



*DuPage Workforce Innovation Board Meeting Minutes*

**January 22, 2025**

**7:30am-9:00am**

**2525 Cabot Drive**

**Lisle, IL 60532**

**Call to Order/Roll Call:**

Chair Susan Ryan presided over the meeting. The meeting was called to order at 7:37 am and a membership quorum was present.

<b>Members</b>	<b>Present</b>	<b>Absent</b>	<b>Notes</b>
Dan Allen		x	
Kavin Bass	x		
Greg Bedalov		x	
Larry Blackburn	x		
Joe Cassidy		x	
Patrick Chandler	x		
Jane Clark		x	
Dan Deasy	x		
Michelle Einfalt		x	
Calvin Giles	x		
Kimberly Godden		x	
Beth Goncher		x	
TJ Jarman	x		
Mary Keating	x		
Danielle Kuglin Seago		x	
Craig Meyer	x		
Nisha Patel		x	
Rosanne Potter	X		
Patti Romanowicz		x	
Tiffany Rotondo		x	
Susan Ryan	x		
Peter Skoda	x		
Barb Szczepaniak	x		
Christine Torres	x		
Tom Wendorf	x		
Michael Wojtowicz	x		
Kate Wollensak	x		

### **Other Attendees:**

Lisa Schvach  
Jamie Brown

### **Public Comment**

There was no public comment

### **Chair Remarks/New Member Introductions: Chair Jane Clark**

Chair Susan Ryan introduced new member Eric Metcalf, Director of Peer Workforce Development for NAMI DuPage. Eric is responsible for the onboarding and training of individuals with a mental illness to work in the behavioral healthcare field as a Recovery Support Specialist.

### **Approval of October 23, 2024, Minutes**

- Motion to approve by Member Keating
- Seconded by Member Wollensak
- All ayes, **MOTION APPROVED**

### **OSO Report : Lisa Schvach**

Lisa Schvach presented the OSO report in Member Goncher's absence. Lisa indicated that the number of applications for services in the Center declined in the 4<sup>th</sup> quarter of 2024 due to the holiday season. She expects the number of applications to increase in the 1<sup>st</sup> quarter of 2025. She reviewed the referral numbers and College of DuPage has the most referrals which has been the trend previously. Again, overall referral numbers are down due to the holiday season. Lisa mentioned that some of the questions about referrals have been modified to ensure the accuracy and quality of referrals.

### **Fiscal Report: Lisa Schvach**

Lisa reviewed the fiscal report in Member Cassidy's absence. Lisa reminded the group that 80% of the grant dollars must be expended by the end of the program year which is June 30, 2025. Current expenditures are on pace to achieve this goal. Lisa also reviewed the Minimum Training Expenditure which is set at 50%. The current numbers are below the required 50% but Lisa is confident this measure will be met. Lisa stressed the importance of Career Services which are the wrap around services outside of training dollars (career planning, job search related skills, etc.).

### **Expenditures Report**

Jamie reviewed the expenditure report which shows the breakdown of expenditures by training provider and occupations. The report is for the timeframe 7/1/24-12/31/24. The most training vouchers have been written to College of DuPage in the amount of \$263,342. Comnet, an IT training provider, has the second most vouchers totaling \$94,017. The distribution of vouchers across the four industries is even. The most vouchers have been written in the healthcare sector and the least are in the manufacturing sector.

### **WARN Report**

Jamie presented the WARN report. There are four WARN events which is the most in recent years. CompTIA, an IT company laid off 47 workers on 1/14/25. There was no advance warning for the layoffs so workNet was not able to connect with the company to offer services. Niterra a spark plug manufacturer closed their warehouse resulting in 35 layoffs. workNet participated in an informational webinar for the employees. Advance Auto parts permanently closed their stores in DuPage County resulting in 6 layoffs. Resources were dropped off at the affected store. Midwest Label Resources Division, a label printing company closed its warehouse resulting in 20 layoffs, primarily warehouse positions. workNet participated in an in person orientation of services prior to the lay off.

## Training Provider Renewals

Jamie presented the training provider approvals/renewals. There are two programs at the College of DuPage for initial approval:

### **Executive Assistant AAS** (for a client who has already completed one year of coursework **Certified Associate in Project Management Course (CAPM).**

- Motion to approve by Member Keating
- Seconded by Member Szczepaniak
- All ayes, abstention by Member Deasy
- **Motion Approved**

**Microsoft Essentials Program** at Donka. Donka is a not-for-profit which serves individuals with disabilities

- Motion to approve by Member Giiles
- Seconded by Member Chandler
- All ayes,
- **Motion Approved**

## workNet DuPage Update

Lisa provided the workNet DuPage update. In response to conversations with the WIB in October, the planning is underway to host industry specific sessions to discuss industry challenges, successes and ways to positively impact the industry. A workgroup will be formed to begin to hash out the details. This is a way to tie the local/regional plans with economic development and inform the DuPage County Board.

## Old Business

### New Business

Lisa explained to the group that she is exploring a program which is offered by ComEDd called Tools of the Trade. The program is a 6 week pre-apprenticeship program that prepares that prepares 17-19 year olds for entry-level jobs in the skilled trades. She mentioned that WIOA eligibility may affect the ability to fund such students.

**Adjournment** – Without objection, this meeting was adjourned at 8:52 am.

- Motion to adjourn by Member Tom Wendorf
- Seconded by Member TJ Jarman
- All ayes, **MOTION APPROVED**