

**Employer Engagement Committee  
Meeting Minutes  
April 3, 2018**

The Employer Engagement Committee Meeting was called to order at 5:31 p.m. by Debbie Clausen.

**MEMBERS PRESENT:**

**IVCC:** Dr Jerry Corcoran, Mary Boogemans, Jim Andreoni, Debbie Clausen

**STERLING:** Mike Dean, Patty Head, Robert White, Lisa McCarthy

**MEMBERS ABSENT:** Linda Burt, Cary Robbins, Deana Jones, Kevin Lindeman, Barbara Majeski, Dave Mennie, James Weed

**OTHERS PRESENT (IVCC):** Pam Furlan, Amy Strawn

**OTHERS PRESENT (Sterling):** Dianna Schuler

**Approval of Minutes**

Motion to approve the Minutes from August 1, 2017 and the Summary from October 3, 2017 was made by Dr. Jerry Corcoran and seconded by Jim Andreoni. Motion carried.

**Business Meeting**

Healthcare Summit

Dianna reported that Sauk Valley finally had their first follow up meeting to the summit and that there was some really good discussion around the need for CNA instructors. She stated that the next Healthcare Networking meeting for the SVCC area will be Thursday, April 12<sup>th</sup> at SVCC. She stated that the agenda isn't yet final, but that a tour of Sauk's lab and its simulator is on the top of that agenda.

Dianna reported that the next Healthcare Networking meeting for IVCC will be Wednesday, April 11<sup>th</sup> at 7:15 am at IVCC. The agenda isn't yet final, but one topic to be discussed is the CMA feasibility survey that Bonnie Campbell and the CMA advisory committee has developed. Dianna informed members that at the first follow up/networking meeting CMA training locally was identified as much needed. She went on to say that the survey is intended to judge both the immediate need for CMA training as well as the long term need. Jim made the statement that St. Margaret's is always looking for nurses. Dianna stated that she was aware of that and that her and Linda Burt have also discussed the possibility of a repeat of the CMA training that was conducted a few years back to meet their current needs in that area.

Debbie inquired if the difficulty in finding CNA instructors extended to the nursing program. Dianna stated that she had not heard anything about nursing instructors. Jerry reported that IVCC's nursing program is fully staffed, but if any of the current instructors were to leave then they would have to address that issues.

## Business Services Reports

Dianna reported that the meeting material contained the report and 3 hiring event evaluations (1 from an event in Oglesby and 2 from events in Ottawa at the one-stop). Dianna reminded the members that IDES information for job orders and IJL registrations are reported as an aggregate number and that the contacts are reported by the LaSalle and Whiteside County offices because that is how IDES collects the information. Debbie asked if there was anything specific that the committee should be paying attention to. Dianna stated that the only thing that she would add to the report is that she is working on an additional incumbent worker training project that she has questions out to the state on. She went on to say that the cost of that project is \$60,000 with an additional \$12,000 in trainer expenses. With the total coming to \$72,000, Dianna reported that the cap for any one company during a 12 month period is \$80,000.

Pam reported that we have seen an uptick in the number of requests for, and the amounts of, incumbent worker training. She went on to say that if this project for \$72,000 goes through then we will rapidly be approaching our max amount budgeted for incumbent worker training which is \$216,000 for program year 2017. This is the most we've ever spent on incumbent worker training and it has become very popular. Dianna added that Mike Dean and Patty Head would also be interested in discussing projects to be done before the end of June. Dianna also stated that Black Brothers in Mendota is looking to become UL certified in the fall as well.

Jim asked if a raise for the trainees was tied to the training. Dianna replied that it is not required. Pam stated that it is encouraged, but not required. The program is intended to make the employee, and the employer, more competitive and the employee does get some type of credential. Bob asked if there is a current program year for the funds. Dianna responded that the \$216,000 that Pam had mentioned earlier is for the program year running from July 1, 2017 to June 30, 2018. Bob inquired as to whom he could talk to about some activity at Borg Warner and Dianna replied that she would be the contact. Debbie asked if we follow up down the road after the training. Dianna replied that the state does that. The state actually looks to verify that those trained are still attached to the labor force.

