



Workforce Innovation Board of East Central Illinois

Date: Wednesday, January 16, 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: Dean Rose, Lauren Schmid, Tina Smith, Paul Belcher, Tawanna Nickens, Gwen DuPree-Pryor, Carly McCrory, Triss Henderson
Staff Present: Elizabeth Murphy, Toriana Rhone, Tina Withers, Lisa Benson, Maurey Williamson, Mindy Smith, Marco Price, Karly Vanderploeg, Cortez Epinger, Jeremy Bell
Others Present: Kim Pankau, Department Chair Health Professions, Parkland College
Tammy Sublon, Sublon Construction

MEETING MINUTES

- I. Call to Order/Roll Call
Mr. Ayers called the meeting to order at 3:00 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. WIB Meeting Minutes - November 14, 2018
Mr. Ayers asked for comments on the minutes. Mr. Rose reported a type on page 3, "HL Precision" needs to replace the word "Serionix". With no other comments, Mr. Ayers asked for motion.
Mr. Rose moved, seconded by Ms. Smith to approve the agenda, with discussed amendment, for this meeting. Upon vote, the motion unanimously carried.
- V. Financial Statements - November 30, 2018
 - 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 66% of funding remains and we are on pace with all benchmarks. We are at 40% for out of school youth, so we are increasing our efforts there and with dislocated worker training as well. We do remain on schedule.
 - B. WIOA Formula Grant #17-681017 (Apr. 2017 - June 2019)
Ms. Rhone reported, second year of grant which ends in June 30, 2019. Approximately 16% of funding remains and we will be spending down those funds these next few months. Our focus is the out of school youth area and we are working with our youth providers to achieve goals.
 - 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. Ms. Rhone will be working with Ms. McCrory on spending ideas. They will keep this group apprised.
 - D. Training Adjustment Assistance Grant #16-661017 (Apr. 2018 - Sep. 2018)
 - E. Rapid Response Assistance Grant #17-651017 (Jul. 2017 - Dec. 2018)
Ms. Rhone reported no issues.
 - F. Rapid Response Assistance Grant #18-651017 (Oct. 2018 - June 2019)

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Ms. Rhone reported no issues.

- G. Young Adult Reentry Program YF-32157-18-60-A-17 (July 18 – Sep. 2021)
Ms. Rhone reported, this is a new grant and we have until 2021 to spend down. There has been little spending now as the grant is quite new. Ms. Rhone will keep the Board updated.
- H. FY18 One-Stop Delivery System
Ms. Rhone reported, this is our MOU partners. They have all paid their invoices for this year, so we will be at the point to issue credits the four core partners that currently cover the leasing cost.

VI. Action Items

- A. Incumbent Worker Project Sublon Construction (Mindy Smith)
Ms. Smith reported, Sublon Construction is located in Fisher, Illinois. They contacted us regarding incumbent worker training for BPI (Building Performance Institute) certification, which is a nationally recognized credential. Sublon is requesting certification and auditing training costs of \$5150 for two people. Ms. Smith then gave Ms. Tammy Sublon the floor. Ms. Sublon thanked the group for having her. Ms. Sublon gave a brief history of her company which has been in business for 20 years. Sublon works with residential customers to test homes for energy efficiency and then make repairs. Weatherization has been their main business focus. Ms. Sublon gave a description of what BPI is and the need for certification. BPI training for two of their employees, would allow Sublon to hire three more people to comprise a second team for such testing. Two of Sublon's current employees would be promoted and three new jobs would be created. Sublon receives referrals from Ameren for these services. Ameren requires the certification. Sublon currently receives these referrals from Ameren but would be able to take on more jobs and sustain ongoing (not seasonal) work for additional employees. Mr. Ayers asked about Sublon Construction's geographic service area. Ms. Sublon replied that they primarily work in the Champaign area due to their current labor force. Ms. Sublon pointed out that with a larger labor force, she can start advertising in more areas as they would be able to take on more jobs from Ameren. Ms. Rhone asked if the work from Ameren comes in on a bid basis. Ms. Sublon informed the group that it is not a bid process. Sublon has done enough work for Ameren to be considered a core ally. Ameren automatically offers work to Sublon. Ms. Sublon's presentation was complete and she left the meeting. Mr. Ayers opened to floor to discussion. Mr. Belcher pointed out that once a crew is working with Ameren, there can be other items that can be repaired in a home. Example cited was a new furnace if the BPI indicates a new one is recommended. Ms. Benson reported that this work is similar to what CCRPC does with its Weatherization program. The CCRPC program serves lower income residents. The Ameren program serves a residents with a bit higher income thresholds. Ms. Rhone pointed out that we can work with Sublon with on-the-job training programs (for example) that can help them grow their workforce with our pool of people. Ms. McCrory asked if there was any chance of Ameren cutting their program. Mr. Belcher offered that Ameren is using this program in their on-going marketing campaigns. Ms. Benson would like to see this group possible create a work group to examine incumbent worker programs to determine how best to handle these requests. This work group would help the WIB make more informed decisions on these types of requests.
Ms. Smith moved, seconded by Ms. Henderson, to recommend the Incumbent Worker Project funding request for Sublon Construction. Upon vote, the motion unanimously carried.
- B. Provider Certifications
 - a. Parkland College Fire Service Technology (Tori Rhone)
Mr. Ayers, Ms. Nickens, Ms. Henderson, and Mr. Belcher will abstain from voting on this matter. Ms. Rhone reported, Parkland representative, Kim Pankau, presented the request to get their two-year Fire Service Technology associates degree program on our approved list. Ms. Pankau reported that most firefighters are volunteers. As a result, students struggle when taking firefighting curriculum. One route the student can take is to be certified through a fire department and taught by the lieutenant. But to advance in rank, the person may have a better chance with an

