

CEO Meeting Notes
IL workNet Center - Springfield, IL
September 12, 2018 - 2:30 p.m.

1. **Attendance:** CEO Members: Troy Cummings, Linda Fulgenzi, WIB Chair: Larry Peterson; Staff and guest: Michelle Brookens, Michelle Griebler, Diane Jones, Kyle Minert, Diane Murphy, Sarah Graham, Carmen Flynn
2. **Received minutes from June 21st, 2018:** No motion-No quorum- CEO Minutes need approval for May 16, and June 21st at the October 31st meeting.
3. **WIB update:** Sarah Graham reported a few changes in the operation of the WIB meetings. Meetings will now be held from 4:30-6:00 PM and will change from a sit-down dinner to appetizers. The location will remain at the Northfield Inn and Suites for now. WIB packets will be sent out to WIB members on the Thursday before each meeting. County liaison reports will no longer be read but will be provided in the packets. Board members will also be more involved and will be asked to provide input related to: layoffs, expansions, businesses, etc. Re-appointments: We have four WIB members who will not be serving another term. We are hoping to have all new appointments in place prior to the October CEO Meeting. Also, Chris Hembrough will be replaced by Eric Berglund, who is the new CEO of the Land of Lincoln Economic Development with Sangamon County.
4. **One-Stop operator:** information will be in the Directors Report
5. **Youth committee:** Youth Council is working towards getting back on track. Kathi Lee is trying to get people more engaged in the Youth Council.
6. **Program Information:** Liaison Reports
 - Cass County:** Valerie LeSeure reported that so far this PY there have been 7 total visits and 11 services provided in Cass County. She also reported on: economic development, businesses and community, presentations, program updates. Detailed information provided on page 6 of the CEO packet.
 - Menard County:** Valerie LeSeure reported that so far this PY there have been 13 total visits and 21 services provided in Menard County. Valerie also reported on: economic development, businesses and community, presentations, and program updates. Detailed information provided on page 7 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 10 of the CEO packet.
 - Logan County:** Kyle Minert reported that so far this PY, Menard County has seen 8 visitors with a total of 22 services and 14 in training. Kyle also reported on: economic development, and businesses and community for Logan County. Detailed information provided on page 11 of the CEO packet.
 - Sangamon County:** Diane Murphy reported that the Sangamon County workNet Center has seen 2,094 visitors and has provided 3767 services so far this PY. Diane also reported on Rapid Responses serving former employees of Sears, and Bergner. For detailed reporting information on: economic development, businesses and community, presentations, and program updates, refer to page 14 of the CEO packet.

7. 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 MBA program. GSI Group, Fisher & Ludlow, Experian Health Division, and Henry' Technologies, have all been Trade certified.

Youth- Lawrence Education Center Prepare Youth to Work Program: Michelle Griebler

Total planned enrollments: 30 new. YTD enrollments: 6 who are carry-overs. 4 graduates completed a Summer Academy component of the PYTW Program. HSC/GED classes resumed with a 2/6 carry-over planned to resume classes and program participation. 17-participants are currently enrolled in follow-up services.

Fishes and Loaves Pathway to Success Program: Michelle Griebler

Total planned enrollment: 25 new. YTD enrollments: 16

8. Activity, Enrollment and Outcome Reports: Michelle Griebler

We are currently at 2,234 participants receiving services since July 1st. The actual services provided are just over 4, 000. Our Enrollment Report shows 203 current enrollments, 57 new enrollments, and 5 who have exited the program. There is no Performance Report available at this time. Additional information provided on pages 18-20 of the CEO packet.

9. Fiscal Information: Diane Jones

Expenditure & Grant Reports: Diane reported on, and handed out a summary of closed and current grants. The 15 and 16 Formula Grant closed at the end of June and were 100% expended. We are halfway through the PY17 Formula Grant and are at 71.5 % expended. The PY18 and the 16 Performance Grant have just become available to us and are only expended at 0% and .5%. Additional Fiscal information is provided on pages 20 -26 of the CEO packet

10. Administrative Information: Sarah Graham

Director's report: Sarah provided an update on the Resource Room. The Front-Line staff started on Monday, so we are officially operating as a One-Stop Center. We have a few small details to complete but are up and running. We have reorganized some of our offices. All staff has been moved into offices as they work with confidential material and this move will keep confidential documents behind locked doors. We are close to having our computer lab up and running. With this computer lab, we will be able to host small computer classes. We now have weekly staff meetings which has increased communication and has had positive feedback from staff. We are renegotiating our performance measures with DCEO (documents provided). The assistant director position has been posted, we are hoping to begin the hiring process by October 1st.

11. Approval Items:

- Training Provider Approval- LLCC Medical Assisting, Dental Assisting
- Additional 900 in funding in Trade Grant
- WIB appointments and re-appointments.

12. Announcements: Sarah will be traveling to the Governors Summit in October (info attached)

13. Upcoming Events:

- CEO Meeting- October 31st @ 2:30 PM
- WIB Meeting- November 5th @ 4:30 PM