LWIB 15
One-Stop Operator Procurement

Proposal Cover Sheet

Name of Organization: UWDB / Career Link, Illinois Department of Employment Security, Department of Human Services Division of Vocational Rehabilitation, Adult Education and Literacy: Illinois Central College

Mailing Address: 2956 Court St.

City, State, Zip Code: Pekin, IL 61554

Telephone Number: Warren Cheatham One Stop Manager 309-807-1304
Steve Martin Executive Director- UWDB/Career Link 309-347-5740
Vince Knight Local Office Manager- IDES 309-671-3248
Lizette Tripur Rehabilitation Services Manager – DHS/VRS 309-353-5996
Kay Sutton, Dean – Illinois Central College – Adult Education 309-690-6886

Project’s Contact Person: Warren Cheatham One Stop Manager
(Name/Title)

Authorized Negotiator: Steve Martin, Vince Knight, Lizette Tripur, Kay Sutton

Authorized Signatory: Steve Martin, Vince Knight, Lizette Tripur, Kay Sutton

I hereby certify that to the best of my knowledge that the governing body of the proposer’s organization has authorized the submission of this proposal.

Authorized Signature: [Signature]
Date: 1/10/2017

Authorized Signature: [Signature]
Date: 1/10/2017

Authorized Signature: [Signature]
Date: 1/10/2017

Authorized Signature: [Signature]
Date: 1/10/2017
Executive Summary
One-Stop Operator Proposal

The four Core partners identified in the Workforce Innovation and Opportunity Act have agreed to form a consortium to act as the One-Stop Operator in WIOA Region 15. Those partners are: Career Link, IDES, Adult Education and Literacy (Illinois Central College) and Division of Rehabilitation Services.

Duties have been divided as follows:

- Career Link will primarily be responsible for “coordination” activities
- IDES will be responsible for facility operations
- Adult Education and Literacy will be responsible for customer satisfaction measure
- Vocational Rehabilitation will be responsible for accessibility issues

There will be an inter-agency coordination meeting once a quarter, or more often as necessary. Each agency will provide staff support.

All four agencies have had a long and experienced involvement with WIOA and its predecessor, the Workforce Investment Act. They have also worked cooperatively over several decades. Their selection as the one-stop operator will provide a continuity that will bring stability, expertise and familiarity with the region.

All costs will be provided “in-kind”.

The attached proposal explains the details of the “Approach” and “Experience” of each agency. The proposal will further detail “Partnerships and Communications” and the in-kind budget.
One-Stop Operator Responses

3.1 Project Approach General

Four partner agencies in WIOA Region 15 have agreed to form a consortium and to submit a proposal requesting to be designated the one-stop operator. The four partners are Career Link, Illinois Department of Employment Security, Illinois Department of Human Services/Vocational Rehabilitation and Adult Education and Literacy. Duties have been divided between the four partners as follows:

1. Career Link
   a. Coordinate the delivery of services among the partners
   b. Ensure that customer calls to the one-stop center are handled timely and in accordance with procedures established for the center
   c. Coordinate services to businesses
   d. Coordinate services to individuals
   e. Ensure effective referral processes are in place for all partner services
   f. Assist in the coordination of affiliate sites
   g. Address and resolve issues related to one-stop delivery systems
   h. Promote the services available throughout the one-stop delivery system
   i. Coordinate staffing approaches that promote service integration
   j. Facilitate cross-training among one-stop partner staff
   k. Ensure meaningful access to all required programs in the center

2. Illinois Department of Employment Security
   a. Facilitate the resolution of issues related to space usage, facility location and customer flow
   b. Oversee the maintenance of the facility such as provision of and payment for utilities, furnishings, janitorial, security and grounds
   c. Coordinate the center calendar to schedule facility usage
   d. Take the lead in coordinating signage procurement identifying the one-stop center

3. Adult Education and Literacy
   a. Develop a customer satisfaction measurement system
   b. Oversee and collect data
   c. Prepare reports on customer satisfaction based on the data collected

4. Vocational Rehabilitation
   a. Survey the one-stop center for physical accessibility
   b. Analyze programmatic accessibility
   c. Make corrective action suggestions for accessibility
   d. Provide recommendations for accessibility software and physical modifications as needed

Each partner agency will describe their approach and experience as it relates to their respective duties/areas. To facilitate the ability of each partner to fulfill their specific duties, they will meet once a quarter, or more often, if necessary, to discuss their joint operation.
Each agency will provide staff support to facilitate the delivery of the services and activities they have described in this proposal.

3.1. Approach – Career Link

Career Link will designate an experienced staff person to a newly created position of “One-Stop Operator Manager”. The position will be part-time and will allow for hours to be adjusted weekly to accommodate the workload. By creating a designated position, it will assure that the full attention of the staff will be committed to one-stop operator issues.

All of the specific duties (outlined above) involve “coordination”. To this end, several core principles will be a cornerstone of the Career Link approach. The Career Link One-Stop Operator Manager must be available and open to receiving communications from the other partners and stakeholders (businesses, clients, training institutions, etc.). The One-Stop Manager must also interact with others in the system in a non-confrontational manner. To be an effective leader in coordination, the One-Stop Manager must be well informed about WIOA and the basic programs and operations of the other partners. Coordination, in essence, means having an effective facilitator.

1.a. To coordinate the delivery of services among the partners the One-Stop Manager will first become familiar with the services that each partner provides. This will provide information necessary to make a judgment on what and how different services can be integrated and to also avoid unnecessary duplication.

1.b. Assuring that calls to the one-stop center are handled in a timely and professional manner will be determined by interaction with the staff and from customer satisfaction surveys. Remedial action will depend on the frequency and nature of the problem.

1.c. Coordination of services to businesses will involve assuring that the existing business service teams are meeting and fulfilling their mission.

1.d. Coordination of services to individuals (clients and applicants) goes back to the previously stated coordination of service delivery in 1.a.

1.e. The partners are in the process of developing a referral system. It will be the responsibility of the One-Stop Manager to assist in the development of the referral system and then to monitor it for compliance with the procedure.

1.f. To coordinate the affiliate sites, the One-Stop Manager will visit each site once a year. The One-Stop Manager will assist in assuring that uniform polices are being provided in all locations.

