

## CEO Meeting Minutes

Wednesday – March 13, 2024 at 2:30 p.m.

Illinois workNet Center, 1300 S. 9<sup>th</sup> St., Springfield, IL 62703

[Via Zoom: Join Zoom Meeting

<https://us06web.zoom.us/j/7748947128?pwd=OhNJ5coEKakjB6BfQjCMYRMimFzeCF.1&omn=86945724479> Meeting ID: 774 894 7128 | Passcode: 31324]

### **Attendance:**

**CEOs:** Bill Merriman, Linda Curtin, Troy Cummings, Casey Constant

**CEOs Not in Attendance:** Bryan Sharp, Emily Davenport, Dale Nelson, Bob Lott, Andy Van Meter IV, Kim Hance

**Staff & Guests:** Michelle Brookens, Alicia Dean, Michelle Griebler, Diane Jones, Christina Sugars, Breanna Kirby, Guenevere Black Ford, Victor Martinek (WIB Chair), Charlie Stratton (Guest)

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

### **Welcome/Attendance/Introductions:**

Attendance was taken by Guenevere Black Ford.

Victor Martinek alerted Michelle Griebler and Guenevere Black Ford shortly before the meeting began that he would need to leave at 2:50 p.m. The agenda was then reorganized during the meeting to ensure all action items were voted on before Mr. Martinek's departure.

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

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

**Motion to Approve November 2023 Minutes:** Motion made by Bill Merriman, seconded by Troy Cummings. **Motion Carried.**

**Casey Constant joined the meeting at 2:34 p.m.**

### **Administrative Information:** (pgs. 26-27)

#### **1. Director's Report**

Michelle Griebler reported on WIB/CEO Updates, DCEO Updates, Workforce Assistance and County Meetings, Office Updates, Rapid Response Activities, and Events attended by the Director or LLWA Staff. Michelle introduced the new Logan County Liaison Breanna Kirby. Notable announcements included the introductions of a new Sangamon County CEO as well as 5 new WIB members. Michelle reported that the WIB Recertification is still pending review and that the Board released an RFP for the One-Stop Operator Procurement. Regional and Local Plans have been posted to our website for the 30-day public comment period. MOU annual budget negotiations began in February. Partners also met in March and will meet in April. The final MOU amendments and budgets are due on May 31.

Michelle Griebler reminded attendees that Sarah Graham left on December 22, 2023 and her job posting was listed through January 16, 2024. Charlie Stratton provided an update on the hiring process for Land of Lincoln Workforce Alliance's Executive Director. Applications were reviewed in late February and early March. Many applications submitted were not qualified for the position, but those that did meet the application criteria were reviewed by Mr. Stratton and the Sangamon County Board Chair. Mr. Stratton suggested taking questions from the County CEOs for the applicants and getting those questions to the applicants around March 18-20. Interviews are planned to be held on March 25-29, at the Land of Lincoln Workforce Alliance office, and CEOs and/or their designees can interview the applicants. A tentative date for making offers to successful candidates is the week of April 1-4. Selected candidate would then

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be presented to various Sangamon County committee meetings on April 23. Troy Cummings agreed that this process is acceptable. Mr. Stratton said he would send out a document with the proposed timeline and any possible questions. The timeline for this can be adjusted as needed for the CEOs' availability. Mr. Stratton provided his office phone number to the CEOs for them to reach out if needed (217-535-3130).

### **Charlie Stratton left the meeting at 2:45 p.m.**

Michelle Griebler continued with the Director's Report. She reported the Technical Resource Specialist position is open and currently being filled by a work experience. Michelle reported that LLWA staff received DEIA training on 2/28/24. Front Line Staff Training is scheduled for March 21 and LLWA – Title I will be presenting on our services to Partners. Three staff members will attend the WIOA Summit on April 24-25 in Collinsville. Michelle Griebler listed the recent Rapid Response activities and added that more information would be in the Business Services report.

Michelle Griebler asked for approval for the first Action Item – WIB Appointments.

