

## WIB Meeting Minutes

Monday – September 20, 2021 4:30 p.m.

Zoom/ Phone/Web-Conference

Meeting ID: 992 5759 0296 -Passcode: 262547

<https://zoom.us/j/99257590296?pwd=cE5VYnpoRlFXWjM1UnQ5ZjkMFVFUT09>

**Attendance-WIB Members:** Lisa Bohannon, Carrie Brady, James Britton, Gloria Brummer, Eric Christians, Jeff Durbin, David Fowler, Andy Fuchs, JP Fyans, Marcus Johnson, Dr. Vern Linqvist, Victor Martinek, David McDonna, Jennifer Miller, Sullen Morgan, Larry Peterson, JP Fyans, Allison Rumler-Gomez, Mark Sprehe, Jamil Steele, Lance Thurman, Kim Wonnell - **Staff:** Michelle Brookens, Michelle, Griebler, Sarah Graham, Diane Jones, Shantell Lattin, Diane Murphy.

### Approval of Minutes:

**Approval of May 2021 WIB Minutes:** Mark Sprehe made a motion to approve the May 2021 WIB minutes, seconded by Jeff Durbin. **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 office has 9 enrollments, 6 customers in training, 2 completed and employed, 2 adults are in follow-up services, and 10 customers with 25 services offered. Services are currently provided remotely, according to Amber Altmix, due to rising covid-19 numbers.

**Christian County:** Michelle Brookens reported that our Christian County Liaison, Alicia Dean, is back in the Lincoln Land office in Taylorville. While people can walk in, it is preferable that they make an appointment. Christian County has 39 customers with 79 services offered. There are currently 16 enrollments, and 2 customers are enrolled in follow-up services. One customer was referred to the medical apprenticeship program.

**Logan County:** Michelle Brookens reported that the Logan County satellite office has provided 34 services to 27 customers. There are 10 customers enrolled in training, and 1 customer in follow-up services. Logan County liaison, Kyle Minert, indicated that Eaton Manufacturing is looking to hire over 100 new hires and is in contact with him.

**Menard County:** Michelle Brookens reported that the Menard County satellite office has provided 28 services to 16 customers. There are currently 6 customers enrolled, 3 enrolled in training services, 1 completed training and is employed, and 2 who are in job search. Services continue to be provided remotely or with an appointment.

**Sangamon County:** Michelle Brookens reported that Sangamon County has provided 628 services to 293 customers. There are 157 enrollments and 92 customers currently enrolled in follow-up services in Sangamon County with the Health Science field making up the majority of training in this area. In the workNet center we have transitioned to in person appointments. Appointments can be made with IDES or Land of Lincoln workforce Alliance staff for 30 minute appointments for both IDES and WIOA or 1 hour appointments for WIOA. TABE testing is now being done on-site as well.

**Business Services:** Michelle Brookens reported meeting with the developer of a new business in Illiopolis, Affordable Home Systems. The company is recruiting for workers who will complete off-site construction and at the plant, as well as for employees who will go to the delivery site and finish construction there. As for work based learning, we have a commercial HVAC Technician and work experience, which is getting ready to end. The Apprenticeship expansion grant has two signed contracts effective August 1, 2021. One is with HSHS Medical Group and that is to train 28 incumbent workers in

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Medical Assisting. The other is with Prairie Cardiovascular Associates to train 7 incumbent workers in Medical Assisting through the Med Certs online program.

- 2. Contractors, Special Grants, and Projects Reports:** Michelle Brookens reported that the Trade Grant ends 09/30/2021. There is one remaining customer enrolled in training and they will complete in December. The RTAA ends 10/27/2021 and everything is ready to be completed. The Youth Contract report shows a total planned contractual enrollment of 67 and a current enrollment of 24. Fishes & Loaves has a total planned enrollment of 24 and a total current enrollment of 6. They are currently utilizing hybrid learning, using the computer for class and in person for clinicals and testing. Lawrence Education's total planned enrollments are 30 and the new enrollments for the program are 5. They are currently utilizing in person learning. Capital Area Career Center shows 13 planned enrollments, 13 YTD enrollments. Michelle stated they have a new welding instructor and a new curriculum for HVAC. 31 customers enrolled in follow-up training.
- 3. Center Activity, Enrollment, and Performance Reports:** Michelle Griebler reported that since July we have provided 790 services to 385 participants. That includes job search, resume assistance, training, support services, and most recently on-site services in Springfield, primarily TABE testing. The Enrollment Report shows 198 current enrollments and 212 new enrollments. Michelle Griebler also reported that our newly negotiated performance goals are now in place. The Outcomes Report shows that we are exceeding in all areas and meeting all of our performance outcomes which gives us an overall outcome of "Meets".

