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**WIB  
(WORKFORCE INNOVATION BOARD)**

of

LWIA #15

Serving the counties of: Fulton, Marshall, Mason, McLean, Peoria, Stark, Tazewell and Woodford

## Agenda

Wednesday, November 29, 2017

12:00 (Noon)

Location: LWIA #15 ILLINOIS workNet® CENTER (One-Stop-Center) of Peoria, IL;

A proud partner of the AmericanJobCenter® network

406 Elm Street, Peoria, IL 61605

- I. Roll CALL and Introductions
- II. \*ACTION ITEM: Approval of the August 16, 2017 WIB Minutes
- III. \*ACTION ITEM: MOU APPROVAL – Steve Martin, Career Link Executive Director
- IV. \*ACTION ITEM: One Stop Budget Reconciliation Appointment Approval: Steve Martin, Career Link Executive Director / LeeAnn Whitlatch, Career Link Fiscal Director
- V. Regional/Local Plan Update - Steve Martin, Career Link Executive Director
- VI. One Stop Operator Update - Steve Martin, Career Link Executive Director/ Warren Cheatham, LWIA #15 One Stop Operator Manager / Mark DeKeersgieter, LWIA #15 WIB Chairman
- VII. Fiscal Audit Report – LeeAnn Whitlatch, Career Link Fiscal Director
- VIII. Budget Report – LeeAnn Whitlatch, Career Link Fiscal Director / David Vaughn, Career Link Planner/EEO officer
- IX. Human Rights Complaint - David Vaughn, Career Link Planner/EEO officer
- X. Apprenticeships – Dena Weth, Career Link Assistant Director/Steve Martin, Career Link Executive Director
- XI. LISC Partnership Approval – Steve Martin, Career Link Executive Director / Warren Cheatham, LWIA #15 One Stop Manager
- XII. Career Link Participant Spotlight “Day’Jah Hansbrough” – Shelly Purchis, McLean County Career Link Career Planner
- XIII. Other Comments
- XIV. Public Comments
- XV. Adjournment

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# Minutes

Wednesday, August 16, 2017

12:00 (Noon)

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406 Elm Street, Peoria, IL 61605

- I. **Roll Call and Introductions:** Chairman Mark DeKeersgieter opened the meeting at 12:01 pm with a roll call of board members and guests present.  
**Board Members Present:** McFarland Bragg, Larry Crouch, Mark DeKeersgieter, Wendy Hess, Vince Knight, Sam Lewis, Laura Maas, Ronn Morehead, Steven Petersen, Mary Phelan, Lizette Tripur, Bob Shaw, Kay Sutton & Steve Timmermann.  
**Board members Absent:** Bill Crutcher, Christine Davis, Brian Ford, Jennifer Heather, Denise Kirgan, Bill Lawrence, Curt Oldfield, Don Oldham, Denny Rewerts, Jeff Strode, Randy Smith, Matt Watchinski and Deborah White.  
**Career Link staff:** Steve Martin, Executive Director/Dena Weth, Assistant Director/LeeAnn Whitlatch, Fiscal Director/Warren Cheatham, Planner, David Vaughn, Business Service Representative  
**Guests:** Kelly Bay, Career Link Career Planner (Peoria, IL office staff), Charlie Moore, Director of McLean County Chamber of Commerce and Jeff Graves, Landlord/Owner of 406 Elm St., Peoria, IL One Stop Center.
  
- II. **\*ACTION ITEM: Approval of the June 21, 2017 WIB Minutes**  
**A motion was made by Ronn Morehead and 2<sup>nd</sup> by Steve Timmermann to approve the minutes of 06-21-2017 WIB meeting. Motion carried unanimously.**
  
- III. **\*ACTION ITEM: New Fraud Policy** – David Vaughn, Career Link Planner/EEO officer  
David Vaughn gave a brief report regarding the new fraud policy that all employee's and board members will be signing.  
**A motion by Ronn Morehead and seconded by Kay Sutton and to approve the New Fraud Policy. Motion carried unanimously.**
  
- IV. **\*ACTION ITEM: WIOA Budget** – LeeAnn Whitlatch, Career Link Fiscal Director David Vaughn reported on the WIOA Budget with the handouts given to the Board members present. He explained that there was a shift due to WIOA youth funding laws regarding out of school spending. He briefly reviewed the handout with regards to last year's program year vs the current program year. There was some discussion.  
**A motion by Laura Maas and seconded by Sam Lewis to approve the WIOA Budget. Motion carried unanimously.**  
  
