

Workforce Development Board

Kane, Kendall and DeKalb Counties

Executive Committee

(Meeting in Conjunction with the One-Stop Committee)

Thursday, February 28, 2018, 8:15 A.M.

Immediately Following Executive Committee Meeting

Kane County Government Center

Main Building A / 4th Floor Conference Room

719 S. Batavia Avenue / Geneva, IL 60134

Meeting Agenda

- I. **Call to Order:**
 - A. Attendance
 - B. Committee Membership Introductions

- II. **Public Comment**

- III. **Informational Items:**
 - A. One-Stop System Overview

 - B. Committee Purview (as per Bylaws):
 - 1) Oversee the certification process of the one-stop center;
 - 2) Procure the One-Stop Operator;
 - 3) Provide input on planning and operational issues pertaining to the one-stop center;
 - 4) Maintain performance accountability and reporting oversight of the one-stop operator and the one-stop center

 - C. Facility Update

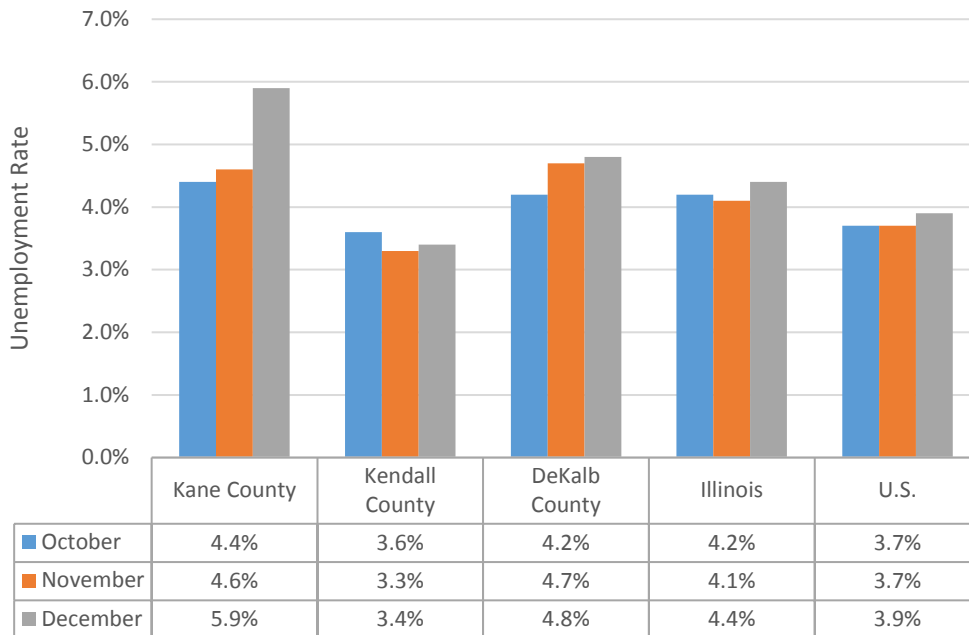
 - D. MOU Status

 - E. One-Stop Operator Progress Report (*Attachment*)

- IV. **Next Meeting**

- V. **Adjournment**

Quarterly Comparative Unemployment Rates



Active Layoff Events (4)

Omron Automotive Electronics

St. Charles
February/March 2019 Layoffs
43 Workers Impacted

VVF Illinois Services

Montgomery
April 2019 Soap Line Closure
54 Workers Impacted

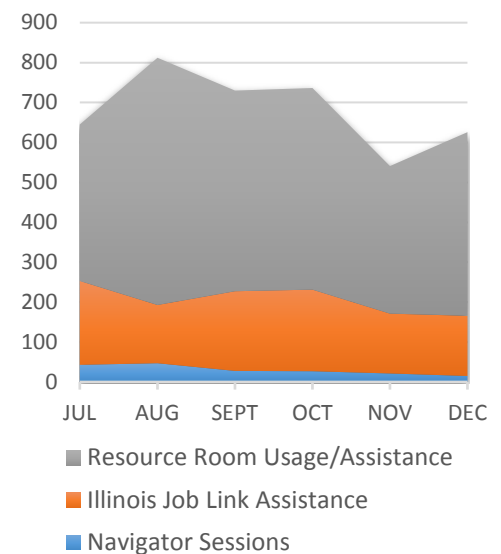
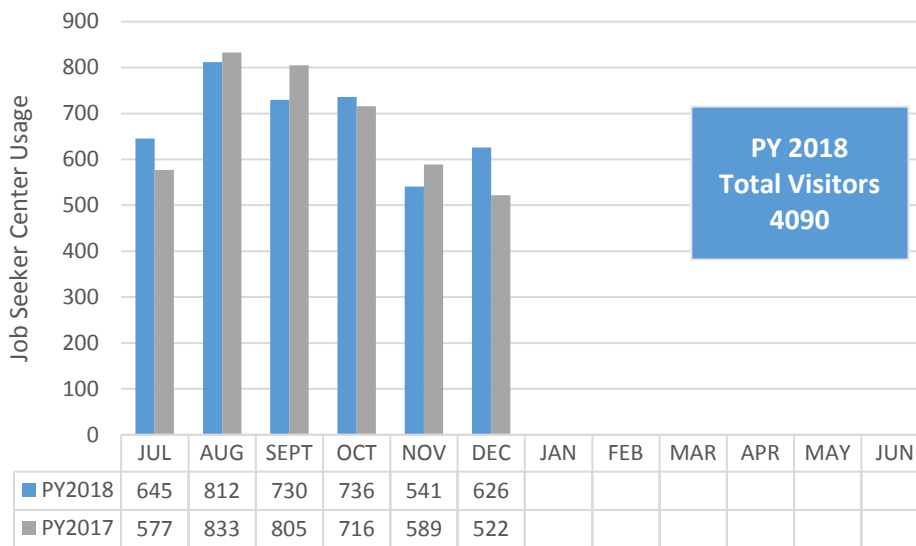
Carsons