Victor Martinek asked if we could approve all action items at once. Michelle Griebler agreed and explained each action item.

## **2. Action Items for Approval**

### WIB Appointments

Michelle Griebler requested approval to appoint 5 new WIB members: Val Yazell, Christine Novaria, Karen Conn, Terri Walker, and Reba Porter.

### PY' 24 Regional and Local Plans

Michelle Griebler explained the ongoing process for updating our Regional and Local Plans. She explained the plans have been posted on our website in the middle of February and emailed out to CEO and WIB members, as well as posted in the State Journal Register. No comments were received on the Regional and Local Plans during the 30-day public comment period. Michelle requested approval to move forward with submitting the Regional and Local plan we have to DCEO.

### OSO Procurement, Independent Consultant (\$7,850)

Michelle Griebler explained the Board (LLWB) issued an RFQ for an independent consultant to procure the One-Stop Operator. This is done every 4 years. Victor Martinek elaborated on the chosen consultant, Marcella Consulting Corporation. Mr. Martinek explained that Jeff Marcella was our only applicant, but he has an extensive background in One-Stop Operator Procurement process and has ties to larger consultant firms that LLWA has worked with in the past. The proposal for the One-Stop Operator is due April 5. Proposals will be reviewed by the WIB ad hoc committee evaluator team and the One-Stop Operator will be approved during the May CEO Meeting. Michelle requested approval to continue with the procurement process as Mr. Martinek described.

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### Youth Contracts (CACC, Fishes and Loaves, LEC) (\$465,000)

Michelle Griebler requested approval to accept the 3 Youth Provider proposals from Capital Area Career Center, Fishes and Loaves, and Lawrence Education Center. These are the 3 same Youth Providers which LLWA has worked with for the past few years. Michelle clarified that we will bring these approvals back before the CEOs during the May meeting after receiving our funding allocations from DCEO in May. Michelle Griebler asked for approval to accept the preliminary budget for these Youth Providers, which will not exceed \$465,000.

### New Training Provider/Program (NLMC LLC)

Michelle Griebler requested approval to add a new training provider to our Eligible Training Provider List, Next Level Mastery Center, LLC in Springfield, IL. Michelle Griebler and Michelle Brookens conducted a site visit on March 5 to meet with the Director, check ADA compliance, discuss the program, and tour the facility. This training would be focused on natural hair care and braiding with career pathways into being a hair stylist. The program is licensed by the Illinois Department of Public Health and students exit the program ready to take their state licensing exams. As a new provider, only 5 customers would be enrolled for the first calendar year and state board testing outcomes, employment opportunities, and performance outcomes will be examined at the end of the first year.

### Approval to Hire Technical Resource Specialist (\$36,412.35)

Michelle Griebler requested approval to hire Kim May as our Technical Resource Specialist in the Resource Room. Kim was a work experience who started at the same time as Shantell Lattin left and has been filling in as that role since January 10, 2024.

**Motion to Approve Action Items:** Motion made by Casey Constant, seconded by Bill Merriman. **Motion Carried.**

**Victor Martinek left the meeting at 2:55 p.m.**

### **Program Information:**

#### **1. County Liaison Reports (pgs. 7-11)**

Cass County—Christina Sugars reported 30 Cass County center visits with 48 services provided. There are 5 Cass County residents enrolled and 8 in follow-up services. Christina stated that Lincoln Land Community College in Beardstown offers GED classes and U.S. Citizen Preparation classes. The Cass County Health Department held a FAFSA night on February 18. Christina reported on multiple job openings. Christina participated in the Overall Economic Development Commission meetings on January 25 and February 22 as well as the Cass County Interagency Meeting on November 16. Christina mentioned Packers Sanitation Services losing their contract with JBS after 17 years and explained more information on that will be included in the Business Services report.

