

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

1. **Attendance and introductions:** CEO Members- Mike Barnett, Kim Hance, Linda Curtin, Troy Cummings, Linda Fulgenzi; WIB Chair- Larry Peterson; Staff and guest- Michelle Griebler, Diane Jones, Kyle Minert, Diane Murphy, Sarah Graham, Carmen Flynn.

Not in Attendance: Becky Edwards, Val LeSeure, Bob Lott, Andy Van Meter, Chuck Ruben, Michelle Brookens

- **Motion to Approve September 2019 minutes:** Motion by Mike Barnett, seconded by Linda Fulgenzi. **Motion Carried**

2. **Program Information:**

a. Liaison Reports

Cass County: Michelle Griebler reported that so far this PY we have provided 42 services to 37 residents. Michelle also reported on training program enrollments which 75% of the enrolled are in the health science career pathway. Michelle touched on a career fair which Valarie participated in last month in Beardstown. Mike Barnett introduced Kim Hance as the new Cass County CEO designee. Kim spoke briefly regarding the Cass County Job fair and offered job well done to Val LeSeure. Further reporting information is provided in detail on pages 5 of the November CEO packet.

Menard County: Michelle Griebler reported that so far this PY we have provided 18 services to 9 residents in Menard County. Our Menard County location has also moved. We moved from the courthouse and is now located at the Housing Authority facility. Michelle also reported on: training information, businesses and community and, economic development. Further reporting information is provided in detail on page 9 of the November CEO packet.

Christian County: Michelle Griebler reported that so far this PY there have been 405 services provided to 140 participants. 26 enrolled in training programs. Most enrollees are participating in a medical program. Our Christian County office moved from the DHS location to the LLCC facility. Further reporting information is provided in detail on page 6 of the November CEO packet.

Logan County: Kyle Minert reported that Logan County has provided a total of 72 services to 30 participants YTD. There are 24 enrolled in training. Kyle attended the trade Rapid Response in October to talk with those affected by the bottle factory closure. Kyle has also been continuing his weekly participation in the returning Citizens project that is taking place at the Logan County Correctional Center. Kyle attended a college career fair in September which was put together by the Logan County Education Collation. The turn-out was low but still successful as he was given the opportunity to discuss WIOA funding and other employment resources. Heartland CC in Lincoln had their "Open Truck" event which promoted truck driving career opportunities and provided information on possible funding through WIOA. Kyle also reported on: enrollment and training information, businesses and community and economic development. Further reporting information is provided in detail on page 7-8 of the November CEO packet.

Sangamon County: Michelle Griebler reported that Sangamon County's workNet Center has provided a total of 8,772 services to 5,654 participants YTD. We have 135 currently enrolled in training. The BOS Center is putting on their annual trades events today. This is a wonderful event and always has a high turnout. Diane Murphy attended this event in order to share information about our OJT possibilities.

Further reporting information is provided in detail on page 10-11 of the November CEO packet.

Business News: Diane Murphy reported on the SAS Retail Services held a job fair at the Springfield workNet Center on September 25th in our resource room. Business Services staff participated in the Cass County Employer Workshop and Job Fair on October 23rd in Beardstown where employers were given a presentation on LLWA's business services including On-the-Job Training and Rapid Response Services. Capital Area Career Center will host a job fair Thursday, November 21st. The event draws a large number of local employers and also a large number of students. Many students that attended last year's job fair were unaware of the WIOA program, and how we may be able to assist them. The Services Team has been meeting monthly to discuss various out-reach to employers. Plans are underway to offer employer workshops at the Springfield office. There have been discussions centering on topics that will interest employers, including a new LMI presentation that was developed by IDES. Two Trade Rapid Response workshops were held on October 25th in Lincoln for the former Ardagh workers. Their Trade petition was approved on September 3, 2019 and enables the 150 impacted workers to receive additional benefits for retraining. Further reporting information is provided in detail on page 12-13 of the November CEO packet.

b. Contractors and Special Reports:

Trade Adjustment Act Grant: Pg. 14

Michelle Griebler reported that there are 8 current and 12 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. 15-16

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

Total planned enrollments: 15, YTD enrollments: 15. There are 6-participants who are currently enrolled in follow-up services.

Fishes and Loaves Pathway to Success Program:

Total planned enrollment: 13 new. YTD enrollments: 13. There are 19-participants are currently enrolled in follow-up services. F&L's contract will end December 31st and will not be funded following the end of contract.

