certification is a requirement on a global scale. Management at ShapeMaster say sales are down and trends in manufacturing are to eliminate vendors who are not ISO certified. For this project, the company would like to train 6 of its employees, including the warehouse manager, They understand the employer match requirement is 10% of the cost. Ms. Rhone shared, we have funds available and, if the Board approves, could easily fund this project. Discussion ensued regarding funding amounts available. Ms. Rhone reported we have \$79,425 from PY17 grant. We have committed \$50,000 to WIRCO, leaving \$29,425 available and an additional \$40,000 in the PY16 grant which closes June 30, 2018.

**Ms. Smith motioned, seconded by Mr. Siedenburg, to approve \$20,000 in funding for the ShapeMaster, Inc. Incumbent Worker project. Upon vote, the motion carried unanimously.**

##### ii. Wagner Machine Company

Wagner Machine is a precision machine shop located in Champaign that makes high quality parts at a reasonable price. They have grown steadily for over 35 years based on their reputation for excellence. Wagner is facing much the same obstacles as ShapeMaster. Customers, both current and prospective, are requesting it become ISO certified. In doing so, it will be able to retain and expand its customer base, ensure growth, expand its workforce and provide more competitive wages for its employees. Wagner is seeking \$74,000 in Incumbent Worker funds for this project. The

company is asking for \$22,000 for ISO implementation and training from Illinois Manufacturing Excellence Center (IMEC) and \$52,000 for training on Pro Shop ERP software by Adion Systems. Ms. Rhone reminded the Board, Wagner utilized the Incumbent Worker grant in 2016, to train employees in a method of lean manufacturing, and Incumbent Worker funds can only be used for the cost of training. Discussion ensued questioning the company's purchase of software and the eligibility of training dollars for training in the use of software. If approved, the Board also asked that the company provide differentiation between training hours vs. work hours.

**Mr. Siedenbug motioned, seconded by Ms. Smith, to approve \$22,000 for Wagner Machine Company to be used for ISO implementation and training. Upon vote, the motion unanimously carried.**

VI. Old Business

There was no old business

VII. New Business

A. One-Stop Operator(OSO) progress report

Ms. Rhone drew attention to a copy of the minutes of the most recent OSO meeting. She was happy to report the receipt of \$6500. from the state for assistive technology updates. We have received some of the new equipment and are still in the process of pricing a new video relay system.

B. Labor Shed Study Update

Ms. Murphy reported the project continues to move forward. Staff continue to work on collecting employee zip codes from Champaign, Ford, Iroquois and Piatt counties. She commended all four counties on their cooperation and announced an RFP was sent out on May 8 to five data collection companies, for the planning and selection process to survey workforce topics from a sample of individuals in the regional population. The proposals are due on June 8.

C. Partner Reports

Ms. Rhone shared information regarding the possible addition of Douglas County to LWA17. She offered that DCEO wants to mirror the Economic Development regions map. Discussion is being held and any further information is preliminary at this time.

Mr. Belcher reminded Ms. Rhone, the implementation of a Business Services team is still on the table and should appear on the July agenda.

VIII. Adjournment

**With no other business before the Board, Mr. Siedenbug motioned, seconded by Mr. Belcher, to adjourn. Upon vote, the motion carried unanimously and the meeting was adjourned at 4:23 p.m.**

Respectfully submitted,  
Linda McCoy  
Recording secretary