**\*ACTION ITEM: LWIB BY-LAWS REVISION APPROVAL** - Steve Martin, Career Link Executive Director  
Steve Martin expressed that there was a changed on the by-laws on Section #3, Page #5 : Adding "initial terms will be for one, two or three year terms so that approximately 1/3 of the board is reappointed or replaced annually." **A motion by Steve Timmermann and seconded by Ronn Morehead to approve the LWIB BY-LAWS REVISION APPROVAL. Motion carried unanimously.**
  
- V. **Havana, IL Career Link Office** – Steve Martin, Career Link Executive Director  
Steve Martin stated that the current Havana, IL Career Link office has been sold to a new owner who will be using it for his personal business. Therefore, the Havana, IL Career Link office will be locating within the next two months.
  
- VI. **Apprenticeships** – Steve Martin, Career Link Executive Director  
Steve Martin stated that per the last WIB meeting, Career Link had four (4) apprenticeships that were awarded in LWIA #15. Methodist has been recruiting for candidates for their certified medical assistant program. After additional information, there was some discussion.

- VII. **Executive Approval of Local Plan Revision & appointment of Designee to review Adult Ed/Lit RFPs** - Steve Martin, Career Link Executive Director  
Steve Martin expressed that this Local Plan revision was approved by the Executive Committee with this revision regarding the One stop Manager employee and the One Stop Operators and the division of duties. The ICCB and DCO requested that the RFPs were reviewed and graded. This process has been done.
- VIII. **One Stop Manager Report** – Warren Cheatham, LWIA #15 One Stop Manager  
Warren Cheatham gave an update on his current role as the One Stop Manager. The four core partners that make up the One Stop Operator are IDES, Career Link, Adult Education (ICC) and DHS Vocational Rehabilitation Services and the duties were divided up between the four core partners. Cross training will take place on Aug. 29<sup>th</sup> at the Peoria One Stop Center. Warren also provided information on the new signage both outside and inside the One Stop Center facility.
- IX. **Monitoring Results** – Dena Weth, Career Link Assistant Director / LeeAnn Whitlatch, Career Link Fiscal Director  
Dena Weth provided an update on the recent Fiscal and program monitoring that was completed on June 19<sup>th</sup> thru June 23, 2017. The time span included June 1, 2016 to April 30, 2017. We were given kudos by the Monitors stating that Career Link has one of the best run programs in the State. There were no programmatic findings. LeeAnn Whitlatch stated that there was one finding in Fiscal due to an outstanding check that a client has not yet cashed. There were two recommendations to fiscal that were minor points. The monitors were very impressed that there were no problems with the disbursements.
- X. **Update on Enrollment Numbers** – Dena Weth, Career Link Assistant Director  
Dena Weth stated that not all numbers will show up because of the post secondary schools just starting next Monday. Also, students change courses in the beginning weeks. There are 217 Adults, 147 Dislocated Workers, 224 Youth, 316 Trades for a total of 904. There was no discussion.
- XI. **Career Link Participant Spotlight** – Kelly Bay, Career Link Business Services Representative  
Steve Martin introduced Kelly Bay. Kelly provided information on the Current Spotlight on one of Career Link's participant's success story. She nominated a participant for the IL Workforce Partnership individual achievement award. She read a brief write-up and there was brief discussion. The Board expressed that every now and then, it would be good to hear the success stories of participants.
- XII. **Other Comments**  
WIB Board Member, Vince Knight gave a very nice formal introduction of the Jeff Graves who is the current Owner/Landlord of the Peoria, IL One Stop Center. Vince provided many of the various ways that Jeff has given of both his compassion, concern and willingness to spend over \$100,000 of his own money towards the addition to the current parking lot. A round of applause was offered in thanks to all that Jeff has done and continues to do to improve the facility that the staff enjoy. Jeff humbly stated that 'It was the right thing to do.'
- Ronn Morehead extended appreciation to the visiting Guest, Charlie Moore from the McLean County Chamber of Commerce and the partnership in working together.
- Vince Knight stated information regarding Navicore and explained its purpose and the importance towards assistance that Navicore provides in difficult situations within communities when members are experiencing various hardships.
- XIII. **Public Comment**  
There was no comment from the Public.
- XIV. **Adjournment**  
**A motion was made by Steve Timmermann and 2<sup>nd</sup> by McFarland Bragg to adjourn. Motion carried. Meeting adjourned at 1:02 pm.**