

## WIB Meeting Minutes

Monday, September 16<sup>th</sup>, 2019 - 4:30 p.m.

Northfield Inn Conference Center 3280 Northfield Drive, Springfield, IL

**Attendance: WIB Members:** Lesa Branham, Ralph Billings, Gloria Brummer, Josh Collins, Chelsee Cornelius Sharmin Doering, Andrew Fuchs, Marcus Johnson, John Leinberger, Vic Martinek, Larry Peterson, Hollie Reid, Allison Rumler-Gomez, Mark Sprehe, Jason Thoron, Charlotte Warren, Kim Wonnell **Staff:** Michelle Brookens, Carmen Flynn, Sarah Graham, Michelle Griebler, Diane Jones, Diane Murphy, **Guests:** Robert Ferriell, Abby Powell, Kathi Lee, Denise Petty, Cheree Morrison

**Not Present:** Eric Christians, Mohsine Gdid, Matthew Grieme, Ralph Hill, Debbie Hummel, Dave Robinson, Doug Stark, Randy Staton, Tracy Thornton, Tim Wessel, Mark Winkler

**Welcome and Introductions:** Larry Peterson welcomed everyone to the September 16<sup>th</sup> WIB Meeting and spoke briefly regarding the duties and responsibility of our WIB Members. The board welcomed all new members.

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

**Approval of Minutes - May, 2019 (pg. 2-4):**

Approval of WIB Minutes: Lesa Branham made a motion to approve the May WIB Minutes, seconded by Hollie Reid. **Motion Carried.**

### Program Information:

A. **Training Enrollments, Business and Economic Development for: Cass, Christian, Logan, Menard, and Sangamon Counties and Special Grants and Project Reports - Michelle Brookens (pg.5-16)**

Michelle reported that since July 1, 2019, we have received 89 new applications for funding. The enrollment report at this time shows: Menard County 3, Cass County 4, Christian and Logan 22, and 149 for Sangamon County. There are currently 5 workers affected by Trade Events.

B. **Performance Reports. Michelle Griebler (pg. 17-19)**

**Center activity and Enrollment** -In July and August we provided close to 3,000 services to over 1,800 individuals in our local workforce areas. We currently have 200 participants enrolled in training services, with approx. 40% in healthcare related training. Our performance shows that we are exceeding in all 11 of our performance outcomes in the 4<sup>th</sup> quarter of our program year, which ended June 30<sup>th</sup>.

C. **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 our 6 active grants. The first of the current grants is the 19 Formula grant which is obligated at 56% and expended at 1.8%. The second grant is the 18 Formula grant is expended at 71.6%. Our Incentive/Performance grant is only 2.5 % expended. Our two Trade grants are expended at 100% and 95.5%. We also have one Re-entry grant that is expended at 8.4%. The 16 and 17 Incentive grants closed as of June of 2019 and were 100% expended. Additional Fiscal information is provided on page 20 of the WIB packet.

Charlotte Warren made a **motion to approve** the Program and Fiscal Reports, seconded by Sharmin Doering. **Motion Carried.**

### Administrative Information:

A. **Directors Report:** A detailed report can be found on (pg. 21-22)

a. Sarah updated the board on our Self Assessments which is a DCEO project that is required of LLWA and its One-Stop partners. This assessment was designed to help establish what processes within our One-Stop centers are successful, and what we need to focus on and improve upon. It is also intended to provide a summary of how our partnering agencies are working together as a One-Stop and how we are functioning over all. The information collected from the assessments will also be useful in the development of our MOU and Regional Plan.

- b. We continue to have meetings regarding the reentry program out of the Logan County Women's Correctional facility. We have designated our Logan staff person to work a half a day a week in the Logan Correctional Center.
- c. The regional areas met and interviewed companies who responded to our RFQ to assist in developing the regional and local plans in 2020.
- d. Sarah met with the City of Springfield and Springfield Public Schools to discuss funding and how we can utilize funding to support community needs.
- e. Due to not hiring a Christian County person, we have reorganized the duties of the Career Planners.
- f. A number of us attended an ethics training at the County. Additionally, the County is beginning training for their new fiscal software. A few of us will be attending numerous trainings on the new software.
- g. Christian and Menard County offices have relocated. The Taylorville office is now located at the LLCC facility, and the Menard County workNet Center is now sharing space with the Housing Authority. Both locations should be more readily available to those who would like to utilize our services.

