

CEO Meeting Minutes
IL workNet Center Springfield, IL
March, 2020 2:30 PM

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

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

Introduction of Tatiana Penning LLWA's newest Career Planner, and Dawn Swift who is IDES' Staff Manager who has replaced Debbie Hummel in the Springfield Office. Dawn will be an interim WIB member who is attending for informational purposes.

- **Motion to Approve November 2019 minutes:** Motion by Mike Barnett, seconded by Chuck Ruben. **Motion Carried**

Program Information:

1. Liaison Reports

Cass County: Valarie reported that so far this PY we have provided 49 services to 41 residents. There are three customers enrolled in training services from Cass County. One resident has completed training and is employed at Heritage Healthcare in Beardstown. The Savion Solar project southwest of Beardstown is moving forward. It is a \$150-million-dollar project that will include 1300 acres of land and installation of 4200 solar panels. It is expected to employ over 200 construction workers and 2-5 permanent positions. LLWA may also be able to work with Lincoln Land Community College to assist new employees with training. It is hoped that they can begin construction in 2021. The Growmark Expansion is almost completed and the New Dollar General in Virginia has opened. The Maschhoffs hog farm will be at Lincoln Land Community College's Job Fair in Beardstown, on Monday, March 16th. McCausland's Market in Virginia has new owners, and it will now be known as the Virginia Market. Open discussion amongst CEO's regarding timelines/tax incentives for the completion of the solar panel project. Further reporting information is provided in detail on pages 6 of the March CEO packet.

Christian County: Michelle B. reported that so far this PY there have been 636 services provided to 236 participants. There are currently 21 enrolled in training programs in Christian County. Most enrollees are participating in a medical program. Taylorville Memorial Hospital's expansion opens today. They have several open positions. Illinois Joblink currently lists one-hundred thirty-seven open positions within Christian County, with jobs being available from entry level to professional positions. Department of Human Services (DHS) continues to refer clients for employment assistance, but many do not reach out to us. Community contact has decreased by approximately half since our move. Meals on Wheels has recently partnered with the Christian County Animal Control Office to provide animal food and animal supplies to those who are home-bound. VITA Tax Prep is part of the IRS Volunteer Income Tax Assistance and offer free tax help for taxpayers who qualify. Open discussion on the Taylorville Hospital expansion regarding the new facility and filling open positions. Further reporting information is provided in detail on page 7 of the March CEO packet.

Logan County: Kyle Minert reported that Logan County has provided a total of 143 services to 58 participants YTD. There are 45 enrolled in training. Kyle met with guidance counselors from Logan County High Schools, discussing resources available at Illinois WorkNet and the WIOA funding available to lower income students. LLWA has completed a 6 month grant involving Re-Entry and

Local Workforce Areas State-wide Coordination Innovation Project for Returning Citizens. 45 participants were enrolled and 20 inmates received transition services before being released. Heartland Community College will host an open house event on March 5th. Heartland also confirmed the CNA and CDL trainings would return again this fall. They expect to have more program offerings in the future. The Creating Entrepreneurial Opportunities Program of Land of Lincoln is accepting applications for students who are interested in next year's program. The course allows high school juniors and seniors the opportunity to learn how to create and grow businesses. In January Lincoln College and the Greater Peoria Economic Development Council hosted a "Big Table Event" for Logan County with attendance from local government, business owners, and other concerned citizens. In December, Logan County Veterans Assistance commission, and SIU school of Medicine with Memorial Medical Center began offering veterans improved weekly group sessions. Honorably discharged vets will no longer pay for registration and uninsured veterans can have up to 6 sessions at no cost. The Atlanta, IL Truck stop is close to breaking ground and is estimated that 45 new positions will be created. Cresco Labs held a hiring event which was well attended. They do plan to return for another event to further their connection with additional candidates. Stahl's Furniture is closing after 67 years of business. APEX Clean Energy is preparing applications for a solar project. Further reporting information is provided in detail on pages 9-10 of the March CEO packet.

