

WIB Meeting Minutes

Monday, November 5, 2018 - 4:30 p.m.

Northfield Inn Conference Center 3280 Northfield Drive, Springfield, IL

Attendance: WIB Members: Lisa Branham, Charmin Doering, Andrew Fuchs, Matthew Grieme, Kathi Lee , Victor Martinek , Larry Peterson, Hollie Reid, Dave Robinson, Allison Rumler-Gomez, Doug Stark, Randy Staton, Tracy Thornton, Jody Wanless, Mark Winkler, Kim Wonnell, **Staff:** Alicia Dean, Christine, Boling, Jesse Black, Michelle Brookens, Carmen Flynn, Sarah Graham, Michele Griebler, Diane Jones, Val LeSeure, Kyle Minert, Diane Murphy, **Guests:** Courtney Reber, Brianna Dews, Latisha Ross, Cordesha Wilborn, Hope Wright, Ashley Noble, Tina Tuigo

Welcome and Introductions: Larry Peterson welcomed everyone to the November WIB Meeting and spoke briefly regarding the duties and responsibility of the WIB Members. Larry also spoke of the importance of today's Annual Awards Banquet.

Roll Call: Attendees introduced themselves. This was accepted at roll.

Approval of Minutes- November, 2018:

Approval of WIB Minutes: Vic Martinek made motion to approve the November WIB Minutes, seconded by Randy Staton. Motion Carried.

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

- We have hired Michelle Griebler as our Assistant Director. We now need to hire a Program Compliance Specialist.
- We negotiated performance measures with DCEO in September. We looked at past year performances and suggested that DCEO measure and negotiate with them on 4 categories. Happy to say, we negotiated and acquired all of the percentages that we requested.
- DCEO just completed their fiscal and programmatic monitoring last week.
- Sarah attended an EDC meeting with various community partners to discuss the status of Springfield and Sangamon County.
- Sarah met with local Human Resources Representatives and Recruiters to discuss opportunities for growth.
- Sarah met with RM regarding a training program and offered assistance in developing a talent pipeline for CNC Machinists.
- Sarah Met EDS and Nudo to address their workforce issues and concerns.
- Sarah with Logan County regarding a new veteran's facility and offered assistance with employment and training initiatives. In addition, Kyle and Sarah are meeting with Logan County Corrections to discuss a program they are beginning and they would like our support.
- Sarah met with a few representatives from DCEO to discuss various grants and funding opportunities.
- A monthly calendar is being created for clients and this will include all of the classes that we offer.
- Staff meetings now include finance and grant statuses.
- The budget was due October 5th to the County. Most of the line items will remain the same or have a slight change.
- Staff reviews were completed. Sarah has requested that all staff provide their strengths, weaknesses and goals for the upcoming fiscal year. We will be reviewed in 6 months to make sure staff is on track to reach their goals.

- The end of the year Annual Report is complete.
- Sarah attended the Governor's Summit in East Peoria, Illinois on October 1st.
- Sarah attended the WIOA Regional Service Integration Workshop in Bloomington-Normal on October 31st.
- Sarah is becoming familiar with the policies and regulations. Grant work has been challenging, but staff has been helpful.

Approvals - Action Items:

- WIB Members - new WIB appointments and reappointments (list of members were provided)
Approval of WIB Members: Matt Grieme made motion to approve appointments and reappointments, seconded by Sharmin Doering. Motion Carried.
- Youth RFP
Approval of 2019 Youth RFP: Matt Grieme made motion to approve the Youth RFP, seconded by Lesa Branham. Motion Carried.
- MOU Negotiator
Approval of MOU Negotiator: Lesa Branham made motion to approve the MOU Negotiator, seconded by Vic Martinek. Motion Carried.
- Program Compliance Hiring
Approval of Program Compliance Hiring: Kim Wonnell made motion to approve Program Compliance Hiring, seconded by Lesa Branham. Motion Carried.

WIB Committee Reports:

- WIB Development – No report. Larry Peterson gave a brief overview of the WIB Committee responsibilities.
- Youth- No report. (Kathi Lee) Youth Council will be meeting soon
- One-Stop Partners Committee – (Jody Wanless) The One-Stop Resource Room is complete. At this time we are keeping a close eye on its operation as it is a work in progress.
Approval of WIB Committee Reports: Motion made by Hollie Reid, seconded by John Leinberger. Motion Carried.

Program Information:

County Reports, Performance, Contractors and Trade: Michelle Griebler (Report in packet Pg.7-19)
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. 18-19 is the Enrollment Report with information from all 5 counties. Reports show that we have provided just under 6,000 career services to over 3,100 non-duplicated individuals. We have 202 enrollments currently with 65 new enrollments. We have exited 26 participants from programs and currently have participants in various training programs. Performance Reports show that we are exceeding in 8 of the 11 areas. These results are preliminary.

Fiscal Information: Diane Jones (Report in packet pg. 20)

Diane reported on: new, carry-over and recently closed grants. Diane reported that on page 20 in the packet is the summary of the 3 active grants and 1 closed grant. The first Formula Grant is a 17 Formula Grant that is spent at 81% but is obligated at 100%. This should be reflected at the March meeting. The second Formula Grant is an 18 Formula Grant that stands through June of 2020 and has only been spent at 17%. We also have a 16 Incentive Grant that expires next June that we have expended at 0%, but we will be utilizing this grant as it is only for \$10, 575. Our 16- Trade Grant has closed as of September and was spent at 100%.

Matthew Grieme made a motion to approve the program Information and Fiscal Reports, seconded by Dave Robinson. Motion Carried.

WIB Members: (open discussion on concerns, training, business, closures, and community)

- Bonanza is auctioning off the remaining items, including the cow. The auction is next weekend
- IDES had a job fair in Cass County. Lots of businesses turned out for support. Cass County will see another job fair in the near future
- The Labor area- The HVAC could use another 15 or so individuals, this area is always looking for skillful people. The 9 months of Trade Schools is not enough time to produce ready to work students. Diane Murphy and Andrew Fuchs are meeting to discuss possible assistance from our OJT program
- The biggest issue in labor and trade is that some candidates want to skip the necessary steps and sometimes lose interest.

Upcoming Events/Announcements:

- Springfield area Building Trades will be holding a multi-craft event at the BOS Center this weekend. This event will include 11 trades and 16 counties. This event is open to the public and focuses on 9-12 grade students.
- March 18th 2019 WIB Meeting – 4:30PM
- Goodwill has a grant called Digital Career Accelerator for people who need assistance from anywhere from phone usage to more complex issues.

Public Comment: None

Adjourn: Meeting adjourned (5:27PM)

A motion to adjourn was made by: Dave Robinson and seconded by Mark Winkler. Motion carried