



**McHenry County Workforce Investment Board Meeting  
Wednesday, July 15, 2015, 7:30 AM  
McHenry County Administration Building  
667 Ware Road, Woodstock, IL 60098  
Conference Room A**

**1. Call to Order**

**1.1 Roll Call**

- WIB Chair Dave Niehus presided over the meeting. He called the meeting to order at approximately 7:30 AM.
- Kerrie Johnson took the roll call, and a membership quorum was present.

**2. Consent Agenda – Dave Niehus**

- Dave asked if there were any changes and or comments to the consent agenda. There were none.
  - Motion to approve made by Julie Courtney
  - 2<sup>nd</sup> by Sandra Pierce
  - All in favor

**3. PY 2015 WIOA Budget and Plan – Jeffery Poynter**

- Jeff explained that we received 1.98 million dollars to service McHenry County. That is \$650,000 for Adult Job Seekers, \$665,000 for Dislocated Workers and \$663,000 for Youth. Because our population is swayed heavier on Dislocated Workers, we transferred the allowable amount of \$234,000 from Adult Job Seekers to Dislocated Workers. Jeff explained that it doesn't change our overall budget amount it just addresses the people that come and seek our services better. Jeff asked if anyone had any questions. None one did
  - Julie Courtney made a motion to approve
  - Vicky Smith Seconded
  - All in favor, no abstentions

**4. Workforce Development Week Resolution – Jeffery Poynter**

- Jeff explained that we have a group that has met twice to discuss events during the designated week of August 31 through September 4. On Monday, Julie is working with her staff to develop some workshops that would be beneficial for our community. On Tuesday, Donna Kurtz has offered to coordinate a morning of high tech career opportunities in the morning. In the afternoon, we will continue with some more seminars. On Wednesday we will be having a "Open House" event where we have invited our local legislators to come and learn what we do and also to meet with anyone that may want to. Jeff is inviting anyone on the board to bring into the center a small display showcasing who you are to be on display during this week. On Thursday we will close up with a job fair. If you have anyone that may be interested in participating in the job fair, please contact Julie or Chris. As we receive more feedback from legislators for the Wednesday Open House we will get a schedule out to everyone.

- Olga asked if we are incorporating Skill Scout into the event. Julie mentioned that it is something that we are looking at.
- Dave Niehus stated that he encourages everyone to attend this event and support the event on Wednesday.
- Don Wallin stated that he would reach out to businesses to seek more displays.
  - Mary Donner made a motion to approve
  - Vicky Smith Seconded
  - All in favor, no abstentions

#### **5. Demand Occupation List – Derik Morefield**

Derik explained that the POPS committee met a few weeks ago to discuss these issues. He explained that based on the needs of customers coming in and the local changes in the economy sometimes the demand occupations needs to be looked at. The POPS committee is recommending the following occupations be added to our local list:

1. Construction Managers
2. Engineering Manager
3. Industrial Production / Quality Control Manager
4. Mechanical Engineers
5. Billing Clerk
6. Inspectors, Testers, Sorters, Samplers, Weighers

Jeff Poynter also stated that currently under WIOA they are reviewing the full list that we can choose from to make sure that we are still in line. Donna Kurtz asked if it could be explained how new occupations are determined. Julie stated that everything on the list has to be identified on the state list. Based on that we take into consideration what employers are looking for and what customers are coming in for. Also, Jeff needs to verify the information based on the labor market information.

- Derik Morefield made a motion to approve
- Donna Kurtz seconded
- All in favor, no abstentions

#### **6. Incumbent Worker Training Industries – Jeffery Poynter**

- Jeff stated that currently in our policy for Incumbent Worker Training we identify Manufacturing, Healthcare and Transportation / Warehouse / Logistics as areas. We are asking for consideration in adding Information technology or Computer Support Occupations in Other Industries to the list. We see a large demand for this. Incumbent worker is the training of an individual that is employed currently but needs training to progress up, so we work with employers to identify those skills gaps and to determine the right course of training.
- Vicky Smith asked what is this used for and why do we need it? Julie answered that we have to identify what industries will qualify for Incumbent Worker Training and send the approved list down to Springfield.
  - Donna Kurtz made a motion to approve
  - Pam Cumpata seconded
  - All in favor, no abstentions

#### **7. On the Job Training (OJT) Reimbursement – Julie Courtney**

- Julie explained that we have always been allowed to do OJT training to reimburse employers for the cost of training someone that doesn't have all of the skills that they need. The Department of Labor allows us to reimburse up to 50%, but they also said that the local boards can go up to a

75% reimbursement rate based on certain characteristics of the company, like size and also based on the characteristics of the certain individual. The following characteristics will be considered:

1. Displaced homemakers
  2. Low income individuals
  3. Individuals with disabilities
  4. Older individuals
  5. Ex-Offenders
  6. Homeless individuals
  7. Participant is unemployed 26 weeks or longer
- Sandra Pierce asked what qualifies as low income, how is that determined. Julie explained that we have to follow the state guidelines and currently it is at \$12,000 for a single individual.
    - Mary Donner made a motion to approve
    - Derik Morefield Seconded
    - All in favor, no abstentions

