

WIB Meeting Minutes
Monday – May 24, 2021 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, Chelsea Cornelius, Jeff Durbin, David Fowler, Marcus Johnson, Victor Martinek, Ryan McCrady, David McDonna, Cheree Morrison, Larry Peterson, Dave Robinson, Allison Rumler-Gomez, Mark Sprehe, Jason Thoron, Charlotte Warren, Kim Wonnell; **Staff:** Michelle Brookens, Carmen Flynn, Michelle, Griebler, Sarah Graham, Diane Jones; **Not in Attendance:** Lesa Branham, Lisa Bohannon, Eric Christians, Cyndi Dodge, Andy Fuchs, Matthew Grieme, Jennifer Miller, Hollie Reid, Doug Stark, Jamil Steele, Katie Vatale, Mark Winkler; **Guests:** Kathi Lee, Suellen Morgan, Lisa Peterson, Joe Aiello, JP Fyans.

Approval of Minutes: May 2021- ***Minutes correction** - Mark Sprehe did attend the March 22, WIB meeting.

Approval of May 2021 WIB Minutes: Dave McDonna made a motion to approve the March 22, WIB minutes, seconded by Marcus Johnson. **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 25 total center visits with 87 services provided. There are 7 customers enrolled in training. Amber Altmix has been working in Cass County on Thursdays from 9:00 AM – 12:00 PM (appointments encouraged). Michelle also discussed the tuition reimbursement program partnership between JBS in Beardstown and Lincoln Land Community College.

Christian County: Michelle Brookens reported that the Christian County Satellite office, located at the Lincoln Land Community College office in Taylorville, will no longer require temperature checks or COVID questions upon entering the building. Michelle also reported that we provided Rapid Response information to the 33 Clearwater Organic Farms' employees that were affected by their recent closure.

Logan County: Michelle Brookens reported that the Logan County satellite office has provided 102 services to 66 customers. There are 17 customers enrolled in training. Michelle also reported that Kyle has been in contact with Lincoln Economic Advancement and Development Inc., which is collaborating with various community representatives hoping to spearhead a culinary training program. Kyle also reached out to Lincoln Community High School and to Lincoln Land Tech Education Center to provide information on WIOA programs and funding.

Menard County: Michelle Brookens reported that Menard County currently has 4 enrollments. Michelle stated that the Petersburg office, located at the main Housing Authority location, is open by appointment only. Michelle also reported that Amber has been keeping in close contact with Anne from the Housing Authority regarding the reopening status and with Troy who is our Menard County CEO. Amber has also been in contact with the Menard County High Schools regarding WIOA services.

Sangamon County: Michelle Brookens reported that Sangamon County has 178 enrollments and the Health Science field is making up the majority of the WIOA training enrollments. Michelle also reported that we currently have 14 BSN students at St. Johns and that there are currently 640 pre-applications. A full County Liaison Report can be found on pgs. 6-13 of the May WIB packet.

Business Services: Michelle Brookens reported that 2 TitleMax locations recently closed and that Diane Murphy provided Rapid Response information to those who were affected. Michelle reported on Diane's outreach efforts regarding the promotion of our services. Diane also attended a variety of educational and professional development webinars regarding Equal Opportunity. Michelle elaborated on Diane's efforts towards apprenticeship expansion. Diane attended a LLCC manufacturing meeting to learn about the training and recruiting needs of local manufacturers. A full Business Services report can be found on pgs. 12-13 of the May Board packet.

