

**CEO Meeting Minutes**  
**November 12, 2020 2:30 PM**

**Go-To-Meeting**

WorkNet20 CEO Meeting

<https://global.gotomeeting.com/join/803833757>

United States: +1 (646) 749-3129

**Access Code:** 803-833-757

**Attendance and Introductions:** CEO Members - Linda Curtin, Troy Cummings, Kim Hance, Linda Fulgenzi; WIB Chair - Larry Peterson; Staff and Guests - Michelle Brookens, Diane Jones, Kyle Minert, Diane Murphy, Sarah Graham, Michelle Griebler, Alicia Dean, Carmen Flynn, Amber Altmix

**Not in Attendance:** Becky Edwards, Scott Schaffenacker, Bob Lott, Andy Van Meter, Mike Barnett, Emily Davenport

**Approval of Minutes:** September 2020

**Approval of September 2020 WIB Minutes:** Troy Cummings made a motion to approve the September 2020 WIB minutes, seconded by Linda Fulgenzi. **Motion Carried.**

**Program Information:**

1. Liaison and Business Services Reports: Offices for Cass, Christian, Logan, Menard, and Sangamon Counties are closed to the public. All Services continue to be provided remotely, via email, and over the telephone. Cass and Christian County offices are open by appointment only. Full Liaison and Business reports can be found on pgs. 4-11 of the November CEO packet.
2. Contractors, Special Grants, and Projects Reports: Michelle Brookens reported that since July 1<sup>st</sup> there have been a total of 12 trade customers served and there is a total of 11 current enrollments. The Rapid Response funds to help mitigate layoffs and social distancing due to COVID-19 are no longer open for application. The Land of Lincoln Workforce Alliance was approved to be a regional navigator in Economic Development Region 1 (see the Business Services Report for more details). There are a total of 77 planned youth contractual enrollments and 47 current enrollments. A full Contractors, Special Grants, and Projects Report can be found on pgs. 12-14 of the November CEO Meeting Packet.
3. Activity, Performance, and Enrollment Reports: Michelle Griebler reported that since July 1<sup>st</sup> the resource centers saw just over 500 participants receiving services with 1175 total services provided. The Enrollment Report shows 265 total enrollments with 230 current enrollments and 92 new enrollments. 35 customers were exiting/ending services. The Performance Report shows that we have exceeded 7 and are meeting 4 of our performance measures for Qtr. 2. Our performance goals are being negotiated and are going to be much higher moving forward, primarily because of our high performance over the past 3 years. A full report can be found on pgs. 15-17 of the November CEO meeting packet.

**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 distributed a summary of closed and current grants and budget information. Our 19-Formula Grant is 80% expended and is obligated at 100%. The 20-Formula Grant is obligated at 53% and is only expended at 8.7%. The Apprenticeship Expansion Grant is expended at 4% and the Trade Grant is fully expended. Diane also reported that the internal fiscal monitoring of the youth providers is nearing completion. A detailed financial report, grant descriptions, and budget information can be found on pgs. 18-22 of the November CEO Meeting Packet.

**Motion to Approve Fiscal Report:** Motion by Linda Fulgenzi, seconded by Troy Cummings. **Motion Carried.**

**Administrative Information:** Sarah Graham (pgs. 23-24)

1. Action Items: Sarah Graham

- **Requested Approval of Youth RFP (\$300,000 maximum).**  
LLWA would like to put out a Youth RFP for an additional Youth Contract.  
**Motion to Approve Youth RFP.** Linda Curtin made a motion to approve. Seconded by Linda Fulgenzi. **Motion Carried.**
- **Requested Approval of an MOU Negotiator (\$4,000 maximum).**  
Each year LLWA renegotiates some areas of the MOU. This is not a complete negotiation year but will be focused on budget only.  
**Motion to Approve an MOU negotiator.** Troy Cummings motioned, seconded by Linda Fulgenzi. **Motion Carried.**
- **Requested Approval of a Trade Grant (not to exceed \$50,000).**  
**Motion to Approve Trade Grant.** Linda Fulgenzi motioned, seconded by Troy Cummings. **Motion Carried.**
- **Requested Approval to transfer \$150,000 from Dislocated Worker to Adult.**  
**Motion to Approve the Transfer of Funds from Dislocated Worker to Adult.** Troy Cummings motioned, seconded by Linda Curtin. **Motion Carried.**
- **Requested for Approval of the Youth Program and Fiscal Monitoring Reports.**  
At the end of each contract, LLWA monitors and performs an audit of the year's youth program and its contract activity.  
**Motion to Approve Program and Fiscal Youth Monitoring Reports.** Linda Fulgenzi motioned, seconded by Linda Curtin. **Motion Carried.**
- **Requested Approval to hire a Workforce Specialist (\$38,000 - \$40,000).** We are asking for approval to hire a new Workforce Specialist for the Sangamon County office  
**Motion to Approve Workforce Specialist.** Troy Cummings motioned, seconded by Linda Fulgenzi. **Motion Carried.**

2. Director's report: Sarah highlighted areas on her written report which include the following:
- We will continue meeting via our online platforms as our COVID numbers are on the rise.
  - Our annual report has been finalized and was sent out to CEOs and board members and was also posted online.
  - We concluded performance negotiations with DCEO. A copy of the new goals for PY'21 & 22 was sent to CEOs and board members.
  - DCEO monitoring will begin in December.
  - We had to make a few changes to the MOU. The changes were completed and sent off to DCEO in June.
  - The Regional and Local Plan has been completed. This has been updated and is available on our website.
  - We will be attending the Springfield Sangamon Growth Alliance partnership meeting.
  - We have been meeting with LLCC regarding the apprenticeships for EDR 1.

- We hope to hire a Resource Room Workforce Specialist. This position is available due to a staff member accepting a position with the State of Illinois. This new hire will bring us back to full staff.
- Performance reviews were completed this past month. The process went well. Larry Peterson informed our CEOs that the negotiation process is completed every two years and also offered Sarah and the LLWA staff a job well done.
- Our proposed 2021 budget was accepted by the county.

The full Director's Report is located on pages 23-24 of the CEO packet.

**Motion to Approve the Directors Report.** Motion made by Troy Cummings, seconded by Linda Fulgenzi. **Motion Carried.**

**WIB Awards Presentation:** PowerPoint presentation of the 2020 Workforce award recipients presented to CEOs. A PowerPoint was shared live and an abbreviated version is posted on the website.

**1. Individual Achievement Awards:**

- Cass County- Karina Rodriguez - Lincoln Land Community College - LPN Program
- Christian County - Ilir Asani - Midwest Technical Institute - HVAC Program
- Logan County - Jennifer Draper - Methodist College - BSN Program
- Menard County - Markita Alexis-Taylor - Capital Area School of Practical Nursing - LPN Program
- Sangamon County - Reuben Hunt - 160 Driving Academy - CDL Program
- Sangamon County - Jeffery Vinyard - Lincoln Land Community College - Respiratory Care Therapy Program

**2. Achievement Awards - Partner Nominations:**

- Capitol Area Career Center - Joseph Alwood - Skilled Trades Essentials Program
- Lawrence Education Center - Santana Wilson - Prepare Youth to Work Program

**3. Business Partnership Award:**

- Lewis Memorial Christian Village

**Executive Session:** None

**1. Announcements:**

- Next CEO Meeting - March 17, 2021 (2:30 PM)
- Next WIB Meeting - March 22, 2021 (4:30 PM)

**2. Public Comment:** None

**3. Adjournment:** 3:21 PM **Motion to adjourn.**

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