**Motion to approve** the Directors Report. Motion made by Mark Sprehe, seconded by Victor Martinek. **Motion Carried.**

**B. Action Items:** Sarah Graham

- a. WIB members- New Appointments, Re-appointments (pg.23).  
**Motion to Approve** new and re-appointments. Chuck Ruben motioned, seconded by Linda Curtin.  
**Motion Carried.**
- b. New Training Providers (pg. 24). LLCC and 160 Driving Academy are the two new Training Providers.  
**Motion to Approve** Training Providers. Mike Barnett motioned, seconded by Troy Cummings.  
**Motion Carried.**
- c. Regional Plan RFQ: Request approval to hire Tim and Rebecca Harmon to assist in the Regional Plan Development.  
**Motion to Approve** Regional Plan RFQ. Linda Curtin motioned, seconded by Chuck Ruben **Motion Carried.**
- d. Innovation Project for Returning Citizens (\$9500): Request approval to accept this grant.  
**Motion to Approve** Innovation Project Grant. Linda Fulgenzi motioned, seconded by Mike Barnett.  
**Motion Carried.**
- e. Trade Grant: Request approval to accept this grant.  
**Motion to Approve** Trade Grant. Linda Fulgenzi motioned, seconded by Mike Barnett. **Motion Carried.**

**CACC Skilled Trades Essentials Program (STEP):** The CACC Skilled Trades Essentials Program (STEP) program is available to out of school youth ages 16-24. The STEP program focuses on industry safety and introduction to: welding, building trades, HVAC, and electrical systems. Participants will also participate in financial literacy and entrepreneurship training, GED prep (if applicable), and development of soft skills. Participants will have the opportunity to earn the following credentials; OSHA 10, EPA 608, Employment Ready Certification for basic refrigeration and charging procedures, NCCER Core and Level 1 Carpentry, and American Welding Society certifications. They will receive cash incentives for attaining program goals and, support services as needed, and placement into paid WBL opportunities based on performance, progression, and goal attainments, and follow up services.

**(STEP)Presentation-** Robert Ferrell discussed CACC's out of school youth program. The program began mid-July with an intensive summer session, which was 3 days a week, 6 hours per day, for 4 weeks. Following the summer session, classes slowed to one evening per week. Classes are held at the CACC center on Mondays from 4-7 PM. The focus at this point is to place students in the workforce. 4 of the 9 have already been placed with anticipation of the remaining 5 to be gainfully employed by the end of the month. All students are currently OSHA 10 certified, which is a general construction safety training certification.

**Around the Table Discussion:**

- Gloria Brummer discussed an after school medical professional program that will be starting in November. This program designed for area high school students that are interested in the nursing profession, and allow an opportunity to learn about the profession, talk with nursing staff and have some hands on experience in nursing.
- Charlotte Warren discussed an upcoming ground breaking for a new Ag program.
- Open discussion on computer programing funding opportunities. Also discussion on how an approved programing “program” can be brought to LLWA and approved by the board.
- Open discussion regarding the usual challenges of today’s youth regarding soft skills, reliability, and dependability, and professionalism. This is an issue in other states as well.
- Open discussion on the minimum wage increase and how this can affect everything from college enrollment to workforce.
- Discussion on balancing work hours/salary while enrolled in college and the struggle of paying tuition.

**Upcoming Events/Announcements:**

- Next CEO meeting is scheduled for November 13<sup>th</sup> at 2:30, at the Illinois workNet Center.
- Next WIB Meeting and our Annual Awards Ceremony will take place on November 18<sup>th</sup> at the Northfield Inn and Conference Center. The board will meet at 5:30 and the Ceremony will begin at 6:00 PM.
- Building Trades Career Day is November 13<sup>th</sup> from 9 AM-3PM at the BOS Center. All Trades will be onsite. This is a hands on event that brought in over 1,400 students and onlookers last year. More information available at [www.ua137.org](http://www.ua137.org)

**Public Comment:** None

**Adjourn:** Meeting adjourned (5:54PM)

**Motion to Adjourn** was made by Charmin Doering and seconded by John Leinberger. **Motion Carried**