

WIB Meeting Minutes

Monday, September 21, 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, Jeff Durbin, Andy Fuchs, Marcus Johnson, Victor Martinek, Eric Christians, Chelsee Cornelius, Cheree Morrison, Larry Peterson, Dave Robinson, Allison Rumler- Gomez, Mark Sprehe, Jason Thoron, Charlotte Warren, Kim Wonnell, Val Yazell - **Staff:** Michelle Brookens, Sarah Graham, Diane Jones, Diane Murphy, Ashley Earnest - **Guests:** Kathi Lee, Carrie Brady, David Fowler, Jennifer Miller, Jamil Steele, Suellen Morgan - **Not in Attendance:** Matthew Grieme, Josh Collins, Cyndi Dodge, John Leinberger, Hollie Reid, Doug Stark, Mark Winkler, Carmen Flynn, Michelle, Griebler, Val LeSeure, Kyle Minert

Approval of Minutes: May and June 2020

Approval of May and June 2020 WIB Minutes: Eric Christians made a motion to approve the May and June, 2020 WIB minutes, seconded by Victor Martinek. **Motion Carried.**

Program Information: County Liaison and Business Services Reports. Michelle B. reported that the Christian County WorkNet Center/Lincoln Land Community College is still on a locked-door status. The Land of Lincoln Workforce Alliance is moving forward with remote career planning. Victor Martinek reported that the Logan County Pizza Hut closed and was replaced with a new Turbo Fire Pizza. Larry Peterson reported that Cass County will soon begin construction of the largest solar project in Illinois. Sarah Graham will discuss this topic more in her report. Full Liaison and Business Reports can be found on pgs. 5-13 of the September WIB packet.

1. Special Grants and Projects Reports. Michelle B. reported on enrollment with Lawrence Education Center and Capital Area Career Center. Diane Murphy reported that LLWA did receive the Apprenticeship Expansion Grant where LLWA will be working with Lincoln Land Community College on expanding apprenticeships in the area. The full Special Grants and Projects Report can be found on pgs. 14-15 of your September WIB Meeting Packet.
2. Center Activity, Enrollment, and Performance Reports. These reports can be found on pgs. 16-18 of the September WIB meeting packet: Enrollment and Activity information is on pg. 17 of the report. Performance measures show that we are meeting or exceeding in all 11 performance areas.

Approval of Program Information Reports: Mark Sprehe made a motion to approve the Program Information Reports, seconded by Charlotte Warren. **Motion Carried.**

Fiscal Information: Diane Jones reported on our active and closed grants. LLWA currently has 6 active grants. We are in the process of receiving our PY 20-Formula grant which is already 49% spent and obligated. This grant is larger than the 19-Formula grant which is 100% spent and obligated. The Trade grant is getting ready to close and a new one will start in October. A detailed finance report can be found on pg. 19 in the September WIB Meeting Packet.

Approval of Fiscal Report: Victor Martinek made a motion to approve the Fiscal Report, seconded by Eric Christians. **Motion Carried.**

Administrative Information:

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

- We will continue to have all WIB and CEO meetings online.
- We received our Regional and Local plan corrections. We made those corrections and sent everything back to DCEO. We are waiting approval. Once we receive approval Sarah will send the final information to the WIB.

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- We are starting performance negotiations with DCEO. Additional information on negotiations is on pg. 18 in your September packet.
- Sarah has had numerous meetings with the Savion Group regarding the largest solar power site in Illinois. The construction phase will be 12-18 months. This project will provide employment to 200 workers. Lincoln Land Community College is involved and could potentially provide initial training or a Certified Solar Installer certificate to those workers.
- Sarah has been working on several projects with EDC where she providing data to a site selector of a local economic group. Sarah also spoke to a confectioner company looking to relocate their packaging and shipping business to the area.
- We are working on the reopening processes for Title 1B (by appointment only) at the One-Stop Center. We are waiting for the COVID-19 number to decrease and for the Unemployment Insurance situations to decrease before we present this plan to IDES.
- As usual, a ton of webinars and online meetings and events.

Approval of Director's Report: Motion made by Charlotte Warren, seconded by Andy Fuchs.
Motion Carried.

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

- We requested approval of an additional Youth Contract. This contract is with Fishes & Loaves and is not to exceed (\$150,000).
Motion to approve Youth Contract. Motion made by Eric Christians, seconded by Valera Yazell.
Motion Carried.
- We requested approval of a Fiscal Operations Policy Change which will allow the Assistant Director to be an additional approver of the Executive Director's timesheet (Diane Jones).
Motion to approve the Fiscal Policy change. Motion made by Victor Martinek, seconded by Marcus Johnson. **Motion Carried.**
- We requested approval of the Board Appointments and Reappointments.
Motion to approve WIB appointments and reappointments. Motion made by Holly Reid, seconded by Chelsea. **Motion Carried.**
- We requested approval of CEO/WIB Chair and Vice Chair (2 years).
Motion to approve WIB Chair and Vice Chair reappointments. Motion made by Charlotte Warren, seconded by Gloria Brummer. **Motion Carried.**
- We requested approval of the Training Provider/Approved Program list and the addition of a Medical Coding Program at LLCC (pgs. 27-30).
Motion to approve the Training Provider Program list and the addition of LLCC Medical Coding Specialist Program. Motion made by Mark Sprehe, seconded by Holly Reid. **Motion Carried.**
- We requested approval to hire a Workforce Specialist (\$38,000-\$40,000).
Motion to approve new hire. Motion made by Dave Robinson, seconded by Victor Martinek.
Motion Carried.

Around the Table Discussion: Sarah Graham discussed company closures and our Rapid Response Program.

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Gloria Brummer discussed staffing and training. Charlotte Warren discussed LLCC enrollment and reported that most programs have some openings. Nursing is full with a waiting list. Charlotte announced that Memorial is renovating and gifting space which will be completed by May and will add 90 additional openings to the Nursing Program. Victor Martinek reports that he is seeing a drop in keeping second shift workforce. Chelsee Cornelius is seeing an increase in applicants from every area in the workforce and have several openings. Holly Reid reports that Cass County Communications is seeing an increased need as everyone is utilizing the internet.

Upcoming Events:

1. Next CEO Meeting - November (TBD)
2. Next WIB Meeting - November 16th at 4:30 PM
3. 2021 Schedule provided

Announcement:

Public Comment: None

Adjourn: Meeting adjourned: 4:52 PM

Motion to Adjourn, made by Charlotte Warren, seconded by Dave Robinson. **Motion Carried.**