1.g. To address and resolve unforeseen issues, the One-Stop Manager may contact partners individually or call a meeting of all four operator partners.

1.h. The promotion of services or marketing will be directed by the One-Stop Manager. The WIB has yet to decide if they wish to create a marketing committee. In any event, the marketing
plan will be presented to the full Board. It will be up to the One-Stop Manager to institute the plan.

1.i. To promote and coordinate service integration, the process mapping process will be completed. Based on the result, an analysis will be made as to what can be done for service integration.

1.j. The One-Stop Manager will be responsible for contacting other partner agencies to arrange cross-training and schedule said training. The One-Stop Manager will determine if the training is adequate and if not, to schedule further training.

1.k. Meaningful access or programmatic accessibility will be primarily the responsibility of the Office of Rehabilitation services. However, the One-Stop Manager will be aware of accessibility issues and will assist in remediating any identified problems.


As one of the four Core Partners of the Comprehensive One-Stop, IDES will be an integral part of its daily operations. IDES provides support for five programs at the One-Stop: Employment Services (ES) under Wagner Peyser, Unemployment Insurance (UI), Veterans’ Services, Trade Readjustment Assistance (TRA), and Migrant & Seasonal Farm Workers (MSFW). All of these services will be provided by on-site staff managed by an experienced Local Office Manager.

The IDES Local Office Manager will be responsible for the following:

2.a. Facilitating the resolution of issues relating to space usage, rental agreements, and customer flow by working with the other Partners and communicating through the One-Stop Manager.

2.b. Overseeing the maintenance of the facility by provisioning and paying for utilities, furnishings, janitorial services, security, and grounds maintenance through coordination with IDES’s General Services Division and Central Management Services (CMS).

2.c. Providing the calendar for scheduling the Conference Rooms and the Computer Training Lab within the One-Stop. These rooms will be available for all the WIOA Partners by scheduling their use in advance.

2.d. Arranging and coordinating new signs for the One-Stop which will depict this as the American Job Center. This will involve getting vendor estimates and approval from the WIB and landlord.
3.1 Approach – Division of Rehabilitation Services

DRS will be responsible for surveying the one-stop center for ADA compliance/physical accessibility. They will also assist in analyzing programmatic accessibility. DRS will then make any needed recommendations for corrective action regarding physical and programmatic accessibility. They will also make recommendations for accessibility software.

3.1 Approach – Adult Education and Literacy

The Illinois Central College (ICC) Adult Education program will take the lead in coordinating the development and implementation of a customer satisfaction measurement system and the preparations of reports based on the data collected.

Kay Sutton, ICC Adult Education Program Administrator, will work closely with the ICC Institutional Research (IR) Office to develop a satisfaction survey and the process for gathering data, with input from the other partners as to what data they want to gather. The intent is to offer the survey in two forms – written and electronically through Survey Monkey or something similar. Clients and employers will choose the form with which they are most comfortable. Reports on customer satisfaction based on the data will be prepared based on a schedule determined by the partners.

3.2 Experience

Each partner agency plays a large role within their community constituencies to meet the needs of business and individuals. By putting them together as a team that is in charge of the one-stop system, they would align the center to meet a goal focused, customer driven, effective and efficient system that the local Workforce Innovation Board can turn to for meeting community needs. Each have knowledge of business needs and job seeker needs. Gathering the proper resources for the region through referrals, group projects or group committee meetings has been a common practice in the past and it will continue in the future in an enhanced system. The four core partners in this consortium have a long history of working cooperatively together and have thus become very familiar with each other. This past association will greatly facilitate the coordination activities in the one-stop system.

3.2 Career Link Experience

Career Link has provided programs to the Central Illinois Area since the beginning of the Comprehensive Employment and Training Act and through the successor acts ending with the Workforce Innovation and Opportunity Act. Career Link’s performance and collaboration with area providers, economic development centers, and businesses have demonstrated a successful track record of partnerships, cooperation, and innovation towards training and serving the people of the Central Illinois Area.

The staff of Career Link is very experienced. The average tenure for Career Planners is 10-12 years. The management team brings years of experience in education, program oversight, and fiscal responsibility. Career Link has extensive experience as a co-partner with IDES in being a one-stop operator under the Workforce Investment Act since its inception in 1998. Under this
joint guidance the one-stop centers were a model of cooperation and performance. This experience will provide the baseline for further improvement in the one-stop environment. The attached resumes of the management team show the depth of experience, education and knowledge they bring to their part in the one-stop operator role. Career Link began as a four county consortium in which two of the counties were rural. Thus Career Link has had extensive experience in operating programs in both urban and rural environments.

Career Link has successfully developed and continues to cultivate key relationships with economic development, educational, and community action agency partners and business. It is a WIOA regional and local initiative to work together to in a collaborative manner to use our area partner’s respective programs and resources to create solutions that meet industry and job seeker needs with a focus on demand occupations and industries.

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The IDES staff is very experienced. The management team brings years of experience in education, program oversight, and fiscal responsibility. IDES has extensive experience as a co-partner with Career Link in being a one-stop operator under the Workforce Investment Act since its inception in 1998. Under this joint guidance the one-stop centers were a model of cooperation and performance. This experience will provide the baseline for further improvement in the one-stop environment. The attached resumes of the management team show the depth of experience, education and knowledge they bring to their part in the one-stop operator role.

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3.2 Division of Rehabilitation Services Experience

The Division of Rehabilitation Services provides services for individuals with disabilities to assist them with preparing for employment, gaining employment, as well as employment retention. Customers come from all disability sectors and age groups starting at the secondary education level. Core services provided to all customers include career counseling and vocational guidance, as well as information and referral to appropriate other community agencies and service providers to meet customer needs. DRS additionally provides specific services that include training, physical/mental restoration, and job placement. Services and job goals are centered around principles of customer’s informed choice. Historically, DRS has worked with
many of the WIOA partner agencies in serving common customers, as well as additional agencies include those from the developmental disabilities and mental health sectors. We have existing common customers with Career Link, DHS-FCRC, Department of Aging, Illinois Migrant Council, Heartland Community College, Illinois Central College, Spoon River College, and our secondary school systems including GED programs. WIOA strengthens the linkages with our long term partners and introduces new partners to serve our customers.

