

**WIB Meeting Minutes**  
**Monday – November 13, 2023 at 4:30 p.m.**  
**Northfield Inn & Conference Center, Springfield, Illinois 62702**

**Attendance**

**WIB Members:** Carrie Brady, JT Britton, Gloria Brummer, Brittany Clark, Jenifer Deweese, Jason Dockter, David Fowler, Robert Frazier, Reiko Hurd, Robert Kerr, David MacDonna, Victor Martinek, Ryan McCrady, Patty Mendoza, David Lacy (for Jen Miller), Suellen Morgan, Mark Sprehe, Matthew Yard

**WIB Members Absent:** Amanda Sandner (Bergdorf), Jeff Durbin, JP Fyans, Twyla Moore, Indra Perry, Nicole Porter, Justin Roesch, Andrea Runge, Lance Thurman, Katie Vitale, Mark Winkler

**Staff in Attendance:** Guenevere Black Ford, Michelle Brookens, Alicia Dean, Sarah Graham, Michelle Griebler, Diane Jones, Christina Sugars, Chafon Tate, Mike Twist

**Meeting Called to Order:** 4:36 p.m.

**Welcome/Attendance/Introductions:** (pgs. 1-2)

Roll call was taken by Sarah Graham.

**Approval of Minutes:** (pgs. 3-9)

All in attendance had a chance to review the last meeting's minutes. No questions were asked.

**Motion to Approve September 2023 Minutes:** Motion made by Mark Sprehe, seconded by David MacDonna. **Motion Carried.**

**Program Information:**

**1. County Liaison Reports** (pgs. 10-15)

Cass County—Michelle Brookens reported that Cass County totaled 16 center visits with 27 services provided. There are 6 Cass County residents enrolled and 8 in follow-up services.

Christian County—Michelle Brookens reported that Christian County totaled 32 center visits with 54 services provided. There are 18 Christian County residents enrolled and 10 in follow-up services.

Logan County—Michelle Brookens reported that Logan County totaled 25 center visits with 47 services provided. There are 8 Logan County residents enrolled and 4 in follow-up services.

Menard County—Michelle Brookens reported that Menard County totaled 12 center visits with 29 services provided. There are Menard County 6 residents enrolled and 5 in follow-up services.

Sangamon County—Michelle Brookens reported that Sangamon County totaled 718 center visits with 1,316 services provided. There are 164 Sangamon County residents enrolled and 121 in follow-up services. We have received 5 referrals from partner agencies and issued 86 referrals to other partner organizations. Since July 1, 2023, we have processed 32 pre-applications for funding.

The full County Liaison Reports were included in the November 2023 WIB Meeting Packet.

**2. Business Services** (pgs. 16-17)

Michelle Brookens reported on local layoffs in the area, including a few more Wells Fargo employees who have received Rapid Response materials and career services. Michelle also

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reported on the status of the Incumbent Worker Projects, including the Illinois Rural Water Association in Beardstown which still has one participant. The IRWA in Riverton is starting two new incumbent worker projects and Richardson is training 31 customers, all of whom are incumbent workers. Solomon Colors was scheduled to also participate in incumbent worker training, but they have been moved to our supplemental funding grant. Michelle also covered the current On-the-Job-Trainings. There is one OJT at Evolve Salon who will be retained by the salon at the end of the training. There are two OJTs at Wilkerson Service Center, including one being trained in auto repair and machine maintenance and another working in the machine shop and on their racing team. The Mary Bryant Home also has one CNA participating in OJT. There have been multiple job fairs, such as the LLCC Workforce Expo, the IWP Awards Luncheon, Resistor Sisterhood and Illinois Dept. of Human Services Disability Resource Fair, CASPN Fall 2023 Career Fair, and the Illinois Dept. of Healthcare and Family Services event at the Illinois workNet Center. The full Business Services Report was included in the November 2023 WIB Meeting Packet.

**3. Contractors and Special Projects (pgs. 18-20)**

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. The full Contractors and Special Projects Report was included in the November 2023 WIB Meeting Packet.

**4. Center Activity, Performance, Enrollment Reports (pgs. 21-23)**

Michelle Griebler provided an overview of the Center Activity, Enrollment, and Performance reports. Almost 1,500 services have been provided to 803 customers since July 1, 2023. There have also been 72 new enrollments since the first of July. 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. The full Center Activity, Enrollment, and Performance Reports were included in the November 2023 WIB Meeting Packet.

Robert Frazier asked Michelle Griebler how the businesses we partner with qualify for utilizing the program participants. Michelle answered that we have a business application that businesses who are interested in OJTs or Incumbent Worker Training can fill out to see if they qualify. Qualification depends on the number of employees, recent layoffs, and other general information. We also discuss the training plan with the business to see what their goals are with that training.

