

**CEO Meeting Minutes**  
**Wednesday – November 8, 2023 at 2:30 p.m.**  
**Illinois workNet Center, 1300 S. 9<sup>th</sup> St., Springfield, IL 62703**

**Attendance:**

**CEOs:** Bill Merriman & Kim Hance (via phone), Linda Curtin, Troy Cummings

**CEOs Not in Attendance:** Bryan Sharp, Emily Davenport, Beth Kavelman, Bob Lott, Andy Van Meter IV, Lori Williams

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

**Meeting Called to Order:** 2:38 p.m.

**Welcome/Attendance/Introductions:**

Attendance was taken by Sarah Graham.

Approval of June 2023 CEO Minutes was delayed until a quorum was reached.

**Approval of Minutes:** (pgs. 2-6)

**Kim Hance and Bill Merriman joined over the phone at 2:44 p.m.**

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

**Motion to Approve September 2023 Minutes:** Motion made by Linda Curtin, seconded by Troy Cummings. **Motion Carried.**

**Program Information:**

**1. County Liaison Reports (pgs. 7-12)**

Cass County—Christina Sugars reported 16 Cass County center visits with 27 services provided. There are 6 Cass County residents enrolled and 8 in follow-up services. Virginia has welcomed a new business on October 27, 2023: the Creekside Boutique & Coffee Company.

Christian County—Alicia Dean reported 32 Christian County customers receiving services with 54 services provided. There are currently 18 Christian County residents enrolled and 10 in follow-up services. New businesses opened in Christian County include Ella's Treasures and More and the Dandy Lion Gift Shop. The Greater Taylorville Chamber of Commerce also held the annual Chillifest, which had a great turnout. Lake Land Community College and Sarah Bush Lincoln are partnering for an educational pathway to a career in healthcare as a central service technician. The Christian County Zoning Board of Appeals met in October to discuss the SangChris solar energy farms project and more discussions will continue to be held.

Logan County—Michelle Griebler reported for Logan County and provided an overview of efforts to hire a new county liaison. She reported 8 Logan County residents enrolled in training programs and 4 are in follow-up services. A Joliet apprenticeship representative from the Department of Labor reached out regarding a possible apprenticeship with a Logan County manufacturer. Lincoln Christian University was acquired by Ozark Christian College, resulting in the cessation of academic credit courses at the end of the current academic year.

Menard County—Christina Sugars reported 12 Menard County center visits with 29 services provided. There are 6 Menard County residents enrolled and 5 in follow-up services. The

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Menard County Housing Authority is accepting Angel Tree applications and research is being done on the limited childcare options in Menard County. There is a rumor that a Family Dollar/Dollar Tree franchise will open in the location of the former Family Dollar with the old manager being brought back to manage the new store.

Sangamon County—Michelle Brookens reported 718 Sangamon County residents receiving services with 1,316 services provided. There are 164 Sangamon County residents enrolled in training with 121 enrolled in follow-up services. The Resource Room is getting more usage and the informational bulletin boards have been updated with new postings. We have received 5 referrals and provided 86 referrals. Since July 1, 2023, 332 pre-applications for funding have been received.

**2. Business Services (pgs. 13-14)**

Michelle Brookens discussed the most recent Wells Fargo layoffs and reported that a few individuals have been utilizing the online resources provided in the Rapid Response packets. She then discussed the 4 incumbent worker projects: Illinois Rural Water Association (IRWA) in Beardstown with 1 participant, IRWA in Riverton with 2 participants, Richardson Manufacturing with 31 participants, and Solomon Colors with 30 participants. Michelle Brookens prefaced the de-obligation of the Solomon Colors IWP to transfer its costs to a new grant. Michelle Brookens also outlined the current On the Job Trainings at Evolve Salon, Wilkerson Service Center, and the Mary Bryant Home. Evolve Salon will retain their trainee with a raise at the end of her training and they have expressed interest in another OJT. The two Wilkerson placements are doing well and on schedule for completion. Michelle Brookens discussed recent job fairs and hiring events such as the LLCC Workforce Expo, the IWP Awards Luncheon, Resistor Sisterhood and Illinois Department of Human Services Disability Resource Fair, CASPN Fall 2023 Career Fair, and the IDHS Hiring Fair held at our Illinois workNet Center.

**3. Contractors and Special Projects (pgs. 15-17)**

Michelle Brookens provided an overview of the status of the DWG QUEST Grant. Currently 86% of enrollments meet more than one of the Historically Marginalized Population criteria and 100% are enrolled in training positions that will lead into quality jobs in high-growth industries. The total planned Youth enrollments is 69 with 24 currently enrolled across Fishes and Loaves, Lawrence Education Center, and Capital Area Career Center. There are currently 22 customers enrolled in follow-up services at Fishes and Loaves, 15 in follow-up services at Lawrence Education Center, and 8 in follow-up services at Capital Area Career Center.

**4. Center Activity, Performance, and Enrollment Reports: (pgs. 18-20)**

Michelle Griebler provided a summary of Center Activity and Career Services provided in all five counties as of October 30. There have been 1,473 services provided to 803 customers. There are currently 202 enrolled in training programs, with 72 being new enrollments since July 1 of 2023. LWIA 20 is currently meeting 9/15 performance measures and exceeding 6/15. We are also less than 1% away from exceeding the Youth Employment Rate Q2 measure.

