

## WIB Meeting Minutes

Monday - March 22, 2020 4:30 p.m.

Zoom/ Phone/Web-Conference

Meeting ID: 946 7935 1003-Passcode: 702088

<https://zoom.us/j/94679351003?pwd=VW1iemJkenhPSldlQ3NGT1RkUmFxZz09>

**Attendance: WIB Members:** Carrie Brady, James Britton, Gloria Brummer, Eric Christians, Chelsee Cornelius, Cyndi Dodge, Jeff Durbin, Andy Fuchs, Marcus Johnson, Victor Martinek, Ryan McCrady, David McDonna, Jennifer Miller, Larry Peterson, Hollie Reid, Dave Robinson, Allison Rumler-Gomez, Mark Sprehe, Jamil Steele, Charlotte Warren, Kim Wonnell, Val Yazell - **Staff:** Michelle Brookens, Carmen Flynn, Michelle, Griebler, Sarah Graham, Diane Jones; **Not in Attendance:** Lesa Branham, Lisa Bohannan, David Fowler, Matthew Grieme, Cheree Morrison, Doug Stark, Jason Thoron, Katie Vatale, Mark Winkler.

**Approval of Minutes:** November 2020

**Approval of November 2020 WIB Minutes:** Val Yazell made a motion to approve the September 2020 WIB minutes, seconded by Dave MacDonna. **Motion Carried.**

### Program Information:

1. **County Liaison and Business Reports:** Michelle Brookens Reported on services for Cass, Christian, Logan, Menard, and Sangamon Counties.

**Cass County:** Michelle Brookens reported that our Cass County Satellite office located at Lincoln Land Community College in Beardstown has had 15 total center visits with 46 services provided. There are 3 customers enrolled in training. The Health Science field makes up the majority of LLWA training in Cass County. The Cass County office is now open on Thursdays from 9:00 AM – 12:00 PM, by appointment only. Michelle reported that our Cass County Liaison, Amber Altmix has been reaching out to high school students to inform them of our program and services.

**Christian County:** Michelle Brookens reported that our Christian County Liaison, Alicia Dean, is back in the Lincoln Land office in Taylorville. The Christian County office has had a total of 81 customers and has provided 195 services. Currently, there are 18 enrollments in Christian County. Again the Medical/Health Science makes up the majority of LLWA training in this workNet area. The Taylorville office is open by appointment only. Michelle reported that we have been assisting several customers with the Illinois Job Link Application. Remote services, Zoom assistance, and document collection is still taking place daily. Michelle discussed Clearwater Organic Farms which closed its doors on March 5<sup>th</sup>. A Rapid Response packet was provided via the US Postal Services to those impacted by the closure.

**Logan County:** Michelle Brookens reported that the Logan County satellite office has provided 69 services to 45 customers. There are 23 customers enrolled in training. The Heartland Community College Location is open for walk-in services. The Logan County Liaison, Kyle Minert, is on location on Thursdays from 8:00 AM – 4:00 PM. Kyle has continued outreach throughout the Logan County network to provide assistance. Michelle reported that Heartland Community College presented an information orientation about Essential Workplace Skills, which Kyle attended.

**Menard County:** Michelle Brookens reported that the Menard County satellite office has provided 86 services to 44 participants. There are currently 3 dislocated workers enrolled in training services. The Petersburg office has moved to the main Housing Authority location and is open by appointment only. Michelle reported that Lindsay Wilkens, the Springfield Housing Authority FSS Coordinator, has plans to launch a “Dress for Success” clothing closet that will serve Menard County residents by providing professional clothing for jobs and interviews.

**Sangamon County:** Michelle Brookens reported that Sangamon County has provided 1,804 services to 833 customers this program year. There are over 171 enrollments in Sangamon County with the Health Science field making up the majority of training in this area. We are utilizing several remote platforms to provide services. A full County Liaison Report can be found on pgs. 4-9 of the March WIB packet.

