

WIB Meeting Minutes
Monday – May 15, 2023 at 4:30 p.m.
Northfield Inn & Conference Center, Springfield, Illinois 62702

Attendance:

WIB Members: Amanda Bergdorf, Carrie Brady, Laurel Bretz, JT Britton (via phone), Gloria Brummer, Jenifer Deweese, Jason Dockter, Jeff Durbin, David Fowler, Reiko Hurd, Marcus Johnson, James Lewis (for Robert Frazier), David MacDonna, Victor Martinek, Jennifer Miller, Suellen Morgan, Hollie Reid, Mark Sprehe, Lance Thurman, Matthew Yard

WIB Members Not in Attendance: Kathleen Alcorn, Lesa Branham, Andrew Fuchs, JP Fyans, Melisa Galloway, Matthew Grieme, Ryan McCrady, Nicole Porter, Justin Roesch, Katie Vatale, Mark Winkler

Staff in Attendance: Sarah Graham, Michelle Griebler, Diane Jones, Guenevere Black Ford

Meeting Called to Order: 4:33 p.m.

Welcome/Attendance/Introductions:

WIB Members and LLWA Staff gave introductions.

Approval of Minutes: (pgs. 3-5)

Motion to Approve March 2023 Minutes: Motion made by Marcus Johnson, seconded by Lance Thurman. **Motion Carried.**

Program Information: (pgs. 6-17)

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

Michelle Griebler provided an overview of the County Liaison Reports. Full County Liaison Reports were included in the May 2023 WIB Meeting Packet.

2. Business Services (pg. 12)

Sarah Graham provided an overview of the Business Services report, including Rapid Response activities related to local business closures and layoffs such as Wells Fargo, Incumbent Worker Projects, and new On-the-Job Trainings. The Land of Lincoln Workforce Alliance has held and participated in several hiring events and educational events in March and April of 2023. The full Business Services Report was included in the May 2023 WIB Meeting Packet.

3. Contractors and Special Projects (pgs. 13-14)

Michelle Griebler provided an overview of the Contractors and Special Projects Reports. Current QUEST Grant enrollments are 33/40 planned enrollments for the grant period. If given the opportunity to apply for additional QUEST funds, LLWA will apply. Youth Program Contractors are winding down for the program year and there are 44/53 planned enrollments across Lawrence Education Center, Fishes and Loaves, and Capital Area Career Center. Enrollments in the Prepare Youth to Work program fell short this year but we anticipate the numbers will increase in the next program year. Full Contractors and Special Projects Reports were included in the May 2023 WIB Meeting Packet.

4. Center Activity, Performance, and Enrollment Reports (pgs. 15-17)

Michelle Griebler provided an overview of the Center Activity, Enrollment, and Performance Reports. Of the 15 performance measures goals set, 10 are exceeding the goal and 5 meet the

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goal. Full Center Activity, Enrollment, and Performance Reports were included in the May 2023 WIB Meeting Packet.

Mark Sprehe joined the Meeting at 4:44 p.m.

Motion to Approve Program Information Reports: Motion made by Jenifer Deweese, seconded by Marcus Johnson. **Motion Carried.**

Fiscal Information & Review: (pgs. 18-22)

1. Expenditure and Grant Reports

Diane Jones provided an overview of current grants as well as the expenditure status of the grants. The PY' 21 Grant ends in June of 2023 and is 99.9% expended. PY' 22 Grant is currently 67% obligated and 43.6% spent. The QUEST Grant is 84.7% obligated and 34.2% spent. Detailed PY' 21 and PY' 22 Grant information was reviewed as well as detailed QUEST Grant information, PY' 22 Operating expense information, and grant expenditures by County.

Vic Martinek asked what would happen if we did not meet the 80% obligation requirement. Diane Jones clarified that the money would be returned to DCEO. Sarah Graham added that the action depends on the amount not spent, but the LLWA and the State would set up an action plan to meet and discuss how our funds can be spent more effectively. The full Fiscal Information Report was included in the May 2023 WIB Meeting Packet.

Motion to Approve Fiscal Information Reports: Motion made by Gloria Brummer, seconded by Jenifer Deweese. **Motion Carried.**

David Fowler asked after the approval why the staff training line on the operating budget is a zero and if that is due to budget cuts. Sarah Graham explained that the training we receive on WIOA Wednesdays is provided free because we are grant recipients and therefore we do not allocate much money to training. However, we do have many trainings throughout the year. Diane Jones added that other trainings have been done in the past (Office 365, Excel, & WIOA Summit). Expenses for the WIOA summit will show up on the next WIB Meeting report.

2. Annual Budget

Diane Jones presented the annual budget during the action items segment.

