

CEO MEETING MINUTES

Wednesday, March 17, 2021 2:30 PM (continued) Friday March 19, 2021 at 11:00 AM

Zoom- Phone/Web Conference: 833 548 0282 US Toll-free

<https://zoom.us/j/91535916850?pwd=aWY5ekdHZUwrMUlnUXp4ZDBINnZkdzO9>

Meeting ID: 915 3591 6850 - Passcode: 679117

Wednesday March 17, 2021

Meeting called to order: (Larry Peterson) 2:32 PM

Attendance and Introductions: CEO Members - Mike Barnett, Linda Curtin, Emily Davenport, Linda Fulgenzi, Kim Hance; WIB Chair - Larry Peterson; **Staff and Guests** - Amber Altmix, Michelle Brookens, Alicia Dean, Carmen Flynn, Sarah Graham, Michelle Griebler, Diane Jones, Kyle Minert, Diane Murphy; **Not in Attendance:** Troy Cummings, Scott Schaffenacker, Bob Lott, Andy Van Meter, Matt Wells.

Approval of Minutes: (pgs.1-3)

Approval of November 2020 CEO Minutes: Linda Fulgenzi made a motion to approve the November 2020 CEO minutes, seconded by Linda Curtin. **Motion Carried.**

Program Information:

1. Liaison and Business Services Reports: (pgs. 4-11)

Cass County- Amber Altmix reported that there are three customers enrolled in training. 1 customer that is currently on hold, one customer that has completed training and is in job search, and 2 customers in follow-up services. Amber also reported that she is currently working on-site in Cass County at Lincoln Land Community College on Thursdays from 9:00 AM – 12:00 PM, by appointment only. Most services are still being provided remotely. Amber also reported that she has reached out to high school students in Cass County in attempt to recruit graduating seniors.

Christian County- Alicia Dean reported that Christian County has 13 new enrollments, and 32 carryover enrollments. Alicia informed us that Clearwater Organic Farms has closed their doors. We are reaching out to those who had been affected by this closure to offer assistance. Alicia reported that she is working on-site in Christian County at Lincoln Land Community College on Tuesdays from 8:00 AM – 4:30 PM, by appointment only.

Logan County- Kyle Minert reported that there are 23 current enrollments and shared that he is now working on-site in Logan County at Heartland Community College on Thursdays from 8:30 AM – 4:00 PM. Kyle is keeping in touch with Heartland in regards to referrals as they relate to the CNA and the CDL training programs. Kyle also reported that he is leaning more towards social media for outreach.

Menard County- Amber Altmix reported that there are 3 customers in training, one customer that has completed training and is employed, one customers starting classes in April. The LLWA Menard County satellite office has moved to the main housing authority location. This office is still closed to the public. Amber is available by appointment only. Amber is working closely with Menard County regarding the re-opening process. Amber also reported that she has reached out to high school students in Menard County in attempt to recruit graduating seniors.

Sangamon County- Michelle Brookens reports that there are 254 new and carryover enrollments, 171 current enrollments, and 833 center visits with 1,804 services provided.

Michelle reported that our Career Planners have been working diligently in outreach while also utilizing social media. The drop-box attached to the workNet Center building has been very successful in allowing customers to drop off documentation.

Business Services- Diane Murphy reported that Clearwater Organic Farms in Taylorville closed their doors on March 5th, which resulted in 34 displaced workers. Due to COVID-19 restrictions, an in-person Rapid Response meeting will not take place, rather a packet with information will be sent out to those employees that were affected. Diane reported that she had trained the Fishes & Loaves Director on our on-the-job training program as it is a part of their Pathway to Success Program. In Work-Based Learning, there is a CNA, an HVAC Technician, and an Automotive Lube Technician that have successfully completed the OJT Program. Richland Community College reached out to LLWA for assistance with their CAPIT grant. Diane has been in contact with HSHS and SIU School of Medicine about Medical Assistant Apprenticeship programs. Both the Carlinville School District and the Northwestern School district Superintendents have reached out to Diane Murphy regarding the pre-apprenticeships and work based learning programs for their districts. A full liaison and business report can be found on pgs. 4-11 of the March 2021 CEO packet.

2. Contractors, Special Grants, and Projects Reports: (pgs. 12-14)

Michelle Brookens reported so far in PY'20 we have served a total of 12 trade customers. Currently, there are 7 enrollments, 5 customers have been exited and are enrolled in follow-up services, one customer is employed and receiving RTAA. Michelle reported that youth contracts are going well and that we are knee-deep into monitoring. Michelle announced that Fishes & Loaves show a total planned enrollment of 17 with a current enrollment of 7. Their onsite monitoring is scheduled for April. Lawrence Education Center has 30 planned enrollments, 20 YTD enrollments, and 12 current enrollments. Capital Area Career Center currently has 26 current enrollments with a total planned enrollment of 30. There are nine participants enrolled in follow-up services. Monitoring is scheduled to take place on March 15th. A full Contractors, Special Grants, and Projects Report can be found on pgs. 12-14 of the March CEO Meeting Packet.