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**Business Services:** Michelle Brookens reported on the closure of Clearwater Organic Farms and reported that we had provided Rapid Response information to those impacted by the closure. On December 23<sup>rd</sup>, Fishes & Loaves staff were trained on the WIOA On-The-Job Training (OJT) program to help prepare them for the OJT component of the Pathway to Success program. A Business Services meeting was held in February where discussions consisted of agency updates and the Career Connections virtual event. Michelle reported that our Business Services Representative, Diane Murphy attended a National Employment Law Institute Conference in December. This conference touched on EEO and ADA compliance. Michelle reported that all staff members were provided Sexual Harassment training in December which complies with the Illinois Human Rights Act. Michelle stated that there are currently 3 On-The-Job Training participants. Sarah Graham included some information by reporting that Diane Murphy has been diligently working on LLWA's Apprenticeship Program. Sarah reported that Diane has been also working with community colleges in Economic Development Region 1. Diane met with the Carlinville Superintendent and with Greenfield School District to discuss the Work-Based Learning Program and a Pre-apprenticeship Program. There is also a meeting scheduled this week with medical providers to examine apprenticeships in the medical field. A full Business Service report can be found on pg. 10 of the March Board packet.

- 2. Contractors, Special Grants, and Projects Reports:** Michelle Brookens reported that Trade currently has 2 customers enrolled in training and there is 1 customer that is employed in RTAA. There is no change with the Emergency Assistance Grant since the last quarter. The Youth Contract report shows a total planned contractual enrollment of 77 and a current enrollment of 50. Fishes & Loaves has a total planned enrollment of 17 and a total current enrollment of 7. Fishes & Loaves is scheduled for on-site monitoring in April. Lawrence Education's total planned enrollments are 30 and the new enrollments for Program Year '20 are 7. The total current enrollments should read 28 instead of the 15 that is stated on the physical report. There are 2 customers currently participating in the Work-Based Learning program at Hy-Vee and 13 participants currently enrolled in follow-up services. On-site monitoring was completed at Lawrence Education Center in February with no findings. On-site monitoring of Hy-Vee was completed with no findings. Capital Area Career Center shows 30 planned enrollments, 27 new Program Year '20 enrollments with 2 exits, and 1 carry-over. Michelle listed the CACC certificates and the breakdown of enrollees in these programs. Michelle also noted that the Environmental Protection Agency 608 Credential has had an additional 3 enrollees since the printing of the provided report with a new total of 4 enrollees. 5 students received additional training at LLCC and MTI, with 2 still enrolled in the Journeyman Welder II program. There are 9 participants in follow-up services. Youth monitoring took place on March 15<sup>th</sup>. A full Contractors, Special Grants, and Projects Report can be found on pgs. 12-14 of the March Board packet.
- 3. Center Activity, Enrollment, and Performance Reports:** Michelle Griebler reported that since July 1<sup>st</sup> our 5 county area has provided 2,200 career and training services to 1,018 participants. The Enrollment Report shows 220 current enrollments and 160 new enrollments. Michelle Griebler also reported that our newly negotiated performance goals are now in place. The Outcomes Report shows that we are exceeding 7 and meeting 8 of our performance outcomes which gives us an overall outcome of "Meets". A full report can be found on pgs. 15-17 of the March Board packet.

**Approval of Program Information Reports:** Jeff Durbin made a motion to approve the Program Information Reports, seconded by Victor Martinek. **Motion Carried.**

**Fiscal Information:** Diane Jones reported that the fiscal monitoring is complete. We currently have three providers with contracts. 2 of our providers had no findings and one provider had two findings. We are

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working with our provider on this. We currently have 6 active grants which include the 19-Formula Grant that is 100% obligated and is 97% expended. The 20-Formula Grant is obligated at 65% and is 30% expended. Next, we have the Apprenticeship Grant which is 14.5% expended. The Layoff Aversion Grant is almost 73% spent. The Trade Case Management is fully spent and lastly, we have the TAA Grant which is 41% expended. A detailed financial report and grant descriptions can be found on pg. 18 of the March Board packet.

**Approval of Fiscal Report:** Mark Sprehe made a motion to approve the Fiscal Report, seconded by Ryan McCrady. **Motion Carried.**

### Administrative Information:

- 1. Directors Report:** Director Sarah Graham's detailed report can be found on pgs. 19-21. Sarah also added that the CEOs and WIB will continue to meet virtually until they feel comfortable meeting in person. We will send out a Doodle Poll to get everyone's thoughts on this to confirm.
  - DCEO performed its annual monitoring on December 7<sup>th</sup>. There are a few, very minor findings and no fiscal findings (report provided on pg.22).
  - We did not release an RFP for an MOU Negotiator because we are only negotiating the budget.
  - We met with DECO regarding receiving our additional funding. We will most likely see a decrease in funding next year.
  - Our One-Stop meetings and trainings are back on track.
  - Sarah attended a manufacturing academy event that is related to a statewide grant. This could lead to several manufacturing projects across the state.
  - Sarah met with Springfield Plastics. We are working with them to provide program assistance.
  - 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 we are not sure when we will be able to reopen.
  - There are several online meetings that Sarah had participated in over the past three months.

