

WIB Meeting Minutes
Monday – March 18, 2024 at 4:30 p.m.

Via Zoom [Join Zoom Meeting

<https://us06web.zoom.us/j/7748947128?pwd=OhNJ5coEKakjB6BfQiCMYRMimFzeCF.1&omn=87084707169>

Meeting ID: 774 894 7128 | Passcode: 31324]

Attendance

WIB Members Present : Carrie Brady, JT Britton, Brittany Clark, Jenifer Deweese, Jason Dockter, David Fowler, Robert Frazier, JP Fyans, Reiko Hurd, Robert Kerr, David MacDonna, Victor Martinek, Ryan McCrady, Laurel Bretz (for Patty Mendoza), David Lacy (for Jen Miller), Twyla Moore, Suellen Morgan, Christine Novaria, Dorsey Hill (for Andrea Runge), Mark Sprehe, Lance Thurman, Matthew Yard, Val Yazell

WIB Members Absent: Gloria Brummer, Jeff Durbin, Reiko Hurd, Patty Mendoza, Nicole Porter, Reba Porter, Justin Roesch, Katie Vitale, Terri Walker, Mark Winkler

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

Meeting Called to Order: 4:32 p.m.

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

Roll call was taken by Guenevere Black Ford.

Approval of Minutes: (pgs. 3-7)

Motion to Approve November 2023 Minutes: Motion made by Lance Thurman, seconded by JT Britton. **Motion Carried.**

Around The Table:

Victor Martinek invited any members present to share any new business or announcements. Michelle Griebler asked if anyone had any programmatic updates or upcoming events to share.

Laurel Bretz announced that Lincoln Land Community College is offering free digital literacy classes that are open to the public. Most spring classes are full, but LLCC will be publicizing summer and fall dates soon.

Michelle Griebler introduced 5 new WIB members since the November meeting: Val Yazell, Christine Novaria, Karen Conn, Terri Walker, and Reba Porter.

Victor Martinek and Michelle Griebler announced Breanna Kirby as the new County Liaison for Logan County, who started in December.

The agenda listed an action item following the Around the Table, but both Victor Martinek and Michelle Griebler confirmed that no action was needed and that was a mistype.

Program Information:

1. County Liaison Reports (pgs. 8-12)

Cass County

Michelle Brookens reported that Cass County totaled 30 center visits with 48 services provided. There are 5 Cass County residents enrolled and 8 in follow-up services.

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Christian County

Michelle Brookens reported that Christian County totaled 62 center visits with 105 services provided. There are 20 Christian County residents enrolled and 13 in follow-up services.

Logan County

Michelle Brookens reported that Logan County totaled 33 center visits with 57 services provided. There are 9 Logan County residents enrolled and 3 in follow-up services.

Menard County

Michelle Brookens reported that Menard County totaled 22 center visits with 45 services provided. There are 7 Menard County residents enrolled and 6 in follow-up services.

Sangamon County

Michelle Brookens reported that Sangamon County totaled 1,614 center visits with 2,715 services provided. There are 185 Sangamon County residents enrolled and 130 in follow-up services.

2. Business Services (pgs. 13-14)

Michelle Brookens reported on local layoffs and closings, including Packers Sanitation Services, Inc., Alexander's Steakhouse, and Loukinens' on 4th. The Packers Sanitation closing affected about 176 workers, about 100 of which accepted employment with JBS. About 30 workers accepted job relocation offers, leaving about 47 workers who might need services. Hard copies of Rapid Response materials were made available in Cass County. Michelle Brookens spoke with Todd, the general manager at Alexander's Steakhouse, who said he was assisting the employees affected by the closure. At the time of the meeting, Loukinens' is back in business. Michelle Brookens reported that the Scheels Sports Park at Legacy Point is set to open in the spring of 2025. Michelle Brookens then reported on the Incumbent Worker Projects, including the Illinois Rural Water Association projects at Beardstown and Riverton, and at Richardson Manufacturing. Michelle Brookens reported on the current status of On-the-Job Trainings. OJT placements at Evolve Salon, the Mary Bryant Home, and Wilkerson Service Center have been completed. A new OJT placement was secured at Mel-O-Cream and the participant now has a union position for 2nd shift. There have been multiple hiring events and job fairs, such as the MTI CDL Ribbon Cutting and Hiring Event, the Christian County Interagency Meeting, and monthly Business Services Team Meetings. Four job fairs are scheduled for late March and into late April. The WIOA Summit will be on April 24-25. The full Business Services report was included in the March WIB Meeting Packet.

