

**CEO MEETING MINUTES**  
**Wednesday November 10, 2021 at 2:30 p.m,**  
**1300 S 9<sup>th</sup> Street, Springfield, IL 62703**

**Wednesday, November 10, 2021**

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

**Welcome/Attendance and Introductions:** CEO Members - Mike Barnett, Troy Cummings, Linda Fulgenzi, Shantell Lattin, Scott Schaffenacker, Matt Wells; 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:** Bob Lott, Linda Curtin, Emily Davenport, Kim Hance, Andy Van Meter.

**Approval of Minutes:** (pgs.1-4) March 2021

**Approval of March 2021 CEO Minutes:** Linda Fulgenzi made a motion to approve the September, 2021 CEO minutes, seconded by Mike Barnett. **Motion Carried.**

**Program Information:**

1. Liaison and Business Services Reports: (pgs. 5-12)

Cass County- Amber Altmix reported that Cass County has had a total of four customers enrolled in training services. Amber reported that the Cass County office which is located at the Lincoln Land Community College in Beardstown is open for in-person services on Thursdays from 9:00 AM-12:00 PM. Amber met with Kimberly Hance and Mike Barnett from Cass County, and Chelsea Cornelius from JBS where they discussed the Beardstown community, JBS, and the WIOA program.

No additional comments from the Cass County CEOs.

Christian County- Alicia Dean reported that Christian County has 20 current enrollments in various programs. Alicia announced that the Christian County office located in Taylorville is open for in-person services on Tuesdays from 8:00 AM-4:30 PM. Appointments are strongly encouraged. Alicia also announced that the Taylorville facility is no longer performing temperature checks and COVID questionnaires to those entering the building. Follow-up contact has been made to those who were affected by the closure of Clearwater Organic Farms to see if anyone could benefit from our services.

No additional comments from the Christian County CEO.

Logan County- Kyle Minert reported that Logan County has 17 current enrollments in various programs. Logan County provided 102 services to 66 visitors so far in this Program Year. Kyle 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 shared information regarding a possible culinary training program spearheaded by Lincoln Economic Advancement and Development. Kyle and Diane Murphy met with the various stakeholders to discuss ways that LLWA may help support their efforts.

Menard County- Amber Altmix reported that Menard County has 4 current enrollments with the majority being in the medical field. Menard County has one dislocated worker who

completed his CDL training, and one customer who will be completing an intake in June. Amber is working in Menard County on Thursdays from 1:00 PM-4:00 PM by appointment only. Amber discussed the Menard Caring program and the availability of gas cards. The Menard County CEO announced that Menard County is looking for a new Zoning officer.

Sangamon County- Michelle Brookens opened with a correction on pg. 9 just under "Total Enrollments" the number should read "178" instead of "362". Michelle reported that Sangamon County had a total of 178 enrollments with healthcare leading in the participated training programs. LLWA had processed 182 customers and 522 pre-apps for funding as of April 30<sup>th</sup>. We currently have 604 pre-apps which puts us on track for a 15% increase. Our dropbox is being utilized and the Career Planners are being creative in finding ways to meet with clients and complete client needs. The Sangamon County CEO had no additional reporting but offered a job well done to the staff for keeping reporting numbers up throughout the pandemic.

Business Services- Diane Murphy reported on Sangamon County business closures which include Title Max. Rapid Response information was provided to those who are being impacted by the closures. Sarah and Diane Murphy met with Richardson Manufacturing and IMEC regarding business services. Diane reported on topics discussed at a recent Business Services meeting which includes hiring struggles and employee no-call no-shows. Diane updated the CEOs on several EO and diversity webinars that our staff had been attending. She also informed the CEOs of a correction under "Work-Based Learning. The job title should read "HVAC Technician" rather than "Automotive Lube Technician". Diane discussed our first apprenticeship project contract. She also reported that we attended the Lincoln Land Community College District Manufacturing Sector Partnership meeting. Diane also had the opportunity to discuss the labor market and apprenticeships with Greene County educators.

Full liaison and business services report can be found on pgs. 5-12 of the May 2021 CEO packet.

2. Contractors, Special Grants, and Projects Reports: (pgs. 13-15)

Michelle Brookens reported that we currently have one trade event with 2 customers enrolled. Fishes & Loaves show a total planned enrollment of 17 and a current enrollment of 17. There is a new class starting up in April. Michelle reported that Fishes & Loaves' monitoring had no findings. Lawrence Education Center has 30 planned enrollments, with 27 YTD enrollments. Their online monitoring had also been completed with no findings.