#### **8. Flat Rate Mileage reimbursement – Julie Courtney**

- Julie explained that currently we are paying the county / IRS reimbursement rate per mile of \$0.575. Right now we have some people that are traveling quite a distance and that is really impacting our training funds. So we are proposing a flat rate reimbursement based on mileage to and from their home to training. This is in line with what other Workforce Areas are doing. We are proposing a flat rate per day based on the round trip mileage:
  1. 20-35 miles round trip \$10
  2. 36-74 miles round trip \$15
  3. Over 75 miles round trip \$20
- Mary Donner asked when you mention that this is in line with other areas, what does that mean. Julie stated that there was a survey done between Workforce Areas and all are a little different, but this is very close to what Lake County does.
- Derik mentioned that he thinks the important thing to remember is if we do make this policy change it is money that goes back into training.
- Vicky Smith mentioned that she has sat here and did the math and is wondering how and why we came up with these amounts. Chris Nejdil mentioned that when figuring it out, they used \$3.25 per gallon. She also mentioned that this is something to help them but is not meant to pay for everything. Julie stated that as gas prices change, we will also revisit this policy.
  - Vicky Smith made a motion to approve
  - Sandra Pierce seconded
  - All in favor, no abstentions

#### **9. Training Program Recertification Update – Derik Morefield / Jeffery Poynter**

- Derik explained that typically at this time during the year we go through the performance and all of the programs from our current training providers (MCC, First Institute, First Institute Training and Management and Eagle). With the change in legislation under WIOA we currently don't have to recertify them at this time they have all been extended until January 1<sup>st</sup>. The POPS committee did meet to review and make sure that the current programs still meet our qualifications and they do. Jeff explained that the new policy is not completed yet and that all training programs and providers will have to meet a new set of criteria. Training providers will have to report on their programs based on all students, not just WIOA customers. Most likely we will be having a special meeting of the board to review all of our programs in December.

#### **10. RFP Procurement – Jeffery Poynter**

- Legal Services – Jeff explained that the State’s Attorney’s office said that they will not represent us if needed because we are not a department of the county. Because of that we went out for bid for Legal Services. We had 3 or 4 respondents all very qualified. We narrowed our choice down and had a few questions. After 3 days of no response, Jeff contacted them for a response and we received it in another day. Because of this delay, Jeff also reached out to another law firm and received a response within 45 minutes. With that we agreed to go with the law firm that responded Smith Amundsen. There is no retainer / no deposit. The services are based on hourly services. We are not locked into anything.
- Youth Services – We received 3 responses back from our request for proposal. We reviewed them and selected McHenry County College who offers training in Healthcare and Manufacturing and leads into earning credit towards a degree. Out of School is now 16-24. We have the contract but are waiting to sign until our funding is finalized.

#### **11. Proposed Changes to Bylaws – Jeffery Poynter**

- Under WIOA it was required that we look at the bylaws. This is just for review, we have to change all of the WIA to WIOA, Workforce Investment to Workforce Development. Kerrie will send out a redline copy for you to review and comment on. This will be brought to a vote at another board meeting.

#### **12. WIOA Update – Jeffery Poynter**

- DCEO continues to update forms that are already out. The board recertification is due back to them by August 15<sup>th</sup>. We are in the final stages of finalizing all of these forms. There may be some changes.
- We have been certified as a Local Workforce Area
- We continue to work through the other updates as they come along.
- Our funding is currently on hold due to the State not having a budget. Our money is all federal, but comes from DCEO and without a budget they cannot release our funds. Until a state budget is in place we can’t pay for training services. Our counselors are still meeting with people to determine eligibility and get them on a waiting list. Everyone is encouraged to contact their local legislators.

#### **13. Other business**

- Julie mentioned that there are still seats available for the Industrial Pipeline Grant for Incumbent Workers.
- Also this Friday we are having a Healthcare Career Fair in our center and everyone is invited
- Dave announced that Leo Prieto from Illinois Migrant Council is now a full time member of the board.
- Also Craig Weidner from Scot Forge is stepping down and Zach Ford will be taking his place.
- Craig mentioned that he appreciates the opportunity that he has had working with the WIB and thanks everyone for everything that they do.

**14. Next Meeting:** September 16, 2015; 7:30AM; County Admin Building – this is an extended meeting. Melanie Arthur will be doing a presentation.

**15. Meeting Adjourned 8:40am**

**Attendance**

<b>Name</b>	<b>Representing / Agency</b>
1. Harry Alten	Alten Farms
2. Jack Borders	IDES
3. Jeffrey Clark	Eagle Training Services
4. Julie Courtney	McHenry County Workforce Network
5. Pam Cumpata	MCEDC
6. Mary Donner	PACE Transportation
7. Diane Flicek	Pioneer Center
8. Zach Ford	Scot Forge
9. Paul Harms	Harms Grain Equipment
10. Jim Hattendorf	Walmart
11. Brian Johnson	IBEW Local 117 / McHenry County Building Trades
12. Donna Kurtz	McHenry County Board
13. Bob Lueders	Radicom
14. Derik Morefield	City of McHenry
15. David Niehus	CRV Electronics
16. Olga Ortiz	Berry Plastics
17. Sandra Pierce	Phoenix Woodworking
18. Leo Prieto	Illinois Migrant Council
19. Dave Rudin	Algonquin / Lake in the Hills Chamber of Commerce
20. Vicky Smith	MCC
21. Charlene Choklad for Berni Szczepanski	Centegra
22. Don Wallin	Joule Technologies
23. Craig Weidner	Scot Forge
24. Rhonda Wood	DHS
25. <b>Others / Guests</b>	
26. Chris Nejd	MCWN