

CEO Meeting Minutes

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May, 2020 2:30 PM

Attendance and introductions: CEO Members- Mike Barnett, Kim Hance, Linda Curtin, Troy Cummings, Linda Fulgenzi, Chuck Ruben; WIB Chair- Larry Peterson; Staff and guest- Diane Jones, Diane Murphy, Valarie LeSeure, Sarah Graham, Carmen Flynn

Not in Attendance: Becky Edwards, Bob Lott, Andy Van Meter, Kyle Minert, Michelle Brookens

- **Motion to Approve March 2020 minutes: Motion with Corrections.** Motion by Linda Fulgenzi, seconded by Mike Barnett. **Motion Carried**

Program Information:

1. Liaison and Business Reports

No verbal liaison or business reports were given. Written reports can be found in detail on pages 6-16 of the May CEO packet.

- Mike Barnett, Cass County CEO, reported that the Beardstown Processing Plant has not shut down due to the COVID-19 crisis and is still operating at 90%. Mike also reported briefly on a preliminary bill that would utilize special funds that each county has in order to provide to COVID-19 expenses.
- Troy Cummings, Menard County CEO, announced that Menard County is looking to hire a new Highway Engineer.
- Linda Fulgenzi reported that Sangamon County Committee meetings are being held via phone and that they are looking into ways of opening back up in light of COVID-19 while still keeping residents safe. Linda also spoke briefly about Springfield's downtown and how business are suffering.

2. Contractors and Special Reports:

No verbal reports on Contractors and Special Reports were given. Written reports can be found in detail on pages 17-19 of the May CEO packet.

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

No verbal Activity, Performance, Enrollment, and Outcome Reports were given. Written reports can be found in detail on pages 20-22 of the May CEO packet. Michelle G. did add that due to center closures as a result of COVID-19, the number of people seen in the center is a lot lower than the norm. We are still doing our best to address customer needs virtually.

- **Motion to approve Program Information Reports:** Motion by Linda Fulgenzi, seconded by Troy Cummings. **Motion Carried.**

Fiscal Information: Diane Jones

1. Expenditure & Grant Reports: Diane reported on, and included in the May CEO Packet a summary of closed and current grants and budget information. Detailed fiscal information is provided on pages 23-27 of the May CEO packet.

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

Administrative Information: Sarah Graham

1. Director's Report: Director Graham highlighted some areas of her report. The full report can be found on pages 28-34 of the May CEO Report.
 - Apprenticeship Grant application was submitted and was approved. We are still negotiating the amounts.
 - Downstate Stabilization Grant, funds of up to \$25,000 provided to businesses who have experienced hardships due to COVID19.
 - We have been doing a lot of work on the 1E Grant for emergency funds for businesses.
 - Sarah is the lead for the State Team regarding the reopening process across the state.
 - We received our funding allocations for next year. We received a total of \$3,037,001. We took quite a hit last year but did receive a sizeable increase for next year.
 - Most staff are currently working remotely and coming in to the office. We initially purchased a remote platform to support this. Diane Jones, Carmen Flynn, and Sarah are coming in daily to keep things running seamlessly.
 - We had one staff member who could not perform her job at home due to her job duties. She was at home for the first few weeks and now she is coming to work 3 days a week. The County is covering her salary because we cannot pay for an employee to not work out of our grants.
 - We had some vandalism happen at the office. This is most likely due to delays in Unemployment Benefits.
 - Our proposal was submitted to be the One Stop Operator again. We applied in conjunction with LLCC, IDES, DHS, DRS and LEC. We were chosen as the OSO, with approval from the Board.
 - All staff will be reporting back to work full-time on May 26, 2020.
 - **Motion to Approve the Directors Report.** Motion made by Troy Cummings, seconded by Chuck Ruben. **Motion Carried.**
2. Action Items: Sarah Graham
 - Approval of Grants-1E Grant (\$150,000) and Apprenticeship (\$96,500).
 - **Motion to Approve 1-E and Apprenticeship Grants.** Linda Fulgenzi made a motion to approve, seconded by Mike Barnett. **Motion Carried.**
 - Transfer of Funds (\$60,000 from Dislocated to Adult). Pg. 33 (Block Signatures are acceptable)
 - **Motion to Transfer Funds.** Linda Curtin motioned, seconded by Linda Fulgenzi. **Motion Carried.**
 - Approval to process Intent to Apply to be the OSO with the State of Illinois.
 - **Motion to Approve Intent to Apply.** Linda Fulgenzi motioned, seconded by Mike Barnett. **Motion Carried.**
 - LLCC 6 New Programs to be included to our Approved Program List (Michelle Griebler report)
 - **Motion to Approve New LLCC programs.** Mike Barnett motioned, seconded by Troy Cummings. **Motion Carried.**
 - Policy Update
 - **Change in Policies Due to COVID-19.** Troy Cummings motioned, seconded by Linda Fulgenzi. **Motion Carried.**
 - Approval to hire-Accounting Technician due to relocation of a staff member (\$38,000-\$40,000)
 - **Motion to Approve Hiring an Accounting Technician.** Linda Fulgenzi motioned, seconded by Mike Barnett. **Motion Carried.**

Executive Session: Larry Peterson, Linda Fulgenzi, Linda Curtin, Chuck Ruben, Troy Cummings, Carmen Flynn.

- **Motion to Move out of Regular Session to Executive Session.** Chuck Ruben motioned, seconded by Troy Cummings. **Motion Carried.**

Items Open for Discussion: Recommendation of the One-Stop Operator.

Board Chair Larry Peterson shared with the CEO's the full 4 page report provided by Thomas P. Miller. Based upon the criteria outlined, Thomas P. Miller fully recommends a contract with the Land of Lincoln Workforce Alliance Consortium as the One-Stop-Operator.

- **Motion to Approve the Land of Lincoln Workforce Alliance as the One-Stop operator.** Linda Fulgenzi motioned, seconded by Troy Cummings. **Motion Carried.**
- **Motion to Move out of Executive Session and Back in to Regular Session.** Troy Cummings motioned, seconded by Chuck Ruben. **Motion Carried.**

Result of Executive Session is the Approval of the Land of Lincoln Workforce Alliance Consortium as the One-Stop Operator.

Announcements/ Events:

- June 11, 2:30 PM- Special Meeting to approve: Incentive Grant, Program Year Budget, Additional grants, and recertification of the OSO. This meeting would be no longer than 30 minutes.
- CEO Meeting- September 16, 2020- 2:30 PM
- WIB Meeting- September 21, 2020- 4:30 PM

Public Comment: None

Adjournment: 3:35 PM

Motion to adjourn.

- **Motion to adjourn:** Motion made by Linda Fulgenzi, seconded by Troy Cummings. **Motion Carried.**