

## **WIB Meeting Minutes**

Monday, March 18, 2019 - 4:30 p.m.

Northfield Inn Conference Center 3280 Northfield Drive, Springfield, IL

**Attendance: WIB Members:** Eric Berglund, Sharmin Doering, Andrew Fuchs, Matthew Grieme, Debbie Hummel, Marcus Johnson, Kathi Lee, John Leinberger, Larry Peterson, Dave Robinson, Doug Stark, Randy Staton, Charlotte Warren **Staff:** Michelle Brookens, Carmen Flynn, Sarah Graham, Michelle Griebler, Diane Jones **Not Present:** Kim Bourne, Lisa Branham, Mick Butler, Eric Christians, Mohsine Gdid, Ralph Hill, Vic Martinek, Hollie Reid, Alison Rumler Gomez, Mark Sprehe, Tracy Thornton, Bryan Tippy, Tim Wessel, Mark Winkler, Kim Wonnell

**Welcome and Introductions:** Larry Peterson welcomed everyone to the March 18<sup>th</sup> WIB Meeting and spoke briefly regarding the duties and responsibility of the WIB Members.

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

**Approval of Minutes-** November, 2018 (pg. 1-3):

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

**Program Information:** Michelle Griebler provided program information in the following areas (pg.4-17):

Training Enrollments, Business and Economic Development, updates on Special Projects as well as information on our Contracted Youth Service Providers. On pg. 16-17 is the Center Activity and Enrollment Reports with information from all 5 counties. Reports show that we have provided just under 13,000 career services to over 7,500 non-duplicated individuals. We have 204 enrollments currently with 127 new enrollments. We have exited 97 participants from various programs and currently have participants in various training programs. Performance Reports show that we have meet or are exceeding in all 11 areas.

**Fiscal Information:** Diane Jones (Report in packet pg. 18)

Diane reported on: New, carry-over and recently closed grants. Diane reported that on page 20 in the packet is the summary of the 4 active grants and 1 closed grant. The first Formula Grant is a 17 Formula Grant that is spent at 96% and will be at 100% by the end of June. The second Formula Grant is an 18 Formula Grant that stands through June of 2020 and has been spent at 28.1%. Our Incentive Grant for \$10, 475.00 and goes until the end of June.

Matthew Grieme made a motion to approve the program and Fiscal Reports, seconded by John Leinberger. Motion Carried.

**Administrative Information:** Sarah Graham provided the Directors Report and briefly discussed the below items: A detailed report can be found on (pg. 19-20)

- Appointments and Re-appointments- With the start of the New Year and with the large number of new appointees, Sarah has created a document explaining the history and vision of the Workforce Board as well as the roll of board members. (A document was handed out to attendees.) This document also provides a statement explaining who are and what we do.  
Open Discussion regarding input of the CEO's and Board Members and how this input fits into the Regional and Local plans, which will be redone in 2020.
- DCEO Monitoring- A surprise EEO Monitoring has been conducted. This was the first monitoring in about 5 years. We will communicate any findings to the state to be fixed.

- Sarah reported that she has regularly visited with the Land of Lincoln EDC, and is organizing business visits with them.
- The past few months have brought about several Rapid Responses.
- Sarah has been visiting each of our 5 counties. She still needs to visit Menard County.
- Sarah has been advised by a couple of companies that they are experiencing a few workforce and training issues. Sarah has reached out to the colleges and universities to see how we can support these businesses with these needs.
- We have realigned some of our staff duties. These realignments are working more efficiently.
- We have just hired Michelle Griebler for the Assistant Director position and have hired Michelle Brookens for the compliance Position.

#### **Approvals - Action Items:**

- WIB Members - New WIB appointments and re-appointments (pg. 21-23).  
Approval of WIB Members: Dave Robinson made a motion to approve appointments and Re-appointments, seconded by Sharmin Doering. Motion Carried.
- DCEO Monitoring- Annual Monitoring with one finding (pg.24).  
Matt Grieme made motion to approve DCEO Monitoring, seconded by Lesa Branham. Motion Carried.
- Regional Plan- We are waiting on the requirements from DCEO and we will be putting out an RFQ for assistance with this process. We are requesting approval to move forward with the RFQ at that time. RFQ is in the packet for review (pg.27-28).
- Youth RFP Recommendations- Request for funding for out-of-school youth programs with LEC, and CACC (pg.29)  
Open discussion regarding the importance of these programs and anticipated program funds.  
  
Approval of DCEO Monitoring, Regional Plan RFQ, and out-of-school youth program funding. Matthew Grieme made motion to approve, seconded by Marcus Johnson. Motion Carried.
- Personnel changes and technology for new hire- Approval requested to hire a Christian County Liaison and to purchase equipment needed for this staff addition.  
Dave Robinson motioned to approve a new hire and equipment purchase, seconded by Randy Staton. Motion Carried.

#### **Around the Table Discussion:**

- Charlotte Warren, LLCC- The Ag. Program received a monetary gift and some farm land. This will pave way for program growth and a new Ag building in the near future.
- Marcus Johnson, Springfield Urban League- Discussed a partnership with LLCC in Solar Panel Installation Training. Contact the Springfield Urban League for details.
- John Leinberger and Doug Stark- Are working with the Menard County Housing Authority on an Educational Seminar on March 28<sup>th</sup> and are noticing a need for financial literacy in their area.
- Open discussion regarding apprenticeship regulations, what is involved, and how they can be successful. There were also discussions regarding the Apprenticeship 101 workshop held at the workNet Center that was overseen by a DCEO grant recipient from Chicago. This workshop was well attended and an Apprenticeship 201 is a possibility at the end of May.

- Sharmin Doering, Sang. Co. Community Resources- Discussed the community's need to know what job search sites are available for job search and the best way to get this information to the members of the community.
- Randy Staton, DRS- Discussed how the Department of Rehabilitation Services can assist businesses with accessibility at no costs.
- Eric Berglund- Economic development organizations from Central Illinois got together to discuss Illinois economic needs and common interests and needs as a whole. This discussion focused on joint marketing efforts as each community offers something unique to the State of Illinois. Eric also discussed a Traveling Spouses Program, and the development of several programs that will aid in economic growth.

**Upcoming Events/Announcements:**

- Next CEO Meeting- May 15th at 2:30 PM
- Next WIB Meeting- May 20th at 4:30 PM

**Public Comment:** None

**Adjourn:** Meeting adjourned (6:00 PM)

A motion to adjourn was made by: Sharmin Doering and seconded by Dave Robinson. Motion carried