

UNITED WORKFORCE DEVELOPMENT BOARD

LWIA #15

Serving: FULTON-MARSHALL-MASON-MCLEAN-PEORIA-STARK-TAZEWELL-WOODFORD Counties

CORPORATE BOARD MEETING AGENDA

Monday, November 27, 2017

9:30 am

LOCATION:

PEKIN CAREER LINK OFFICE

2956 Court St., (Sunset Plaza) PEKIN, IL 61555

located in the Sunset Plaza

across the street from Kmart, Burger King and Subway

- I. ROLL CALL & INTRODUCTIONS - Board Chair
- II. *ACTION ITEM: APPROVAL OF MINUTES: February 24, 2017
- III. *ACTION ITEM: Revised Job Descriptions – Steve Martin, Executive Director, Dena Weth, Assistant Director, LeeAnn Whitlatch, Fiscal Director
- IV. *ACTION ITEM: Approval of revisions to Job Descriptions – Steve Martin, Executive Director
- V. Customer Human Rights Claim – David Vaughn, Career Link Planner/EEO officer
- VI. Health Insurance - Steve Martin, Executive Director / LeeAnn Whitlatch, Fiscal Director
- VII. Budget Report - LeeAnn Whitlatch, Fiscal Director / David Vaughn, Career Link Planner/EEO officer
- VIII. Other Comments
- IX. Public Comments
- X. Adjournment

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LWIA #15

Serving: FULTON-MARSHALL-MASON-MCLEAN-PEORIA-STARK-TAZEWELL-WOODFORD Counties

CORPORATE BOARD MEETING

MINUTES

Friday, February 24, 2017

9:30 am

LOCATION: **PEKIN CAREER LINK OFFICE**

2956 Court St., (Sunset Plaza) PEKIN, IL 61554

- I. **Roll CALL & Introductions** - Chairman Ronn Morehead opened the meeting with a roll call of board members and guests present.
Board Members Present: Ronn Morehead, Larry Crouch, Kay Sutton and Dixie Hilst
Career Link staff Present: Steve Martin, Dena Weth, LeeAnn Whitlatch, Warren Cheatham & Theresa Kotte
- II. ***ACTION ITEM: APPROVAL OF MINUTES: November 09, 2016**
A motion was made by Kay Sutton and seconded by Larry Crouch to approve November 09, 2016 minutes. Motion carried.
- III. ***ACTION ITEM: Approval of New Job Description – ‘Systems Manager’** – Steve Martin, Executive Director. Steve provided information regarding the additional job description of “Systems Manager” and David Taylor will be performing the functions based on the Job Description that was provided to the Board. David will also be maintaining the Webpage with the direction from the Webmaster service provider Career Link has retained.
A motion was made by Kay Sutton and seconded by Larry Crouch to approve the New Job Description – ‘Systems Manager’. Motion carried.
- IV. ***ACTION ITEM: Approval of revisions to Job Descriptions** – Steve Martin, Executive Director
Steve explained that the Job descriptions were brought up to date in areas such as WIA to WIOA, DCEO to DOC (Dept. of Commerce), Case Managers to Career Planners and LWIA #16 to LWIA #15 and the Fiscal Manager was changed to Fiscal Director. The Employee Personnel Handbook will contain these revisions and needs to be approved as well.
A motion was made by Dixie Hilst and seconded by Kay Sutton to approve the revisions to Job Descriptions and to approve the Employee Personnel Handbook as of Feb. 24, 2017. Motion carried.
- V. ***ACTION ITEM: Approval of the new salary schedule**–Steve Martin, Executive Director
Steve provided the new Salary Schedule with several adjustments to reflex the new job descriptions. A handout was provided to the Board for review. There was some discussion.
A motion was made by Larry Crouch and seconded by Dixie Hilst to approve the new salary schedule. Motion carried.
- VI. **Participant Numbers (Formula & Trade) Caseload Update** – Dena Weth, Assistant Director
Dena Weth provided enrollment number by county handout. After review, there was some discussion.
- VII. ***ACTION ITEM: Staff Compensation** –Steve Martin, Executive Director
Steve Martin explained that the Staff Evaluations were completed in January 2017.
A motion was made by Larry Crouch and seconded by Dixie Hilst to approve the bonus for staff based on evaluation performance levels. Motion carried.
A motion was made by Dixie Hilst and seconded by Larry Crouch to approve the 5% raise for all staff in July 2017. Motion carried.

- VIII. **Audit update** – LeeAnn Whitlatch, Fiscal Director
LeeAnn reported that the Audit showed no findings. A copy of the Audit was provided to any Board member for review if desired.
- IX. **Fiscal Update** – LeeAnn Whitlatch, Fiscal Director
LeeAnn expressed that the Audit covered the Fiscal area as well. She stated that 80% of funds must be obligated, 40% of Adult and Dislocated Worker funds must be spent directly on training, and no more than 25% can be spent on In-school youth and at least 20% of Youth funds must be spent on Work Experience.
- X. **Move into Closed Session: *ACTION ITEM: Discussion of Executive Director Evaluation / Compensation – Corporate Board. A motion was made by Dixie Hilst and seconded by Kay Sutton to move into Closed Session: Discussion of Executive Director Evaluation / Compensation. Motion carried.**
- XI. **Move back into Open Session: *ACTION ITEM: Approval of Executive Director Compensation – Corporate Board.**

A motion was made by Kay Sutton and seconded by Larry Crouch to move back into Open Session. Motion carried.

A motion was made by Kay Sutton and seconded by Larry Crouch to approve a 5% Annual Salary raise to Steve Martin, Executive Director in July 2017. Motion carried.

A motion was made by Dixie Hilst and seconded by Larry Crouch to approve a one time 2017 10% bonus to Steve Martin, Executive Director based on his Evaluation and performance. Motion carried.
- XII. **OTHER COMMENT** – There was no further comments for the good of the order.
- XIII. **PUBLIC COMMENT** - There were no Public comments
- XIV. **ADJOURNMENT – A motion was made by Larry Crouch and seconded by Kay Sutton to adjourn. Adjournment 10:31 am.**

Respectfully submitted,

Theresa Kotte, Executive Assistant (recording secretary)