Historically, vocational rehabilitation was initially established in 1918 to assist returning WWI disabled veterans with necessary adaptive aids and equipment for re-entry into the civilian workforce. The VR role was expanded in 1933 with Social Security Act, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. To be eligible for vocational rehabilitation services a person must have a disability that creates vocational limitations and the person must desire to work. Eligibility is not income or asset based, however, some specific services may require customer participation in the cost of services based on income levels.

3.2 Adult Education and Literacy

The Adult Ed programs at the three community colleges in LWA15 have many years of experience working with individuals who have attained 16 years of age; who are not enrolled or required to be in secondary school under Illinois State law; and who lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society; do not have a secondary diploma or its equivalent, and have not achieved an equivalent level of education; or are unable to speak, read, or write the English language.

Kay Sutton has been employed at ICC since 1986 and has been associated with the Adult Education program during all that time. She has also served on the Area 16 (now 15) WIB, representing Adult Education, since the beginning of WIA and continues to serve in that capacity. The ICC IR Office, with whom she will be working, has many years of experience surveying students and gathering data on student satisfaction and engagement.

3.3 Partnerships and Communications

Services with other partner organizations - Career Services are often coordinated with other organizations. DHS and IDES customers are referred on an ongoing basis for resume help, job search assistance and career planning. Agencies in the Peoria area are dependent on Career Link services on a monthly basis including: Peoria Township, Peoria Housing Authority, and the Peoria Transition Center. Drop-out recovery programs funded by Career Link are partnered with Spoon River College, Illinois Central College, Heartland Community College and Peoria Park District. These programs offer assistance in achieving a GED and post-secondary training and/or work-based learning opportunities.

A number of partnerships and collaborations have taken place over the last two years within our local workforce area. Career Link has been a founding and active member of the Workforce Alliance in Greater Peoria. It is a monthly gathering of business professionals and private sector resources across the region for the benefit of developing a qualified workforce. This partnership has strengthened our alliance with the Greater Peoria EDC, ICC, as well as many other major
partners. The BN Advantage Partnership and the McLean County Chamber of Commerce are partners in developing regional strategies for workforce development initiatives that will benefit businesses.

Individuals that serve on the groups mentioned above are also involved in the Regional planning process. Their work within these sector partnerships helps inform the work that is being done on the regional plan. There are several ways in which these groups will be incorporated into the WIOA regional planning efforts. In particular, we will:

- Leverage their existing employer outreach efforts to better understand the skill needs of employer within their respective sectors.
- Coordinate WIOA Regional strategies with economic development plans.
- Leverage their expertise in development of program models such as Career Pathways, Talent Pipelines and Earn and Learn Models.

Rapid Response workshops, a service to laid-off affected workers, are provided through a partnership with IDES, Career Link, Area colleges, Mid-Central Community Action, and other regional partner agencies.

Communication and collaboration is intended to include all of the areas within our 8 county region. After merging, Career Link opened up offices in both Marshall and Stark counties. Building better relationships and creating opportunities in rural areas that have seen no assistance in the past, is an important initiative that is being pursued. Partnerships with Blackhawk College and Illinois Valley College have opened up opportunities for customers seeking training through the WIOA program. In addition, a drop-out recovery program has been added in collaboration with the Blackhawk College GED program.

The WIOA law prompted the formation of a LEAP team to improve service to businesses in the Region 15 eight-county area. The Team is comprised of core WIOA partners and strategic partners from three areas of the region: Bloomington, Peoria & Canton. The Team met for the first time in June 2016, including partners from the Peoria area. In August, we reached out to key partners in Canton and in November we are expanding to Bloomington.

The purpose of the team is to provide comprehensive, collaborative services to businesses and minimize redundancy. Instead of four or five employer visits by various team members, one member can offer the entire Team’s breadth of services and resources. It saves the time of the employers and the team members.

There will be three teams, but the WIOA core partners, Career Link, IDES & DHS/DRS, will serve on all three teams. This will ensure communication and cooperation across the region. Each team will meet quarterly, beginning in 2017. Once a year, there will be an opportunity for the entire team to meet.

In the short time we’ve been in operation, team members are already learning things about partners. We’ve worked with each other for years in Peoria, but never at this level of
partnership. We’re all very excited to see what opportunities develop as we continue to expand the team regionally.

3.4 Budget

The salaries and fringes included in the budget represent two hours per quarter for meetings between members of all four partners. The Dean of College and Career Readiness at Illinois Central College is representing Title II - Adult Education, salary at $71.98 per hour. The local office manager in the One Stop represents Title III – Wagner-Peyser, salary and fringe benefits at $50 per hour. The Rehabilitation Services Supervisor represents Title IV - Vocational Rehabilitation, salary and fringe benefits at $85.69 per hour. The Director of Career Link has an hourly salary and fringe benefits of $47.00 per hour. The One Stop Operator Manager hourly rate is $39.00 including fringe benefits. These four people will handle the One Stop Operator functions described in the proposal. Assuming a two hour meeting each quarter the value of their contribution is $2,081.33

The one-stop operator manager is expected to work an average of 376 hours per month. The total yearly value of this contribution is $23,400.

The total value of staff contributions is $33,006.66.

All of the items are considered to be reasonable, allowable, and necessary according to WIOA regulations and the Uniform Guidance at 2CFR 200.

3.5 In-kind

The value of $33,006.66 will be provided to the system as an in-kind contribution. All of the agencies are funded through state and/or federal grants.
### ATTACHMENT B

**One-Stop Operator - Budget Information Summary**

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Attachment C

Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, for participants. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Steven Martin
Name of Authorized Representative

Executive Director
Title of Authorized Representative

Signature

1/10/2017
Date
CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENT

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000.00 for each such failure.

__________________________
UWDB / Career Link
Grantee/Contractor Organization

__________________________
Steven Martin
Name of Certifying Official

__________________________
16-681015
WIOA Title/Agreement No.

__________________________
1/10/2017
Date
Attachment E

GENERAL CONDITIONS/ASSURANCES

In submitting this proposal, the respondent must agree to follow and abide by the conditions/assurances stated below. Please read each item carefully and sign where indicated. **Include this section in your submission.**

1) LWIB 15 reserves the right to reject any and all proposals which are not complete or not prepared in accordance with RFP guidelines.