Administrative Information: (pgs. 23-24)

1. Director's Report

Sarah Graham reported that there are business vacancies on the WIB and asked for referrals. Sarah provided an update on MOU development. The final MOU was due May 31, 2023. Sarah met with DCEO, IDOC and IDES to better serve those specific populations. LWIA 20 received funding allocations in the week prior to the WIB Meeting and attended a webinar relating to the allocations. The LLWA participated in a Springfield Sangamon Growth Alliance Human Resources event. Sarah met with LWIA 19 and Labor representatives to discuss a pre-apprenticeship training program. Sarah attended other events and met with other training providers, including attending the Chicago Jobs Council webinar relating to equity in the workforce system. Hours have not changed for the Springfield workNet Center. DHS will present the next Front Line Staff

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Training. LLWA staff recently completed grant fraud training. The full Director's Report was included with the May 2023 WIB Meeting Packet.

Jason Dockter asked about the pre-apprenticeship training and what field it would be in. Sarah specified construction.

Motion to Approve Director's Report: Motion made by Hollie Reid, seconded by Jason Dockter. **Motion Carried.**

2. Action Items for Approval

2023 WIOA Funding Allocations: (pg. 25)

Sarah Graham introduced the PY' 2023 WIOA Funding Allocations for LWIA 20 across Adult, Dislocated Worker, and Youth categories. The 2023 funding allotments were increased across all titles. The actual allocation amounts were included in the May 2023 WIB Meeting Packet.

Motion to Approve 2023 WIOA Funding Allocations: Motion made by Dave MacDonna, seconded by Marcus Johnson. **Motion Carried.**

Youth Program Renewals: (pg. 26)

Sarah Graham provided an update on the PY' 23 youth program and providers' final budget amounts: Capital Area Career Center (CACC), Fishes & Loaves (F&L), and Lawrence Education Center (LEC), and asked for approval to refund each Youth Program. Approval to fund the training providers was given in March; updated final budgets which were under the approved amount were provided during this meeting. The actual renewal amounts were included in the May 2023 WIB Meeting Packet.

Hollie Reid asked if the reported amounts for training renewals is normal. Sarah Graham answered yes and explained that the youth training renewals amounts can change based on how many participants can be funded based on the WIOA allocations—and if the number of able-to-be funded participants changes, LLWA discusses with the youth program provider.

Motion to Approve Youth Program Renewals: Motion made by Amanda Bergdorf, seconded by Gloria Brummer. **Motion Carried.**

Annual Policy Updates: (pg. 27)

Sarah Graham presented the PY' 23 Annual Policy Updates. The updates are based on guidance from the State. Michelle Griebler provided an update on increasing the threshold for Dislocated Workers from not earning 80% of dislocated wage to 95% of dislocated wage. The full list of Policy Updates was reviewed included in the May 2023 WIB Meeting Packet.

Motion to Approve Annual Policy Updates: Motion made by Mark Sprehe, seconded by Jeff Durbin. **Motion Carried.**

Annual Budget: (handout provided)

Diane Jones presented the new 2023 budget and contrasted it with prior years' budget and actual spending. She discussed the split between administrative and program costs and included details on low expenditures for salaries and fringes based on staffing issues. Diane Jones also

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budgeted for a firewall upgrade, a new regional plan, and One-Stop Operator agreement. Diane also discussed the cost allocations and changes to the policy for the PY' 23 year. The full budget was provided as a handout with the May 2023 WIB Meeting Packet.

Motion to Approve Annual Budget and Cost Allocation Updates: Motion made by David MacDonna, seconded by Lance Thurman. **Motion Carried.**

Around the Table: (5:11 p.m. – 5:19 p.m.)

Jason Dockter reported that Lincoln Land Community College just held its commencement and that their summer semester starts in three weeks. Laurel Bretz added that they are offering free summer credits to those who meet certain criteria.

David MacDonna reported that LIHEAP is losing one million dollars in funding. It will now start in October rather than September, and there will be priority enrollment for different demographic populations. The Utility Disconnect Program will not occur this summer and many people may report being disconnected from their utilities.

Lance Thurman discussed District 186's graduation as well as adding a junior ROTC program next year. The District is now looking for Army Instructors for the new positions.

Marcus Johnson discussed a six-month study being undertaken to understand the changing workforce as new generations of workers are added. He will provide an update once the study concludes near the end of 2023.

Victor Martinek provided an update on new businesses in Logan County including a walk-in care facility and a cannabis oil processing facility.

Public Comment: None.

Upcoming Events: (pg.29)

- Next WIB Meeting – September 18, 2023 at 4:30 p.m. (Northfield Inn & Conference Center)
- Next CEO Meeting – June 12, 2023 at 2:30 p.m. (Illinois workNet Center)

Adjournment: Meeting adjourned at 5:21 p.m.

Motion to Adjourn: Motion made by Jenifer Deweese, seconded by David MacDonna.
Motion Carried.