3. Contractors and Special Projects (pgs. 15-18)

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Michelle Brookens provided an overview of the DWG QUEST Grants. For QUEST I, 84% of enrollments met 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 the QUEST II grant, 80% of enrollments met 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. LLWA has partnered with IMEC to provide 100% reimbursement for manufacturing training from our Supplemental State-funded Grant. This has allowed for 4 new partnerships with Bunn-O-Matic, Ace Sign, Heritage Packing, and Mel-O-Cream, and expanded partnerships with Richardson Manufacturing and Solomon Colors. About 91% of the Supplemental Grant funding has been obligated. The total planned Youth enrollment is 69 with 44 currently enrolled across Fishes and Loaves, Capital Area Career Center, and Lawrence Education Center. The full Contractors and Special Projects was included in the March WIB Meeting Packet.

Robert Frazier asked what the map of our underserved populations looks like—where the areas are and how they are identified. Michelle Griebler explained that there is a system within Illinois workNet that can tell us if a customer’s address falls within a Qualified Census Tract or Disproportionately Impacted Area. Robert asked if there was a map of that data which board members or the public could view.

JT Britton asked if the data used by our map is US Census Bureau data. Michelle Griebler confirmed it is. Michelle Griebler also shared a link in the meeting chat. Both Michelle’s explained that the Qualified Census Tract determination is made on income and poverty levels, while the Disproportionately Impacted Area determination is due to COVID-19 impacts as well as poverty, children, older adults, and other considerations. Michelle Brookens also clarified that the Historically Marginalized Population determination is made based on race, age, immigration status, gender & sexual orientation, disability, etc. Michelle Griebler asked Robert Frazier to reach out if he had any more questions.

4. Center Activity, Performance, Enrollment Reports (pgs. 19-21)

Michelle Griebler provided an overview of the Center Activity, Performance, and Enrollment Reports. Almost 3,000 services have been provided to 1,761 customers since July 1, 2023. There have been 151 new enrollments with 69 exiting, for a total of 226 enrollments as of the date of the meeting. LWIA 20 is currently meeting 7/15 and exceeding 8/15 performance measurements. We are also close to exceeding the last measure for DW Measurable Skills Gain. The full Center Activity, Performance, and Enrollment Reports were provided in the March WIB Meeting Packet.

Motion to Approve Programmatic Reports: Motion made by Jenifer Deweese, seconded by Robert Kerr. **Motion Carried.**

Fiscal Information and Review:

1. Expenditure and Grant Reports (pgs. 22-26)

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Diane Jones explained our current 5 grants and their expenditures. The PY' 23 Formula Grant is currently 74.7% obligated and 28.6% expended. The PY' 22 Formula Grant is 100% obligated and 99% expended. Both Formula grants run for 2 years and end on June 30. The 2022 DW Quest Grant is 91.9% obligated and 69.7% expended. The 2023 DW Quest Grant is 57% obligated and 3.7% expended. The Supplemental WIOA Fund Grant is a shorter grant that runs from November of 2023 to June of 2024. It is currently 83% obligated and 6% expended. Detailed information on each grant as well as operating costs by county and operating costs for the Land of Lincoln Workforce Alliance were reviewed. The percentage of operating costs against total expenditures is under 50%.

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

Administrative Information:

1. Director's Report (pgs. 27-28)

Michelle Griebler reported that there are a few new WIB Members in attendance and that the bi-annual Board Recertification is still pending from DCEO. Michelle stated the Board composition looks good, though, and she did not anticipate any issues with the recertification. Michelle also explained that the Board released an RFP for the One-Stop Operator Procurement consultant and invited Vic Martinek to explain more about that. Michelle explained that our workforce area was monitored in December of 2023 and that letter and documentation was sent to DCEO in December. Our Regional and Local Plan was posted for the 30-day public comment period and final drafts are due at the end of March. Michelle participated in various workshops and webinars. Michelle reported that MOU Budget negotiations began in February and the budget is due on May 31. Michelle also reported that Sarah Graham's last day was December 22, 2023, and that the HR Director for Sangamon County and the LWIA 20 CEOs will be interviewing candidates. Two new Career Planners were hired, and our Technical Resource Specialist left on January 10. Our Work Experience placement has been filling in as that role.

