



CHAMPAIGN COUNTY  
REGIONAL PLANNING  
COMMISSION

## Workforce Innovation Board of East Central Illinois

Date: Wednesday, March 20, 2019  
 Time: 3:00 p.m.  
 Location: Dr. Zelema Harris Conference Room, Illinois workNet™ Center  
 1307 N. Mattis Avenue, Champaign, IL 61821  
 Chair: James Ayers  
 Members Present: Sandra Alsop, Jim Ayers, Paul Belcher, Gwen DuPree-Pryor, Paul Grimes, Jennifer Heather, Carly McCrory, Tawanna Nickens, Tom Ramage, Dean Rose, Kevin Sage, Lauren Schmid, Tina Smith  
 Staff Present: Kay Butcher, Kathy Larsen, Rita Morocoima-Black, Elizabeth Murphy, Toriana Rhone, Maurey Williamson, Linda McCoy  
 Others Present: Tom Grey, Grey & Associates

### MEETING MINUTES

- I. Call to Order/Roll Call  
Mr. Ayers called the meeting to order at 3:05 pm. Roll was called and quorum deemed present.
- II. Approval of Agenda  
**Ms. McCrory moved, seconded by Ms. Smith, to approve the agenda for this meeting. Upon vote, the motion unanimously carried.**
- III. Audience Participation  
There was no audience participation.
- IV. Minutes
  - A. Workforce Innovation Board Meeting Minutes - January 16, 2019  
Mr. Ayers asked for comments on the minutes. Receiving no comments, Mr. Ayers asked for motion.  
**Mr. Ramage moved, seconded by Ms. McCrory to approve the agenda. Upon vote, the motion unanimously carried.**
- V. Financial Statements - January 31, 2019
  - A. WIOA Formula Grant #18-681017 (Apr. 2018 - June 2020)  
Ms. Rhone reported, first year of grant and there is time to spend down. Approximately 55% of funding remains and we are on pace with all benchmarks.
  - B. WIOA Formula Grant #17-681017 (Apr. 2017 - June 2019)  
Ms. Rhone reported, second year of grant which ends in June 30, 2019. Approximately 11% of funding remains and we will be spending down those funds these next few months.
  - C. Local Incentive Grant #16-632017 (May 2018 - June 2019)  
Ms. Rhone reported, we do have some supplemental funds remaining and we will spend down those amounts by June 30, 2019.
  - D. Training Adjustment Assistance Grant #16-661017 (Apr. 2018 - Sep. 2018)  
Ms. Rhone reported no issues
  - E. Rapid Response Assistance Grant #18-651017 (Oct. 2018 - June 2019)  
Ms. Rhone reported no issues.



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- F. Young Adult Reentry Program YF-32157-18-60-A-17 (July 18 - Sep. 2021)  
Ms. Rhone reported, this grant is fairly new and spending has primarily been related to hiring staff, and office equipment and furnishings to get the program up and running.
- G. FY18 One-Stop Delivery System  
Ms. Rhone reported, this is our MOU partners, and this page shows who has and who has not made their first quarter contributions at this time.

VI. Action Items

A. Provider certifications

a. Parkland College Business Services- Powered Industrial Truck Certification

Ms. Butcher presented a request from Parkland College to add their forklift training classes to our approved training list. This is a 32-hour course with 28 of those hours, dedicated to hands-on experience. Ms. Butcher drew attention to pages 12-17 of the board packet, showing the basic program description, topics covered during training, a sample of reported job titles that may be earned, projected growth, median wage data, and the total tuition cost of \$895.00. Participants successfully completing the course will earn an industry recognized credential, giving them an advantage when seeking work in this field. Tom Gray, owner and president of Grey & Associates, and contracted by Parkland to provide the Powered Industrial Truck program, was present to provide any additional information the Board may need in order to make a decision. He shared the names of some of the companies he has worked with and their continuing need for properly trained, skilled fork lift drivers to fill positions in this area of their workforce. He added, instruction in the soft skills is also included, with the goal of instilling basic work ethics, interview coaching and helping with job retention. Discussion ensued regarding the overall benefits of this program and the cost. Members agreed, this is a much needed course, whereas, the current, 1 day, 8- hour course may, fall short in meeting most company’s desired training and skill levels. Those hires, who could walk through the door and go straight to work without further training by employers, would save time and money for the company. Ms. Heather commented, Caterpillar has opted out of the program, saying, her company hires and trains approximately 590 workers annually for forklift positions, and the cost would be prohibitive for them. Mr. Belcher and Dr. Ramage suggested perhaps companies could defray some of the cost by utilizing the WIOA “Incumbent Worker” program. Ms. Rhone stated, this is a prime example of workforce partners working together to meet the needs of employers.

