

CEO Meeting Minutes
IL workNet Center - Springfield, IL
March 14, 2018 - 2:30 p.m.

1. **Attendance:** CEO Members; Troy Cummings, Linda Fulgenzi, Chuck Ruben - Staff and guest; Michelle Brookens, Carmen Flynn, Michelle Griebler, Diane Jones, Val LeSeure, Kyle Minert, Diane Murphy, Anne Schneider, Diana Lathan, Christine Boling, Lori Clark
 - Anne introduced LLWA's new staff members, Diane Jones who will be replacing Karla Krueger and Christine Boling who will be replacing Trish Dodd.
2. **Approval of Minutes from November 8th, 2017:** A motion was made by Chuck Ruben; seconded by Troy Cummings. **Motion carried.**
3. **WIB Update:** Anne Schneider reported that Eric Christians will be stepping down from his position as the Workforce Chair. However he will continue to serve on the WIB. The WIB will choose a nominating committee and move forward to select a new Board Chair. Anne also reported that we still need one business rep. for Sangamon County. Mick Butler was sent to us as a recommendation. Mick is from the TDL Industry. We are waiting for affirmation from Mick at this time. Anne asked that the WIB sign the Composition Summary to appoint Mick as this is the likely direction that we will be going. We are waiting on this final appointment for our board to be certified.
 - **Approval to appoint a Business Rep Mick Butler in Sangamon County from the TDL Industry:** Linda Fulgenzi made a motion to approve appointment; seconded by Troy Cummings. **Motion carried.** (Summary form signed by CEO members present)
4. **Program Information**
 - A. Liaison Reports

Cass County: Valerie LeSeure- reported that so far this PY there has been 25 visitors to the workNet center which include 66 services. Three Cass County residents have completed the Medical Assistant program at MTI, one is in job search, one has obtained a position at HSHS Medical Group, and another at Memorial Physicians Services. The Central Region plan identified employability/essential skills as a targeted initiative. Last year the Overall Economic Development Committee discussed a plan to implement an Employability Initiative, teaming up with several other agencies in Cass County. A sub-committee was formed to address concerns that employers were experiencing with employees.

The Beardstown Chamber, Cass County Community, Economic Development, and workNet will deliver a series of Employer Workshops starting in April. Littleton Storm and Timber Services, Inc., have expanded to their Beardstown yard, and have hired 20 employees. Ground is being broken on Virginia's affordable housing project next month. A letter of support was provided by the Land of Lincoln Workforce Alliance, to satisfy the grant's workforce services requirement. The annual Beardstown Chamber Dinner was held on the 8th all proceeds of the silent auction will go to the completion of the new community pool. The mayor has also vowed to continue to fight for development of a marina to provide access to the river and the economic advantages that would also bring to the community. The Cass County Interagency meeting was held in January and is scheduled again for March 21st, at Lincoln Land Community College. **Information provided in the CEO packet.**

Menard County: Valerie LeSeure- reported that there were 35 visitors and 59 services provided this PY. There are currently two Menard County youth enrolled in the Fishes and Loaves CNA program, one resident has completed the training program and work based learning component. Two residents are attending Lincoln Land Community College; another resident is currently in the

Journeyman II Welding program, at MTI. One resident has successfully completed the TDL program at LLCC and is working at Dot Foods. Another youth is expected to complete the Lawrence Education Center's Adult High School Diploma Program at the end of this school year. Hand of Fate Brewing Co. has been expanding since its May 2016 opening. The owners of Dr. UGS Drugstore Café, which shares the same site and provides food at Hand of Fate, is also expanding in Petersburg. The boards of directors of Athens Bancorp, Inc., parent company of the Athens State Bank, and the board of directors of NBP Financial Services, parent company of the National Bank of Petersburg, have announced a letter of intent outlining the terms of a consolidation of the two holding companies and banks. A new name will be created for the consolidated holding company and bank that will be headquartered at the current main office of the National Bank of Petersburg. No staff layoffs are anticipated, but there has been some movement of personnel between the three banks located in Petersburg, including Petefish, Skiles & Co. The banking industry in Menard County is one of the employment sectors along with tourism, agriculture related businesses, food service, medical and government. GiGi's restaurant has closed and a former restaurant owner is back on the scene, reopening Gilmore's Family Cafe. The Petersburg Chamber Annual meeting was held March 6th; last year's events were profitable while increasing the tourism traffic. Three employment workshops presented by the State of Illinois Central Management Services and the Department of Revenue, have been held so far this year. The workshops have been well received and the information has been very useful for those in the county seeking state employment. **Information provided in the CEO packet.**

Christian County: Michelle Brookens reported that there have been 293 visitors and 1130 services provided at the Taylorville center this PY. There are currently twenty-eight enrollments in a variety of training programs-primarily healthcare.

Healthcare Science currently accounts for seventy five percent of all enrollments in Christian County. Of the total twenty-eight enrollments, four have completed training. Four out of five students who have completed training have found employment within their field of training, and one trained truck driver is still looking for work. Hours have been reduced at the Christian County workNet Center to Mondays only.