2) LWIB 15 retains the right to accept or reject any or all proposals received in whole or in part, to negotiate with any qualified sources, or to conceal in whole or in part proposals if it is in the best interest of LWIB 15 to do so. LWIB 15 will require selected respondents to participate in contract negotiations should they be necessary.

3) The submission of a proposal does not commit LWIB 15 to award a contract or to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to the issuance of a signed contract.

4) The contents of proposals submitted will become part of any contract award.

5) Proprietary rights to all products, data, materials, and documentation originated and prepared pursuant to a contract shall belong exclusively to LWIB 15.

6) The proposal as submitted for funding consideration is consistent with, and if funded, operated according to, the federal WIOA legislation, all applicable federal regulations, State of Illinois policies and LWIB 15 policies and procedures.

7) Contractors will be prohibited from disseminating products developed under contract with LWIB 15 without prior written consent.

8) Contractors must participate in project reporting, evaluation, and monitoring required or conducted by LWIB 15. At any time during normal business hours, and as often as necessary, the United States Department of Labor, the Illinois Department of Employment Security, the Comptroller General of the United States, the Workforce Investment Board, or any of their duly authorized representatives shall have access to any books, invoices, payrolls, time sheets, documents, papers and records of the contractor that are directly pertinent to this contract for the purpose of making audit, examination, excerpt or transcriptions, for a period of three years from the date of final expenditure or the resolution of any audit findings, whichever is later.

The LWIB will monitor and evaluation the contract. The contract will be monitored for compliance with the rules, regulations, and requirements applicable to this contract.
The contract will be assessed to gauge its impact upon the target population and for the effective and efficient use of Workforce Innovation and Opportunity Act funds. Assessments will occur both during the operation of the program and upon its completion. An annual financial and compliance audit will be procured and managed by the contractor in accordance with OMB Circular A-133. The contractor will provide the LWIB with a copy of the final audit as soon as possible.

9) Contractors will be required to adopt the LWIB 15 Grievance Procedures.

10) The Contractor shall operate and comply with the project described in the proposal, which will be included as a part of the contract. Any deviation from the project as defined in this proposal must be approved in writing by LWIB 15. Failure to gain such written approval shall constitute breach of contract. In the event of breach of contract, LWIB 15 reserves the right to impose sanctions as deemed appropriate.

11) All funds received pursuant to this contract must be used exclusively for the proposed project. Any expenditures or performances that exceed those agreed to in the contract are the sole responsibility of the contractor and shall not entitle him/her to additional payments or benefits.

12) The Contractor shall inform LWIB 15 in writing regarding the receipt of additional funding that may have an effect upon the provision, quality, or costs of providing services under this contract. LWIB 15 retains the right to disapprove or renegotiate project costs based upon receipt of this information.

13) All expenditures under this contract shall be reasonable, necessary, and allowable. They shall be properly supported, authorized, paid and recorded. In no event may the contractor exceed the total funds available under the contract. The contractor shall maintain records sufficient to support all expenditures under the contract.

14) The Contractor agrees to permit LWIB 15 or any of its authorized agents full access to and the right to examine any pertinent books, documents, papers, and records involving transactions related to the funding of this project as often as deemed necessary.

15) The contractor shall record the dates on which reimbursement checks were received in the mail. The contractor shall deposit reimbursement checks within three working days after receipt.

16) The Contractor must agree to hold LWIB 15 and the Federal and State Governments harmless from liabilities arising from bodily injury, illness or damage of losses to person or property, or claims arising out of any activity under a WIOA contract.

The Contractor shall indemnify LWIB 15 and hold harmless from acts or omissions by an employee assigned to work with the contractor and from any liabilities to third persons resulting from acts or omissions by any employee assigned to work with the contractor.

17) The Contractor agrees to maintain record confidentiality as required. The Contractor also agrees to retain all records pertinent to this project for a period of five (5) years from the date of final contract payment or until pending matters of litigation, audit, or other related claims are resolved. This includes but is not limited to financial, statistical and participant records and supporting documentation.
18) The respondent will allow local, state, and federal representatives access to all WIOA records, program materials, staff and participants.

19) The Contractor must be able to maintain control over the accountability for all WIOA funds received. The Contractor’s financial management system must be able to provide for accurate, current, and complete disclosure of all project costs/expenditures.

20) The Contractor will obtain annually an organization-wide audit.

21) The Contractor certifies that it possesses the legal authority to apply for WIOA funds, enter into any contract awarded and execute the proposed project.

22) The contracting organization agrees to comply with all Federal and State non-discrimination Provisions, including those found in WIOA Section 188 and its implementing regulation codified at 29 CFR Part 38. Specifically, upon receiving funding under the WIOA program, the contractor agrees that it will not discriminate on the basis of race, color, creed, religion, age, sex, physical or mental ability, marital status, arrest or conviction records (whenever appropriate), national origin, political affiliation, veteran status, or for persons with AIDS or HIV infection.

The sub-contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The sub-contractor shall take affirmative action to insure that applicants for employment and employees are treated without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship.

The sub-contractor shall post in conspicuous places, available to employees and applicants for employment, notices provided by the government setting forth the provisions of the nondiscrimination clause. The sub-contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The sub-contractor shall cause or require to be inserted in any contract and subcontract for work, or modification thereof, all applicable Federal Equal Employment Opportunity provisions.

The sub-contractor shall not discriminate against any WIA participant because of race, color, sex, religion, handicap, political affiliation or nation origin and will take affirmative action to ensure such nondiscriminatory treatment.

As a condition to the award of financial assistance under WIA from the Department of Labor, the sub-contractor assures, with respect to operation of the WIA-funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act, including the Nontraditional Employment for Women Act of 1991; title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 34. The United States has the right to seek judicial enforcement of this assurance.
23) The Contractor agrees to meet all of the requirements of Section 504 of the Rehabilitation Act of 1973.

24) The Contractor agrees to meet all applicable labor laws, including Child Labor Law standards.

25) The Contractor affirms that it is not on any Federal, State of Illinois or local Debarment List.