Capital Area Career Center currently has 30 total planned enrollments. The Youth Training Provider monitoring took place in March with no findings. Onsite Work-Based Learning Worksite monitoring also took place in March, also with no findings. Michelle explained that certifications and credentials are down but we are seeing a good number of OSHA-10 and EPA-608. A full Contractors, Special Grants, and Projects Report can be found on pgs. 13-15 of the May CEO Meeting Packet.

3. Activity, Performance, and Enrollment Reports: (pgs. 16-18)

Michelle Griebler reported that since July 1<sup>st</sup>, we have provided over 3000 services to over 1300 job seekers. This breaks down to about 138 customers per month. The Enrollment report shows 226 customers enrolled in training. The Preliminary Outcomes report shows that LWIA is exceeding 14 of the 15 performance measures. Michelle reported that despite the increase of the performance goals, LWIA is likely to exceed all 15 performance

measures by the end of the program year. A full report can be found on pgs. 16-18 of the May CEO meeting packet.

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

**Fiscal Information:** Diane Jones

1. Expenditure & Grant Reports: (pgs. 19-23)

Diane reported on and distributed a summary of closed and current grants and budget information. Diane stated that the 19-Formula Grant will expire in June and is 100% obligated and is almost 100% expended. The 20-Formula Grant is obligated at 71% and is expended at 43%. The Apprenticeship Expansion Grant is expended at 19.8% and is not likely to be 100% spent. the Layoff Aversion Grant is expended at just over 82% and will not be 100% spent. The Trade Adjustment Assistance Grant is expended at 70.3%. A detailed financial report, grant descriptions, and budget information can be found on pgs. 19-23 of the May CEO Meeting Packet.

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

**Administrative Information:** Sarah Graham (pgs. 24-25)

1. Director's report: Sarah highlighted areas on her written report which include the following:

- We received our funding allocations for program year 2021. Information on Pg. 26.
- The Workforce Professional group met with DCEO about reopening.
- Partnering heads are working on a new process that is being put together by CMS.
- LWIA was selected to be monitored by DOL. The monitoring went well with one small possible finding.
- The final MOU was agreed upon. The budget was included in today's packet. Sarah is waiting on a few partner signatures.
- Sarah met with the Community Foundation about a youth employment project where Sarah explained how WIOA funding could be of some assistance.
- Sarah met with our Economic Development Region about a Career Fair, and a presentation of our Workforce Programs, as well as other projects.
- LLWA office staff is being trained on Office 365, Excel, and MS Teams.
- LLWA staff were trained on Grant accountability and Fraud.
- We are working on revamping our website. A lot of the content is outdated and needs to be updated.
- Sarah explained the MOU to the CEOs.

The full Director's Report is located on pages 24-25 of the CEO packet.

**Motion to Approve the Director's Report.** Motion made by Linda Fulgenzi seconded by Troy Cummings. **Motion Carried.**

2. Action Items: Sarah Graham

- **Requested Approval to Transfer Funds from Dislocated Worker to Adult for \$170,000.**  
**Motion to Approve Transfer of Funds.** Troy Cummings made a motion to approve. Seconded by Mike Barnett. **Motion Carried.**
- **Requested Approval of Program Allocations for program year 2021 (pg. 26).**  
**Motion to Approve 2021 Program Allocations.** Linda Fulgenzi motioned, seconded by Mike Barnett. **Motion Carried.**

- **Requested Approval of Additional Funding for the Youth Contracts. (Amount increased since the March CEO Meeting) (pg. 27).**  
**Motion to Approve Additional Youth Funding.** Mike Barnett motioned, seconded by Linda Fulgenzi. **Motion Carried.**
- **MOU Budget (Diane Jones reviewed) (pg. 28)**  
**Motion to Approve the MOU Budget and Electronic Signatures of the CEOs.** Linda Fulgenzi motioned, seconded by Mike Barnett. **Motion Carried.**
- **Requested Approval of the 21-Formula Budget (pg. 29)**  
**Motion to Approve the 21-Formula Budget.** Linda Fulgenzi motioned, seconded by Linda Curtin. **Motion Carried.**
- **Requested Approval of a New LLCC-Early Childhood Care Program (Pg. 30)**  
**Motion to Approve LLCC Early Childhood Care.** Mike Barnett motioned, seconded by Linda Fulgenzi. **Motion Carried.**
- **Requested Approval of Policy Changes (Pgs. 31-32)**  
**Motion to Approve Policy Changes.** Linda Fulgenzi motioned, seconded by Linda Curtin. **Motion Carried.**

**Executive Session:** None

**1. Announcements:**

- Next CEO Meeting – September 15, 2021 (2:30 PM)
- Next WIB Meeting –September 20, 2021 (4:30 PM)
- WIB Certification is due on September 30<sup>th</sup>.

**2. Public Comment:** None

**3. Adjournment:** 3:40 PM

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