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associates’ degree. The WIB was concerned about projected growth replacements. Additional concern was raised by Ms. Benson for not having national data to review and the likelihood of an individual getting a job our areas based on this education path. Ms. Rhone added that individuals do not need a degree to become a firefighter. We already have EMT and Paramedic training approved that feeds the needs of local fire departments. Ms. Benson added that due to the volunteer workforce at local fire departments, it would be less like that a person with this degree would be able to get a job in this area. Ms. Pankau thanked the Board for their time. The Board then discussed the request. Concerns are the lack of data supporting the need for this degree program. Ms. Rhone reported that we already support EMT and Paramedic training which is a faster program and supports the needs of the community. Mr. Belcher added that of the open firefighter jobs in Illinois, the majority are in the Chicago area. The likelihood of Parkland graduates getting jobs in this area would be very low. Ms. Benson commented that this could possibly be an Incumbent Worker project should local fire departments find themselves in a position to need have a current firefighter get the degree.

Ms. McCrory moved, seconded by Ms. Smith, to disapprove this request for certification of the Parkland Fire Service Technology Associates Degree program, but revisit the issue at a future team. Upon vote, the motion unanimously carried.

- C. Amended MOU PY’18 final approval (Tori Rhone)
Ms. Rhone reported, this PY18 MOU was brought to the Board and requested that the MOU be amended to include a new grant that the CCRPC received – the Young Adult Re-Entry Program. That program is a direct Department of Labor grant and we are required to contribute to the One-Stop, both financially and through services. That was approved at the last meeting. MOU partners were emailed and allowed 30 days to give input. No concerns were received. Ms. Rhone now asks the board for final approval.
Ms. McCrory moved, seconded by Ms. Smith, to approve the Incumbent Worker Project funding request for Sublon Construction. Upon vote, the motion unanimously carried.

VII. Old Business

- A. EO Monitoring results letter (Tori Rhone)
Ms. Rhone reported, for the Board’s knowledge, we did complete the Equal Opportunity state monitoring conducted in November. There were no findings.

VIII. New Business

- A. Statewide Workforce Innovation Program (Elizabeth Murphy)
Ms. Murphy reported, CCRPC applied for a highly competitive Workforce Innovation grant proposal from the State of Illinois and we were awarded \$293,880. This is an 18 month grant that will be used to expand labor shed analysis which will include Douglas County which joins us July 1st. In addition to the labor shed analysis we will be doing a comprehensive business needs survey of over 7,000 businesses. A data analyst has been hired to collect data and create web portal, which will be used for reference on the characteristics of these business. This will allow us to truly have a business driven workforce program. Ms. Murphy went on to explain how this information will allow the Board to establish priorities for projects as we go forward. Ms. Murphy pointed out that the State liked our proposal enough to use it as a template that could be used throughout Illinois. Ms. Rhone asked Ms. Murphy if Kathy Larson, RPC Economic Development analyst, could come to a future WIB meeting to review this program with the group.
- B. Young Adult Reentry Program (YARP team)
The YARP team introduced themselves and gave a presentation on the Young Adult Reentry Program. Team coordinator is Jeremy Bell. The Youth Career Planners are Cortez Epinger, Marco Price, and Karly Vanderploeg. A copy of their presentation is included in the meeting materials. Mr. Ayers inquired as to how participants get into the program. Mr. Bell answered that recruitment is done at job fairs, community