Aurora, DeKalb, St. Charles and
W. Dundee 2018 Closure
264 Workers Impacted

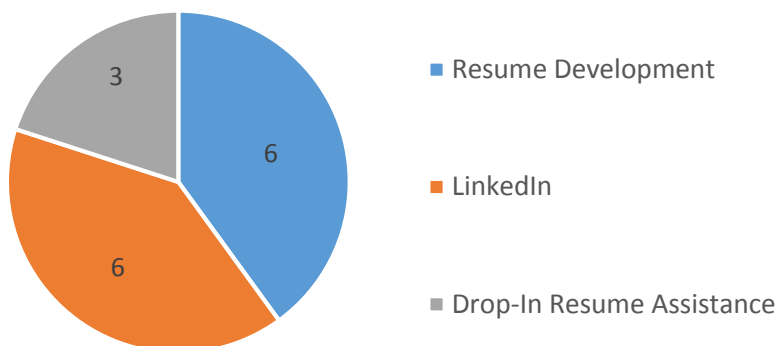
Caterpillar

Montgomery
Layoff Schedule for 2019 Unknown

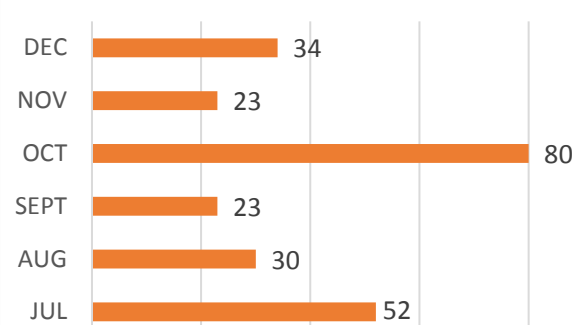
Career Resource Center Usage Distribution (July 2018 through December 2018)



Workshop Attendees



Referral Activity (In/Out of One-Stop)



PY 2018 One-Stop Operator Progress and Accomplishments

1. Job Readiness Programming Launched

Operator developed job readiness workshop programming and launched multiple options starting in November 2018. Marketing materials were created and disseminated to partner and community based organizations and AJC job seekers.

Resume Workshop	Employment Resources	LinkedIn Workshop	Drop-In Sessions
Provides monthly assistance in developing an effective resume	Provides monthly instruction on exploring on-line resources and refining your job search	Assists with creating or editing profiles and provides tips for searching/applying for jobs on a bi-monthly basis	Personalized coaching and/or assistance with job applications, resume development and job searching available twice per month

2. Partner Cross-Training Sessions

Operator established training schedule for Program Year 2018 and coordinated the delivery of the first session in September where Partners led a webinar and delivered value-driven topics, such as enrollment schedules, new program initiatives and upcoming workforce events.

3. Marketing and Outreach Initiatives Expanded

Newsletter format created that promotes the American Job Center (AJC) activities, partner services, hiring events and immediate job vacancies which are shared monthly with partner and community-based organizations and job seekers. To further promote AJC activities and partner services, the Operator also established a LinkedIn profile that offers on-line and real-time access to local workforce events/activities and hiring opportunities. Additionally, the Operator established directory connections to the AJC within the newly developed 211 telephone assistance system for Kane County and coordinates the release of a bi-monthly email with job postings/hiring opportunities.

4. Document Metrics

AJC continued to gather Resource Room and workshop usage which was shared for discussion at the January partner meeting as summarized on page 1.

PY 2018 Year-End One-Stop Operator Goals

1. Continue to Increase AJC Services

The AJC will expand on-site readiness workshop offerings by including interviewing sessions and will explore/consider providing workshop delivery options from off-site locations (such as libraries) making the AJC mobile and able to meet job seeker needs.

2. Continue Partner Cross-Training Sessions

The second session is scheduled for March 2019 with Kishwaukee College scheduled to discuss Adult Education and Career Tech programming.

3. Develop/Enhance Skills Necessary to Perform AJC Responsibilities

The Operator will secure appropriate training for AJC Navigator and Career Resource Room Coordinator.

4. Generate More Referrals

The AJC will finalize a visitor survey tool using a survey-based platform to collect demographic information of Center users, gauge job seeker need and perform corresponding referrals and document email address for newsletter distribution and event promotion. The AJC will also create an assessment tool that gauges AJC effectiveness, which will be distributed and discussed with Partners for identification of areas for improvement and/or other training opportunities for AJC staff.

5. Continue Convening Established Working Groups

The Operator will continue its partner engagement through meetings of the established working groups in order to effectively engage job seekers and the business community within the AJC.