2. **Contractors, Special Grants, and Projects Reports:** Michelle Brookens reported that the Trade program currently has 2 customers enrolled in training, both customers will be done with training in 2021. Fishes & Loaves' YTD enrollment is 17. Capital Area Career Center's enrollment is 35 and Lawrence Education has a total enrollment of 27. Michelle reported that on-site monitoring of the three youth training providers were conducted with no findings. Work-Based learning monitoring is also underway with a few additional sites coming up in June. Sarah added that an on-line medical assisting provider is MedCerts Training Center. She also stated that all programs that are listed on the state-wide approved training provider list are also available in our workforce area. A full Contractors, Special Grants, and Projects Report can be found on pgs. 14-16 of the May Board packet.
3. **Center Activity, Enrollment, and Performance Reports:** Michelle Griebler reported that since July 1st our 5 county area has provided over 3,000 career and training services to almost 1,400 job seekers. Michelle also reported that all 5 of our county access sites are open by appointment for career services with the exclusion of The Illinois workNet Center in Sangamon County (Spfld). The Enrollment Report shows 226 current enrollments. We will add an additional 30 to that number throughout May and June. This will be approximately 60 more enrollments than were enrolled this time last year. The performance outcomes report shows that we are exceeding 14 and meeting 1 of our performance measures which gives us an overall outcome of "meets". Michelle anticipates that we will be exceeding all 15 performance outcomes by the end of the program year. A full report is on pgs. 17-19 of the May Board packet.

Approval of Program Information Reports: Dave Robinson made a motion to approve the Program Information Reports, seconded by Mark Sprehe. **Motion Carried.**

Fiscal Information: Diane Jones reported on the three active grants that will expire in June. This includes the program year 2019 Formula Grant that is 100% obligated and 99% expended, the Layoff Aversion Grant is 72% expended, and the Trade Case Management Grant that is 100% obligated. Our PY20 Formula Grant is 71% obligated and is expended at 43%. The TAA Grant is expended at 70% and will expire at the end of September. A detailed financial report can be found on pg. 20 of the May Board packet.

Approval of Fiscal Report: Vic Martinek made a motion to approve the Fiscal Report, seconded by David Fowler. **Motion Carried.**

Administrative Information:

1. **Director's Report:** Director Sarah Graham's detailed report can be found on pgs. 21-22.
 - Sarah discussed the funding allocations for the next program year, we will see a decrease.
 - We were monitored by DOL earlier in the month with one possible finding.
 - The final MOU budget was agreed upon by the partners and was sent out. Sarah is gathering signatures.
 - Sarah met with the Community Foundation about the youth employment program in the area.
 - We funded a local manufacturer with a business grant for training for \$36,000.
 - Sarah and Amber, our Cass County Liaison, met with PSSI from Cass County and discussed their workforce issues and discussed how we could help.
 - Four County departments are meeting regularly to confirm that there is no duplication of services.
 - The number of customers served has increased from last year due to the increase in funding.
 - Several staff members will receive training on Excel, Office 365, and Teams due to the additional funds we received.
 - We completed our Grant and Fraud training as part of our annual training review.
 - Sarah added some information regarding the new process that will be put in place to open our doors to the public.

Approval of Director's Report: Motion made by Carrie Brady, seconded by Marcus Johnson.

Motion Carried.

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

- We requested approval to transfer \$170,000 from Dislocated Worker to the Adult Worker pool.
- We requested approval of Program Allocations for Program Year 2021 (Pg. 23).
- We requested approval of Youth Contracts - Additional Funding Request (Pg. 24).
- We requested approval of the MOU Budget (pg. 25).
- We requested approval of the 21-Formula Operating Budget of \$1,021,146.00 (pg. 26).
- We requested approval to add the new LLCC Early Child Care & Education Degree Program (pg. 27) to the Statewide ETPL.
- We requested approval of Program and Fiscal Policy Updates and 1 new program policy (pg. 28).

Approval of the May 2021 Action Items: Motion made by Jeff Durbin, seconded by Vic Martinek.

Motion Carried.

Around the Table Discussion:

Economic Development discussed the struggles of having individuals returning to work. JBS discussed the LLCC Better Futures Program.

Upcoming Events: 2021 Schedule provided

- Next CEO Meeting – September 15th, 2021 (2:30 PM)
- Next WIB Meeting – September 20th, 2021 (4:30 PM)
- Teamsters Job Fair – June 4th, and 5th, 2021
- LEC Graduation (contact Kathi Lee for information)

Announcements:

- WIB Appointments
- LLCC's baseball won the Regional tournaments and are going to the Nationals.

Public Comment: None

Adjourn: Meeting adjourned: 5:21 PM

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