Menard County: Valarie reported that so far this PY we have provided 51 services to 23 residents in Menard County. While there have been no new training services enrollment in Menard County. All participants who recently completed training programs are currently employed, and enrolled in follow-up services. The majority of Menard County visitors have been assisted with: job search, interview preparation, and unemployment insurance related services. The 14th Annual Menard County Fair Fundraiser Dinner will be held at Wankel's. Three Pines has completed their renovations and hosted a ribbon cutting. They are and is offering B&B accommodations, as well as, an events venue. The Petersburg Chamber has submitted an application for the HGTV show called Home Town, for a chance to receive a main street makeover. This special event will air in 2021. The Petersburg Chamber created a video and took a town picture for their submission. Farmers, local landscapers, and tree trimming businesses are gearing up for spring hiring. Image Landscaping is looking to hire 20 -25 laborers with the potential to earn \$40,000 a year. Craig Reincke was appointed to Central Illinois Economic Development Authority board for Menard County in December. He is planning to meet with the Menard County Board members regarding economic development of the county. Further reporting information is provided in detail on page 11 of the March CEO packet.

Sangamon County: Michelle B. reported that there were just under 20,000 services provided to almost 12,000 participants in Sangamon County. There are currently one 158 enrollments. Fishes & Loaves has moved from their previous location on Stanton Drive to 3519 Sheffield Road in Springfield.

Illinois JobLink currently lists 2,261 jobs within fifteen miles of Springfield. Lincoln Library and Goodwill Career Center are offering basic and intermediate computer classes as well as help with specific software and applications. Tax preparation assistance can be found at TAP Springfield, 730 E. Vine Street, 62703. Services are offered January 25, 2020 through April 15, 2020. Further reporting information including pre-application information is provided in detail on pages 12-13 of the March CEO packet.

- **Motion to Approve Liaison Reports:** Motion by Troy Cummings, seconded by Chuck Ruben. **Motion Carried**

2. Business Services Report

Diane reported that in January the Central Illinois Chapter of the Society for Human Resource Management held their annual Labor Law update which includes the new sexual-harassment training requirements. This will begin later this year. The University of Illinois Springfield and Lincoln Land Community College held their Career Connections job fair on February 6th which was open to the colleges' students, alumni and community members. The Business Services Team met and discussed coordinated employer outreach.

Business Services was also one of the featured topics at the Front Line Staff Training Program on February 28th at the Springfield workNet Center. The Chamber of Commerce's Business after Hours was held on December 12th. Attending this event allows network with local employers and promotion of the services that we offer at the Springfield workNet Center. LLWA worked with Lowes to promote their hiring event that was held in March. They are also considering hosting a hiring event at our Springfield workNet Center.

A rapid response workshop was held for former workers of the Springfield Bakers Square In Feb. at the Springfield workNet Center. A Rapid Response workshop was also held at Gordmans in Springfield for workers who will be displaced when the store closes this spring. The Springfield Housing Authority held their 2019 Employment/Training Experience Workshop where Diane was invited to present information on our job search and retraining services. There was an ROE #3 event held in Taylorville where Diane presented information on WIOA. The attendees were very interested in our services in Taylorville, as well as Springfield. The Boys & Girls Clubs of Central Illinois along with the City of Springfield and the Sangamon County Juvenile Justice Council, is hosting its 5th annual Teen Job Fair and Resource Expo. This event is geared toward teenagers 16-19 who are seeking employment or volunteer opportunities. Further reporting information is provided in detail on pages 14 and 15 of the March CEO packet.

3. Contractors and Special Reports:

Trade Adjustment Act Grant: Pg. 16

Michelle B. reported that there are 12 current and 15 total Trade Enrollments.

The following companies have been Trade certified and have workers residing in our workforce area.

Fishes and Ludlow Inc., Henry Technologies, and Ardagh Group.

Logan County Re-Entry Grant-IPRC: Pg. 16

45 Participants at Logan County Correctional Center Women's Facility received 327 career services and 20 participants received transition services and were exited/released to their LWAs with referrals for services. One participant released to LWA 20.

Youth: Pg. 17

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

Total planned enrollments: 30, YTD enrollments: 27. There are 7-participants who are currently enrolled in follow-up services.

Fishes and Loaves Pathway to Success Program:

Total planned enrollment: 13 new. YTD enrollments: 13. F & L contract ended 12/31/19. LLWA has assumed follow up services for participants.

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

Total planned enrollments: 15, YTD enrollments: 9. 12 participants have been placed in WBL with local businesses that include AirMasters and All-C Construction.

