

**CEO Meeting Minutes**  
**IL workNet Center® Springfield, IL**  
**March 13, 2019 2:30 PM**

**Meeting opened with a moment of silence in remembrance of Dave Parish.**

1. **Attendance and introductions:** CEO Members-Mike Barnett, Linda Curtin, Chuck Ruben, 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

**Not in Attendance:** Becky Edwards, Bob Lott, Andy van Meter

2. **Approval of minutes** from October 31, 2018: One correction to be made- Tim Carlson will be added to the October 31<sup>st</sup> meeting attendance.

**Motion to approve** minutes made by Troy Cummings, seconded by Chuck Ruben. **Motion Carried**

3. **Program Information:**

- a. Liaison Reports

Cass County: Valerie LeSeure reported that so far this PY there have been 47 total visits and 59 services provided in Cass County. She also reported on: training information, businesses and community and economic development, which include: the development of the Harbor Marina in Beardstown who has received a \$400.00 grant from the Open Space Lands Acquisition and Development, and will be applying for additional grants; the Beardstown Solar Farm who is replacing the five towers north of Ashland; Sunrise FS has proposed a project which consists of a fertilizer plant, a gas facility, office spaces, and grain storage; the Two Rivers Economic Development District is working on a Comprehensive Economic Development Strategy (CEDS) for the district. CEDS committee meets quarterly to update action plans; Chamber members are assisting Beardstown Police Department in obtaining educational material on the dangers of, substance abuse, bullying, cybercrimes, and other issues in today's society. This information is provided in detail on page 4 of the March 13<sup>th</sup> CEO packet.

Menard County: Valerie LeSeure reported that so far this PY there have been 28 total visits and 41 services provided in Menard County. She also reported on: training information, businesses and community and economic development, which include: an ordinance that was passed by Petersburg City Council to establish a business district. This will enable the city to collect a half percent sales tax, which will increase jobs, aid in retention of small businesses, and improve infrastructure; Dan Williams with Land of Lincoln TV will produce and promote "Menard County Lifestyles," a monthly video program that highlights local businesses, and promotes community events in Petersburg and Menard County, free of charge. There will be local documentaries added this fall and new programs are in production. Detailed information provided on page 10 of the March 13<sup>th</sup> CEO packet.

**Motion to approve** Menard and Cass County Reports made by Mike Barnett, seconded by Troy Cummings. **Motion Carried**

Christian County: Michelle Brookens reported that so far this PY there have been 291 total visits and 912 services provided in Christian County. She also reported on: enrollment and training information, businesses and community and economic development, which include: The very successful Clearwater Organic Farms, who are actively recruiting; the opening of the new Gordman's store; the construction of the new Steak & Shake; the remodeling of Walmart; and the construction of HSHS in Taylorville. Detailed information provided on page 5-6 of the March 13<sup>th</sup> CEO packet.

**Motion to approve** Christian County Reports made by Linda Fulgenzi, seconded by Chuck Ruben. **Motion Carried**

Logan County: Kyle Minert reported that Menard County has seen 38 visitors with a total of 98 services provided YTD. Kyle also reported on: enrollment and training information, businesses and community and economic development, which include: The ARDAGH factory which will be closing in April; the foreclosure of the Lincoln Grand 8 Theatre; the completion of the Hilltopper Wind Farm, that is expected to generate 570 GWH annually; The Apex Clean Energy Sugar Creek wind farm project has been slowed due to an agreement not yet signed that would allow gas lines to cross through the windfarm project; there are plans underway for a new 'Y' in Lincoln, this facility would contain health and wellness programs, a daycare, and a café; the Lincoln Balloon Festival will return in August, but on a smaller scale. Detailed information provided on page 8-9 of the March 13<sup>th</sup> CEO packet.

