

## **WIB Meeting Minutes**

Monday, November 18, 2019 - 5:30 p.m.

Northfield Inn Conference Center 3280 Northfield Drive, Springfield, IL

**Attendance: WIB Members:** Gloria Brummer, Lyn Buerkett, Chelsee Cornelius, Jeff Durbin, Andrew Fuchs, Debbie Hummel, John Leinberger, Vic Martinek, Larry Peterson, Dave Robinson, Mark Sprehe, Doug Stark, Jason Thoron, Charlotte Warren, Kim Wonnell

**Staff:** Michelle Brookens, Alicia Dean, Carmen Flynn, Sarah Graham, Michelle Griebler, Diane Jones, Diane Murphy, Valarie LeSeure, Diane Murphy, Kyle Murphy

**Not Present:** Lesa Branham, Ralph Billings, Lisa Bohannon, Missy Burke, Josh Collins, Eric Christians, Sharmin Doering, Mohsine Gdid, Matthew Grieme, Marcus Johnson, Chelsee Morrison, Hollie Reid, Alison Rumler-Gomez, Randy Staton, Mark Winkler

**Welcome and Introductions:** Larry Peterson welcomed everyone to the November 18<sup>th</sup> WIB Meeting and spoke briefly regarding the importance of today's WIB Awards Ceremony. The board welcomed all new members.

**Roll Call:** Today's sign-in sheet will be accepted at roll.

**Approval of Minutes:** September, 2019 (pg. 1-3)

Approval of WIB Minutes: Mark Winkler made a motion to approve the September WIB Minutes, seconded by Vic Martinek. **Motion Carried.**

**Program Information:** (Reports can be found on pg. 4-18 of your November WIB meeting packet)

**Fiscal Information:** A detailed report can be found in the WIB packet (pg.19).

Diane reported on the all current and closed financial grants. We have 5 open and 3 closed grants. The first is the 19 Formula which is 10 % spent and is obligated at 58%. The 18 Formula Grant is expended at 85% and is obligated at 100%. We have an Incentive Grant that is being used to offset operating costs. The Trade Case Management Grant has been spent and we will apply for another one. Logan County Re-Entry expired at the end of December and is expended at 25%. Additional financial information is available in the provided packet.

Mark Sprehe made a **motion to approve** the Program and Fiscal Reports, seconded by Mark Winkler. **Motion Carried.**

**Administrative Information:**

**Directors Report:** A detailed report can be found on (pg.20).

Sarah Reported on:

- DECEO monitored on programmatic and fiscal operations last week. All in all it went well. There were only a couple of small issues.
- Also, our local/regional planning process has started. This process involves all partners in Economic Development Region 1 (LWAs 19, 20, 21). We are meeting this Thursday to start working on the Regional and Local Plan.
- Sarah attended DCEO's Notice of Funding Opportunity meeting for an Apprenticeship Grant. We are going to apply to be a navigator.
- Sarah reported that she met with a couple of businesses to discuss workforce issues and concerns. This includes Solomon Colors and Alliance Community Bank.
- Performance reviews were completed in mid-October. All of the reviews were submitted to the County and all payroll change notices have been signed.

- We are completing monitoring of the three youth programs that we fund: Lawrence Education Center, CACC and Fishes & Loaves. We expect this to be finalized in mid-November.
- We have completed our budget. The County starts December 1<sup>st</sup> so we will start with our County Budget. We have several organizations that we report to and work from several fiscal calendars. We will be also be working on a new county fiscal system and have four employees being trained on this system.
- We had one employee resign and is going to Molina Healthcare to be a caseworker.
- Last week Sarah attended a Governor's apprenticeship event and had a meeting with him at the Capitol.  
**Motion to approve** the Directors Report. Motion made by John Leinberger, seconded by Gloria Brummer. **Motion Carried.**

**Action Items:** Sarah Graham presented the following items for approval.

- a. Final MOU (pg.22-25). We asked for approval of the final MOU and minor revisions.  
**Motion to Approve** MOU and revisions. Victor Martinek motioned, seconded by Lyn Buerkett.  
**Motion Carried.**
- b. Lawrence Education Center Contract Extension. We asked for a 6 month extension on the Lawrence Education Center Contract.  
**Motion to Approve** Contract Extension. Gloria Brummer motioned, seconded by Doug Stark.  
**Motion Carried.**
- c. Transfer Funds from Dislocated to Adult. We asked for approval to transfer 150,000 from the Dislocated Workers Fund to Adult.  
**Motion to Approve** transfer of funds. Mark Robinson motioned, seconded by John Leinberger.  
**Motion Carried.**
- d. Trade Grant for (\$70,000) and Trade Case Management Grant (\$5,000): We Requested approval to accept these grants.  
**Motion to Approve** Trade Grant and Trade Case Management Grant. Victor Martinek motioned, seconded by Gloria Brummer. **Motion Carried.**
- e. Youth RFP: Requested approval to submit an RFP for Youth Programs.  
**Motion to Approve** RFP for Youth Programs. Dave Robinson motioned, seconded by Andy Fuchs.  
**Motion Carried.**
- f. Youth Fiscal Monitoring Reports: We asked for Approval of the Youth Fiscal Monitoring Report.  
**Motion to Approve** Youth Reports. Motioned by Mark Sprehe, seconded by Andy Fuchs. **Motion Carried.**
- g. WIB Appointments: We asked for approval of our new WIB Members: Valera Yazell, Cheree Morrison, Lyn Buerkett, and Jeff Durbin.  
**Motion to Approve** WIB Members. Motioned by Charlotte Warren, seconded by John Leinberger. **Motion Carried.**

**Around the Table Discussion: None**

**Upcoming Events/Announcements:** Meeting Schedule for 2020 (pg.27)

**Public Comment:** None

**Adjourn:** Meeting adjourned (6:56 PM)

**Motion to Adjourn** was made by David Robinson and seconded by Vic Martinek. **Motion Carried.**