**Approval of Director's Report:** Motion made by Victor Martinek, seconded by Hollie Reid. **Motion Carried.**

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

- Requested approval of CACC, LEC, and Fishes & Loaves Youth Contracts Extension (in the approximate amount of \$500,000).

**Motion to Approve Youth Contract Extension.** Gloria Brummer motioned, seconded by Marcus Johnson. **Motion Carried.**

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- Requested Approval to Include Additional LLCC Programs to LLWA's Approved Programs (full list of programs are provided on pg. 24-27 of the WIB packet.)  
**Motion to Approve Additional LLCC Programs** (LLCC representatives will abstain from voting). Mark Sprehe motioned, seconded by Jeff Durbin. **Motion Carried.**
- Requested Approval of Policy Changes in Individual Training Accounts, Supportive Services, Incumbent Worker, and Youth Incentive (recommendations are provided on pg. 28).  
**Open Discussion:** Dr. Warren asked if the increase in the amount of funds provided to individuals will cut the amount of participants that we can serve. Sarah explained to the board that this increase is simply a rise in the cap amount that will allow us more flexibility to utilize these funds only when they are available.  
**Motion to Approve Policy Changes.** Vic Martinek motioned, seconded by Hollie Reid. **Motion Carried.**
- Requested Approval of Appointment of Workforce Board Member, Katie Vatale (a list of WIB members are provided on pg. 30).  
**Motion to Approve WIB Appointment.** Val Yazell motioned, seconded by Hollie Reid. **Motion Carried.**

### Around the Table Discussion:

- Gloria Brummer reported that with their funding being down she is open to sending students our way. She also offered a job well done to the LLWA staff.
- Chelsea Cornelius announced that JBS is partnering with their local community colleges to offer free tuition to JBS employees and their dependents. They are still in the planning stages but already have 150 enrollments. The Program is called the "JBS Better Teachers Program".
- Dr. Warren announced a ribbon-cutting for the unveiling of the new nursing program building. The enrollment will increase by 90 students annually. The newly renovated building will be open for fall classes.
- Ryan McCrady discussed the challenges of attracting workforce. Ryan also discussed the increase in businesses inquiring about reaching out to applicants via online sight searching. Ryan and Val are working together on several projects. Sangamon County does not have a (CDS) Comprehensive Development Strategy on file which is necessary to tap into the federal (EDA) Economic Development Administration funding. Ryan announced that this document will be drafted and shared out for comments. Having this completed and on file will be the first step for EDA funding eligibility.
- Larry Peterson asked the WIB about current workforce situations. JT Britton claims that Express is struggling to find applicants in Central Illinois. Many job seekers are claiming that they are not wanting to return to work at this time. JT says that creativity is the key to recruiting. Jeff Durbin has had luck recruiting in higher-paying positions but entry level has been a struggle. Vic Martinek had just filled a few recent positions. Erik Christians said that Walmart is struggling as people would rather stay home. Kim, with Goodwill, is seeing people leaving their jobs shortly after receiving their stimulus checks. Hollie Reid is seeing a shortage of applicants and is seeing several businesses in Cass County reducing hours due to a worker shortage. Larry Peterson is

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also seeing daycares combining classes due to this shortage. Ryan McCrady sees the connection between remote learning and parents being forced to leave their jobs.

- Vic Martinek asked the WIB if they are seeing business employees taking advantage of the COVID-19 vaccinations and if incentives are being offered. JBS is conducting vaccine clinics that are seeing a 50% vaccination rate and have a goal of 75%. Jeff Durbin is seeing a large percentage of CTI employees being vaccinated and allow them to stay on the clock while receiving their vaccination. Mark Sprehe reported that approximately 50% of Bunn employees have been vaccinated.
- Marcus offered a thank you to the Illinois WorkNet Center and the WIB for providing a letter of support for the Springfield Urban League. They were selected to apply for re-entry funding that will assist in providing additional services to Central Illinois.

**Upcoming Events:** 2021 Schedule provided

- Next CEO Meeting – May 19<sup>th</sup>, 2021 (2:30 PM)
- Next WIB Meeting – May 24<sup>th</sup>, 2021 (4:30 PM)

**Announcements:** None

**Public Comment:** None

**Adjourn:** Meeting adjourned: 5:51 PM

**Motion to Adjourn**, made by Hollie, seconded by Gloria Brummer. **Motion Carried.**