Clearwater Organic Farms is purchasing the greenhouse facility in Langleyville to operate a hydroponic greens production company. They will hire approximately fifteen workers by May 2018 who will run operations in the facility as it stands now, which is about four enclosed acres. Christian County Job Fair is on the table for potential events within this fiscal year. The Greater Taylorville Chamber of Commerce has requested our participation in the same capacity as 2016, which was a success. We are looking at the first or second week of June at this time, and as IDES has expressed an interest in participating, will check their schedule to ensure there are no conflicts. **Information provided in the CEO packet.**

Logan County: Kyle Minert reported that there have been 114 visits and 260 services provided in Logan County. There are currently 21 customers in training. 4 in CNA, 3 in Medical Assistant, 4 in LPN training, 1 in RN, 5 in BSN training, 1 in Information Technology, 1 in Accounting, 1 CDL, and 1 in TDL. In November the Lincoln and Logan County Chamber of Commerce sent letters to members informing them that they were suspending operations in an effort to restructure.

Also, Lincoln City Council voted to approve a special use permit for Lincoln College to turn the St. Clara's Manor facility into a student-housing complex. If approved, the co-ed residence hall would house between 130-150 students roughly one mile from campus. In January, the Logan County State's attorney announced the creation of a Veterans Treatment Court. The goal is to identify veterans within the criminal justice system and honor their service by integrating veterans back into the community. The Land of Lincoln CEO program is in its third year. Students have been meeting with local business, and developing their own ideas for starting a local business. The annual CEO

trade show is scheduled for April or May 2018. State Farm Companies funded a grant given to Heartland Community College. The funds will be used to increase the number of participants earning short term certificates, boost career coaching resources, and develop programs which train for jobs in emerging business. The grant will be applied to the fall 2018 semester. Beginning in June 2018, Lincoln College is expanding its Accelerated "Bridge to Education" program to the Lincoln, IL campus. Heartland Community College's Lincoln Center will be moving to a larger location in June 2018 and will be including additional programs. Quality Inn motel opened in December 2017. It was an old Econo Lodge purchased about a year ago for renovation. Subway which was located in Lincoln's Super Walmart closed in December of 2017. Fantastic Sam's "Cut and Color" opened in December of 2017. Debbie's Downtown Floral opened in January 2018 and is taking the place of the previous shop, "Three Roses". The Hanger / Witz End Boutique opened in March 2018. It took over for "Old 2 New Thrift" that was at the same location. The Hanger will also serve as a hub for many economic development programs created by Community Action. "Guest House Coffee and Pastries" opened in February 2018. It replaces "By the Bean" coffee shop. The Blue Dog Inn restaurant is looking for a new owner. The current owners who have run the business since 2009 are retiring. There is currently 22 full and part time staff at Blue Dog. Lastly, St. Clara's Manor Rehab & Senior Care moved into its new \$20.6 million campus on Lincoln's west side. **Information provided in the CEO packet.**

Sangamon County: Diane Murphy reported that Sangamon County has 122 new enrollments in WIOA. There has been 13,733 visitors and 24,256 services provided at the Springfield Center. In January, 4 Rapid Response workshops were held- 1 Henry Technology, 2 Experian and 1 Morpho Trust. Worked Based Learning includes: 4 workers who are currently participating in on-the-job training, three participants in Work Experience, which includes 2 in the resource room and 1 in our department as a Program Assistant. Also, a total of 27 employees from Richardson's Mfg are receiving incumbent worker training. An Economic Development study was conducted in Sangamon County with a recommendation of creating a regional economic development vision and implementation strategy. A special job club was started for the former employees of National General (Standard Mutual) Insurance Company, who lost their jobs when the company had a major layoff last year. The job club helps workers navigate the job search process by offering group discussion on training and employment topics. The (CIC-SHRM) has partnered with the workNet Center to present special workshops for the older job seekers. Most workshops are facilitated by a local HR professional, and include employment topics. The workNet Center had a booth at the local collegiate career fair on February 15th. Those that stopped at our booth were informed of the many services that we offer. We also hosted a special workshop "How to Prepare for a Job Fair" at the Springfield Center two days before the event. The Greater Springfield Chamber of Commerce will hold a Spring Career Fair on March 22nd which we will take part in. The State House Inn has new ownership and will undergo a rebranding. They will be known as The State House Red Collection. H.D. Smith was purchased by AmerisourceBergen earlier this year. They are headquartered in Valley Forge, Pennsylvania and have 20,000 employees. HD Smith had approximately 1,000 workers nationwide. The vacant strip mall center on Constitution Drive has been sold. The two largest occupants moved out in 2013. The buyer of the retail center plans to make some renovations, and is hoping the center won't remain vacant for long. Construction continues on the (LRS) \$25 million, 58,000 square foot additional building. The project should be completed by the end of the year, and will allow the company to add between 45 and 70 new jobs. We will continue to monitor the nation-wide Toys R Us situation, in order to plan for Rapid Response Services, should a decision be made to close the Springfield store. The Abraham Lincoln Memorial Hospital Community Health Collaboration met on March 8th in Lincoln. Information was presented on the planned Outdoor Fitness Court for Lincoln. The court will be one of 100 being constructed in 100 cities across the country.. **Information provided in the CEO packet.**

