

CEO MEETING MINUTES

Wednesday, September 15, 2021 at 2:30 p.m.

Zoom- Phone/Web Conference: 877 853 5257 US Toll-free

<https://zoom.us/j/93081516446?pwd=WHhHZURqSVZySFJHJ3crYIU5MmFHQT09>

Meeting ID: 930 8151 6446 - Passcode: 061283

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

Welcome/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, Sarah Graham, Michelle Griebler, Diane Jones, Shantell Lattin, Kyle Minert, Diane Murphy, Scott Schaffenacker; **Not in Attendance:** Bob Lott, Troy Cummings, Matt Wells.

Approval of Minutes: May 2021

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

Program Information:

1. Liaison and Business Services Reports:

Cass County- Amber Altmix reported that Cass County has had a total of six customers enrolled in training services. Two are adult customers: one is in the ADN program at LLCC and the other in the LPN program at CASPN. One customer is dually enrolled as an adult/youth customer in the Dental Assistant program at MTI. The one youth customer is in the HVAC program at MTI, and one dislocated worker customer in the Medical Assistant Program at MTI. The last customer is enrolled in the OJT program for HAVAC. There are two customers who have completed training. One dislocated worker customer completed CDL training at 160 Driving Academy and has gained employment as a concrete worker. One adult customer has completed Medical Assistant training at MTI, has gained her CMA, and is in job search. Two customers are in follow-up services. Amber Altmix reported Classes at LLCC are in person. Students and faculty have to share vaccination status or get weekly testing. No additional comments from the Cass County CEOs.

Christian County- Alicia Dean reported that Christian County has 16 current enrollments in various programs. Three students are studying at LLCC, five are at MTI, two are at Lake Land College, two at St. John's College of Nursing, one at Illinois College, two at Capital Area School for Practical Nursing, and one youth is enrolled in the STEP program at CACC. Alicia reported that she is on-site in Taylorville on Tuesdays. Training grows more diversified within County participants, as Health Science accounts for 66% of the enrollments, followed by Manufacturing/Construction 22%, and Transportation/Logistics 11%.

Logan County- Kyle Minert reported that Logan County has 10 customers enrolled in the following training services and TAA services: two are in HVAC training, one in Medical Assistant Training, three are in LPN training, one in ADN training, two in BSN training, and one in Early Childhood Education. So far this program year, two Trade/TAA customers have found jobs with the following employers, HRI of Central Illinois and Abraham Lincoln Memorial Hospital. Kyle reported that IGA is looking for employees after arson committed on the store in Lincoln, he offered services.

Menard County- Amber Altmix reported that Menard County has three customers enrolled in training services. One adult customer is in the BSN program at St. John's College of Nursing, one youth customer in the Journeyman Welder II program at MTI, and one dislocated worker

customer in the Occupational Therapy program at LLCC. Amber reported there are three customers that have completed training. One dislocated worker customer has completed Medical Assistant training at MTI, has gained her CMA, and is employed as a MA. Another dislocated worker customer has completed Medical Assistant training at MTI, needs to retake her AAMA exam, and start her job search. One adult customer has completed Basic Nursing Assistant training at MTI, needs to retake the C.N.A exam and start her job search. One dislocated worker customer in follow-up services who completed CDL training, one dislocated/adult customer is on the waitlist, and one applicant whose eligibility is being determined.

Sangamon County- Michelle Brookens reported there have been 293 customers receiving 628 services in Sangamon County. There are 157 enrollments in Sangamon County. Lincoln Land is doing most of the training and healthcare is leading in training. There are 92 customers currently enrolled in follow-up services, as well as 118 pre-apps processed, 37 customers on the wait list, and 34 still on the wait list. The Health Science sector holds a strong lead in the field of training with 76.92%, followed by Transportation with 11.97%, Construction Trades with 8.55%, Business IT, and OJT/WE programs at .85% each. We are seeing customers in person, 1 hour appointments and 30 minute appointments for IDES. We are also still assisting remotely as well.

Business Services- Diane Murphy reported meeting with the new developer of a new business in Illiopolis, Affordable Home Systems. The company is recruiting workers who will complete off-site construction and work at their plant, as well as for employees who will go to delivery site and finish construction there. They are very interested in OJTs for eligible job seekers. In August, The Greater Springfield Chamber of Commerce had their job fair. The event was well attended by 70 employers, many stating they had numerous job openings. There were only 175 job seekers that showed up. CASPN held their annual job fair on May 28th. We staffed a booth to network with the students and to encourage them to refer their friends and family to our program. It was a great opportunity to network with the various healthcare employers, informing them about our Apprenticeship Illinois project too.