26) The contractor will establish safeguards to prohibit employees from using positions for a purpose that is, or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.

27) No funds provided under this contract may be used to either promote or oppose unionization.

No individual shall be required to join a union as a condition for enrollment in a program in which only institutional training provided, unless such training involves individuals employed under a collective bargaining agreement.

28) No funds provided under this contract may be used in support of any religious or anti-religious activity.

No participants may be employed in the construction, operation or maintenance of such part of any facility this is used or will be used for sectarian instruction or religious worship.

29) The contractor shall comply with the Copeland “anti-Kickback Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR 3)

30) The contractor must adhere to the Illinois and Federal Freedom of Information Act for guidance in what can or cannot be released to the public.

31) The contractor shall comply with the provisions of the Davis-Bacon Act (40 U.S.C. 276 a ti a-7) as supplemented by Department of Labor regulations (29 CFR 5)

32) The contractor shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1386), Executive 11738, and Environmental Protection Agency regulation (40 CFR 15).

33) The contractor shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by the Department of Labor regulations (29 CFR 5)

34) The contractor shall comply with the mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation (Pub. L 94-163).

35) The Contractor will assure that priority of adult career and training services is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.
36) The Contractor will collect such performance information from providers of On-the-Job training, customized training, incumbent worker training, internships, paid or unpaid work experience opportunities, and transitional employment as the Governor may require, and use the information to determine whether the providers meet such performance criteria as the Governor may require.

37) This program is subject to the provisions of the “Jobs for Veterans Act”, Public Law 107- 288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job-training program directly funded, in whole, or in part by the Department of Labor. Please note that, to obtain priority service, a veteran must meet the program’s eligibility requirements. ETA Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) provides general guidance on the scope of veteran’s priority statute and its effect on current employment and training programs.

38) Any non-expendable personal property (equipment and other personal property of a tangible nature having a useful life of more than one (1) year and having an acquisition cost of $300.00 or more) to be purchased with funds from this grant must be approved by LWIB 15 prior to purchase. The item(s) remains the property of LWIB 15 and is subject to LWIB 15 inventory controls. This includes items such as computers, printers, and furniture. Upon completion of the grant, this equipment will be retrieved by LWIB 15.

39) The contractor agrees that any press releases, newspaper articles, public service announcements, presentations, written reports or other such materials that provides information about this project in a public manner must recognize LWIB 15 as the funding agency.

______________________________
Signature

______________________________
Name of Authorized Representative

______________________________
Executive Director

1/10/2017
Date
Attachment F

STATE OF ILLINOIS REQUIRED CERTIFICATIONS

The Grantee makes the following certifications as a condition of this Agreement. These certifications are required by State statute and are in addition to any certifications required by any federal funding source as set forth in this Agreement. Grantee’s execution of this Agreement shall serve as its attestation that the certification made herein are true and correct.

6.1 Compliance with Applicable Law. The Grantee certifies that it shall comply with all applicable provisions of Federal, State and local law in the performance of its obligations pursuant to this Agreement.

6.2 Unemployment Insurance. Grantee certifies that:

☑️ It has an Illinois Unemployment Insurance Account Number and that said number is 1062878. or

☐ It does not have an Illinois Unemployment Insurance Account Number for the following reason(s):

If the Grantee has an Illinois Unemployment Insurance Account Number, it certifies that it is not delinquent in the payment of Unemployment Insurance contributions, payments in lieu of contributions, penalties and/or interest, nor does it owe any sums to the Department of Employment Security because of overpaid unemployment insurance benefits. Grantee further certifies that Grantee’s Federal Employer Identification Number (FEIN) set forth in the Notice of Grant Award is the same number that Grantee has supplied to IDES for unemployment insurance purposes. If, for any reason, the FEIN the Grantee has supplied for unemployment insurance purposes changes, the Grantee will immediately notify the Department of Employment Security of the new FEIN, in writing, by tele facsimile sent in care of the Office of Legal Counsel at (312) 793-2164, with such notice to include reference to the Grant number assigned to this Grant Agreement; upon receipt of such notice, all further payments under this grant shall be processed under the new FEIN. Grantee hereby acknowledges that to the extent allowable by applicable federal laws and regulation, the State shall have the right and the Grantee authorizes the State to withhold from any sum or sums due otherwise payable pursuant to this Grant Agreement the overpaid benefits under the Unemployment Insurance Act, and may apply the amount so withheld toward satisfaction of any such past due contributions, payments in lieu of contributions, penalties and/or interest or overpaid benefits.

6.3 Bid-Rigging/Bid-Rotating. The Grantee certifies that is has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720ILCS 5/33 E-3 and 5/33 E-4)
6.4 Default on Educational Loan. The grantee certifies that this Agreement is not a violation of the Educational Loan Default Act (51ILCS 385/3) prohibiting certain contracts to individuals who are in default on an educational loan.

6.5 Americans with Disabilities Act. The Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et. Seq.) and the regulations thereunder (28 CFR 35.130) prohibit discrimination against persons with disabilities by the State, whether directly or through contractual arrangements, in the provision of any aid, benefit or service. As a condition of receiving this grant, the Grantee certifies that services, programs and activities provided under this Agreement are, and will continue to be, in compliance with the ADA.

6.6 Drugfree Workplace Act. The Grantee certifies that:

A) ☐ It is a Corporation, Partnership, or other entity (other than an individual) with 24 or fewer employees at the time of execution of this Agreement.

B) ☐ That the purpose of this grant is to fund solid waste reduction.

C) ☑ It is a Corporation, Partnership, or other entity (other than an individual) with 25 or more employees at the time of execution of the Agreement, or

D) ☐ That it is an individual.

If Option “A” or “B” is checked, this Agreement is not subject to the requirements of the Act.

If Option “C” or “D” is checked and the amount of this grant is five thousand dollars ($5,000.00) or more, the Grantee is notified that the Drugfree Workplace Act (30 ILCS 580/1 et. seq.) is applicable to this Agreement, and the Grantee must comply with the terms of said Act, as set forth below:

Grantee will provide a drugfree workplace by:

(a) Publishing a statement:

i. Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the Grantee’s workplace.

ii. Specifying the actions that will be taken against employees for violation of such prohibition.

iii. Notifying the employee that, as a condition of employment on such grant, the employee will:

(A) abide by the terms of the statement; and

(B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
(b) Establishing a drugfree awareness program to inform employees about:

(i) the dangers of drug abuse in the workplace;

(ii) the Grantee’s policy of maintaining a drugfree workplace;

(iii) any available drug counseling, rehabilitation and employee assistance programs; and

(iv) the penalties that may be imposed upon an employee for drug violations.

