

WIB Meeting Minutes

Monday, March 19, 2018 - 6:30 p.m.

Northfield Inn Conference Center 3280 Northfield Drive, Springfield, IL

Attendance: WIB Members: Mike Allison, Eric Christians, Andrew Fuchs, Chris Hembrough, Kathi Lee, John Leinberger, Vic Martinek, Larry Peterson, Mark Sprehe, Tracy Thornton, Bryan Tippy, Jody Wanless, Charlotte Warren, Kim Wonnell- **Staff and Guests:** Lori Clark, Linda Fulgenzi, Christine Boling, Carmen Flynn, Michelle Griebler, Diane Jones, Val LeSeure, Kyle Minert, Diane Murphy, Anne Schneider

A. Welcome and Introductions: Eric Christians welcomed members and guests

B. Roll Call: Sign in Sheet will be accepted as roll call

C. Approval of WIB Minutes November 13, 2017: (Meeting Minutes were provided in WIB packet)

- o **Approval of WIB Minutes:** Charlotte Warren made motion to approve November WIB Minutes, seconded by Bryan Tippy. **Motion Carried.**

D. Administrative Information: Anne Schneider gave the Directors Report and asked for approval on the following items.

1) **Directors Report:** (pg. 8 of packet) **Status of follow-up on items approved in November and status of programs.**

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 will be provided at the meeting which shows how we have done for the past several years.

3) **Approval Items:**

a) **DCEO Monitoring Results:** DCEO monitored both our fiscal operations and program delivery the week of February 13th. There wasn't anything noteworthy that was found. In addition, 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 to complete the process last year.

Request approval of DCEO Monitoring Results.

b) **Youth Provider Recommendation:** At the meeting, we will have a recommendation for a Youth Provider for PY 2018. An RFP was issued and proposals were due on March 7th. **Requesting approval for youth providers.**

c) **Center remodel:** Attached is 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. **Requesting approval of Center remodel.**

d) **Incumbent Worker Training:** Approval of contract with HSHS Medical Group for training of workers in Epic medical records system. Approval to enter into contract for Incumbent Worker Training in the amount of \$25,000.

e) **Other Items:**

Approval is requested from the Board to approve: DCEO Monitoring Results, Youth Provider and Resource Center remodel.

- o **Approval of Annual Items:** Eric Hanson made a motion to approve the above listed Annual Items, seconded by Mark Sprehe. **Motion Carried.**

f) **Transition Plan:** Consultant, Lori Clark with the Economic Consortia was asked by Sangamon County to take a look at Ann's position and study other workforce areas. Lori was asked to see where we currently are, what's working and what is not working. With the workforce becoming an integral part of Economic Development, there has been some thought of separating the Workforce Board from the Program Operations and having an

additional person to lead the operations of WIOA. We are hoping for applications to be in within two to four weeks and hoping to offer the position to the selected candidate in May. Anne will continue for three days a week for program and budgeting operations. Ann's job description will be posted nationally.

E. WIB Committee Reports:

- 1) **Youth:** (Kathi Lee) reports on the Youth Council. Last meeting was in March. The Youth Directory is still changing. We are hoping to have it up and running soon. The Youth Council is also discussing serving Youth with Barriers. Next meeting is in May.
- 2) **One-Stop Partners Committee:** (Anne on behalf of Eric) reports that the MOU has been the Focus of the meetings. One-Stop should have approval by May.
- 3) **WIB Development:** Nominating Committee for WIB Chair- Eric Christians will continue to serve on the WIB but will be stepping down in May as WIB Chair. As part of the bi-laws a committee must be put in place to oversee the process of nominating/voting in of the new WIB Chair. Larry Peterson and Mark Sprehe had volunteered for the Nominating Committee. To be eligible to run for WIB Chair, you must have served at least one year on the Board and be a Business Representative.

- o **Approval of WIB Committee Reports:** Motion made by Kathi Lee, seconded by Charlotte Warren. **Motion Carried.**

Program Information:

- 1) **County Reports:** Michelle Griebler (Report in packet Pg.16-27)

Detailed reports from all 5 counties in our workforce areas can be found in the packet. This includes: Center visits, Training enrollments, business and Economic development, and special project information as well as information on our contracted youth service providers. On pg. 26-27 is the Enrollment Report with information from all 5 counties. Reports show that Visitor Services are just over 14,000. There have been over 24,000 services provided. We have had 279 enrollments so far with 164 new enrollments. We have exited 90 participants from programs and currently have 189 participants in various training programs. Numbers are up 15% from this time last year. We are meeting or exceeding all performance outcomes.

- 2) **Fiscal Information:** Diane Jones (Report in packet pg.28)

Diane reported and explained all the carry-over and new grants. Diane reported that on page 28 in the packet is the summary of all 4 grants that have been active since July 1st. The first Formula Grant is a 16 Formula Grant that is spent at 96.2% and will be 100% by the end of June. The second Formula Grant is a 17 Formula Grant that doesn't expire until June of 2019 and is currently expended at 61%. We also have an Incentive Grant that expires in June that we have expended at 0%, but we will be utilizing this grant as it is only for \$6,288.00. The TAA Grant that started last April is expended at 39.9% but we have until September. The closed TAA Grant in the amount of \$30,018.33 was expended at 100%.

- o **Motion to Approve Standing Reports:** Larry Peterson made motion to approve above standing reports, seconded by John Leinberger. **Motion Carried.**

F. Upcoming Events/Announcements:

- 1) **2018 WIB Meetings**

- o September 17th
- o November 5th (due to Veteran's Day and Thanksgiving)

G. Public Comment: No public comment was received.

I. Adjourn:

- o **A motion to adjourn** was made by Kathi Lee and seconded by Bryan Tippy. **Motion carried/Meeting adjourned (7:46 PM)**