

I. Call to Order

The meeting was called to order at 10:02 AM at the Galesburg Community Foundation, 246 E. Main Street, Galesburg, IL.

Members Present

Joanne Beeler
Bill Corbin
Monica Foster
Brooke Fosdyck
Shannon Kachinovas
John Meixner (Jill Reis)
Jennifer Mowen
Kathy Osment
Michael Pearson
Kim Pierce (Ken Springer)
Brian Renfro
Seamus Reilly
Darla Rischar
John Saenz
Dane Simpson
Gregg Snyder
Connie Wessels
Lila Whestine
Dawn Wild
Armando Reyes deZamacona

Members Absent

Dan Bentz
Kip Colgrove
Diana Doran
Henry Gauwitz
Curtis Harn
Koleen Lord
Michelle Reyburn
Bob Spears
Cheryl Welge

Presenter

Amber Clayton

Guests

Sal Garza
Kathryn Jennings
Tiffany Krouth
Kara McLouth
Kristin Norvell
Stephanie Templeton
Melissa Young
Brittany Stegall

Staff

Lorraine Crawford
Howard Kirchner
Blanche Shoup

Chair Beeler welcomed members of the Galesburg Chamber of Commerce and Executive Director, Pam Gaither. Gaither introduced members.

Beeler introduced new members Dr. Bryan Renfro, President of John Wood Community College and Armando Reyes de Zamacona HR Director of Pella Corporation, Macomb, IL.

II. Approval of Minutes

A motion to approve the minutes of the January 31, 2023, WIB meeting was made by Shannon Kachinovas and seconded by Seamus Reilly. The motion carried by roll call.

III. Chairperson Report

Beeler provided background on the WIB and the reason for today's invitation. She explained that the Workforce Innovation Board of Western Illinois was created through federal legislation to be the entity that leads the workforce strategic planning in each of the local workforce areas. Beeler

explained our workforce area includes Adams, Brown, Hancock, Henderson, Knox, McDonough, Pike, Schuyler, and Warren Counties. She reported that our membership includes business representatives from various sectors manufacturing, health care, transportation, economic development, education, labor, state agency partners and community-based organizations Beeler emphasized we have two customers – job seekers, including youth and businesses. She referred members and guests to wiworkforce.com for additional information.

Shoup reviewed the names of the WIB members in attendance and their affiliations. She asked guests to introduce themselves and provide their affiliation.

IV. Retention/Recruitment

Beeler reported that Amber Clayton representing the Society of Human Resource Management (SHRM) will provide an update on retention and recruitment tools for the current job market. She explained that Clayton was Senior Director of the Knowledge Center Operation for SHRM and that she leads a team of Human Resource (HR) experts who fields an average of 60,000 HR related inquiries from members each year.

Clayton stated she would present today a Power Point on the topic Building a Workplace Culture to Improve Retention and Recruitment. She reported that for many employers this has been a hot topic of concern. Clayton noted that today there are more job openings than skilled workers. It is difficult for employers to find employees with the necessary skills that the jobs require. She mentioned that during COVID employees changed careers to find better jobs. As a result, employers had to reevaluate how they were recruiting workers and keeping their talent pool. Clayton said the key for recruitment and retention is SHRM assisting employers. She noted the significant impact SHRM makes on the lives of workers and their families worldwide. Clayton observed that our membership can gain assistance through our group. She explained we have the pulse of the challenges employers are facing.

Clayton reported that today she was going to talk about workplace culture, learn how to create the culture, manage, and promote a positive work culture and address other ways employers can improve their hiring and retention efforts. She reviewed the “State of the Workplace.” Clayton reported on having positive Workplace Culture regarding what that involves and why it is so important. She reviewed the “cost” of having a bad culture environment. She pointed out that poor work culture contributes to employees’ decision to leave their job. Clayton spoke about the issue of building a positive workplace culture and who is responsible for creating that environment. Leaders of a business were listed as the first in line to create a positive environment. She explained why recruitment and retention is so important in hiring and retaining qualified employees. Clayton mentioned that today’s job candidates research potential employers carefully and expect to be engaged in a relevant and transparent manner. She pointed out that an employer’s “brand” needs to convey culture on how their culture benefits the employees and how their growth opportunities are superior to their competitors which is relevant in keeping a skilled employee.

Clayton provided the following information if needing to contact her:

amber.clayton@shrum.org

Twitter: @SHRMA Clayton

Linkedin.com/in/amber-clayton-shrm-scp addresses.

A question and answer followed.

Beeler thanked Clayton for her interesting presentation.

