

**UNITED WORKFORCE DEVELOPMENT BOARD**

LWIA #15

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

**CORPORATE BOARD MEETING**

**AGENDA**

Wednesday, November 9, 2016

8:30 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
- II. APPROVAL OF MINUTES: March 01, 2016
- III. \*ACTION ITEM: DISCUSSION & APPROVAL OF BEREAVEMENT POLICY – Steve Martin, Executive Director
- IV. \*ACTION ITEM: DISCUSSION & APPROVAL OF STAFF TRAVEL AND MEAL ALLOWANCE – Steve Martin, Executive Director / LeeAnn Whitlatch, Fiscal Director
- V. \*ACTION ITEM: DISCUSSION & APPROVAL OF HOLIDAY POLICY – Dena Weth, Assistant Director/ LeeAnn Whitlatch, Fiscal Director
- VI. MCLEAN COUNTY CAREER LINK NEW OFFICE LOCATION - Steve Martin, Executive Director
- VII. MONITORING RESULTS – Dena Weth, Assistant Director / LeeAnn Whitlatch, Fiscal Director
- VIII. OTHER – DISCUSSION OF ALL STAFF 2017 EVALUATIONS - Steve Martin, Executive Director
- IX. COMMENTS FOR THE GOOD OF THE ORDER
- X. PUBLIC COMMENT
- XI. ADJOURNMENT

rev. 10/26/2016 trk

# UNITED WORKFORCE DEVELOPMENT BOARD

LWIA #15

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

## CORPORATE BOARD MEETING

### MINUTES

Wednesday, November 9, 2016

8:30 am

LOCATION: **PEKIN CAREER LINK OFFICE**

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

- I. **Roll CALL** - 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, Dena Weth and Theresa Kotte
- II. **\*ACTION ITEM: Approval of March 01, 2016 Minutes - A motion was made by Kay Sutton and seconded by Larry Crouch to approve March 01, 2016 minutes. Motion carried.**
- III. **\*ACTION ITEM: DISCUSSION & APPROVAL OF BEREAVEMENT POLICY** – Steve Martin, Executive Director – Steve Martin expressed that the Employee Personnel Handbook has a change that needs to be made and approved on pg. 30, in the third paragraph regarding Meal costs reimbursements. There was some discussion. **A motion was made by Dixie Hilst and seconded by Larry Crouch to approve this change. Motion carried.**
- IV. **\*ACTION ITEM: DISCUSSION & APPROVAL OF STAFF TRAVEL AND MEAL ALLOWANCE** – Steve Martin, Executive Director / LeeAnn Whitlatch, Fiscal Director - Steve Martin expressed that the Employee Personnel Handbook has a change that needs to be made and approved on pg. 41 'Bereavement Pay' in the first paragraph to add "brother-in-law and sister-in-law". **A motion was made by Dixie Hilst and seconded by Larry Crouch to approve this change. Motion carried.**
- V. **\*ACTION ITEM: DISCUSSION & APPROVAL OF HOLIDAY POLICY** – Dena Weth, Assistant Director/ LeeAnn Whitlatch, Fiscal Director - LeeAnn Whitlatch expressed that the new schedule for the 2017 Holiday is ready for the Board to approve. **A motion was made by**

**Kay Sutton and seconded by Larry Crouch to approve this Holiday Schedule Policy. Motion carried.**

- VI. **MCLEAN COUNTY CAREER LINK NEW OFFICE LOCATION** - Steve Martin, Executive Director - Steve Martin stated that the McLean County Career Link office has settled into their new location at 705 E. Lincoln St., Suite #110, Normal, IL as of Sept. 23, 2016. The city bus transit system has changed their drop/pickup points but Dena is working to see if they will keep Career Link on their route for a dropoff/pick up stop. The signage has not been approved yet for the new branding but will add the words: 'America's Job Center' to the existing Career Link logo branding. There was some discussion.
- VII. **MONITORING RESULTS** -- Dena Weth, Assistant Director / LeeAnn Whitlatch, Fiscal Director - Dena Weth stated that on July 18<sup>th</sup>, the monitors reviewed trade files and formula files, adult and DSW. The performance was very well. LeeAnn Whitlatch reported no findings for the obligation system.
- VIII. **OTHER – DISCUSSION OF ALL STAFF 2017 EVALUATIONS** - Steve Martin, Executive Director – Steve expressed that the Employee Evaluations would be conducted in January 2017 and 5% bonuses will be given out across the board, for evaluations based on those employees with an average rating of 3-4 ratings and evaluation with less than 3 rating average will receive a 4% bonus. A 5% pay raise will be given out to all staff in July 2017. The Corporate Board will conduct the Executive Director's evaluation together.
- IX. **COMMENTS FOR THE GOOD OF THE ORDER** – There were no Comments for the good of the order.
- X. **PUBLIC COMMENT** - There was no public comment.
- XI. **ADJOURNMENT - A motion was made by Larry Crouch and seconded by Dixie Hillst to adjourn. Motion carried. Meeting adjourned at 9:27 am**

Respectfully submitted,

Theresa Kotte, Executive Assistant (recording secretary)

**UNITED WORKFORCE DEVELOPMENT BOARD**

LWIA #15

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

**CORPORATE BOARD MEETING**

**AGENDA**

Friday, February 24, 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: November 09, 2016
- III. \*ACTION ITEM: Approval of New Job Description – ‘Systems Manager’ – Steve Martin, Executive Director
- IV. \*ACTION ITEM: Approval of revisions to Job Descriptions – Steve Martin, Executive Director
- V. \*ACTION ITEM: Approval of the new salary schedule–Steve Martin, Executive Director
- VI. Participant Numbers (Formula & Trade) Caseload Update – Dena Weth, Assistant Director
- VII. Discussion of Staff Compensation –Steve Martin, Executive Director
- VIII. Audit update – LeeAnn Whitlatch, Fiscal Director
- IX. Fiscal Update – LeeAnn Whitlatch, Fiscal Director
- X. Move into Closed Session: Discussion of Executive Director Evaluation / Compensation – Corporate Board / Steve Martin
- XI. Move into Open Session: \* Action Item: Approval of Executive Director Compensation – Corporate Board
- XII. OTHER
- XIII. PUBLIC COMMENT
- XIV. ADJOURNMENT