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

Michelle B. reported that we are currently at 12,145 participants receiving services since July 1st. The actual services provided are 20,742. Our Enrollment Report shows 218 current enrollments, 140 new enrollments, and 97 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 18-20 of the CEO packet.

- **Motion to Approve Business Service, Activity, Performance, Enrollment, and Outcome Reports:** Motion by Mike Barnett, seconded by Troy Cummings.
Motion Carried

Fiscal Information: Diane Jones

1. Expenditure & Grant Reports: Diane reported on, and handed out a summary of closed and current grants and budget information. The first of the current grants is the 19 Formula grant which is 30% spent and is obligated at 58%. The second grant is the 18 Formula grant which is obligated at 100%. This grant is spent at 92%. The Incentive Grant will end in June and is just over 50% obligated. Our Trade Case Management grant is expended at 100%. Additional Fiscal information is provided on pages 20-25 of the CEO packet.

- **Motion to approve Fiscal Report:** Motion by Mike Barnett seconded by Chuck Ruben. **Motion Carried.**

Administrative Information: Sarah Graham

1. Action Items: Sarah Graham

Request approval of Independent Consultant to prepare the RFQ to procure the OSO (\$6000).

- **Motion to Approve OSO Consultant RFQ.** Linda Fulgenzi made a motion to approve. Seconded by Chuck Ruben. **Motion Carried.**

Request Approval to Apply as a Consortium to be the OSO.

- **Motion to Approve OSO Application.** Troy Cummings motioned, seconded by Mike Barnett. **Motion Carried.**

Request Approval of Youth Contracts (LEC \$163,722.00 and CACC \$163,130.50).

- **Motion to Approve Youth Contracts.** Linda Fulgenzi motioned, seconded by Troy Cummings. **Motion Carried.**

Request Approval of our 2 newest WIB Appointments (Cyndi Dodge, replaces Ralph Billings).

- **Motion to Approve WIB Appointments.** Chuck Ruben motioned, seconded by Mike Barnett. **Motion Carried.**

2. Director's report: Sarah highlighted areas on her written report which includes:

Monitoring by DCEO on EEO compliance. There were numerous findings at our satellite locations and our main location In Springfield. These are being addressed.

We had a monitoring visit for a grant that we participated in regarding reentry at Logan County Women's Correctional Facility. The visit went well with no findings.

The Regional and Local plans have been completed and were posted online on February 14th for public comment. Plans are on our website.

Sarah attended DCEO's Notice of Funding Opportunity meeting for an Apprenticeship Grant. We did apply are still waiting to hear if this will be awarded.

MOU negotiations are almost complete. One partner was asking for a lower FTE (full-time equivalent) but now agrees to pay the full .25 FTE. All Partners are in agreement on the MOU. Final edits are underway.

Sarah attended a lunch meeting with Solomon Colors to discuss workforce.

Sarah met with Regional Office of Education, LLCC, and CACC to discuss the apprenticeship grant and the coordination between the four entities. (LWIAs 19, 20 and 21).

Sarah met with a member from DCEO's "Red Team" which is the economic development team for Illinois. She is new to the position and is now sitting on our Business Services team.

Sarah met with Jennifer Foster with ICCB and other members from IWP regarding CAP-IT Model and the funding LLCC received to expand apprenticeships in the IT industry.

Our Christian County office has moved to the LLCC in Taylorville and the Menard County office is now housed in the Menard Housing Authority office.

We have held two front-line staff trainings. This training consists of new procedures in the One-Stop and information on various Partner programs. IDES and LLWA have been the presenters for these events.

We were selected by the County Auditors to be audited as part of the County process this year. Sarah will provide an update in May.

IDES board member Debbie Hummel has retired.

Our office is getting new carpet and paint. We are also doing some organizing and ridding of items that are not in use.

Full Directors Report is located on pages 26-29 of the CEO packet.

- **Motion to Approve the Directors Report.** Motion made by Troy Cummings, seconded by Chuck Ruben. **Motion Carried.**

Executive Session: None

1. Announcements:

- WIB Meeting- May 13th, 2020 at 2:30 PM
- CEO Meeting – May 18th, 2020 at 4:30 PM

2. Public Comment: None

3. Adjournment:

Motion to adjourn. 3:34 PM

- **Motion to adjourn:** Motion made by Troy Cummings, seconded by Mike Barnett. **Motion Carried.**