**Motion to Approve Programmatic Reports:** Motion made by David Fowler,  
seconded by Carrie Brady. **Motion Carried.**

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**Fiscal Information and Review:**

**1. Budget Worksheet Report 2024**

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. Diane provided information from prior years for comparison.

**2. Expenditure and Grant Reports**

Diane Jones explained the current grants as well as their expenditures. We currently have 5 grants: the PY' 23 Formula Grant, the PY' 22 Formula Grant, the 2022 DW Quest Grant, the 2023 DW Quest Grant, and the Supplemental WIOA Fund Grant. The PY' 23 Grant is 69.2% obligated and 4.6% expended, although the expenditures will increase quickly. The PY' 22 Grant is 100% obligated, and 79.1% expended. The 2022 Quest Grant is 84.8% obligated and 47.5% expended, whereas the 2023 Quest Grant is 0% obligated and 0% expended. The Supplemental Grant is also obligated at 0% and 0% expended. Michelle Brookens confirmed that the Solomon Colors Incumbent Worker Project will be moved to the Supplemental Grant. Detailed information on each grant as well as operating costs by county and operating costs for the Land of Lincoln Workforce Alliance were also reviewed. The percentage of operating costs against total expenditures was under 50%.

**3. PY' 23 Operating Budget**

Diane Jones explained the PY' 23 Operating Budget as of 10/31/2023. We have currently spent 27% of our budget, which is less than the normal expenditure of around 33%. Diane explained the large expense under Contractual Staff, which was necessitated by staff departures. This is offset by the lower amount spent on salaries and fringes. Diane asked for any questions and there were none. The full Fiscal Information Report was included in the November 2023 WIB Meeting Packet.

**Motion to Approve Fiscal Information Reports:** Motion made by JT Britton,  
seconded by Jason Dockter. **Motion Carried.**

**Administrative Information:**

**1. Director's Report**

Sarah Graham reported that the Workforce Board Recertification has been finalized and that the process will be repeated in 2025. We are preparing to develop our Local and Regional Plan and preparing for the MOU Budget Negotiation Process with the One-Stop Partners. She participated in a webinar about the government shutdown and staff has met and formulated plans if that happens. DCEO Monitoring began the week of November 13. Sarah discussed recent hiring efforts and announced that one individual through Express will begin the Monday following Thanksgiving. Performance reviews for LLWA staff has been completed and that information has been turned into Human Resources. We are still seeing a few people from Wells Fargo needing Rapid Response materials. Sarah also mentioned the acquiring of Lincoln Christian College by Ozark Christian College and we have reached out to them to determine any needs. Sarah has

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also participated in multiple meetings, such as the monthly meeting with the State DCEO, Business Services Team meeting, and the Service Coordination meeting with Sangamon County departments, among others. The full Director's Report was included in the November 2023 WIB Meeting Packet.

**Motion to Approve Director's Report:** Motion made by David MacDonna, seconded by Jenifer Deweese. **Motion Carried.**

**2. Action Items for Approval**

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

RFQ for Consulting Service to Complete OSO Process

Sarah explained the need for releasing a Request for Qualifications for a consulting service to complete the OSO process which will begin in January. Sarah requested approval to release the RFQ.

Youth RFP for Youth Contracts

Sarah explained the Youth RFP is a request for proposals to provide youth services. Sarah requested approval to release the Youth RFP.

DHS Grant (\$400,000)

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 (List Sites on Budget and Add Cost Allocation Info)

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

Sarah explained the monitoring of Fishes and Loaves, Capital Area Career Center, and Lawrence Education Center. During monitoring, Fishes and Loaves had one finding related to an unfiled tax document which has since been corrected. There were no other findings among the providers. 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. She clarified this position is a replacement.

**Motion to Approve Action Items:** Motion made by Jenifer Deweese, seconded by Ryan McCrady. **Motion Carried.**

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**Around the Table:**

Sarah Graham wanted to give a shout-out to Robert Frazier for sharing information about Incumbent Worker Projects and OJTs, because a new business who heard about the opportunities from him has reached out to the LLWA about participating in those programs.

Robert Kerr with the UIS Innovation Center announced that the CACC Board has approved the Rapid Prototyping Program to begin in August 2024.

Victor Martinek and Sarah Graham confirmed that everyone has received the 2024 Meeting Schedule and the Annual Report, which was a separate handout.

Sarah Graham also announced that the LLWA has been approved to receive the Supplemental Grant mentioned in the September 2023 meeting. It will provide training to manufacturers within our five county area. Sarah also asked that if anyone knows of any manufacturers who would be interested in training to please have them contact us as we have grant funds available for that.

**Public Comment:**

None.

**Upcoming Events:**

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

**Adjournment:** Meeting adjourned at 5:02 p.m.

**Motion to Adjourn:** Motion made by JT Britton, seconded by Jenifer Deweese.  
**Motion Carried.**

The Annual WIB Awards Reception and Presentations followed.