

CEO Meeting Minutes
Monday – June 12, 2023 at 2:30 p.m.
Illinois workNet Center, 1300 S. 9th St., Springfield, IL 62703

Attendance:

CEOs: Linda Curtin, Bill Merriman, Lori Williams

CEOs Not in Attendance: Emily Davenport, Beth Kavelman, Bob Lott, Troy Cummings, Kim Hance, Bryan Sharp, Andy Van Meter IV

Staff & Guests: Michelle Brookens, Alicia Dean, Sarah Graham, Michelle Griebler, Diane Jones, Kyle Minert, Christina Sugars, Guenevere Black Ford, Victor Martinek (WIB Chair)

Meeting Called to Order: 2:31 p.m.

Welcome/Attendance/Introductions:

Attendance was taken by Sarah Graham.

Approval of Minutes: (pgs.2-4)

All in attendance had a chance to review the minutes. No questions were asked.

Motion to Approve March 2023 Minutes: Motion made by Bill Merriman, seconded by Linda Curtin. **Motion Carried.**

Program Information: (pgs. 5-10)

1. County Liaison Reports

Cass County - Christina Sugars reported 8 enrollments as of May 31st. Hiring events and meetings were held throughout April and May, such as the Overall Economic Development Commission (OEDC) meeting and the Cass County Interagency meeting. A new ice cream shop, La Catrina, opened in Beardstown. A new business, Kathy's Kitchen, opened in Virginia.

Christian County – Alicia Dean reported 13 enrollments as of May 31st. Alicia attended Kincaid High School and spoke with seniors about WIOA and training opportunities. The City of Pana received a \$1.08 million grant to repair the bike trail from Pana to Taylorville. Taylorville will be adding a dog park in Manners Park.

Logan County – Kyle Minert reported 7 enrollments as of May 31st. He attended a Community Healthcare Collaborative meeting on March 8th and spoke with Heartland Community College GED and workforce students on March 21st. He shared information with local high schools about the LLWA and services we provide. Kyle also updated the WorkNet20 website Monday Orientation PowerPoint. He reported that Fantastic Sam's Hair Salon in Lincoln recently closed, and all but one employee was able to find employment. That individual is now enrolled and participating in an OJT.

Menard County – Christina Sugars reported 7 enrollments as of May 31st. Christina reported aiding an individual affected by the Wells Fargo layoff and this individual has found employment as of May 8th. WIOA information was provided to Porta High School seniors. Christina participated in the Menard County Coordinating Council meeting on June 1st.

Sangamon County – Michelle Brookens reported 155 enrollments as of May 31st. There were 148 referrals from other organizations to the LLWA and we provided 138 to other organizations. Pre-applications received have increased both from last year and the year before.

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2. Business Services: (pgs. 11-12)

Michelle Brookens discussed the Wells Fargo layoffs, as well as the closure of David's Bridal. Sarah Graham delivered Rapid Response packets to the 13 full-time employees on June 9th. There are 5 participants in the Incumbent Worker Project with 4 at the Illinois Rural Water Association and 1 at GFL Environmental. Richardson Manufacturing will be starting a new project to train entry-level staff and provide higher levels of training for current entry-level staff. There are 3 on-the-job trainings located at Evolve Salon, Wilkerson's Service Center, and a local food service company. Wilkerson's is also looking to add a mechanic to their racing team. Hiring events/job fairs were also held, such as the CDL hiring event on March 21st and an HSHS hiring event for Healthcare Week on April 17th. Sarah Graham presented at the Springfield Sangamon Growth Alliance with Lincoln Land Community College, the Springfield Urban League, Capital Area Career Center, and UIS Career Development. Michelle Brookens and Michelle Griebler attended the 2023 WIOA Summit.

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

Michelle Brookens reported that there are 36/40 enrollments to date for the DWG QUEST Grant and offered details on the percentages enrolled in healthcare, transportation, IT, construction, and professional business services. 83% of enrollments also meet more than one criteria for the Historically Marginalized Population criteria. She reported that there are currently 46 youth enrollments across Fishes & Loaves, Lawrence Education Center, and Capital Area Career Center.