Capital Area Career Center (CACC) Skilled Trades Essentials Program:

Total planned enrollments: 15, YTD enrollments: 9. There are 8-participants who are currently enrolled in follow-up services.

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

Michelle Griebler reported that we are currently at 5870 participants receiving services since July 1st. The actual services provided are 9,309. Our Enrollment Report shows 190 current enrollments, 71 new enrollments, and 51 who have exited the program. The Performance report is showing that we have meet or are exceeding all 11 performance measures. Additional reporting information provided on pages 14-19 of the CEO packet.

- **Motion to Approve Activity, Performance, Enrollment, and Outcome Reports:** Motion by Linda Fulgenzi, seconded by Troy Cummings. **Motion Carried**

3. Fiscal Information: Diane Jones

Expenditure & Grant Reports: Diane reported on, and handed out a summary of closed and current grants and budget information. Pg. 20 is a listing of all grants. The first of the current grants is the 19 Formula grant which is 10% spent and is obligated at 58%. The second grant is the 18 Formula grant which is obligated at 100%. This grant is spent at 85%. Our Trade Case Management grant is expended at 100%. Additional Fiscal information is provided on pages 20-24 of the CEO packet.

- **Motion to approve Fiscal Report:** Motion by Linda Fulgenzi, seconded by Mike Barnett. Motion Carried.

4. **Administrative Information:** Sarah Graham

- a. Director's report: Sarah highlighted areas on her written report which includes:
 - Self-assessment documents were turned in to the State on September 25th and have been accepted.
 - We had a few minor items on our MOU. These issues were corrected and completed.
 - Our local/regional planning process has started. This process involves all partners in Economic Development Region
 - Business visit with Solomon Colors, which stemmed from a conversation at the WIB meeting.
 - IMEC Phone Conference and tour of JBS Facility scheduled with IMEC.
 - Alliance Community Bank meeting in Petersburg, IL to discuss workforce concerns. (Menard County)
 - Performance reviews were completed in mid-October.
 - **Motion to Approve the Directors Report.** Motion made by Linda Cummings, seconded by Linda Fulgenzi. Motion Carried.
- b. Action Items: Sarah Graham
 - a. Final MOU approval- We ask for approval of MOU changes.
 - **Motion to Approve revisions on MOU.** Troy Cummings made a motion to approve. Seconded by Mike Barnett. Motion Carried.
 - b. Lawrence Education Center Contract Extension. Ask for approval to extend 6 months.
 - **Motion to Approve Contract Extension.** Mike Barnett motioned, seconded by Linda Fulgenzi. Motion Carried.
 - c. Transfer Funds From Dislocated to Adult (\$150,000). We ask for approval to transfer.
 - **Motion to Approve Transfer of funds.** Linda Fulgenzi motioned, seconded by Mike Barnett. Motion Carried.
 - d. Trade Grant (\$70,000) & Trade Case Management Grant (\$5,000). We ask for \$75,000 in total for these two grants.
 - **Motion to Approve \$75,000 in Grants.** Troy Cummings motioned, seconded by Linda Fulgenzi. Motion Carried.
 - e. Youth RFP for youth programs.
 - **Motion to Approve RFP.** Mike Barnett motioned, seconded by Linda Fulgenzi. Motion Carried.
 - f. Youth Fiscal Monitoring Reports. Ask for approval of F&L, Lawrence.
 - **Motion to Approve Fiscal Monitoring Reports:** Linda Fulgenzi motioned, seconded by Linda Curtin. Motion Carried.
 - g. New Hire of Career Planner/ Workforce Specialist (approx. salary \$38,000)
 - **Motion to Approve Career Planner.** Troy Cummings motioned, seconded by Mike Barnett. Motion Carried.
 - h. WIB Appointments (Valera Yazell, Cheree Morrison, Lyn Burkett, Jeff Durbin-Christian County)
 - **Motion to Approve WIB Appointments.** Linda Fulgenzi motioned, seconded by Mike Barnett. Motion Carried.

5. **Executive Session:** None

6. **Announcements:**

- WIB Awards/Board Meeting - November 18th, 5:30 PM-7:00 PM
- CEO Meeting - March 11th, 2:30 PM-3:30 PM

7. **Public Comment:** None

8. **Adjournment:** 3:43 PM

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