Christian County—Alicia Dean reported 62 Christian County center visits with 105 services provided. There are 20 residents enrolled and 13 in follow-up services. Alicia attended the 10<sup>th</sup>

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Annual Scholarship Awareness Day at Taylorville High School on February 9 where LLWA had a table. Legendary Small Town Trading Company, a new restaurant/coffee shop, opened on February 9. Sonic is returning to their original building following current construction. Kemmerer Village in Assumption is planning to open a daycare and are fundraising for expenses. Alicia also attended the Re-Entry Summit at Taylorville Correctional Center on March 5. The LLWA and IDES are providing monthly WebEx re-entry classes for those individuals as well.

Logan County—Breanna Kirby reported 33 Logan County center visits with 57 services provided. There are 9 Logan County residents enrolled and 3 in follow-up services. Breanna provided an update on her availability at the Heartland Community College location. Breanna attended an Advisory Council Meeting on February 21 during which she discussed Logan County community needs such as transportation, child care, and soft skills for job seekers. Breanna also attended the Community Health Collaborative meeting. Breanna is currently working on streamlining a process for Heartland applicants who also meet our criteria for training.

Menard County—Christina Sugars reported 22 Menard County center visits with 45 services provided. There are 7 Menard County residents enrolled and 6 in follow-up services. A new coffee shop, Buzz and Beans, is opening in Petersburg on April 1 and currently hiring. The Perspective Art Gallery opened on November 11. The Wildflower and Rose bookstore is looking for a physical location and hopes to be open in the fall of 2024. There are job openings at CAPCIL, Sunny Acres, Dollar General, New Salem Children’s Center, and The Lodge. Christina attended Menard County Coordinating Council Meetings on December 7, 2023 and March 8, 2024. There will be an electronic recycling drive at the courthouse on April 6 and NPR will be at the Broadgauge on March 13 to listen to community concerns.

Sangamon County—Michelle Brookens reported 1,614 Sangamon County center visits with 2,715 services provided. There are 185 Sangamon County residents enrolled and 130 in follow-up services. Michelle explained most customers enrolled are in healthcare training. Michelle stated that walk-in traffic at the IL workNet Center keeps increasing and that career planners are on call each week to assist customers in the Resource Room. The LLWA has received 17 referrals from other organizations and provided 52 referrals to Partners. Since July 1, 2023, the LLWA has received 687 pre-applications.

### **2. Business Services (pgs. 12-13)**

Michelle Brookens reported on recent layoffs and business closures. PSSI (Packers Sanitation Services, Inc. lost their contract with JBS, affecting 176 workers. Of these, only about 47 need services after relocation offers and job offers from JBS. Rapid Response materials were delivered as best as we could as JBS did not allow on-site outreach to their employees. PSSI was available for outreach and has information to relay to their employees. Other recent closures were Alexander’s Steakhouse and Loukinens’ On 4<sup>th</sup>, which reopened on March 2. Michelle gave updates on the Scheels Sports Park at Legacy Point. Michelle then discussed the 3 Incumbent Worker Projects at the Illinois Rural Water Association (IRWA) in Beardstown and Riverton, as well as Richardson Manufacturing. The Riverton IRWA included as part of their Waste Water Operation Specialist Apprenticeship CDL training. Michelle Brookens provided updates on the current On The Job Trainings. Evolve Salon completed their first OJT last November, retained

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their employee with a raise, and is interested in another OJT opportunity for 2024. Wilkerson Service Center's OJT was completed and their employee continues to work there while finishing up a partner-funded program at Lincoln Land Community College. The Mary Bryant Home's OJT was completed on December 15, 2023. A new OJT at Mel-O-Cream began on March 11, 2024, and through this OJT the LLWA has established a relationship with Mel-O-Cream. Michelle also reported on various job fairs, employment events, and workshops. The WIOA Summit is scheduled for April 24-25. See March CEO Informational Packet for full Business Services report.

