

CEO Meeting Minutes
Wednesday – September 13, 2023 at 2:30 p.m.
Illinois workNet Center, 1300 S. 9th St., Springfield, IL 62703

Attendance:

CEOs: Troy Cummings, Linda Curtin, Kim Hance, Lori Williams

CEOs Not in Attendance: Emily Davenport, Beth Kavelman, Bob Lott, Bill Merriman, Bryan Sharp, Andy Van Meter IV

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: 2:30 p.m.

Welcome/Attendance/Introductions:

Attendance was taken by Sarah Graham.

Approval of Minutes: (pgs. 2-5)

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

Motion to Approve June 2023 Minutes: Motion made by Lori Williams, seconded by Troy Cummings. **Motion Carried.**

Program Information:

1. County Liaison Reports (pgs. 6-11)

Cass County—Christina Sugars reported 7 Cass County center visits with 11 services provided. There are 7 Cass County residents enrolled and 6 in follow-up services. The Beardstown Lincoln Land Community College location is offering GED classes and U.S. citizen preparation classes which begin on September 26th. Christina participated in the Overall Economic Development Commission (OEDC) on July 27th and the Cass County Interagency Meeting on July 20th.

Christian County—Alicia Dean reported 21 Christian County center visits with 31 services provided. There are 15 Christian County residents enrolled and 9 in follow-up services. The Christian County fair was held in July, and the Heartland Development Company is renovating Rene's in Taylorville to turn it into Jack's on Main, which is a new restaurant that has employed 25 local individuals and which seeks to invest in more projects in the area. The Taylorville Lincoln Land Community College location is open and back in full swing for the start of the Fall 2023 semester.

Logan County—Michelle Griebler reported on Logan County as Kyle Minert's last day was September 8th. Michelle reported 17 Logan County center visits with 36 services provided. There are 10 Logan County residents enrolled in services and 2 in follow-up services. Kyle had attended a Community Healthcare Collaborative meeting on June 8th. The Christian Village closed their nursing neighborhoods in Lincoln. Rapid Response packets were delivered to their HR department. Sarah plans on attending the Heartland Community College Advisory Council meeting on September 20th. Staff at Heartland Community College have a process in place to make sure that Logan County customers have access to Title I services during the on-site staffing interim.

Menard County—Christina Sugars reported 8 Menard County center visits with 18 services provided. There are 7 Menard County residents enrolled and 2 in follow-up services. The GED

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program offered by Lincoln Land Community College in Petersburg has been discontinued due to lack of participation.

Sangamon County—Michelle Brookens reported 411 center visits and 810 services provided. 166 Sangamon County residents are enrolled and 125 are in follow-up services. The number of pre-applications received has doubled in comparison to this time last year. There has been an increase in receiving job openings and requests for hiring events from area employers. 245 pre-applications have been received since July 1st, which is a marked increase. IDES has begun referring RESA customers for WIOA Title I services. These customers are currently on unemployment but who are about to exhaust their unemployment funds.

2. Business Services: (pgs. 12-13)

Michelle Brookens discussed the Memorial Health Systems layoffs, which affected 484 individuals, and the Christian Horizons layoffs, which affected 101 individuals. Rapid Response materials were delivered to Memorial and Christian Horizons. Several affected by the Memorial layoffs have reached out and Christian Horizons declined additional services beyond the Rapid Response packets. There are 3 current Incumbent Worker Projects at Illinois Rural Water Association in Beardstown, at Richardson Manufacturing, and at Solomon Colors. There were 5 participants enrolled in on-the-job trainings being conducted at Evolve Salon, Wilkerson Service Center, MJ Kellner, and the Mary Bryant Home, however, the MJ Kellner placement was let go after failing to conform to their attendance standards. MJ Kellner has reached out about receiving a replacement. There have been multiple job fairs, hiring events, and employment workshops spanning from July until the current meeting, with two still upcoming: the LLCC Workforce Expo on September 21st, and the CASPN Fall 2023 Career Fair on October 20th.

Sarah Graham asked if there were any questions or updates from the counties. Kim Hance asked if we had been in contact with Greif, Inc. regarding their closure. Sarah said she had spoken with them, and the majority of their employees are retiring or relocating.

3. Contractors and Special Projects: (pgs. 14-15)

Michelle Brookens reported that we have exceeded enrollment goals (41/40 enrollments) for the QUEST grant. The application for 2023 QUEST grant funding has been submitted to DCEO. 83% of the QUEST enrollments meet criteria to be considered from a Historically Marginalized Population, and 100% of these participants are enrolled in training programs that result in jobs in high-growth industries. The total planned Youth contractual enrollments for this year is 69 and there are currently 24 enrolled across Fishes and Loaves, Lawrence Education Center, and Capital Area Career Center. There are 11 customers enrolled in follow-up services.

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 August 31st. 906 services have been provided to 464 customers. There are currently 205 enrolled in training programs, with 50 being brand new enrollments since August 2023. LWIA 20 is currently meeting 9/15 performance measures and exceeding 6/15 during the first quarter of the program. These figures will be updated each quarter.