V. Memorandum of Understanding.

Beeler reported that one key component of WIOA is the Memorandum of Understanding (MOU). She stated this document describes the working relationships among the partners and establishes the budget for the year. Beeler referred members to the information in their packets. She stated a vote to approve the document is required and once approved it will be forwarded to all partners for their signature.

Kirchner reviewed the narrative, the summary of the guidelines, and responses regarding the final draft including the budget. He stated the document is available on our website WIWorkforce.com. Kirchner noted that all the negotiating partners met yesterday and agreed on the budget. He pointed out that the total budget is \$265,203.10 that includes \$66,357.10 for Infrastructure, \$67,546.00 for Service Delivery, \$75,000 for the One-Stop Operator and \$56,300 for Systems Delivery. He said there were two or three minor technical changes in the budget regarding allocation of cost etc. which he reviewed along with the narrative changes. Kirchner commented that the final document must be submitted by May 31, 2023. Kirchner stated the concluding review by the partners is scheduled for April 26, 2023.

A motion to approve the Memorandum of Understanding was made by Kathy Osment and seconded by Michael Pearson. The motion carried by roll call.

VI. NAWB Report

Beeler thanked Cheryl Welge for attending the National Association of Workforce Boards annual conference in Washington, DC earlier in the month. She commented, as Welge was unable to attend today's WIB meeting, her report will be presented at the next meeting,

VII. Youth Focus Groups Report

Monica Foster reported on the Youth Focus groups. She stated at the last Executive meeting it was determined to hold a focus group to recruit more youth. Foster commented that Shoup was able to facilitate a number of focus groups at various locations. She mentioned that one of the questions that was asked of the student was "how did they find out about the program." They reported that they found out about the program through word of mouth, family/friends, the school system, and social media. She said it was recommended by the youth in attendance to consider setting up a table at Walmart, or other type of event. They stated workforce material needed to be available that described qualifications, available services, and options along with

staff members to answer any questions. Foster noted that there are billboards that were suggested that pertain to the youth programs. She reported that has happened in some locations.

VIII. LWA 14 Review Update

Beeler provided an update on the Action Plan. She reported that KEB had completed their review and a draft report will be shared at the next Executive Committee meeting.

Beeler reported that the Executive Committee has formed work groups that include Local Plan and Policy Review, Youth/Young Adult Recruitment, and Program Promotion. She noted that volunteers have assisted in recruitment for the work groups. Beeler announced that staff will be scheduling workgroups meetings in May.

IX. Committee Report

Beeler referred members to the March 10, 2023 Committee Report in their packet. She stated a vote is required to approve the committee report. She explained if anyone had a conflict of interest they must abstain from discussion and the vote. She inquired if there were any comments or concerns regarding the report. There were none.

A vote to approve the March 10, 2023, Committee report was made by John Sanz and seconded by Shannon Kachinovas. The motion carried by roll call.

X. Member Updates

Beeler from Knapheide commented we are still trying to hire qualified workers. She noted one challenge is finding affordable housing for potential hires as we experience an uptick of applicants.

Shoup reported that Knapheide is an intern site and one individual has been hired.

Osment from IDES reported that the Quincy Workforce Center reopening has resulted in approximately one hundred walk ins per week.

Rischar from Kohl Wholesale reported recruitment is going better although drivers are needed.

Brooke Fosdyck – DOT is doing better with hiring although we have had to shift our focus to hiring drivers and are doing our own training for drivers. She mentioned having gone out to John Woods to recruit.

Wessels elaborated on OSF initiatives. She spoke about community health.

Wild spoke on retention at Blessing Hospital which she said is their key focus. She said they are also looking at a total wellness program and other programs which would be available to staff. Wild said recruitment is doing well. She reported Blessing is doing an internal career fair that will showcase departments within the hospital that promotes a career ladder.

Reyes de Zamacona reported on various activities at Pella. He mentioned that retention is an important issue.

XI. Old Business

Shoup reported that a new Program Manager has been hired. She reviewed her qualifications.

She mentioned that more importantly our funding will have an impact on programs. Shoup pointed out we are still a little behind in the WBL requirement. She encouraged business members to consider being a worksite.

XII. New Business

Shoup reported that the next meeting will be in August and the site will be Macomb. The next Executive Committee meeting will include a discussion on planning. She stated that the WIB is a co-host at next Thursday's employer workshop in Quincy, sponsored by GREDF and the Quincy Chamber of Commerce. Shoup listed the topics of interest at the workshop. She reported on the various Job Fairs to be held in the near future.

XIII. Public Comment

There was no public comment.

XIV. Adjournment

A motion to adjourn at 11:40 AM was made by Connie Wessels and seconded by Lila Whetstine. The motion carried by roll call.