**Approval of Program Information Reports:** Marcus Johnson made a motion to approve the Program Information Reports, seconded by Eric Christians. **Motion Carried.**

### Fiscal Information:

- 1.** Diane Jones reported that the fiscal monitoring is complete. We currently have four open grants we are working on. One is a trade grant that is going wrap up at the end of September. Apprenticeship expansion grant was for \$90,475 and we have currently spent through August \$30,633.29. The other two grants are formula grants. 20 Formula grant was \$3,121,594.00 and we are 72% spent on that grant and 99% obligated. 21 Formula grant was \$2,371,350.00 and we have spent \$14,000 a little over 1%, but are currently obligated for 60%. Diane stated she doesn't think there will be any problem meeting 80% spent and obligated for this year.

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

### Administrative Information:

- 1. Directors Report:** Director Sarah Graham's detailed report can be found on pgs. 20-22. Sarah also added that the CEOs and WIB will begin meeting in person November 2021. We will send out a Doodle Poll to get everyone's thoughts on this to confirm.
  - We are working on Board replacements and recertification this summer
  - DCEO performed its annual monitoring in June. There were two findings that were responded to and no fiscal findings (report provided on pg. 26).
  - We met with DECO regarding the Apprenticeship Grant to move money to a different line item and also asked for an extension.

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- We worked with DCEO's Red Team on a regional Chamber of Commerce meeting. This event was held in conjunction with LWIA's 19 and 21 and was super successful.
- Met with a new business in Illiopolis, Affordable Homes, Inc., regarding OJTS and/or an incumbent worker project for their company.
- Met with Cinda Klickna, writer for SBJ/IT, she wrote an article about our office and the services we offer. This was published in the August Aspire magazine.
- Sarah met with a provider to see if we could begin a welding training cohort at Logan County Correctional Facility.
- Sarah met with a staffing agency in Chicago regarding an opportunity with Illinois Department of Revenue.
- Sarah had a meeting with Wooden It Be Lovely, a non-profit in Springfield that helps women attain their GED and they provide other wrap around services.
- Our office reopened on September 7, 2021, by appointment only.

**Approval of Director's Report:** Motion made by Carrie Brady, seconded by Gloria Brummer.

**Motion Carried.**

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

- Requested transfer of funds from Dislocated Workers to Adults (\$150,000).  
**Motion to Approve Transfer of funds from Dislocated to Adults.** Victor Martinek motioned, seconded by Eric Christians. **Motion Carried.**
- Board Appointments and Approvals.  
**Motion to Approve Board Appointments and Approval** Carrie Brady motioned, seconded by JT Britton. **Motion Carried.**
- Requested Approval of Training Provider/Approved Program LLCC.  
**Motion to Approve Training Provider/Approved Program LLCC.** JP Fyans motioned, seconded by Eric Christians. **Motion Carried.**
- Requested Approval of Apprenticeship Projects (HSHS- \$70,000 and Prairie Heart- \$17,500)  
**Motion to Approve Apprenticeship Projects.** Eric Christians motioned, seconded by Marcus Johnson. **Motion Carried.**
- Approval to Hire Program Specialist (\$32,000)  
**Motion to Hire Program Specialist (\$32,000).** Lance Thurman motioned, seconded by JT Britton. **Motion Carried.**

### Around the Table Discussion:

Lance Thurman with district 186 that they continue to find a need for employment during the school hours. Short on bus drivers. As soon as they get bus drives other companies are encouraging them away with higher sign-on bonuses and college tuition

JT Britton they have seen over the past 3-4 weeks an increase of about 1/3 more applicants per week than back in July. Still have 120 open positions in Springfield. He stated he thinks it is attributed to

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the availability of the workers due to school starting back as well as the addition to unemployment help from the government has expired.

JP Fyans they are hiring CDL drivers on the spot with a sign on bonus from \$1,000 to \$10,000.

Vern Lindquist with LLCC stated they are trying to expand the truck driver program and double the size of the nursing student population and should be complete with next round of hiring of professors.

Gloria Brummer talked about the national shortage of nursing and enrollment being down.

### **Upcoming Events:** 2021 Schedule provided

- Next CEO Meeting – November 10<sup>th</sup>, 2021 (2:30 PM)
- Next WIB Meeting – November 15<sup>th</sup>, 2021 (4:30 PM)

### **Announcements:**

- **2022 Meeting Schedule- calendar invites will be sent tomorrow**
- **Board Certification from DCEO**

**Public Comment:** None

**Adjourn:** Meeting adjourned: 5:28 PM

**Motion to Adjourn**, made by JT Britton, seconded by Eric Christians. **Motion Carried.**