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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)

1. Expenditure and Grant Reports

Diane Jones provided an overview of current grants for PY' 22 and PY' 23. The PY' 22 Formula Grant is 100% obligated. Some of the fall classes and operating expenses will be paid with the PY' 22 Grant. The current DWG QUEST grant is 82.5% obligated and 44.4% spent. The PY' 23 Formula Grant has just begun to be spent, and currently at (0.6%), the majority of which has gone to childcare and transportation for customers. In the first quarter of a new grant year, the allowable expenditures are limited, but as of October 1st, that restriction will be lifted pending a federal budget impasse. The PY' 23 Grant is 62.5% obligated.

Vic Martinek asked if the funds from the QUEST grant can be moved. Diane answered that it cannot be moved and specific qualifications are necessary to qualify for QUEST grant funding. Sarah Graham and Michelle Griebler explained that QUEST is a COVID recovery grant, and it is intended for serving disproportionately marginalized populations affected by COVID. Diane said that we did not have trouble finding eligible customers last year, which was why we applied for a new QUEST grant, and Sarah added that if the funds are not spent, they return to DCEO and LLWA is not affected.

Detailed information about the individual grant expenditures was reviewed. Diane explained the changes if \$300,000 is moved from Dislocated Worker to Adult, which Sarah will ask for approval for during her action items. Diane discussed the expenditures broken down by county, as well as the operating expenses, which cannot be more than 50%, and are currently at 45.11%. She discussed the current operating expenses in detail.

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

Administrative Information: (pgs. 25-27)

1. Director's Report

Sarah Graham reported there are still WIB vacancies and asked for any referrals. The updated WIB list as of October 1st was attached to the CEO information packet. New members included Robert Kerr, Patty Mendoza, Twyla Moore, Nicole Porter, and Justin Roesch. The City of Springfield WIB position still needs filled. Sarah mentioned the new WIB/CEO document portal on the website. All MOU signatures and required documents were sent to the State of Illinois and we should receive corrections in October or November. LLWA applied for additional QUEST grant funding. Sarah has started meeting with the regional DCEO Manager monthly to discuss projects, apprenticeships, and other grant opportunities. Regular WebEx meetings are held monthly at correctional facilities in our counties to provide outreach and inform individuals of services that are available to them upon release. LWIA 20 as well as #19 and #21 collaborated on a letter sent to legislators urging them to continue WIOA Youth funding. Sarah and Michelle

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Griebler made a site visit to Miller Academy, a new provider who is requesting to be added to the ETPL.

LLWA is open to the public for Title I walk-in services, but IDES continues to only see customers by appointment only. Sarah performed mid-point evaluations for staff in July. The LLWA office tested a software, YakChat, which allows career planners to text with clients without disclosing their personal phone number. Sarah also briefly discussed recent Rapid Response activities.

Motion to Accept Director’s Report: Motion made by Troy Cummings, seconded by Linda Curtin. **Motion Carried.**

2. Action Items for Approval

Transfer \$300,000 from Dislocated Worker to Adult

Sarah asked to transfer funds from the Dislocated Worker category to the Adult category.

Recertification of WIB and Members (pgs. 28-29)

Sarah presented the names and organizations of new WIB members required for recertification.

Approved Programs (pgs. 30-31)

Sarah discussed the St. John’s College of Nursing RN-BSN Online Bridge program and the Miller Academy of Allied Health’s Phlebotomy Technician and Basic Nurse Assistant Programs and recommended that they be added to the ETPL with special conditions for The Miller Academy as a brand new provider.

QUEST Grant

Sarah discussed the new QUEST grant application. The funding has been released by DOL to the State. We anticipate the new grant period to begin October 1st. The new grant amount is \$350,000 which will help offset the 1D to 1A funding move.

Supplemental WIOA Funding

Sarah reported that she was recently alerted to an opportunity to apply for additional, supplemental State funding in the amount of \$228,643 and asked for approval to do so. This funding would be utilized to provide local manufacturers with Incumbent Worker Projects at no cost to the employer. The grant would begin October 1st, 2023 with a planned end date of June 30th, 2024.

Approval to Hire Workforce Specialist

Sarah discussed the departure of an employee and asked for approval to hire a Workforce Specialist at a salary of \$42,000.

Motion to Approve Action Items: Motion made by Lori Williams, seconded by Troy Cummings. **Motion Carried.**

Guenevere Black Ford demonstrated a quick usage of the new CEO/WIB password protected document page on the workNet 20 website.

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New Business/Executive Session: (at 3:12 p.m. – 3:16 p.m.)

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

Motion to Leave Executive Session: Motion made by Kim Hance, seconded by Lori Williams. **Motion Carried.**

Public Comment:

None.

Upcoming Events: (pg. 32)

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

Next CEO Meeting – November 8, 2023 at 2:30 p.m. – Illinois workNet Center

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

Adjournment: Meeting adjourned at 3:18 p.m.

Motion to Adjourn: Motion made by Troy Cummings, seconded by Lori Williams. **Motion Carried.**