2. Action Items for Approval (pgs. 27, 29, 30)

Vic Martinek confirmed Action Items can be voted on all at once.

Regional and Local Plan

Michelle Griebler requested approval to move forward with our Regional and Local Plan timeline, submitting the final draft to DCEO on March 31, 2023.

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

Michelle Griebler explained the Board must procure the OSO every 4 years and that an RFQ for an independent consultant was released. Vic Martinek explained that Marcella Consulting Corporation was the only applicant and was selected to procure our One-Stop Operator. Responses will be scored by Vic as well as 4 members of the LWIA 20 Board and one individual

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from LWIA 4. Recommendations will then be made to the Board and the Board will confirm the selection of the One-Stop Operator at the next meeting. Vic asked if there were any questions and there were none. Michelle Griebler requested approval to move forward with this process.

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

Michelle Griebler explained that the Youth RFP was released in January 2024 and received 3 responses from providers we currently work with: Capital Area Career Center (CACC), Fishes and Loaves Outreach (F&L), and Lawrence Education Center (LEC). Michelle presented preliminary budgets and enrollment numbers that will be finalized and presented again in May. The preliminary recommendation is to serve 69 Youth at \$458,397. Michelle Griebler requested approval to move forward with contracting CACC, F&L, and LEC to be Youth providers.

New Training Provider/Program (NLMC, LLC)

Michelle Griebler brought a new training provider and program recommendation to add to the Eligible Training Provider List (ETPL): Next Level Mastery Center, LLC. It is located in Springfield, IL and licensed through the Illinois Department of Public Health. Michelle explained that their focus is on natural hair care and braiding and that they do not use chemicals in their hair care. Students will be able to take the state board exam upon completion. Michelle Griebler requested approval to add NLMC, LLC to the ETPL with a soft cap of 5 enrollments for the first year.

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

Michelle Griebler explained that Kim May, a Work Experience placement, was able to take over for Shantell Lattin as the Technical Resource Specialist when Shantell left in January. Michelle reported that Kim has been great support to the office and has been great in working with the public. Michelle requested approval to hire Kim May as the new Technical Resource Specialist.

Victor Martinek asked for any questions on the Administrative Reports. There were none.

Motion to Approve Action Items: Motion made by Amanda Sandner, seconded by Jenifer Deweese. **Motion Carried.**

Public Comment:

No Public Comment.

Upcoming Events: (pgs. 31-32)

Community Action Partnership Survey – Michelle Griebler explained that Sangamon County Community Resources has a survey open through March 2024 regarding community needs in Sangamon County. Responses received will help Community Resources in planning and budgeting their services for the next 3 years. Michelle encouraged Board members to complete it if they are Sangamon County residents and to share it with others.

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Next CEO Meeting – May 15 at 2:30 p.m. – IL workNet Center, 1300 S. 9th Street, Springfield IL

Next WIB Meeting – May 20 at 4:30 p.m. – Northfield Inn & Conference Center, 3280 Northfield Drive, Springfield, IL

Michelle Brookens asked WIB Members to contact her if anyone knows of a business that could benefit from the Supplemental Grant Training.

Vic Martinek offered a follow-up on the OSO Procurement process. He explained that Michelle Griebler cannot participate because of a conflict of interest and thanked Guenevere Black Ford for her work thus far. Vic clarified that those on the WIB review committee are Gloria Brummer, JT Britton, and Robert Frazier.

Robert Frazier asked for a copy of the Community Action Partnership survey flyer. Guenevere Black Ford said she would send a copy via email. Dave MacDonna also dropped a link for the survey in the Zoom meeting chat.

Adjournment: Meeting adjourned at 5:20 p.m.

Motion to Adjourn: Motion made by Dave MacDonna, seconded by JP Britton.

Motion Carried.