**Ms. Smith moved, seconded by Mr. Belcher, to approve the Parkland College “Powered Industrial Truck” training program as a certified WIOA provider. Upon vote, the motion carried. Mr. Ayers, Dr. Ramage and Ms. Nickens abstained from the vote due to conflict of interest.**

VII. Old Business

A. Labor Shed study

Directing members to pages 18-19 of the board packet, Mr. Ayers turned the floor over to Kathy Larsen, RPC Economic Development Specialist. Ms. Larsen used a power point presentation to update the Board on the progress of the study/survey, measuring the availability and characteristics of the labor force within Champaign, Ford, Iroquois, Piatt and Douglas counties. She reported, the project scope has expanded to include new WIOA grant funding in order to make the study a



component of an innovative workforce pilot and research project with potential statewide applicability in workforce innovation areas. She went through a summary of initiatives undertaken to date and outlined the next steps to be taken moving forward. Ms. Morocoima-Black passed out separate profiles for each of the five counties. Ms. Larsen added, the DCEO grant requirements, included adding Vermilion County to the study, since they are a part of our East Central Illinois Region 2, Plan. Ms. Murphy reiterated how beneficial the data from this survey will be for our local workforce area and the businesses therein. She added, community roundtables and opportunities for sharing the survey results will take place upon completion of the project.

**VIII. New Business**

**A. Workforce data portal**

Ms. Rhone initiated discussion regarding a portal for workforce agencies, where they can go to look at different data regarding workforce needs. There would be separate links, one for employers to see available workers and their skills, and one for job seekers to see what skills businesses are looking for. Mr. Belcher mentioned, [illinoisvirtuallmi.com](http://illinoisvirtuallmi.com), as a similar resource. Ms. Heather asked if other workforce areas already have this information and could share. Ms. Rhone explained, this portal would have data specific and/or relevant to the counties within our LWA17. Members were in agreement, having this portal in place, would be of great value to all.

**B. One-Stop Operator contract renewal**

Ms. Rhone reminded the Board, the current One-Stop Operator contract with the Workforce Connection consortium, will expire on June 30, 2019. The Board has the option of re-procuring a One-Stop Operator, should it determine it is dissatisfied with the performance of the current Operator, or they may choose to extend the contract of the current Operator for a second year. Ms. Rhone shared the challenges that came with the first year learning experience and the possibly, over-ambitious list of deliverables, first thought to be doable. Ms. Nickens and Ms. DuPree-Pryor agreed it has been more time consuming and labor intensive than anticipated, however, the four operators making up the consortium, have decided, with Board approval, they would like to continue for a second and third year. In preparation for the May WIB meeting, Ms. Rhone drew attention to pages 20-23 of the board packet, summarizing the accomplishments, as well as the shortfalls, of the current Operators, according to the One-Stop Agreement. Each activity, either achieved or still to be achieved, was followed by a statement of goals for future accomplishment or continued improvement. Ms. Rhone, Ms. DuPree-Pryor, Ms. Nickens, and Ms. Alexander, who was unable to attend today, have devised a plan of action addressing the need for additional support. Ms. Rhone shared, the possibility of hiring of a One-Stop coordinator to perform many of the ancillary duties of the One-Stop operations. The cost of having a coordinator would be shared by the partners based on their number of FTEs listed in the budget. Mr. Rose asked about the, previously mentioned, intern to carry out these duties. Ms. Rhone responded, that idea had been abandoned, due the inconsistency of an intern, as they typically only serve for 1 year. Discussion turned to a job description for the coordinator, proposed hours and the pay scale for such a position. Mr. Belcher asked that all One-Stop partners be allowed to review the job description before it is accepted. WIB members will vote on this issue at the next meeting on May 15, 2019.

**C. MOU partner negotiations update**

Mr. Rose reported, the first two negotiation meetings have been held and the third and final one will be held on Tuesday, March 26, 2019. He shared all partners appear to be in general





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agreement. Some discussion regarding the resource room computers was still unsettled, however, will be addressed again on Tuesday.

D. Partner reports

a. Title 1B

Ms. Rhone directed attention to page 24 of the board packet, showing the number of Adult, Dislocated Workers and Youth customers, served in each of the four counties LWIA17 currently serves. She invited members to read the performance measure statistics listed and assured the program is on track to meet all projected goals. Ms. Rhone shared information including the annual Spring Job Fair on May 9, 2019 at the Hilton Garden Inn and the four current dislocated worker events involving the Warranty Group, Rockwell Automation, Payless, and Charlotte Russe.

E. Member announcements and information sharing

Ms. McCrory announced the “Innovation and Celebration” event to be held at the Parkland College student union on Friday, March 29, from 5:30 to 8:00 pm.

Ms. McCrory was also excited to share news of American Airlines plan to provide service from Willard Airport to Charlotte NC. from May through July. She expressed optimism that American will choose to extend this service beyond this trial period.

IX. Adjournment

Having no further business, Mr. Ayers asked for a motion to adjourn.

**Ms. Smith motioned, seconded by Ms. McCrory, to adjourn the meeting. Upon vote, the motion carried unanimously and the meeting was adjourned at 4:15 pm.**

Respectfully submitted,  
Linda McCoy  
Recording Secretary



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