(c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the grant and to post the statement in a prominent place in the workplace.

(d) Notifying the granting agency within ten (10) days after receiving notice, under Part (B) of paragraph (iii) of subsection (a) above, from an employee or otherwise receiving actual notice of such conviction.

(e) Imposing a sanction on, or requiring the satisfactory participation in, a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by Section 5 of the Drugfree Workplace Act, 30 ILCS 580/5.

(f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation are required and indicating that a trained referral team is in place.

(g) Making a good faith effort to continue to maintain a drugfree workplace through implementation of the Drugfree Workplace Act, 30 ILCS 580/5.

If Grantee is an individual, it certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Agreement.

6.7 Anti-Bribery. The Grantee certifies that neither it nor its employees have been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois nor has Grantee or any of its employees made an admission of guilt of such conduct which is a matter or record as defined in the Illinois Procurement Code (30 ILCS 500 et. seq.).

6.8 Discrimination/Illinois Human Rights Act. The Grantee certifies (i) that it will not commit unlawful discrimination in employment in Illinois as that term is defined in Article 2 of said Act; (ii) that it will comply with the provisions of Article 5 of the Act regarding equal employment opportunities and affirmative action; and, (iii) that it will comply with policies and procedures established by the Department of Human Rights under Article 7 of the Act regarding equal employment opportunities and affirmative action.

The Grantee further certifies that, if applicable, it will comply with “An act to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability or national origin in employment under contracts for public buildings or public works.” (775 ILCS 10/0.01 et. seq.).

6.9 Sexual Harassment. The Grantee certifies that it has written sexual harassment policies that
shall include, at a minimum, the following information:

(i) the illegality of sexual harassment;
(ii) the definition of sexual harassment under State law;
(iii) a description of sexual harassment, utilizing examples;
(iv) the Grantee’s internal complaint process including penalties;
(v) the legal recourse, investigative and complaint process available through the
   Department of Human Rights and the Human Rights Commission;
(vi) directions on how to contact the Department and Commission and,
(vii) protection against retaliation as provided by Section 6-101 of the Illinois Human
   Rights Act (775 ILCS 5/2-105 (B)(5)).

A copy of the policies shall be provided to the Department upon request.

6.10 **International Ant-Boycott Certification.** The Grantee hereby certifies that neither the
Grantee nor any substantially owned affiliate company of the Grantee is participating or
will participate in an international boycott, as defined by the provisions of the U.S. Export
Administration Act of 1979, or as defined by the regulations of the U.S. Department of
Commerce, promulgated pursuant to that Act (30 ILCS 582/1 et. seq.).

______________________________  _________________________
Signature                       Date

______________________________
Name of Authorized Representative

______________________________
Executive Director

Title

1/10/2017
Attachment G

Vendor’s Federal Taxpayer Identification Number

Under penalties of perjury, I certify that 37-1139631 is my correct Federal Taxpayer Identification Number. I am doing business as a (please check one):

☐ Individual ☐ Real Estate Agent
☐ Sole Proprietorship ☐ Government Entity
☐ Partnership ☐ Tax Exempt Organization (IRC 501 (a) only)
☒ Corporation ☐ Trust or Estate
☐ Medical and Health Care Services Provider Corporation

__________________________ 1/10/2017
Signed Date

Enter your taxpayer identification number in the appropriate space. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. Federal Employer Identification Numbers (FEINs) must not be used for sole proprietorships.

If you do not have a TIN, apply for one immediately. To apply, get form SS-5, Application for a Social Security Number Card (for individuals) from your local Social Security Administration, or form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue office.

To complete the certification if you do not have a TIN, fill out the certification indicating that a TIN has been applied for, sign and date the form, and return it to this agency. As soon as you receive your TIN, sign and date the form, and give it to this agency.

If you fail to furnish your correct TIN to this agency, you are subject to an IRS penalty of $50.00 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

WILLFULLY FALSIFYING CERTIFICATIONS OR AFFIRMATIONS MAY SUBJECT YOU TO CRIMINAL PENALTIES INCLUDING FINES AND/OR IMPRISONMENT.
Steven W. Martin

1311 St. Julian St. Cell (309) 361-0446
Pekin, Illinois 61554
martins56@comcast.net

Education
Illinois State University, Normal, IL – 1991
Bachelor of Science in Education

Associates in Arts and Science

Relevant Qualifications
- Excellent written and verbal communication skills
- Experienced giving informational presentations
- Proven Team Leader through supervisory, management, and director positions held
- Worked closely with many community programs and agencies
- Experienced with coordination and recruitment of Workforce Investment Boards
- Recognized as one of the top rated Performance Managers in the State of Illinois – exceeding all
  state and federal performance measures every year

Employment
1993-present Career Link, Pekin, IL – Executive Director / Assistant Director / Performance Manager / Case Manager

Executive Director
- Oversee the administration, operation, and programs for an eight county workforce area.
- Met with workforce partners to coordinate services to customers
- Evaluated program and organization results.
- Made final decisions on all LWIA office personnel actions, such as promotion, hiring, or dismissal.
- Met with organizations to implement training programs.
- Provide guidance and direction for all organizational and programmatic activities of the LWIA.
- Oversee the development of negotiated goals. Responds to monitoring reports.

