

## **WIB Meeting Minutes**

Monday, September 17, 2018 - 4:30 p.m.

Northfield Inn Conference Center 3280 Northfield Drive, Springfield, IL

**Attendance: WIB Members:** Andrew Fuchs, Eric Berglund, Charmin Doering, Kim Wonnell; Randy Staton, Brian Tippy, Kim Warren, Ralph Hill, Marcus Johnson, Kathi Lee, John Leinberger, Victor Martinek, Larry Peterson, Mark Sprehe, Tracy Thornton, Charlotte Warren, Staff and Guests: Carmen Flynn, Michele Griebler, Diane Jones, Sarah Graham

**Welcome and Introductions:** Larry Peterson introduced Sarah Graham as the new Director and welcomed everyone to the September WIB Meeting.

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

### **Approval of Minutes- May 21, 2018**

- **Approval of WIB Minutes:** Vic Martinek made motion to approve WIB, seconded by Ralph Hill. **Motion Carried.**

**Administrative Information:** Sarah Graham gave the Directors Report and asked for approval on the following items:

**Directors Report:** Sarah provided an update on:

- **Resource Room Update** - Remodel is complete, we have a few small items to finish up.
- **Career Services** - Front Line Training was complete. We are now a fully operational One- Stop. Which means we have all services available under one roof.
- **Business Services Team**- We have started company visits. Our survey data will help us better serve our businesses.
- **County Meetings** - Visits have begun. Sarah is hoping to have visited all 5 counties by the end of the month.
- **Office Reorganization** - All staff has been moved into office, this will help keep personal information confidential. We are working on better utilization of our space.
- **Computer Lab**- Our Computer Lab is just about finalized. We have 7 computers to use for small computer classes soon.
- **Rapid Response Updates** - We have had or will be having Rapid Responses to assist individuals affected by lay-offs from: Bunn, Kroger, Sears, Bergner, SJ-R and Walmart.
- **Weekly Staff Meetings** - We have begun Weekly Staff Meetings. This is helping communication all around. The staff is very appreciative of this. Finances will be discussed to keep all staff up to date on budget.
- **WIB Meetings** - We have changed the time of our WIB Meetings, and will make a few function changes to get the best results with our time. We will also include time in our meetings for our WIB members to provide a short report on their areas.
- **Negotiation of performance Measures** – Negotiation of Performance measures with DCEO will be taking place This Wednesday.
- **Staff Reviews**- All reviews and pay increases will be completed by November.

### Approval Items:

- **Training Provider list-** Two Adult Education programs will be added. This includes Dental Assisting and Medical Assisting.
  - Motion to approve the addition of Dental Assisting and Medical Assisting to the Training Provider List: Tracy Thornton made motion to approve, seconded by Brian Tippy: **Motion Carried.**
- **Replacement of WIB Members** - Eric Berglund will replace Chris Hembrough, Randy Staton who be replaced With Erik Hanson
  - **Motion to approve the replacement of our WIB Members:** Mark Sprehe made a motion to approve. Brian Tippy Seconded the motion: **Motion Carried.**
- **Approval to apply for the Trade Grant** - (will apply when we receive the grant information). Foreseeable funds will be around 50,000.00
  - **Motion to apply for the Trade Grant:** Vic Martinek made a motion to approve. Tracy Thornton Seconded the motion: **Motion Carried.**
- **Assistant Director Position-** Request for approval to hire. This position has been revamped and will be responsible for grants and funding. We are hoping to have this person hired by October.
  - **Motion to approve the hiring of an Assistant Director:** Andy Fuchs made a motion to approve. Kim Wonnell Seconded the motion: **Motion Carried.**

### WIB Committee Reports:

**Youth-** (Kathi Lee) discussed the youth pre-apprenticeship program and free food programs over the course of the summer.

**One-Stop Partners Committee** - One Stop has developed a new Intake Form that everyone agrees on. Illinois Job Link is being used to track clients. The communications barrier between computer systems have been a challenge. This is a work in progress. We are working on new signage. Career Planners are now on sight. Proprio is in place. Assistive Technology is in place. We will keep the board updated.

- **Approval of WIB Committee Reports:** Motion made by Marcus Johnson, seconded by Andy Fuchs. **Motion Carried.**

### Program Information:

County Reports, Contractors and Trade: Michelle Griebler (Report in packet Pg.5-18). 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. 19-20 is the Enrollment Report with information from all 5 counties. Reports show that we have provided over 4,000 career services to over 2,200 non-

duplicated individuals. We have 203 enrollments currently so far with 57 new enrollments. We have exited 5 participants from programs and currently have participants in various training programs. Performance Reports have not been updated as of this time. These reports should be available in November.

- **Motion to Approve County, Trade, and Enrollment Reports:** Brian Tippy made motion to approve above reports, seconded by Vic Martinek. **Motion Carried.**

**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 17 Formula Grant that is spent at 71%. The second Formula Grant is an 18 Formula Grant that stands through June of 2020 and has only been expended at 0.5%.

We also have an Incentive Grant that expires next June that we have expended at 0%, but we will be utilizing this grant as it is only for \$6,288.00. Our Trade Grant is 88% expended and goes through next September.

- **Motion to Approve Fiscal Reports:** Marcus Johnson made motion to approve above standing reports, seconded by John Leinberger. **Motion Carried.**

**Upcoming Events/Announcements:**

- November 5<sup>th</sup> WIB Meeting- 4:30PM. This will also be our Annual Awards Ceremony.
- March 18<sup>th</sup> 2019 WIB Meeting – 4:30PM

**Public Comment:** None

**Adjourn:**

- **A motion to adjourn was made by:** Andy Fuchs and seconded by Ralph Hill. **Motion carried/Meeting adjourned (5:57PM)**