

WIB Meeting Minutes
Monday – May 20, 2024 at 4:30 p.m.
Northfield Inn and Conference Center, 3280 Northfield Drive, Springfield, IL 62703

Attendance

WIB Members Present: Carrie Brady, Gloria Brummer, Jenifer Deweese, Robert Frazier, JP Fyans, Robert Kerr, Dave MacDonna, Victor Martinek, Patty Mendoza, David Lacy, Twyla Moore, Suellen Morgan, Andrea Runge, Amanda Sandner (remote), Mark Sprehe, Lance Thurman, Terri Walker

WIB Members Absent: JT Britton, Brittany Clark, Karen Conn, Jason Dockter, Jeff Durbin, David Fowler, Reiko Hurd, Ryan McCrady, Christine Novaria, Nicole Porter, Reba Porter, Justin Roesch, Katie Vitale, Mark Winkler, Matthew Yard, Val Yazell

Staff and Guests in Attendance: Guenevere Black Ford, Michelle Brookens, Michelle Griebler, Diane Jones, Logan Taira (IDES), Jeff Marcella (One Stop Procurement Consultant)

Meeting Called to Order: 4:41 p.m.

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

Roll call was taken by Guenevere Black Ford. Victor Martinek introduced Jeff Marcella as a guest.

Special Presentation:

Logan Taira presented Labor Market Information for LWIA 20.

Logan reviewed Labor Market Information for March 2024. Over the year, the unemployment rate has gone up about half a percentage point due to increased unemployment and a shrinking labor market. Cass County was the only county to have an increase in the labor force and number of employed. The State of Illinois' unemployment rate was about 5%, while LWIA 20's rate was about 4.7%. LWIA 20 is slightly lower than the median. Logan Taira discussed continued claimants—what they are, how they are included, and their breakdown by industry.

Manufacturing employment in 2024 is higher than in 2023, 2022, and 2019, pre-pandemic. Trade, Transportation, and Utilities are as high as 2023. Professional and Business Services are lower than 2022 and 2023 but higher than pre-pandemic levels. Logan also covered the rates of increase/decrease for sectors such as Government, Healthcare, and Hospitality.

Logan discussed the statewide data which was released last Thursday at noon. The seasonally-adjusted unemployment rate was somewhat flat but has gone up over the year. He anticipates a slight decrease in unemployment over the month but an increase over the rest of the year.

Logan asked for questions and conveyed his willingness to discuss unemployment or wage data or refer anyone with other questions to other data analysts.

Robert Frazier asked for Logan's contact information. Robert then asked what data is used to compile the reports Logan presented besides the data gathered by unemployment filings. Logan answered that it depends on the program. The federal Current Population Survey sends out surveys every month to collect information; surveys from employers and annual reports, as well as Unemployment Insurance reports, are what are used to compile this data.

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Guenevere Black Ford sent out the Labor Market data slides to Board Members after the meeting.

Program Information:

1. County Liaison Reports (pgs. 9-14)

Cass County

Michelle Brookens reported that Cass County totaled 34 center visits with 58 services provided. There are 6 Cass County residents enrolled in training and 5 in follow-up services.

Christian County

Michelle Brookens reported that Christian County totaled 69 center visits with 123 services provided. There are 20 Christian County residents enrolled in training and 13 in follow-up services.

Logan County

Michelle Brookens reported that Logan County totaled 41 center visits with 74 services provided. There are 9 Logan County residents enrolled in training and 6 in follow-up services.

Menard County

Michelle Brookens reported that Menard County totaled 26 center visits with 49 services provided. There are 6 Menard County residents enrolled in training and 6 in follow-up services.

Sangamon County

Michelle Brookens reported that Sangamon County totaled 2,338 center visits with 3,771 services provided. There are 180 Sangamon County residents enrolled in training and 127 in follow-up services.

During her overview of the County Liaison Reports, Michelle Brookens also explained each of our grants and what demographic of customers they serve. The full county liaison reports were included with the May WIB Meeting Packet.