**Motion to Approve Information Reports:** Motion made by Troy Cummings, seconded by Linda Curtin. **Motion Carried.**

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**Fiscal Information, Budget, and Review:** (pgs. 21-28)

**1. Budget Worksheet Report 2024** (pgs. 21-23)

Diane Jones explained the Budget Worksheet for Sangamon County. She explained that the County fiscal year begins on December 1 and runs through November 30. The budget worksheet shows actual expenditures from 2019 to the 2024 Department Head budget. Diane Jones asked if there were any questions and there were none.

**2. Expenditure and Grant Reports** (pgs. 24-28)

Diane Jones provided an overview of current grants for PY' 22 and PY' 23. The PY' 23 QUEST Grant and the PY'23 Supplemental WIOA Grant are new and just starting to be utilized., which is why there are no expenditures or obligations tied to them. The PY' 22 QUEST Grant is 47.5% spent and 84.8% obligated. The PY' 22 Formula Grant is 79.1% spent and 100% obligated. The PY' 23 Formula Grant is 4.6% spent and 69.2% obligated. Detailed information about the individual grant expenditures was reviewed, including expenditures broken down by county. Operating expenses were broken down and Diane Jones explained the current operating percentage, which is currently at 37.56%. She also explained the large percentage of operating used for contractual staff, as staff were hired through Express Employment earlier in the year. Diane Jones asked for any questions and there were none.

**Motion to Approve Fiscal Information Reports:** Motion made by Bill Merriman, seconded by Kim Hance. **Motion Carried.**

**Administrative Information:** (pgs. 29-31)

**1. Director's Report**

Sarah Graham reported that the WIB Recertification has been finalized. She reported that we do still need business members due to the State not approving two members with dual positions and asked for referrals for business members. Sarah reported that she has sat in multiple sessions DCEO listening sessions regarding the MOU and Regional and Local Plan changes. She participated in a webinar about the government shutdown and staff has met and formulated plans if that happens. Sarah reported that the week of November 13 we will be monitored by DCEO and will update the CEOs regarding the outcome of that monitoring at the March CEO meeting. Sarah attended various workforce and county meetings, including with Cass County's economic development organization, who asked for a business event to be held in Cass County. LLWA will be working with them to organize the event. Sarah met with Sangamon County representatives and Senator Doris Turner to discuss a grant opportunity for education costs for minority, youth nursing students in Sangamon County. Fishes and Loaves, Capital Area Career Center, and Capital Area School of Practical Nursing will be participating in the grant. Sarah also reported on current hiring efforts for a career planner. Performance reviews and salary updates were completed for staff and turned in to Sangamon County Human Resources. Sarah asked for questions and Michelle Brookens mentioned the new manufacturing grant. Sarah clarified that it was approved last CEO Meeting.

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**Motion to Approve Director’s Report:** Motion made by Troy Cummings, seconded by Vic Martinek. **Motion Carried.**

**2. Action Items for Approval**

Vic Martinek and Sarah Graham determined action items would be approved all at once.

Requesting approval for RFQ for Consulting Service to complete OSO process

Sarah explained we will be releasing a Request for Qualifications for a consulting service to complete the OSO process and requested approval to release the RFQ.

Youth RFP

Sarah explained that we will be releasing the Youth RFP for our Youth contracts, which is done every other year, and requested approval to release the Youth RFP.

DHS Grant

Sarah explained that this is the Doris Turner (DHS) grant and that we can expect to receive up to the amount of \$400,000. Sarah requested approval to apply for the DHS Grant.

MOU Corrections

Sarah explained that MOU corrections were made and turned in to DCEO. The only corrections needed were the listing of sites of our county locations on the budget and adding cost allocation information to the MOU. Sarah requested approval for the MOU corrections.

Monitoring of Youth Contracts

Diane Jones elaborated on the monitoring of Youth Contracts. Diane explained that Michelle Brookens provided the on-site programmatic monitoring of the three Youth providers and Diane and Chafon Tate provided the on-site fiscal monitoring. The monitoring was conducted in September and all reports have been completed. Fishes and Loaves had one finding which has since been corrected and there were no other findings at either Lawrence Education Center or Capital Area Career Center. Sarah requested approval to accept the monitoring reports and findings.

Approval to Hire Workforce Specialist/Career Planner

Sarah Graham requested approval to hire a Workforce Specialist/Career Planner for Sangamon County.

**Motion to Approve Action Items:** Motion made by Linda Curtin, seconded by Troy Cummings. **Motion Carried.**

**Announcements/Upcoming Events:** (pgs. 32-33)

Sarah Graham announced the availability of the Annual Report in hard copy or digital format. She introduced the 2024 meeting schedule and the WIB Awards list.

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Upcoming WIB Meeting – November 13, 2023 at 4:30 p.m. (Awards Ceremony) – Northfield Inn and Conference Center

Next CEO Meeting – March 13, 2024 at 2:30 p.m. – Remote/Zoom

Next WIB Meeting – March 18, 2024 at 4:30 p.m. – Remote/Zoom

**Executive Session:** (3:07 p.m. – 3:11 p.m.)

**Motion to Move into Executive Session:** Motion made by Troy Cummings, seconded by Vic Martinek. **Motion Carried.**

**Motion to Leave Executive Session:** Motion made by Troy Cummings, seconded by Linda Curtin. **Motion Carried.**

By Consensus of the Board, the Approval to Hire was accepted.

**Public Comment:**

None.

**Adjournment:** Meeting adjourned at 3:11 p.m.

**Motion to Adjourn:** Motion made by Kim Hance, seconded by Bill Merriman.  
**Motion Carried.**