

## **WIB Meeting Minutes**

Monday, May 21, 2018 - 6:30 p.m.

Northfield Inn Conference Center 3280 Northfield Drive, Springfield, IL

**Attendance: WIB Members:** Lesa Branham; Eric Christians; Andrew Fuchs; Ralph Hill; Marcus Johnson; Kathi Lee; John Leinberger; Victor Martinek; Larry Peterson; Dave Robinson; Allison Rumler-Gomez; Mark Sprehe; Tracy Thornton; Charlotte Warren; Mark Winkler; Staff and Guests: Carmen Flynn; Michele Griebler; Diane Jones; Anne Schneider; Linda Fulgenzi

- 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)
- **Approval of WIB Minutes:** Lesa Branham made motion to approve November WIB Minutes, seconded by Mark Sprehe. **Motion Carried.**
- D. Administrative Information:** Anne Schneider gave the Directors Report and asked for approval on the following items.
- 1) Directors Report:** (pg. 4 of packet) Anne provided an update on; a) Funding for next year; b) 50% training minimum; C) Emphasis on apprenticeships.
  - 2) Approval Items:**
    - a) Youth:** 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. **Requesting approval for youth providers.**
    - b) Youth:** Recommending approval to move forward with a pre-apprenticeship youth program between LEC and the 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. **Requesting Approval for pre-apprentice for youth program.**
    - c) Grants and Partner Agreement:** Approval to modify WIOA formula grant. Requesting to move up to \$40,000 from DW to Adult. 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. **Requesting approval to modify WIOA formula grant.**
    - d) Grants and Partner Agreement:** Approval of PY 2018 MOU with One-Stop Partners. The One-Stop partners approved the budget for PY 2018. **Requesting approval of PY18 MOU with One-Stop.**
    - e) Grants and Partner Agreement:** Incumbent Worker Training for Kathy's Kitchens. Agreement for \$900 to train workers on food service regulations. **Requesting approval of incumbent worker training.**
    - f) Compliance:** DCEO monitoring results for program and fiscal - PY 17 – No findings.
    - g) Compliance:** Approval for Youth Fiscal Monitoring of 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.**

**h) Updates to PY 2018 Policies - a few changes**

- **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.

**Requesting Approval to PY 2018 updates.**

- i) **Transition Plan update: None**
- j) **Other Items: None**

**E. WIB Committee Reports/Action Items:**

- 1) Youth: (Kathi Lee) discussed the youth pre-apprenticeship program regarding next steps in trade awareness. Lawrence will also have summer school classes covering social, and emotional learning curriculum. Kathi also updated the board on low/no cost breakfast and lunch locations.
- 2) **One-Stop Partners Committee:** - No Report
  - **Approval of WIB Committee Youth Report:** Motion made by Ralph Hill, seconded by Vic Martinek. **Motion Carried.**
- 3) **WIB Development:** - Larry Peterson:
  - a) **LLWB certified by State;** b) **By-Law changes attached** - added conflict of interest statements from DCEO monitoring and WIB Chair must be a business rep; c) **Nominating Committee** -Eric Christians is retiring as Board Chair but will continue as a Business representative on the Board. Board members will vote for Chair and Vice Chair. Larry Peterson has agreed to run for Chair and Mark Sprehe will run for Vice-Chair.
    - **Approval of WIB Committee Reports:** Motion made by Kathi Lee, seconded by Charlotte Warren. **Motion Carried.**

**F. Program Information:**

- 1) County Reports, Contractors and Trade: Michelle Griebler (Report in packet Pg.10-20) 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 17,000. There have been over 29,000 services provided. We have had 291 enrollments so far with 190 new enrollments. We have exited 101 participants from programs and currently have participants in various training programs. We are meeting or exceeding all performance outcomes.

**2) Fiscal Information:** Diane Jones (Report in packet pg.21)

Diane reported and explained all the carry-over and new grants. Diane reported that on page 21 in the packet is the summary of all 4 current grants. The first Formula Grant is a 16 Formula Grant that is spent at 99.3% and will be 100% by the end of June. The second Formula Grant is a 17 Formula Grant that stands through April and is currently expended at 44%. 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 63.5% but we have until September.

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

**Special Election:**

**Larry Peterson has agreed to serve as WIB Chair.**

- **Motion to Approve Larry Peterson as WIB Chair:** Allison Rumler-Gomez made motion to approve Larry Peterson as Board Chair, seconded by Kathi Lee. **Motion Carried.**

**Mark Sprehe has agreed to serve as Vice Chair.**

- **Motion to Mark Sprehe Vice Chair:** Mark Winkler made motion to approve Mark Sprehe as Vice Chair, seconded by Allison Rumler-Gomez. **Motion Carried.**

**Special Presentation:**

**Larry Peterson and Anne Schneider presented a proclamation to Mr. Eric Christians recognizing his time and dedication as the WIB Chair.**

**G. Upcoming Events/Announcements:**

**1) 2018 WIB Meetings**

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

**H. Public Comment:** No public comment was received.

**I. Adjourn:**

- **A motion to adjourn was made by:** Mark Sprehe and seconded by Kathi Lee. **Motion carried/Meeting adjourned (7:58 PM)**