2. Business Services (pg. 15)

Michelle Brookens discussed layoffs and closings for LWIA 20. Lawrence Education Center is closing at the end of this academic year. Ace Hardware locations in Springfield were purchased by another company and 6 administrative staff at the Walnut location may be affected by layoffs due to the change in ownership. LLWA will deliver Rapid Response materials to those employees on Thursday. Two Family Dollar stores have closed, and the ICG Viper coal mine has laid off workers. We are gathering information on the coal mine layoffs.

There are currently 2 participants in the IRWA Incumbent Worker Project in Riverton. Henson Robinson is partnering with the LLWA for an On-The-Job Training for HVAC starting in May of 2024.

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Michelle Brookens highlighted the various career fairs and events that we have taken part in. There are 2 upcoming events that we will be involved in: the Capital Area School Practical Nursing Career Fair and the Springfield Housing Authority Residence Fair. The full Business Services report was included in the May WIB Meeting Packet.

3. Contractors and Special Projects (pgs. 16-19)

Michelle Brookens discussed the QUEST Grants, their eligibility requirements, and what critical workforce sectors training prepares customers to enter into. We exceeded the QUEST I 2022 grant enrollment goal and are currently at 92% of QUEST II 2023 enrollment goal, with 35/38 enrolled. Most 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. The initiatives funded by the State Supplemental Grant are finishing up. The Supplemental Grant funding focused on local manufacturers and enabling workers to receive DEIA training as well as quality systems, workforce development, and safety. There are 4 new manufacturers we partnered with: Ace Sign, Bunn-O-Matic, Heritage Packing, and Mel-O-Cream. We have also expanded our partnerships with Richardson Manufacturing and Solomon Colors. Our manufacturing partners are reimbursed 100% for the training under the Supplemental Grant. We are anticipating receiving another Supplemental Grant as well. The Youth Contracts enrollments are currently at 35 with 69 planned enrollments across Fishes and Loaves, Capital Area Career Center, and Lawrence Education Center. The Youth Contracts enrollments totaled 54/69 for the PY' 23 Program Year. The full Contractors and Special Projects report was included in the May WIB Meeting Packet.

4. Center Activity, Performance, Enrollment Reports (pgs. 20-22)

Michelle Griebler provided an overview of the Center Activity, Performance, and Enrollment Reports. Over 4,000 services have been provided to 2,508 customers since July 1, 2023. There have been 203 new enrollments resulting in 341 new and carryover enrollments. With 123 customers exiting, the current enrollments as of April 30th are 218.. LWIA 20 is currently meeting 1/15 and exceeding 14/15 performance measurements. Michelle explained that the performance measures will be renegotiated in the fall with DCEO, which is done every 2 years. Michelle Griebler asked for any questions on the program information and there were none.

Approval of Minutes: (pgs. 3-8)

Motion to Approve March 2024 Minutes: Motion made by Dave MacDonna, seconded by Lance Thurman. **Motion Carried.**

Motion to Approve Programmatic Reports: Motion made by Mark Sprehe, seconded by Jenifer Deweese. **Motion Carried.**

Fiscal Information and Review:

1. Expenditure and Grant Reports (pgs. 23-27)

Diane Jones explained the 5 current grants, what they cover, their timeframes, and their expenditures. Diane explained that the Formula grants require us to obligate 80% of the amount

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at the end of the first year, and we will not have any issues reaching that for PY' 23. The 2022 QUEST Grant ends in September 2024 and is currently obligated at 95.6% and the 2023 QUEST Grant, which ends in September 2025, is 69.3% expended. The Supplemental Grant, which ends at the end of June 2024, is 97% obligated. Diane also provided a detailed breakdown on how each Formula Grant is spent. Detailed spending and obligations by County were also explained, and the expenditures per County roughly correspond to the County's population. Diane also explained a requirement of our Formula Grants that stipulates our operating costs cannot be more than 50%. We are currently at 33.15% and are meeting that requirement. Diane also explained a breakdown of PY' 23 operating costs and that we are currently underspending by about 10%, which is good. There have been staffing changes that resulted in the 781% expended under Contractual Staff, and Diane explained the instances of turnover. Some salary and fringes (\$17,374) were paid for by other current grants. Diane Jones asked if there were any questions.