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

Michelle Griebler provided a summary of Center Activity and Career Services provided in all five counties as of May 31st, 2023. With one month left before beginning PY' 23, LWIA 20 has served 1,584 customers and provided 2,991 services. There are currently 190 enrollments as of May 31st. LWIA 20 is currently exceeding 12/15 performance measurements across Youth, Adult, and Dislocated Worker populations and meeting 3/15 performance measurements.

Motion to Approve Program Information Reports: Motion made by Linda Curtin, seconded by Lori Williams. **Motion Carried.**

Fiscal Information, Budget, and Review: (pgs. 19-24 & handout)

1. Expenditure and Grant Reports

Diane Jones provided an overview of current grants for PY' 23. The PY' 22 Grant is obligated at 70% and is 46.6% expended. The grant must be obligated at 80% by 7/1/23 and will be at that obligation by the deadline. The DWG QUEST Grant is obligated at 74.5% and is 31.6% spent. The PY' 21 Grant is currently 100% obligated and 99.99% expended. Detailed information about the expenditures for each grant was reviewed. Detailed operating expenses as of May 31st were also reviewed. Sarah Graham and Diane Jones also explained the process with DCEO if not all of the grant money is expended within the allotted time.

Victor Martinek asked what the increase in Miscellaneous spending was for the PY' 22 operating costs, and Sarah explained that it was a required purchase of TABE Testing that we had not planned for.

Motion to Approve Fiscal Information Reports: Motion made by Linda Curtin, seconded by Lori Williams. **Motion Carried.**

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2. PY' 23 Budget Presentation

Diane Jones summarized the LLWA 2023 Operating Budget. She discussed the comparisons between prior years' budgets as well as the breakdown of each cost category. There was discussion of staff whose salaries are split between administrative and program costs. The full budget was included in the June 2023 CEO Meeting Packet and also as a handout to meeting attendees.

Motion to Approve 2023 Budget: Motion made by Lori Williams, seconded by Bill Merriman. **Motion Carried.**

Administrative Information: (pgs. 25-27)

1. Director's Report

Sarah Graham reported there are still vacancies on the WIB and that the WIB Meeting in May had good attendance and engagement. The MOU development has concluded but we are still waiting on one signature. The MOU will be approved by the State of Illinois on June 30th. Sarah Graham reported she is participating in coordinating services between IDES, IDOC, and DCEO. The LLWA has filled out a pre-application for another QUEST Grant. Sarah attended various events and meetings regarding On-the-Job Trainings and pre-apprenticeship programs. Rapid Response resources were provided to Wells Fargo and David's Bridal. Sarah will follow-up with David's Bridal to determine if they want an on-site event. An Accounting Technician has been found through the help of Express Services. QR Codes were added to some of the LLWA flyers that connect readers to the WIOA Pre-Application.

Motion to Approve Director's Report: Motion made by Linda Curtin, seconded by Lori Williams. **Motion Carried.**

2. Action Items for Approval

2023 WIOA Funding Allocations (pg. 28)

Sarah Graham presented the PY' 23 WIOA Formula funding allocations. Amounts for Adult, Youth, and Dislocated Workers increased slightly.

Youth Program Renewals (pg. 29)

Sarah Graham provided an overview of Youth Contractors and Programs and asked for approval to enter into new agreements with the Contractors. Michelle Griebler clarified that approval was given in March for a higher contract renewal amount and the current updates are due to the final amount being lower than the presented amount in March.

Annual Policy Updates: (pg. 30)

Sarah Graham summarized the policy update recommendations for PY' 23.

Approval to Hire Program Assistant and Accounting Technician

Sarah Graham asked for approval to hire a new Accounting Technician and Program Assistant and clarified their salaries.

Motion to Approve 2023 WIOA Funding Allocation, Youth Program Renewals, Annual Policy Updates, and Hiring Program Assistant and Accounting Technician: Motion made by Bill Merriman, seconded by Lori Williams. **Motion Carried.**

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New Business/Executive Session:

None.

Public Comment:

None.

Upcoming Events: (pg. 32)

Next CEO Meeting – September 13, 2023 at 2:30 p.m. – Illinois workNet Center

Next WIB Meeting – September 18, 2023 at 4:30 p.m. – Northfield Inn & Conference Center

Adjournment: Meeting adjourned at 3:14 p.m.

Motion to Adjourn: Motion made by Linda Curtin, seconded by Bill Merriman.

Motion Carried.