Full liaison and business services report can be found on pgs. 6-12 of the September 2021 CEO packet.

2. Contractors, Special Grants, and Projects Reports:

Michelle Brookens reported that we are nearing the end of our trade grant, 09/30/2021, and we currently have one remaining customer who is scheduled to graduate in December with a degree in Early Childhood. We have 2 RTAA as well, and they are scheduled to end 10/27. Youth contracts have a total planned enrollment of 67 and have 24 currently enrolled. Fishes & Loaves show a total planned enrollment of 24 and a current enrollment of 6. They are still operating in a hybrid format and still doing some remote learning. Lawrence Education Center has 30 planned enrollments, with 5 YTD enrollments and currently doing in-person learning. Capital Area Career Center currently has 13 total planned enrollments with 13 YTD enrollments. They have changed some curriculum and they have a new welding instructor. A full Contractors, Special Grants, and Projects Report can be found in the CEO Meeting Packet.

3. Activity, Performance, and Enrollment Reports:

Michelle Griebler reported that in July and August we have provided 790 services to 385 customers, and the LWIA is likely to exceed all 15 performance measures by the end of the program year. A full report can be found in the 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:

Diane reported on and distributed a summary of closed and current grants and budget information. Diane stated that the Trade Grant will expire at the end of September and is 100% obligated and is almost 100% expended. The Apprenticeship Expansion Grant expires at the end of December 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. 20-Formula Grant is obligated at 60%. A detailed financial report, grant descriptions, and budget information can be found in the CEO Meeting Packet.

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

Administrative Information: Sarah Graham

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

- CEO and Board meetings will begin being held in person in November 2021. This meeting is our awards meeting.
- We completed the Department of Labor monitoring in June and there were two findings that we responded to. That report is attached. We responded to DCEO regarding monitoring and DCEO will compile a final letter/response and return to DoL. All the changes requested by DoL have been completed in the office.
- We met with DCEO regarding the Apprenticeship Grant. We asked for an extension to the grant and to move some of the funding to the training line item. We have had a tough time getting companies to participate due to the fact that the grant did not allow training dollars to be used and due to the amount of paperwork that needs to be filled out to participate.
- We worked with DCEO's Red Team on a regional Chamber of Commerce meeting to present all of our workforce programs. This event was held in July, in conjunction with LWIAS 19 and 21.
- Sarah met with the City of Springfield's new Deputy Mayor, Kathleen Alcorn, to discuss the WIB and our grant programs.
- Sarah met with District #186 regarding new Board positions and to discuss our grants and how our funding can help their organization.
- Sarah met with Teamsters Union to discuss the WIB and our grants. We discussed how we can work together to promote our finding.
- Sarah participated in a CMS security assessment of 1300 S. 9th Street.
- Staff received Office 365 and Microsoft teams training.
- We had an active shooter training in June.
- Sarah met IDES representatives regarding opening.

The full Director's Report is located in the CEO packet.

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

2. Action Items: Sarah Graham

- **Requested Approval to Transfer Funds from Dislocated Worker to Adult for \$150,000.** **Motion to Approve Transfer of Funds.** Linda Fulgenzi made a motion to approve. Seconded by Mike Barnett. **Motion Carried.**

- **Requested Approval of Board Appointments year 2021 (pg. 26).**
Motion to Approve 2021 Program Allocations. Linda Fulgenzi motioned, seconded by Linda Curtin. **Motion Carried.**
- **Requested Approval of Training Provider/Approved Program. (LLCC) (pg. 26).**
Motion to Approve Additional Youth Funding. Linda Fulgenzi motioned, seconded by Linda Curtin. **Motion Carried.**
- **Apprenticeship Projects (HSHS-\$70,000 and Prairie Heart-17,500) (pg. 26)**
Motion to Approve Apprenticeship Projects (HSHS and Prairie Heart). Linda Fulgenzi motioned, seconded by Scott Schaffenacker. **Motion Carried.**
- **Requested Approval to hire Program Assistant (\$32,000) (Pg. 31)**
Motion to Approve to hire Program Assistant (\$32,000). Linda Curtin motioned, seconded by Mike Barnett. **Motion Carried.**

Executive Session: None

1. Announcements:

- Next CEO Meeting – November 10th, 2021 (2:30 PM)
- Next WIB Meeting –November 15th, 2021 (4:30 PM)
- WIB Certification is due on September 30th.

2. Public Comment: None

3. Adjournment: 3:28PM

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