



## *DuPage Workforce Innovation Board Executive Committee Meeting Minutes*

April 24, 2024  
2525 Cabot Drive  
Lisle, IL 60532  
7:30am-9:00am

### **Call to Order/Roll Call**

- Chair Jane Clark called the meeting to order at 7:33. A quorum was present.

### **Members Present**

Jane Clark	Susan Ryan
Kate Wollensak	Mary Keating
Ian Hardie	

### **Members Absent**

Joe Cassidy	Tiffany Rotondo
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### **Others Present**

Jamie Brown
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### **Public Comment**

There was no public comment.

### **Approval of the February 28, 2024 Executive Committee minutes**

- Motion to approve by Kate Wollensak
- Second by Mary Keating
- All ayes, motion **APPROVED**

**Training Provider Approvals** The committee reviewed the following programs for approval from the College of DuPage:

- Medical Billing Certificate

- **Physicians Coding Certificate**

These are new programs at COD, they replace the previous medical billing and coding certificate. Each program results in a certificate and the opportunity to sit for the credentialing exam.

- Motion to approve by Ian Hardie
- Seconded by Mary Keating
- All ayes, motion **APPROVED**

### **Local Plan Approval**

The Committee discussed the Local Plan, a planning document required by WIOA every 4 years. The plan details the planned strategic initiatives for the workNet DuPage Career Center.

- Motion to approve Local Plan by Jane Clark
- Seconded by Kate Wollensak
- All ayes, motion **APPROVED**

### **Youth Contracts Approval**

Jamie informed the group that there are three youth contracts up for renewal:

**Turning Pointe Autism Foundation** – Employment Training Program (ETP) for youth with autism

Contract Amount: \$139,441

**Parents Alliance Employment Program** – Project SEARCH program in conjunction with Northwestern Medicine for in-school youth with disabilities

Contract Amount: \$123,925

**Parents Alliance Employment Program** – Inspired By Ability program for out-of-school youth with disabilities

Contract Amount: \$434,000

- Motion to approve youth contracts by Mary Keating
- Seconded by Ian Hardie
- All ayes, motion **APPROVED**

### **OSO Status**

Jamie informed the group that the Carol Stream Chamber of Commerce has terminated the OSO contract as they do not have the staffing to continue serving as the OSO. A Request for Proposals will need to be released to secure a new OSO. Since the OSO is an obscure role, the Bidder's List will need to be extensive to reach as many people as possible. Mary suggested holding a bidder's conference may garner interest in responding to the RFP. Jane, Kate and Mary volunteered to be reviewers if needed.

### **One Stop Certification**

Jamie reminded the group that the One Stop Certification is due to DCEO by June 30<sup>th</sup>. A certification team will be required to review the certification checklist and tour the Center. Jamie will ask for volunteers at the next Board meeting, Ian and Jane volunteered to be part of the

team. Mary suggested that the certification could be done following the next meeting; the certification team could stay after the meeting to complete the application.

### **MOU**

MOU negotiations have concluded, and the Partners are working to obtain the necessary signatures. The signed MOU is due to DCEO by May 30<sup>th</sup>.

### **Old Business**

There was no old business.

### **New Business**

There was no new business.

### **Adjournment**

The meeting was adjourned at 8:20.