Assistant Director
- Responds to state and federal monitoring reports
- Scheduled and conducted staff meetings to relay policy and administrative information and changes
- Recruited board members for all County Workforce Investment Board appointments
- Managed and directed overall operations for offices in McLean, Tazewell, Mason, and Fulton counties
- Worked with Fiscal Department to establish yearly budget
- Responsible for acquiring all necessary medical and liability insurance on behalf of the boards and employees
- Attended state meetings pertaining to workforce issues as an active member and treasurer of the Illinois Workforce Partnership
- Displayed total understanding of the Workforce Investment Act -- rules, policies, and procedures to ensure the agency met its goals and objectives
- Initiated a drop-out recovery program that works in conjunction with Spoon River College GED program.
- Worked closely with area businesses and economic development committees assisting with business closures, massive layoffs new business recruitment, and job training program development.
- Interviewed, selected and evaluated program staff. Responsible for all roles, duties, and reports as administrator of the online Illinois Workforce Development System

**Performance Manager**
- Responsible for meeting and exceeding state and federal program performance measures
- Exceeded Adult, Dislocated Worker, and Youth measures and goals every year.
- Achieved and averaged a 95% job placement rate, 97% job retention rate, and a 90% credential attainment rate
- Directed and administered provider relationships/programs with area colleges and private technical institutions
- Analyzed labor market information to determine high growth, high demand career fields for acceptance in WIA program funding.
- Assessed programs on a continuing basis to ensure employability of career fields

**Case Manager**
- Designed and implemented participant outreach and recruitment plan
- Assessed, tested, and determined eligibility for possible candidates to be funded
- Maintained applicant and participant files following state, federal, and local standards
- Developed individual service strategy with each client addressing barriers and utilizing referrals with other agencies
- Managed program budget in accordance with obligation system and procedures
- Coordinated and managed work experience sites
- Assisted participants in job search activities

**Affiliations**

Illinois Workforce Partnership -- Illinois Director Organization -- Treasurer
Pekin Rotary Club
Pekin Economic Development Committee

**Employment History**

1991 -- 1993 Junior High Middle School Teacher District 108 and 150
1983-1988 Cablevision Sales Rep - Continental, US Cable, TCI Cable
1975-1982 Machinist -- Monarch Engineering
Kay Sutton
Illinois Central College
5407 N University
Peoria, IL 61635-0001
(309) 690-6886

EDUCATION
Illinois State University - Bachelor of Science in Education
University of Illinois - Masters in Education
Illinois State University -Certificate K-12 Administration

PROFESSIONAL EXPERIENCE
Primary Grade Teacher/Unit Leader -- Danville, IL 1970-80
Illinois Central College -- 1986-Present
  Various positions with progressively increasing responsibility
  Currently - Dean of College & Career Readiness Department/Program Administrator for Adult
  Education and Perkins Postsecondary Grants

CURRENT PROFESSIONAL AND COMMUNITY MEMBERSHIPS AND INVOLVEMENT
  Illinois Adult and Continuing Educators Association
  Delta Kappa Gamma Society International-Alpha Lambda Chapter
  Area 15 Workforce Investment Board (WIB) and Youth Committee
  PCI Pekin Community Relations Board
  Dirksen Center Board of Directors and Executive Committee
  Adult Education Area Planning Council #514 -- Chair

AWARDS AND HONORS/PROFESSIONAL DEVELOPMENT
  Outstanding Achievement Award--Professions -- Pekin YWCA
  National Institute for Leadership Development, Class of 1994
  Pekin Chamber of Commerce Leadership Academy, Class of 2000
  Six Sigma Green Belt
Lizette Tripur

September 2017 to Current
Acting Assistant
Bureau Chief Region 3
DHS/Division of
Rehabilitation Services
Peoria, Illinois

October 1st, 2001 to Current

- Public Service Administrator
  - Supervises all professional staff, counselors and coordinators in the vocational and home services
    programs
  - Directs the local office operation to ensure the provision of services to a large and diverse
    population of customers with disabilities
  - Develop and directs all intra-office operations, record processing and maintenance
  - Develop and directs office goals, objectives and action plans
  - Distributes budget for the office
  - Authorizes and signs off on expenditures needing supervisory approval
  - Performs employee performance evaluations
  - Performs quality assurance reviews on cases
  - Maintains liaison with a variety organizations that facilitate referrals to the agency.
  - Plans work to be accomplished, sets priorities and assigns work according to abilities
  - Handle all English and Spanish speaking complaints, and grievance from customers
  - Handles and implements all personnel issues, regulations, and policies

12/1990-09/2001

- Rehabilitation Counselor/Rehabilitation Counselor Senior
  - Provided vocational counseling to an assigned caseload of individuals with disabilities for
    English/Spanish speaking customers
  - Interviewed customers, completed application for services and determined eligibility
  - Followed State and federal rules and regulations to determine eligibility of customers
  - Developed Individualized Plans for Employment
  - Maintained records on all customers and counseling sessions
  - Developed employment opportunities with employers for customers with disabilities
  - Developed and maintained effective community resource contacts
  - Served as the liaison for various community organizations
  - Screened students with disabilities for appropriateness to the Secondary Transitional Program
  - Assisted in training new counselors, provided day to day guidance and assistance
  - Served as the office accessibility specialist and office manager

Education

University of Illinois at Springfield, Ill.
- Masters of Arts Degree in Child, Family and Community Services

Southern Illinois University at Carbondale, Ill.
- Bachelor of Science Degree in Social Work
Vince Knight, PHR, SHRM-CP
410 W. Center St
Eureka, IL 61530
309-573-6428
vknight07@mediacomb.net

SUMMARY

Human Resource & Business Manager with strong leadership and administrative skills. Detail and Goal oriented professional with excellent communication skills and the ability to problem solve with high energy, initiative, and focus.

WORK EXPERIENCE

Illinois Department of Employment Security • Peoria, IL
Public Service Administrator/Local Office Manager (Nov 2011 – Present)
As a policy implementing manager, organize, plan, execute, controls and evaluate the Peoria local office serving the Employment Service and Unemployment Insurance programs for 10 counties as mandated under state and federal legislation, develop and implement a yearly plan of service and operating budget, through subordinate supervisory staff, ensure that goals are attained, communicate with community and civic organizations, elected officials, workforce partners, unions and employer groups, confer with division and regional supervisors; provide leadership and direction to staff who serve clients, investigate client complaints and cases for quality and timeliness.

Mass Mutual Financial Group • Peoria, IL
Business Manager (April 2009 – Sept 2010)
Oversee all administrative functions of agency operations including payroll for staff and agents. Effectively manage the financial activities of the Agency Business Accounts in accordance with fundamental accounting and "prudent man" rules. Deliver support to the agents and general agent for the complete sales cycle. Provide support for agency and agent level marketing. Overall facilities management.