- re-entry programs, and probation departments. Ms. Rhone responded to Ms. Dupree-Pryor's question regarding free legal service. If the participant qualifies for Land of Lincoln, the services would be free. Ms. Rhone believes most of the people we work with would qualify. Mr. Ayers asked if the participant could still be on probation and use this program. Ms. Vanderploeg answered that the participant could be on probation and participate. Ms. Murphy offered thanks to this group for taking on this project, as the grant was quite competitive and we only have 36 months to achieve our goals. Ms. Smith noted that employment services throughout the area would like brochures to give job seekers that employment agencies may need to turn away due to criminal records. The YARP team will provide brochures to these businesses. Ms. Schmid asked the team if they have employers who are on board with this program. Ms. Smith responded that marketing is going to have a robust services book, crafted to address business needs. Ms. Schmid also noted that it would be important for the employers to know what types of crimes the participants have committed as some employers cannot hire certain ex-offenders for certain jobs because of federal and state laws. Ms. Murphy added that the marketing package will include information to employers about a Federal bonding program as well as tax credit incentives for hiring these participants. Ms. Schmid added that she would like the Carle Workforce Development Team to meet with the YARP team to learn more about the program. Mr. Belcher raised concern if a referral process is available for those individuals who are turned away from YARP. Ms. Rhone indicated that all participants will be co-enrolled in WIOA and that will be the referral. Also, the YARP team will be working with the WIOA team to coach and mentor these individuals throughout the job search to hire process. Mr. Belcher has a sample letter that helps the participant explain their past. Ms. Rhone will reach out to Mr. Belcher for the letter. Mr. Ayers asked what kind of educational assessment is completed at intake. Mr. Bell reported that reading and math assessments will be done on the WIOA side. Ms. Rhone added that an interest and aptitude assessment and behavior assessment will be conducted as well. Ms. Benson added that a plan will be developed and any appropriate assessments will be conducted.
- C. 2109 Youth RFP Review Committee Volunteers (Tori Rhone)
Ms. Rhone reported, each year we ask for proposals as we contract out our youth services. This year there are eight proposals to review. Ms. Rhone asked for volunteers to review proposals. The review process will be a one day event in mid-April. Mr. Belcher, Ms. Dupree-Pryor, and Ms. Smith volunteered.
- D. ICATT Apprenticeship Program (Tori Rhone)
Ms. Rhone turned the discussion over to Ms. McCrory who reported, there will be an apprenticeship meeting/information session at Parkland College on January 23rd between 2:00 pm and 3:00 pm. State of Illinois is focusing on apprenticeships in the manufacturing industry. The program is a 5-year commitment by the employer. The participant is selected by an employer, goes to school for three years, once the participant graduates they are guaranteed two years of employment with that employer. The employer pays for the education and gives the student stipend for the days they are in class. Employers like this program because of the five year commitment and many of the students end up staying with the employer for more than five years.
- E. Designation of impartial budget and lead negotiator for PY19 MOU (Jim Ayers)
Mr. Ayers reported, Mr. Rose will be the impartial budget person and Ms. Rhone will be our lead negotiator for the PY19 MOU.
- F. WIB Bylaws discussion (Lisa Benson)
Ms. Benson reported, the current by-laws and agreements refer to "county board chairs" as representing the CEOs. Ms. Benson is bringing this to the board's attention so that the Boards can consider how or if they want to make changes to the wording. The wording has to do with how the Boards define 'state elected officials'. Ms. Rhone noted that the WIOA law defines 'chief elected official' as the "chief elected executive officer" and prior to Champaign County's election of this post in November, the County Board Chair have been the chief elected official. Ms. Murphy noted the bylaws will be undergoing changes by July 1, 2019 as Douglas County will be added. Changes to the definition of 'chief elected official' can be made at the same time.

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G. Partner reports

a. Title 1B (Tori Rhone)

Ms. Rhone reported, the Title 1B report is available for this Board's information. The report shows number of people served, different populations, and performance measures.

H. Member announcements and information sharing

Ms. Nickens announced that any partners interested in attending the Adult Education Area Planning Council Meeting have an opportunity to do so on Tuesday, January 29, 2019 at the Illinois workNet™ Center. The topic is advice and counsel regarding the local adult education/family literacy programs and services in Champaign-Urbana. Please contact Ms. Nickens for additional information.

Mr. Belcher announced Illinois Migrant Council job fairs coming up in February and March. This will be specifically for farmers and farm workers.

IX. Adjournment

Mr. Ayers thanked everyone for their attendance and participation.

Ms. Smith moved, seconded by Ms. Nickens to adjourn. Upon vote the motion carried and the meeting adjourned at 4:25 p.m.

Next meeting: March 20, 2019 at the Illinois workNet™ Center, 1307 N. Mattis Avenue, Champaign, IL 61821

Respectfully submitted,
Tina Withers
Recording Secretary

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