### **3. Contractors and Special Projects (pgs. 14-17)**

Michelle Brookens provided an overview of the status of the DWG QUEST Grants, QUEST I and QUEST II. QUEST I has 84% of enrollments meet more than one of the Historically Marginalized Population Criteria and 100% are enrolled in training programs that will result in quality jobs in high-growth industries. For QUEST II, 80% of enrollments meet more than one of the Historically Marginalized Population Criteria and 100% are enrolled in training programs that will result in quality jobs in high-growth industries. Michelle reported on the Supplemental Grant which allowed LLWA to partner with IMEC to provide 100% reimbursement for training to manufacturers and businesses in our area. This funding has allowed for 4 new partnerships with Ace Sign, Bunn-O-Matic, Heritage Packing, and Mel-O-Cream International. About 91% of the Supplemental Grant has been spent. Total planned Youth enrollment is 69 with 44 currently enrolled across Fishes & Loaves, Lawrence Education Center, and Capital Area Career Center. There are currently 19 customers in follow-up at Fishes & Loaves, 12 customers in follow-up at Lawrence Education Center, and eleven customers in follow-up at Capital Area Career Center.

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

Michelle Griebler gave a summary of the Center Activity and Career Services provided in all counties as of February 29, 2024. There have been 2,970 services to 1,761 customers. There are currently 226 enrollments with 151 of those being new enrollments. LWIA 20 is currently meeting 7/15 and exceeding 8/15 of the performance measures for the third quarter. We are also very close to exceeding the DW Measurable Skills Gain (DMSG).

Michelle Griebler asked if there were any questions regarding any of the Program Information Reports. There were none.

**Motion to Approve Program Information Reports:** Motion made by Troy Cummings, seconded by Casey Constant. **Motion Carried.**

## **Fiscal Information, Budget, and Review: (pgs. 21-25)**

### **1. Expenditure and Grant Report**

Diane Jones provided a summary of LWIA 20's 5 open grants. She explained the Formula Grants run 2 years and begin on July 1 and end on June 30. The 22 Formula Grant is 99% expended and 100% obligated. The 23 Formula Grant is 28.6% expended and 74.7% obligated. Diane added that a requirement of the Formula Grants is that, at the end of the first year, the grants must be 80% spent and/or obligated. Diane explained that the QUEST Grants also run 2 years but begin on October 1 and run through September 30. The 2022 QUEST Grant is 69.7% expended and

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91.9% obligated. The 2023 QUEST Grant is 3.7% expended and 57% obligated. The Supplemental Grant is a State grant and is 6% expended and 83% obligated; it is a shorter grant and is being used for manufacturing training described in Contractors and Special Projects. Detailed information about the individual grant expenditures was reviewed, including expenditures broken down by county. Diane explained our percentage of operating costs, which is at 33.32% and cannot be greater than 50%. Diane also explained our operating budget, current expenditures, and actual prior year costs. We are currently underspending, with 61% of our budget expended. Diane explained the percentage costs for contractual staff, which are higher than expected because of staffing changes in 2023. Diane asked if there were any questions and there were none.

**Motion to Approve Fiscal Information Reports:** Motion made by Linda Curtin, seconded by Casey Constant. **Motion Approved.**

### **Announcements/Upcoming Events:** (pg. 30)

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

Next CEO Meeting – May 15, 2024 at 2:30 p.m. – Land of Lincoln Workforce Alliance

Next WIB Meeting – May 20, 2024 at 4:30 p.m. – Northfield Inn & Conference Center

UIS Career Connections Expo – March 21, 2024

OSO Proposals due April 5 – LLWA will apply as a Consortium

PY' 24 Funding Allocations – In May 2024 – Depending on the timeline, this could necessitate a short extra CEO Meeting to approve the Funding Allocations.

If selected as One-Stop Operator, we will then proceed with the One-Stop Certification, which is due on June 30, 2024.

More updates on the above items and on the MOU will be provided in the May CEO Meeting.

Michelle Brookens asked for CEOs to reach out if they know of businesses/manufacturers who could benefit from the Supplemental Grant training.

### **Public Comment:**

No public comment.

**Motion to Adjourn:** Motion made by Troy Cummings, seconded by Bill Merriman.

**Motion Carried.**

**Meeting adjourned at 3:28 p.m.**