Comcast • Quincy, IL/Peoria, IL
Regional HR Manager/HR Manager, Central IL (May 1997 – July 2008)
Responsible for full lifecycle recruiting and staffing logistics including performance management and improvement systems employment and compliance to regulatory concerns and reporting, employee orientation, development, and training; policy development and documentation; employee relations; disciplinary investigation; compensation and benefits administration; employee safety, welfare, wellness, and health; and employee services and counseling. Administer and explain benefits to employees. Recommend, develop, and schedule training and development courses. Provide advice, assistance, and follow-up on company policies, procedures, and documentation. Develop and maintain employee handbook. Conduct orientation sessions for new employees to explain personnel policies; compensation, and benefit programs. Maintain employee files and records, assures completeness of files. Payroll support functions at regional level. Training and assisting managers with company HR processes. Monthly and yearly EEO/AAP/OFCCP reporting. Administrator, subject matter expert and trainer for company customer relationship management system.

Operations Manager
Market HR Representative; Manage daily operations including: Ad Insertion Maintenance/Management; Computer Maintenance/Management; Minor Network Administration; Commercial Production; Traffic & Billing; Accounts Payable & Accounts Receivable; Budget & Expense Reports

Producer/Production Supervisor
Shoot & Produce Commercials
Oversight of Production Department

WGCA-FM/Great Commission Broadcasting • Quincy, IL
On-Air Personality/Music Programmer
On-Air; Music Programming; Commercial Production

U.S. Army • Ft. Lewis, WA
Maintenance Manager
Manage the maintenance of company vehicles

1994 - 1997
1985 - 1988
EDUCATION

Lincoln Christian College, Lincoln, IL
Theology/Philosophy/Business Administration Major
1988-1993

Parkland College, Champaign IL
Business Administration Major
1993-1994

HRCI
Professional In Human Resources (PHR)

SHRM
SHRM-Certified Professional (SHRM-CP)

SPECIAL SKILLS/KNOWLEDGE/ASSOCIATIONS

• Professional in Human Resources Certification
• Heart of Illinois Human Resource Council Chapter Member
• Society for Human Resource Management National Member
• Workforce Development Board Member
• Member of American Legion Post #466
• SAP HCM System, Brassring, ADP EV2, Windows: NT 3.51, 4.0, 3x, 9x, ME, XP, 2000, MCSE Certification Course
• Microsoft Word, Microsoft Excel, Microsoft Publisher, Microsoft PowerPoint, QuickBooks, Quicken
Resume

Warren R. Cheatham
9570 Grandville Rd., Bloomington, IL  61705
309-664-6560
wrcwrc1943@gmail.com

Professional Employment History

• Career Link / Planner; 1983 to present
• McLean County CETA Program / Planner, Program Developer and Counselor; 1975 to 1983
• Ford Central Schools / Junior High Teacher (Science); 1968 to 1975

Education

• Masters of Education - Curriculum Development / University of Missouri
• Law School - 3 semesters / University of Missouri
• Bachelor of Science Degree - Social Studies, Geography / Illinois State University

Professional Experience

# Thirty years experience writing all grants for federal job training programs
# Experienced in designing training programs for disadvantaged individuals and dislocated workers
# Responsible for internal monitoring of administrative systems including procurement, EEO, grants, finance, data systems and delivery systems
# Responsible for implementing coordination requirements with other social service agencies including public presentations
# Staff liaison and support for Board and Board Committees
# Designed, implemented and supervised staff delivering summer youth program for 14 to 21 year old youth
# Supervisor of Case Managers who were responsible for assessment and assignment of individuals to training programs
# Proficient with Microsoft Excel, Microsoft Word, and PowerPoint

Achievements

# President of the Unit Five Citizens Advisory Council
# Recipient of State of Illinois JTPA Outstanding Employee Award
# Recipient of United Private Industry Council Outstanding Employee Award
Karen Burkhart  
309.642.7862  
karenburkhart85@yahoo.com 

305 S Cummings Ln  
Washington, IL 61571

Objective

To obtain a position where I can utilize my time management skills, computer program knowledge, and customer service skills.

Skills

- Proficient in many programs including Photoshop CS3, Microsoft Word and Microsoft Excel. Learn new programs quickly and easily (currently learning Photoshop B).
- Good at problem solving and working independently.
- Proficient at multi-tasking and completing projects.
- Excellent customer service skills and building life-long client relationships.

Experience

United Workforce Development – Career Link, Peoria, IL  
2015 - Current

Career Planner

- Provide career counseling to clients whether they’re needing additional training or looking for new employment.
- Interpret and explain information, such as eligibility requirements and application details, to potential new clients.
- Assist clients in securing federal funding for occupational training and wage subsidies.
- Support clients in building strong, successful resumes, sometimes helping them with basic computer skills.
- Administer basic skills testing.
- Maintain participant files following local and federal standards and procedures.

Photography By Lee, Washington, IL  
2002 - 2015

- Retouch Artist - retouch digital images which includes removing blemishes from skin, enhancing eyes and hair, removing objects in the background - basically perfecting the final image. I created many new products and retouching techniques that ultimately resulted in large revenues for the company.
- Schedule client appointments, assist clients in selecting portraits and frames, prepare orders to be printed and work with professional photo labs. I am comfortable and enjoy working with all people - the client base is quite diverse.
- Manage the office when the owners are absent.
- Order office supplies.
- Created many office documents including but not limited to mailing labels, client lists, price catalogs, and many mail merge-type documents.
- Frame prints.

Intelli-Suites LLC, Peoria, IL  
2001 - 2002

- Reception / Secretary for two buildings of tenants - approximately ten businesses.
- Proficiently use the massive phone system.
- Helped get the buildings ready for sale to OSF - inventoried all office furniture and equipment being sold - and helped the new tenants with a smooth transition to their new location.
- I accepted this job knowing it was temporary and only lasting six months.
C&H Repair and Supply Co, Peoria IL

RP Short Run, Washington, IL

EDUCATION

Illinois State University
• B.A. in Fine Arts / Graphic Design

Illinois Central College
• Associates in Business Administration

2000 - 2001

1992 - 2000

December 1990

May 1988