B. Special Grant Projects – Michelle Griebler

- Trade Act Grant: Michelle Griebler reported that there are 2 GSI Trade enrollments. 1 started the Automotive Tech program at LLCC in August of 2018, and 1 at UIS in the BMA program. 2 from Henry Technologies have a planned start date in March for Medical Assistant training at MTI and CDL training at LLCC. GSI Group, Fisher & Ludlow, Experian Health Division, and Henry Technologies, have all been Trade certified.
 - Youth: LEC-PYTW has a total of 36 participants enrolled so far; 13 of which have obtained their high school diploma, 17 have been placed in paid work experience, and 18 are currently enrolled in follow up services. LLCC's "Youth Engagement" program has a current enrollment of 6 with a projected enrollment of 15. Fishes and Loaves "Pathway to Success" Program has 15 participants who started the program in February.
- Information provided in the CEO packet.**

C. Performance/Enrollment Reports - Michelle Griebler (pg. 19-21)

Michelle reported that DCEO is still working on additional information services and new data, but we do have some updated numbers to report. The report shows that we are meeting in 3 of the 9 measures and exceeding in 6. Our overall total enrollments since July 1st are 279 with 164 new enrollments, 189 current enrollments, and 90 excitors. The total number of participants receiving services is just over 14,000 with a total number of services provided of just over 24,000.

- **Approval of Standing Reports**: Linda Fulgenzi made a motion to approve standing reports; seconded by Chuck Ruben. **Motion carried.**

5. Fiscal Information – Diane Jones (pg. 22-25)

A. Expenditure & Grant Reports: Diane reported that on page 22 in the packet is the summary of all grants that have been active since July 1st. The first Formula Grant is in its second year and is spent at 96.2% and is obligated at 99%. The second Formula Grant that started on July 1st of last year is only expended at 25.5% but we have obligations at 61% overall. The Incentive Grant amount is \$6288.00 and will be spent by June 30. This grant can be spent on any allowable expense. The TAA Grant that started last April is expended at 39.9%. The closed TAA Grant in the amount of \$30,018.33 was expended at 100%. **Additional Fiscal information is provided on pages 22-25 in the CEO packet.**

- **Approval of Fiscal Report**: Linda Fulgenzi made a motion to approve fiscal report; seconded by Troy Cummings. **Motion carried**

6. Administrative Information - Anne Schneider (pg. 26 – 35)

1. **Director's report**- On page 26 of the packet, Anne provided an update of items approved in November and status of programs including the PY 18 MOU, RFP for Youth Programs, DCEO monitoring and regional planning.
2. **Minimum Training Requirement**- Several years ago a minimum % was put into policy that states 40% of our dollars must be spent on training. Beginning July 1st, this % will increase to 50%. A historical report was provided at the meeting on page 28 which shows how we have met the minimum requirement for the past several years.
3.
 - a. **DCEO Monitoring Results**- DCEO monitored both our fiscal and program operations the week of February 13th. There were no noteworthy findings at the informal exit. Also, DCEO accepted our response to the findings for the One-Stop Operator monitoring that was conducted. The BEST result is we DO NOT have to rebid the One-Stop Operator. As you will recall, we contracted with Thomas P. Miller last spring to complete the process.
 - b. **Youth Provider Recommendation**- A recommendation for Youth Providers for PY 2018 includes a recommendation to fund Lawrence Education Center's Putting Youth to Work

Program in the amount of \$166,862 to serve 30 youth. An RFP was issued and proposals were due on March 7th.

- c. **Center remodel-** On pages 30 – 35 in the packet is information about the center remodel and the associated costs which include: a bid for Wiley for the Resource Room changes and a bid for computers in the Resource Room. Both vendors, Wiley and CDW, are on the State of IL Master List for procurement.
- d. **Incumbent Worker Training-** HSHS Medical Group has applied for incumbent worker funding to train their workforce in medical records. Requesting approval to enter into contract for Incumbent Worker Training not to exceed \$25,000.
 - **Approval of Action Items:** Troy Cummings made a Motion to approve action items contained in the Administrative Information section; seconded by Chuck Ruben. **Motion carried**

7. Executive Session- Motion to move into Executive Session: Troy Cummings made a motion to move into Executive Session; seconded by Linda Fulgenzi. **Motion carried**

Update on Transition Plan for replacement of Executive Director who will retire March 30 - Lori Clark, consultant, provided a brief overview of the possible changes that could take place upon Anne's retirement. This includes an Executive Director who will work closely with Economic Development, the business community, and understands workforce issues. Research is being completed by the consultant and decision have not been made; however, some areas have Assistant Director's that oversee program operations and work closely with Executive Director.

Motion to exit Executive Session: Chuck Ruben made a motion to exit Executive Session; seconded by Troy Cummings. **Motion carried**

8. Announcements - upcoming Events

- **Next Meetings** – CEO Meeting May 16th; WIB Meeting May 21st

9. Public Comment - No public comment.

10. Adjournment - 4:20 PM **Motion carried.**