

WIB Meeting Minutes

Monday, May 18, 2020 - 4:30 PM

GoToMeeting <https://global.gotomeeting.com/join/526796133>

Access Code: 526-796-133

Attendance: WIB Members: Lesa Branham, Lisa Bohannon, Gloria Brummer, Melissa Burke, Josh Collins, Cyndi Dodge, Jeff Durbin, Andy Fuchs, Matthew Grieme, Marcus Johnson, John Leinberger, Victor Martinek, Cheree Morrison, Larry Peterson, David Petrilli, Hollie Reid, Dave Robinson, Allison Rumler- Gomez, Mark Sprehe, Doug Stark, Jason Thoron, Charlotte Warren, Kim Wonnell, Val Yazell, - **Staff:** Michelle Brookens, Carmen Flynn, Sarah Graham, Michelle, Griebler, Diane Jones, Val LeSeure, Kyle Minert, Diane Murphy - **Guests:** Kathi Lee

Approval of Minutes: March 2020

Approval of March WIB Minutes: Victor Martinek made a motion to approve the March 2020 WIB minutes, seconded by Josh Collins. **Motion Carried.**

Program Information:

1. County Liaison and Business Reports can be found on pgs. 3-12 of the May WIB Meeting Packet.
2. Special Grants and Projects Reports can be found on pgs. 13-15 of your May WIB Meeting Packet.
3. Enrollment Performance: Michelle Griebler reported that we are exceeding 9 out of 11 of our Performance Measures. A full report can be found on pgs. 16-18 of the May WIB Packet.

Approval of Program Information Reports: Victor Martinek made a motion to approve program reports, seconded by Dave Robinson. **Motion Carried.**

Fiscal Information: Diane Jones provided a report on our active and closed grants. Our 19-Formula Grant will carry over into next year and is currently spent at 45%, we are currently obligated at 69%. We will need to be obligated at 80% in June. The 18-Formula, Trade, and our Trade Case Grants are spent. A detailed finance report can be found on pg. 19 in the May WIB Meeting Packet.

Approval of Fiscal Report: Charlotte Warren made a motion to approve the Fiscal Report, seconded by Josh Collins. **Motion Carried.**

Administrative Information:

Directors Report: Director Graham's detailed report can be found on (pgs. 20-21).

- LLWA had been performing all WIB and CEO meetings with Zoom and other online platforms.
- There had been no changes to WIB memberships since our March meeting. However, we do have several members whose terms are expiring on September 30, 2020. Carmen will be in touch with those members.
- We had been working a lot on grants over the past 7-8 weeks, including emergency fund grants related to COVID19 over the past six weeks.
- We submitted an Apprenticeship Grant application along with other community partners and were approved. We are now the designated apprenticeship navigator for Economic Development Region 1.
- We received our funding allocation for next year. This included an increase of \$750,000.
- Most staff had been working remotely since mid-March. Everyone will be returning next week. We are fortunate that everyone has their own office. The Resource Room is being set up with Plexi-glass and is being marked for social distancing.
- The Worknet Center Building had experienced some vandalism but has since been repaired.
- We presented our proposal to become the One-Stop Operator and were chosen. This application was processed as a consortium Model with the Illinois Department of Employment Security, the Department of Human Services, Department of Rehabilitative Services, Lawrence Education, and Lincoln Land Community College. This process is completed once every three years.

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- There have been no WARN notices filed by companies yet. This may change in the next phase as many businesses may not be able to reopen.

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

- **Approval of Grants-1E Grant (\$150,000) and Apprenticeship (\$96,500)**
 - **Motion to approve** acceptance of these grants. Motion made by Josh Collins, seconded by Dave Robinson. **Motion Carried.**
- **Transfer of Funds (\$60,000 Dislocated to Adult)**
 - **Motion to approve** the transfer of these funds. Motion made by Victor Martinek, seconded by Dave Robinson. **Motion Carried.**
- **Approval to process Intent to Apply for OSO.**
 - **Motion to approve** Intent to Apply. Motion made by John Leinberger, seconded by Holly Reid. **Motion Carried.**
- **Approval of LLCC New Training Programs List.** (list provided on pgs. 23-24)
 - **Motion to approve** LLCC Training Programs from LLCC. Motion made by Hollie Reid, seconded by Jeff Durbin. **Motion Carried.**
- **Approval of Policy Updates.** Several policies needed to be updated due to COVID-19. This information is provided in the May WIB Meeting Packet on pg. 25.
 - **Motion to approve** updates of policies. Motion made by Victor Martinek, seconded by Doug Stark. **Motion Carried.**
- **Approval to Hire an Accounting Technician** due to the relocation of a staff member (salary range \$38,000-\$40,000) (information on pg. 26 of the May WIB Meeting Packet).
 - **Motion to approve** new hire. Motion made by Hollie Reid, seconded by Josh Collins. **Motion Carried.**

Around the Table Discussion: What are some of the challenges students are facing now that educational institutions are not open due to COVID-19? Sarah Graham- The temporary closures of Educational Facilities may possibly become the new normal so flexibility will become the key moving forward. Sarah will discuss some of the services that are provided with online platforms during the Director's Report. Charlotte Warren-Lincoln Land Community College just had graduation but some students in healthcare and hands-on training were placed on hold because of IDPH and IDFPR guidelines. Gloria Brummer- St. Johns College is facing some of the same challenges. They had moved courses to an online platform but simulation can only go so far in the nursing profession.

Upcoming Events/Announcements:

1. Next CEO Meeting- June 10th 2:30 p.m. to 4:00 p.m. and September 16th, 2020 from 2:30 p.m. to 4:00 p.m.
2. Next WIB Meeting- Email Vote to Approve Additional Items, after June 10th CEO meeting. September 21st from 4:30 pm to 6:00 pm
3. **Announcement:** Larry Peterson is forming a committee inclusive of WIB members which will oversee the One-Stop Certification Process. WIB members who are interested in being a part of this committee are asked to reach out to Larry Peterson. This process will take place during the month of June. Certification documentation is due to the state by June 30, 2020.

Public Comment: None

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Adjourn: Meeting adjourned: 4:58 PM

Charlotte Warren made a motion to adjourn, seconded by Josh Collins. **Motion Carried.**