

CEO Meeting Minutes
September, 2020 2:30 PM

Go-To-Meeting

WorkNet20 CEO Meeting

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United States: +1 (646) 749-3129

Access Code: 803-833-757

Attendance and Introductions: CEO Members - Mike Barnett, Linda Curtin, Emily Davenport, Troy Cummings, Linda Fulgenzi; WIB Chair- Larry Peterson; Staff and guest- Michelle Brookens, Diane Jones, Kyle Minert, Diane Murphy, Sarah Graham, Val LeSeure, Michelle Griebler, Ashley Earnest, Alicia Dean
Not in Attendance: Kim Hance, Becky Edwards, Scott Schaffenacker, Bob Lott, Andy Van Meter, Chuck Ruben, Carmen Flynn

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

Program Information:

1. Liaison and Business Services Reports can be found on pages 2-10 of the September CEO packet.
2. Contractors and Special Reports can be found on pages 11-12 of the September CEO packet.
3. Activity, Performance, Enrollment, and Outcome Reports can be found on pages 13-15 of the September CEO packet.

- **Motion to Approve Program Information Reports:** Motion by Linda Curtin, seconded by Linda Fulgenzi. **Motion Carried.**

Fiscal Information: Diane Jones (pgs. 16-20)

1. Expenditure & Grant Reports: Diane reported on and handed out a summary of closed and current grants and budget information. Page 16 is a listing of all closed and active grants. We closed out three grants in July and have 6 active. We are getting ready to close out the Trade Grant but will start a new one on October 1st. The 19 Formula Grant is 100% spent and obligated. The 20 Formula Grant for \$3,037,001.00 is obligated at 49%. Additional Fiscal information is provided on pages 16-20 of the September CEO packet.

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

Administrative Information: Sarah Graham (pgs. 21-30)

1. Action Items: Sarah Graham

Requested Approval of a Youth Contract with Fishes & Loaves in the amount of \$150,000.

Fishes & Loaves was approved to be an additional youth contract along with Capital Area Career Center and Lawrence Education Center. The amount will total no more than \$150,000. Pg. 23 provides additional information.

- **Motion to Approve Fishes & Loaves Youth Contract.** Linda Fulgenzi made a motion to approve. Seconded by Mike Barnett. **Motion Carried.**

Requested Approval of the Fiscal Operations Policy Change.

There was a payroll change to the Fiscal Operations policy naming the Assistant Director as the approver of the timesheet of the Executive Director. This policy can be found on pg. 24 of the September CEO packet.

- **Motion to Approve Fiscal Operations payroll change.** Troy Cummings motioned, seconded by Linda Fulgenzi. **Motion Carried.**

Requested Approval of the Workforce Board Appointments and Reappointments.

Discussion: Sangamon County Community Resources position will NOT be removed from the Workforce Innovation Board. All other changes were approved.

➤ **Motion to Approve Board Appointments and Reappointments.**

Linda Fulgenzi motioned, seconded by Troy Cummings. **Motion Carried.**

Requested Approval of the Reappointment of the WIB Chair and Vice Chair (2 years).

Larry Peterson and Mark Sprehe will serve their second term as the Workforce Innovation Board and the CEO meeting Chair and Vice Chair. This is a 2 year term.

➤ **Motion to Approve WIB Chair and Vice Chair.** Linda Curtin motioned, seconded by Linda Fulgenzi. **Motion Carried.**

We Asked for Approval of an Additional WIOA Training Program.

The Medical Coding Specialist Program will be added to WIOA's list of Approved Programs. Additional information is on pg. 29 of the September CEO packet.

➤ **Motion to Approve the Medical Coding Specialist program.**

Troy Cummings motioned, seconded by Mike Barnett. **Motion Carried.**

We Asked for Approval to hire a Workforce Specialist (\$38,000 - \$40,000).

We are asking for approval to hire a new Workforce Specialist. This person will work in the Resource Room providing WIOA assistance. This request has already been approved through Sangamon County and needs CEO approval to move forward.

➤ **Motion to Approve Workforce Specialist.** Linda Fulgenzi motioned, seconded by Mike Barnett. **Motion Carried.**

2. Director's report: Sarah highlighted areas on her written report which include the following:

- Performance negotiations with DCEO are coming up. We will be examining all of our performance measures from the past few years.
- DCEO Monitoring will be starting in October or November.
- Sarah met with the Savion Group regarding the largest solar power site in the state and the construction phase for this project.
- Sarah met with the Chamber, the EDC, LLCC, and Cass County representatives regarding this project in Cass County.
- Sarah Graham met with the EDC, The Chamber, the City, and District #186 regarding an online platform that connects businesses and students to learning and employment opportunities.
- Sarah Graham meet with the Savion Group and Illinois Green Economy Network (IGEN) to discuss the solar project in Beardstown.
- Sarah Graham worked with the EDC on providing data for a site selection process. Additionally, Ryan referred Walmart and Hotel Ventures Management of Illinois to us to assist them with their workforce concerns.
- We continue to hold our One-Stop Operator and Business Services team meetings.

- The One-Stop Recertification is complete and we are now recertified as the One-Stop Operator through June 2023.
- We are working on the reopening processes at the One-Stop Center. IDES will dictate when we can fully open because they are the lease holders. We are assuming we will not fully reopen until 2021.
- We hope to hire a new staff person to fill our resource room Workforce Specialist position. The new staff person will now be placed in the Resource Room only.
- Staff participated in a COVID 19 and Trauma webinar.
- We have had several webinars and online meetings.

The full Director's Report is located on pages 21-30 of the CEO packet.

- **Motion to Approve the Directors Report.** Motion made by Linda Curtin, seconded by Linda Fulgenzi. **Motion Carried.**

Executive Session: None

1. Announcements:

- CEO Meeting - November(TDB), 2021 at 2:30 PM
- WIB Meeting - November 16, 2021 at 4:30-6:00 PM

2. Public Comment: None

3. Adjournment: 3:07 PM

Motion to adjourn.

- **Motion to adjourn:** Motion made by Linda Fulgenzi, seconded by Mike Barnett. **Motion Carried.**