

CEO Meeting Minutes
IL workNet Center - Springfield, IL
May 16, 2018 - 2:30 p.m.

1. **Attendance:** CEO Members; Troy Cummings, Linda Fulgenzi, Dave Parish, Chuck Ruben - Staff and guest; Michelle Brookens, Carmen Flynn, Michelle Griebler, Diane Jones, Diana Lathan Val LeSeure, Kyle Minert, Anne Schneider, Brian McFadden, Lori Clark (phone)
2. **Approval of Minutes from March 14th, 2018:** A motion was made by Troy Cummings; seconded by Dave Parish. **Motion carried.**
3. **Brian McFadden and Lori Clark** Spoke briefly regarding the Executive Director position which includes additional coordination with Economic Development. Applications have been received and Lori will be recommending the top candidates for the interviewing process. Lori and Brian are hoping to make a decision by the end of May. It may be necessary to appoint a short term Acting Director. The Interview process will follow Sangamon County guidelines. Interview dates will be set at a later time.

A motion was made by Chuck Ruben and seconded by Linda Fulgenzi to go out of Regular Session and into Executive Session. **Motion carried.**

4. **Closed Executive Session:** 2:48 p.m. – 3:06 p.m. Closed session covered choosing an Acting Director if we have a gap between our current Director and the newly selected Director.

A motion was made by Chuck Ruben and seconded by Troy Cummings move back into Regular Session. **Motion carried.**

5. **WIB Update:** Anne Schneider reported that the Workforce Board has been certified. There are also a couple of By-Laws changes which include: adding additional information to the Conflict of Interest. The By-Laws also need to state that the Chairperson of the Workforce Board be a business Representative. **Details included in page 26 of our packet.** Anne Also discussed the retirement of Eric Christians and the nomination process of an incoming Chairperson. Larry Peterson has agree to run for Chair and Mark Sprehe will be running as a Vice Chair. There will be a vote on Monday at the WIB meeting.

A motion was made to approve the WIB Update by Troy Cummings; seconded by Dave Parish. **Motion carried.**

6. Program Information

Liaison Reports

Cass County: Valerie LeSeure- reported on: economic development, businesses and community, presentations, program updates, and visitor services for Cass County. **Detailed information provided on page 7 of the CEO packet.**

Menard County: Valerie LeSeure reported on: economic development, businesses and community, presentations, program updates, and visitor services for Menard County. **Detailed information provided on page 10 of the CEO packet.**

Christian County: Michelle Brookens reported on: Economic development, businesses and community, presentations, program updates, and visitor services for Christian County. **Detailed information provided on page 8 of the CEO packet.**

Logan County: Kyle Minert reported on: economic development, businesses and community, presentations, program updates, and visitor services for Logan County. **Detailed information provided on page 9 of the CEO packet.**

Sangamon County: Diane Murphy reported on Rapid Responses, economic development, businesses and community, presentations, program updates, and visitor services for Sangamon County. **Detailed information provided on page 11 of the CEO packet.**

Contractors and Special Projects – Michelle Griebler

Michelle Griebler reported that there are 4 current Trade enrollments. Two with GSI, 1 who started Automotive Tech training at LLCC in August of 2017, and 1 with UIS in the BMA program. GSI Group, Fisher & Ludlow, Experian Health Division, and Henry Technologies, have all been Trade certified. There have been 4 additional workers with Henry Technologies affected. A Rapid Response was held yesterday.

LEC-PYTW has a total of 38 participants enrolled so far with a planned enrollment of 50. Currently there are 13 enrolled. A graduation ceremony will be held on June 1st with an anticipated number of graduates to be 27. 23 participants have earned their Food Handlers and Microsoft Digital Literacy Certifications. 17 participants have been placed in WBL opportunities. There are 6 current and 15 projected enrollments in LLCC's Youth Engagement Program. LLCC staff are working on placements in paid WBL opportunities. **Additional information provided on pages 13-14 of the CEO packet.**