**Motion to approve** Logan County Reports made by Linda Fulgenzi, seconded by Mike Barnett.

**Motion Carried**

Sangamon County: Diane Murphy reported that Sangamon County's workNet Center has had 7,181 visitors with a total of 11,848 services provided YTD. Diane also reported on Rapid Response workshops, training information, businesses and community and economic development, which include: Workshops held for Springfield's Kmart and Vibra Hospital employees who were dislocated due to closures; a Rapid Response workshop held for International Gaming Technology of Springfield who are downsizing; an Apprenticeship 101 workshop- supported by DCEO, and The Chicago Jobs Council and Young Invincibles; the Society for Human Resource Management has implemented a veteran hiring initiative for 2019. Community conversations held on Feb. 5<sup>th</sup>, and March 12<sup>th</sup>. Detailed information provided on page 11-12 of the March 13<sup>th</sup> CEO packet.

**Motion to approve** Sangamon County Reports made by Linda Fulgenzi, seconded by Chuck Ruben.

**Motion Carried**

**b. Contractors and Special Reports:**

Trade Adjustment Act Grant: Pg. 13

Michelle Griebler reported that there are 3 current and 6 total Trade Enrollments.

The following companies have been Trade certified and have workers residing in our workforce area. GSI, Fishes and Ludlow Inc., Experian Health Division, Henry Technologies, and Ardagh Group.

Youth: Pg. 13-14

Lawrence Education Center Prepare Youth to Work (PYTW) Program: Michelle Griebler

Total planned enrollments: 30 new. YTD enrollments: 20. There are 15-participants are currently enrolled in follow-up services.

Fishes and Loaves Pathway to Success Program: Michelle Griebler

Total planned enrollment: 25 new. YTD enrollments: 25. There are 26-participants are currently enrolled in follow-up services.

**c. Activity, Performance, Enrollment and Outcome Reports:**

We are currently at 7,585 participants receiving services since July 1st. The actual services provided are just under 13,000. Our Enrollment Report shows 204 current enrollments, 127 new enrollments, and 97 who have exited the program. The Performance report is showing that we are meeting all performance guidelines and exceeding 8 of the 11. Additional information provided on pages 15-17 of the CEO packet.

**Motion to approve** Contractors and Special Reports, Activity, Enrollment, and Outcome. Motion made by Chuck Ruben, seconded by Mike Barnett. **Motion Carried**

4. **Fiscal Information:** Diane Jones

Expenditure & Grant Reports: Diane reported on, and handed out a summary of closed and current grants and budget information. The 17 Formula Grant is obligated at 100% and is 96% expended. The 18 Formula Grant is expended at 28.1%. The 16 Incentive Grant is obligated at 0%. Our TAA Grant is currently expended at 67.8. Additional Fiscal information is provided on pages 18-22 of the CEO packet.

**Motion to approve** Fiscal Report. Motion made by Troy Cummings, seconded by Linda Fulgenzi.  
**Motion Carried.**

5. **Administrative Information:** Sarah Graham

a. Director's report: Sarah highlighted areas on her written report- This includes: business visits that are organized between Sarah and our local EDC. Sarah has a list of businesses that she will be meeting with. This list is available upon request. Sarah also touched on: office updates; the new workNet building sign; and changes in staff duties; changes in our referral process to allow for more clear information. You will find her detailed report on pages 23-24.

**Motion to approve** the Directors Report. Motion made by Linda Fulgenzi, seconded by Chuck Ruben. **Motion Carried.**

b. Action Items: Sarah Graham

a. Appointments and Re-appointments

**Motion to Approve** - Linda Fulgenzi, seconded by Chuck Ruben. **Motion Carried.**

b. DCEO Monitoring- **Request Approval**

c. Regional Plan- RF- **Request Approval**

d. Youth RFP Recommendations- **Request Approval**

e. Personnel changes and technology for new hire- **Request Approval**

**Motion to Approve** Items b-e, Chuck Ruben motioned, seconded by Linda Fulgenzi. **Motion Carried.**

6. **Executive Session: None**

7. **Announcements:**

- The Resource Room has a new Direct Linkage phone
- WIB and CEO schedule is on the back page of the packet
- The next CEO meeting is scheduled for May 15<sup>th</sup>

8. **Public Comment: None**

9. **Adjournment: 3:58PM**

**Motion to adjourn.** Motion made by Chuck Ruben, seconded by Linda Curtin. **Motion Carried.**