3. Activity, Performance, and Enrollment Reports: (pgs. 15-17)

Michelle Griebler reported that since July 1st the resource centers saw just over 1,000 customers receiving services with 2,200 total services provided. The Enrollment Report shows 334 total new and carryover enrollments with 220 being current enrollments, 160 being new enrollments with 114 customers exiting/ending their services. We had just completed the negotiation process of our PY' 20 & 21 performance goals and new measures are now in place. The preliminary outcome report for quarter 3 shows that we are exceeding 7 measures and have met 8 measures. A full report can be found on pgs. 15-17 of the March CEO meeting packet.

Motion to Approve Program Information Reports: Motion by Linda Fulgenzi, seconded by Mike Barnett. **Motion Carried.**

Fiscal Information: Diane Jones

1. Expenditure & Grant Reports: (pgs. 18- 22)

Diane reported on and distributed a summary of closed and current grants and budget information. Diane informed us that the monitoring of the youth contracts is complete. One contract had two findings and we are currently working with the provider on the findings. Diane also reported that the 19-Formula Grant is almost expended at 97%, and our 20-Formula Grant is obligated at 65% and is expended at 30%. The Apprenticeship Expansion

Grant is expended at 14.5% and the Trade Case Grant Management Grant is fully spent. We have a new Trade Adjustment Assistance Grant that is expended at just over \$18,000.00 which is 41% of the \$45,000.00 grant amount. A detailed financial report, grant descriptions, and budget information can be found on pgs. 18-22 of the March CEO Meeting Packet.

Motion to Approve Fiscal Report: Motion by Linda Fulgenzi, seconded by Mike Barnett.
Motion Carried.

Administrative Information: Sarah Graham (pgs. 23-27)

1. Director's report: Sarah highlighted areas on her written report which include the following:
 - We will continue meeting via our online platforms until the WIB and our CEOs feel it is safe to meet in person.
 - DECO Monitoring was performed in December with only a few small findings (report provided on pg. 26).
 - We did not release an RFP for an MOU Negotiator because only the budget needs negotiated.
 - We will possibly see a decrease in funding next year per DECO. This could be around 10%.
 - We are receiving additional funding from DCEO for up to: \$50,000 - \$60,000.
 - We began our front-line staff training again in February. Our next training is scheduled for April.
 - Sarah participated in a manufacturing academy event. This included various workforce areas in central Illinois. There could be several manufacturing projects approved across the state.
 - Sarah met with Springfield Plastics to discuss workforce needs and how we could provide assistance to them.
 - Sarah met with several county offices to be sure that we are providing proper services without duplicating services.
 - Sarah is working with the City of Springfield, Springfield's Black Chamber of Commerce, and Memorial Health Systems to discuss increasing workforce services.
 - Our office is still closed to the public and staff is doing a great job providing services.
 - Staff meetings are conducted weekly and are staying well informed.

The full Director's Report is located on pages 23-25 of the CEO packet.

Motion to Approve the Directors Report. Motion made by Mike Barnett, seconded by Linda Fulgenzi. **Motion Carried.**

(Quorum lost. Called for continuation on Friday, March 19th at 11:00 AM)

Continued- Friday March 19, 2021

Meeting called to order: (Larry Peterson) 11:00 AM

Attendance and Introductions: CEO Members - Mike Barnett, Troy Cummings, Linda Curtin, Emily Davenport, Linda Fulgenzi, Scott Schaffenacker; WIB Chair - Larry Peterson; Staff and Guests - Carmen Flynn, Sarah Graham, Michelle Griebler, Diane Jones; **Not in Attendance:** Amber Altmix, Michelle Brookens, Alicia Dean, Kim Hance, Bob Lott, Kyle Minert, Diane Murphy, Andy Van Meter, Matt Wells

2. Action Items: Sarah Graham

- **Requested Approval to Extend the Youth Contracts.**
LLWA would like to extend our three youth contracts (should not exceed \$500,000. Final figures will be presented in May).
Motion to Approve the Youth Contract Extension. Linda Curtin made a motion to approve. Seconded by Linda Fulgenzi. **Motion Carried.**
- **Requested Approval to Include Additional LLCC Programs to LLWA's Approved Programs.**
Discussion - open discussion regarding specific conditions that may apply to LLWA approved programs.
Motion to Approve Additional LLCC Programs. Linda Fulgenzi motioned, seconded by Troy Cummings. **Motion Carried.**
- **Requested Approval of Policy Changes in Individual Training Accounts, Support Services, Incumbent Worker, and Youth Incentive. Recommendations provided on page 32.**
Motion to Approve Policy Changes. Linda Fulgenzi motioned, seconded by Mike Barnett. **Motion Carried.**
- **Requested Approval of Appointment of Workforce Board Member, Katie Vatale.**
Motion to Approve WIB Appointment. Linda Curtin motioned, seconded by Linda Fulgenzi. **Motion Carried.**
- **Requested Approval to Accept Additional Funding from DCEO in the amount of \$84,503.** (E-mail vote on March 25th 2021 with unanimous CEO approval).
Motion to Approve Program and Fiscal Youth Monitoring Reports.
Motion Carried (Larry Peterson).

Executive Session: None

1. **Announcements:**

- Next CEO Meeting – May 19, 2021 (2:30 PM)
- Next WIB Meeting – May 24, 2021 (4:30 PM)

2. **Public Comment:** None

3. **Adjournment:** 11:21 AM

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