Debbie asked if there was anything about the hiring events that Dianna wanted to share with the committee. Dianna informed the committee that BEST, Inc. was not a part of those events. The evaluations are just for informational purposes, supplied by IDES.

## Fee For Service Curriculum

Dianna reported that she had asked Patty and Bob to review the curriculum that had been recommended by staff to the committee. She stated that she had received some positive comments back from Bob and had shared them with the committee as part of their meeting material. Bob asked if there was a limit to the number that could be in a given workshop and Dianna replied that there really wasn't. She went to say that the new material is for supervisors and hiring managers so she didn't see that there would be a large number in any one workshop.

Dianna asked what the next step would be so that staff could begin using the material. Pam stated that the committee could make a recommendation to the full board and at the full board it would be an action item to vote on. Mike Dean stated that he would be interested in looking at the material. Pam suggested that Dianna send the material out to the entire committee and Dianna agreed to get that done the following day. Debbie asked if the material was geared toward manufacturing. Dianna replied that, even though there is a blue print reading add-on, the material could be used by any industry.

## Hiring and Retention Survey Preliminary Results

Dianna reminded the committee that this was part of one of the committee's initiatives. She reviewed the top responses from both the area businesses and the job seekers. On the business side, attendance and leaving for a better paying job were the top retention issues. Most businesses reported that those at entry level and within the first 2 years is when they experience the most trouble with retention. Sixty-four percent of respondents, and there were 17 respondents, reported that they do not give veterans preference in their hiring. Fifty-seven percent stated that do not hire applicants with a felony record. In the comments for the question on hiring those with a felony record businesses indicated that it depends on the offense, one has a 7 year look back period, and one had no specific rule on hiring those with felony records.

Job seekers reported leaving jobs primarily due to layoff. Other reason included leaving for a better paying job and not liking the work. Most respondents identified their past job(s) was in the manufacturing industry. Occupations identified most often were production and office occupations.

Dianna asked if members of the committee wanted the survey left open and what the next step should be. Pam requested that the data gathered be put into a report and take to the Business Services Team and the One-Stop Operator to develop response/actions to address the results, recognizing that layoffs are beyond our control but others we can address. Pam also requested that the report be included in the next newsletter in the hope that making businesses more aware of the reasons people leave may have some impact on their policies. Pam also requested that our ability to address attendance, through our essential skills training, be included in the newsletter.

## Talent Pipeline Discussion

Pam reported that Kathy Day is writing this grant and will be submitting it within the next couple of weeks. The deadline is May 1<sup>st</sup>. She went on to report that we had let out an RFP for a consultant to come in and develop a universal pipeline template that could be used across industries and for any size of need. The group that was selected for this project is Workforce Enterprise Services (WES). Once we hear back on the status of our grant we are set to get to work. WES will be working with area community and business groups to get the template developed and the Employer Engagement Committee will be the overseer of the project. The project is expected to last 6 to 12 months.

## **Other Business**

Pam shared with the committee that one of the workshops she attended at NAWB was on making the board meetings more interactive and engaging for members. One of the ideas that came from it was to have board members talk about their industry by sharing trends, skills needed, occupations that they hire for, wages, etc., and answer questions from other members. Each meeting could highlight one specific industry. From that information we would develop an informational piece that we could send out to schools, libraries, chambers, other partners. This would help get the NCI Works name out as suggested in the State of the Workforce Report. In addition, we will also begin doing podcasts and could include our industry people in those as well to get the information out to the public. We would be doing this with all industries, including economic development.

Pam asked for feedback from the members and Jim suggested that we begin with the economic development people and find out what they are seeing. Pam stated that we could have an economic

development panel discussion. For those opportunities the area loses out on Jim would like them to discuss why we lost. Pam stated that she would put together the panel. She stated that Cary and Linda are also both interested in giving it a try.

Pam also reported that the legislative aids that we met with in DC during the NAWB conference liked the State of the Workforce Report.

### **Public Comments**

None

### **Adjournment**

Motion was made to adjourn by Jim Andreoni and seconded by Dr. Jerry Corcoran. Motion carried. Meeting adjourned at 6:23 p.m.

Dianna Schuler