

CEO MEETING MINUTES

March 15, 2023 2:30 p.m.

Via Zoom: Join Zoom Meeting

<https://us06web.zoom.us/j/87910689087?pwd=a1FIRzBMeTVZbERMVWxrZ3hRQWp0Zz09>

Meeting ID: 879 1068 9087 Passcode: 235013

Meeting Called to Order: (Sarah Graham) 2:36 p.m.

Roll Call: Sarah Graham (pg. 1)

Welcome and Members in Attendance: Bill Merriman, Linda Curtin, Troy Cummings

Not in Attendance: Victor Martinek, Emily Davenport, Lori Williams, Bob Lott, Andy Van Meter IV, Kimberly Hance, Bryan Sharp, Dale Nelson

Staff and Guests: Sarah Graham, Michelle Griebler, Diane Jones, Kyle Minert, Michelle Brookens, Alicia Dean, Christina Sugars, Guenevere Black Ford

Program Information:

1. County Liaison Reports: (pgs. 5-10)

Cass County – Christina Sugars reported that there are currently 7 participants enrolled in training programs in Cass County. Lincoln Land signed a year lease (through May 2024) for the Beardstown location, but they have not confirmed that classes will be hosted in the Beardstown location for fall of 2023.

Christian County – Alicia Dean reported that, YTD, 116 customers have been served from Christian County. There are currently 16 participants enrolled in training programs in Christian County. Kroger has reopened in Taylorville. Alicia reported that she met with many Taylorville high school students in February of this year for a Scholarship Awareness Day.

Logan County – Kyle Minert reported that there are currently 13 customers enrolled in training programs in Logan County. He scheduled time to speak with Heartland Community College's Adult Education staff on March 21st about WIOA orientation. He participated in a Community Healthcare Collaborative meeting on March 8th. He reached out to the Community Action Partnership of Central Illinois and dropped off flyers at the DHS office in Lincoln, IL.

Menard County – Christina Sugars reported that there are currently 6 participants enrolled in training programs in Menard County. The Petersburg Family Dollar closed on December 24, 2022. This affected 7 employees and they were given Rapid Response packets, however there has been no follow up by the management or employees.

Sangamon County – Michelle Brookens reported that, YTD, 913 customers have been served from Sangamon County and 1,735 services were provided. There have been a few layoffs and closures including 140 former Wells Fargo employees, fifteen employees from Bed Bath & Beyond, eight employees from Tuesday Morning, and though the Walgreens on 5th Street and South Grand is closing, all employees will be absorbed by other stores. Information and packets were shared with employers and two Rapid Response events for Wells Fargo were scheduled for March 14th and 16th. There are four employers (Richardson Manufacturing, IRWA, HSHS, and GFL Environmental) currently involved in incumbent worker projects totaling 40 participants. Two employers, Evolve Salon and the Springfield Housing Authority, are interested in participating with On-the-Job-Training. The DCEO Job Fair was held in November of 2022 and the State of

Illinois also hosted an Employment Workshop. A CDL hiring event is scheduled for March 21st. April 17th will kick off “Healthcare Week” in which HSHS and Springfield Clinic will participate in an on-site event. The UIS Career Expo is scheduled for March 23rd, the Chamber Job Fair is scheduled for March 29th at the Crowne Plaza Hotel, and a Parent University is scheduled for April 6th at Riverton High School, where we will present on WIOA for an hour.

Troy Cummings joined over the phone after experiencing technical difficulties (2:50 p.m.).

Approval of Minutes: (pgs. 2-5)

Approval of November 2022 CEO Minutes: Troy Cummings made a motion to approve the November 2022 CEO minutes, seconded by Linda Curtin. **Motion Carried.**

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

DWG QUEST Grant – Michelle Brookens provided a summary of the Dislocated Worker (DWG/QUEST) Grant and enrollments: 100% of LLWA’s QUEST participants are enrolled in training programs that will result in quality jobs in high-growth industries such as healthcare, transportation/CDL, and Construction, IT, or Professional Business Services.

Youth Contracts – Michelle Brookens provided a summary of current enrollments and programs (including work-based-learning) provided by the youth service providers (Fishes and Loaves, Lawrence Education Center, and CACC).

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

Michelle Griebler provided a summary of Center Activities and Career Services provided in all five counties through 02/28/2023. There are 193 participants currently enrolled in training services in LWIA 20. The preliminary PY’ 22 Performance outcomes through the third program quarter of PY’ 22 were summarized. Currently 7/15 performance measures exceed the goal and 8/15 performance measures meet the goal. By the end of the fourth quarter, we will likely exceed 70% of performance goals and meet all of them.

Full County Liaison, Contractors & Special Projects, Center Activity, Performance, and Enrollment reports were included in the March Meeting Packet.

Motion to Approve Program Information Reports: Motion by Bill Merriman, seconded by Troy Cummings. **Motion Carried.**

Fiscal Information/Review:

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

Diane Jones provided a summary overview of expenditure status for all current PY’ 22 Carry-Over and New Grants. The PY’ 21 Grant is 96.4% expended and 100% obligated, and the PY’ 22 Grant is currently 70% obligated and 31.3% expended. The DWG/QUEST Grant Detailed Grant allocations and operating expenses were also reviewed.

Full Grant and operating expense reports were included in the March Meeting Packet.

Motion to Approve Fiscal Report: Motion by Linda Curtin, seconded by Bill Merriman. **Motion Carried.**

Administrative Information: Sarah Graham (pgs. 24-29)

1. Director's Report: Sarah highlighted areas in her written report which include:

- Information on new CEOs for Sangamon, Cass, and Christian Counties;
- Asking for referrals for vacancies for businesses on the Workforce Innovation Board;
- DCEO and monitoring updates, including an update on moving facilities and MOU Negotiation;
- Workforce Assistance & County Meetings updates;
- Office and staff updates, and hiring events.

Full Director's Report was included in the March Meeting Packet.

Motion to Approve Director's Report. Motion made by Troy Cummings, seconded by Bill Merriman. **Motion Carried.**

2. Action Items for Approval: Sarah Graham

- **Requested Approval for Monitoring Results**

Motion to Approve Monitoring Results: Motion made by Bill Merriman, seconded by Linda Curtin. **Motion Carried.**

- **Requested Approval for new training program at LLCC (Diesel Technologies Associates Degree)**

Motion to Approve new training program: Motion made by Bill Merriman, seconded by Troy Cummings. **Motion Carried.**

- **Requested Approval to extend the current OSO Agreement through June 2024**

Motion to Approve extension of current OSO Agreement: Motion made by Troy Cummings, seconded by Bill Merriman. **Motion Carried.**

- **Requested Approval to extend current Youth Contracts**

Motion to Approve extension of current Youth Contracts: Motion made by Troy Cummings, seconded by Linda Curtin. **Motion Carried.**

- **Requested Approval to transfer funds from Dislocated Worker to Adult (up to \$170,000)**

Motion to Approve transfer of up to \$170,000 from Dislocated Worker to Adult: Motion made by Troy Cummings, seconded by Bill Merriman. **Motion Carried.**

Executive Session: None

1. **Announcements:**

- Next CEO Meeting – May 10, 2023 2:30 p.m. – 4:00 p.m. at our Illinois workNet Center
- Next WIB Meeting – May 15, 2023 4:30 p.m. – 6:00 p.m. at the Northfield Inn & Conference Center
- Last page of Meeting Packet includes meeting schedule

2. **Public Comment:** None

3. **Adjournment:** 3:21 p.m.

Motion to Adjourn: Motion made by Troy Cummings, seconded by Bill Merriman. **Motion Carried.**