Activity, Enrollment and Outcome Reports - Michelle Griebler

We are currently at 17,319 participants receiving services but anticipate over 20,000 at the end of the Program Year. The actual services provided are just under 30,000 while anticipating closer to 35,000 by the end of June. We have served just under 300 participants during this training year. This includes 192 current enrollments, and 101 who have exited the program. The Outcome report shows that we are meeting or exceeding in all 9 measures. **Additional information provided on pages 15-17 of the CEO packet.**

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

7. Fiscal Information – Diane Jones

Expenditure & Grant Reports: Diane reported and provided information pertaining to our grants and Fiscal obligations. **Additional Fiscal information is provided on pages 18-23 of the CEO packet**

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

6. Administrative Information - Anne Schneider (pg. 24-25)

Director's report-

The Remodel of the Resource Room is being pushed back to June. Front Line Training will have a refresher course. DCEO monitored in Feb and the report is included in the packet. Michelle Griebler is completing program monitoring with youth providers and we have issued an RFQ for fiscal monitoring. We are planning for 9% cut in program funding for next year. New for next year- increase minimum from 40 to 50%. **Additional information is provided in the packet.**

Action Items-

Recommending approval to enter into a contract with Fishes and Loaves for CNA Training, remedial education, tutoring and work based learning to serve 25 youth in the amount of \$184,200 – June 1, 2018 through June 30, 2019.

Recommending approval to develop a pre-apprenticeship youth program with LEC and Central Illinois Building Trades Council. This project will serve out-of-school youth with the goal of bringing up academic levels and career awareness of the various trades. The goal is to enter/be accepted into an apprenticeship program or post-secondary education upon completion.

Approval to modify WIOA formula grant – move up to \$40,000 from DW to Adult. We have been watching the budget very closely and need to move money from dislocated worker to the adult funding stream. Historically, we have more disadvantaged adults that request training compared to dislocated workers. By moving \$40,000, this will serve additional students with training needs. A cover letter to be signed by the CEOs and WIB Chair will be available at the meeting.

Approval of PY 18 WIOA Funding allocation (pending). We have not received our grant allocation notice for next year, but in case we receive it before Wednesday, will request approval from the CEOs.

Approval of PY 2018 MOU with One-Stop Partners – the One-Stop partners approved the budget for PY 2018. Requesting CEO approval and signatures.
Incumbent Worker Training – Kathy's Kitchens – Agreement for \$900 to train workers on food service regulations.

DCEO monitoring results for program and fiscal – PY 17 – Extremely happy to report - NO FINDINGS!

Approval for Youth Fiscal Monitoring – up to \$8,000 contract – an RFQ was issued; however, like the last couple of years, we have no takers YET. Requesting approval to enter into a contract to monitor three youth programs up to \$8,000.

Updates to PY 2018 Policies

Work experience – change from a flat \$10/hr. rate to a range of \$10 to \$15 an hour minimum. Some of the nursing homes are increasing CNA hourly wages to \$14.00/hr. We have several youth in training programs that will be enrolled in work experience and earn the \$14.00/hr. rate.

Supportive Services_- increase semester/holiday break to four weeks as some schools have a month off between academic semesters.

Procurement – changes include adding the Land of Lincoln Workforce Board to the LLWA procurement policy. This is needed as the One-Stop Operator was procured last year and the Board must have a procurement policy. (And more importantly, this was a finding from DCEO). Also the Conflict of Interest section includes additional language which was also a recommendation by DCEO.

Policy on (PII) Personally identifiable information – Sangamon County recently approved a PII policy so will include information in ours.

MOU Reconciliation Policy – our office contracted with Tim Harmon to work with partners on the PY 18 MOU and to create a policy on how One-Stop partner costs are to be reconciled

throughout the year. The policy is in draft and will be submitted to DCEO for input and final approval.

Approval of Fiscal Report: Dave Parish made a motion to approve the Action Items report; seconded by Troy Cummings. **Motion carried**

8. Announcements – No Announcements

9. Next Regular Meetings – CEO Meeting September 12th; WIB Meeting September 17th

9. Public Comment - No public comment.

10. Adjournment - 4:12 PM **Motion carried.**