Robert Frazier asked about next year's funding. Diane explained we have not yet received a notification of funding. There is a meeting scheduled for this upcoming Friday which is when the funding should be announced. Vic Martinek asked if we were able to present the numbers last year, and we were able to. The Department of Labor just alerted DCEO about their funding, and we are waiting on DCEO to let us know what our funding will be. Michelle Griebler confirmed that this is not cause for alarm but that we might consider a June meeting next year just in case notification is delayed again. Michelle explained that she will be reaching out to everyone when we do learn about our funding and will provide the operating budget for PY' 24.

Robert Frazier then asked if it is typical for the State to be slow getting grant money to us. Diane Jones said that the Supplemental Grant is the only truly State-funded grant and that all our other grants are federal. Diane explained how she requests cash and said that it might take 4-6 weeks to receive cash from the Supplemental Grant.

Gloria Brummer added that we sound like we are doing very well juggling timeframes and grant requirements even with the short staffing issues. Vic Martinek added that our current performance, exceeding almost all of our requirements, will mean that the State might renegotiate the goals and expect more of us going forward.

Twyla Moore asked about the QUEST/DWG Grant. She asked for more detail on eligibility and what populations it serves. Michelle Griebler answered that these grants serve individuals who have been adversely affected by COVID/Pandemic restrictions within the past 24 months. Individuals must meet one of the criteria to qualify (such as under employed, working more than one job, temp jobs, under \$15/hour, and many more).

Motion to Approve Fiscal Information Reports: Motion made by Carrie Brady, seconded by Robert Kerr. **Motion Carried.**

Administrative Information:

1. **Director's Report** (pgs. 28-32)

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Michelle Griebler provided administrative updates including our official Board Certification that was received on Friday evening. The letter from DCEO was provided as a separate handout. Michelle explained that Vic Martinek and Jeff Marcella would be presenting on the One Stop Operator Procurement process. We received an acceptance letter from DCEO for our monitoring back in December and we will have another EO Monitoring on site the week of July 15. Michelle discussed the variety of job fairs and outreach events staff have attended. There have been some recent trainings, including combined LLWA and IDES training on our Propio translation phone, grant fraud and ethics training, and staff participated in the WIOA Summit on April 24 and 25. Michelle provided an update on the process to hire a new Director and confirmed that she has interviewed for the position but remains Interim Director. There may be a second round of interviews and she anticipates more update from Sangamon County HR. Michelle then invited Vic Martinek and Jeff Marcella to speak on the One Stop Operator Procurement process.

2. Procurement Process Presentation

Vic Martinek explained that every 4 years the One Stop Operator needs to be competitively procured. The entity that serves as the current One Stop Operator must apply to be considered for the next 4 year term. An independent, outside consultant is necessary to be retained to ensure no conflict of interest exists between the current Operator and any entities applying for consideration to be the Operator. A review committee of JT Britton, Gloria Brummer, Robert Frazier, and Vic Martinek selected Marcella Consulting Corporation, the only applicant, to be the Procurement Consultant after a review period and after reviewing Mr. Marcella's documentation responsive to the released RFQ.

Jeff Marcella has worked with the LLWA before during MOU negotiations. Mr. Marcella has also collaborated with TPMA, the consulting firm which conducted the One Stop Operator Procurement in 2020, as well as other workforce areas in Illinois. Mr. Marcella attended the meeting via Zoom and described the process, the publication of the Operator RFQ, and confirmed that the process was clean and free of any conflicts of interest. Despite receiving only one application from the current Operator—the Land of Lincoln Workforce Alliance—an extensive review process was undertaken. Mr. Marcella described the meetings of the Review Committee and explained the scoring and evaluation form. Mr. Marcella encouraged the Board to investigate any areas in which they believe the Operator could better serve LWIA 20. Mr. Marcella explained that the recommendation is to select the Land of Lincoln Workforce Alliance and Consortium as the One Stop Operator based on their strong narrative, extensive experience, history of providing Operator services, and clear lines of authority between Operator and Partners. Mr. Marcella asked for any questions.

Vic Martinek also clarified that Michelle Griebler, as acting director, was unable to assist with this process. Guenevere Black Ford was the coordinator between Mr. Martinek, Mr. Marcella, and the review committees.

There were no questions, but Robert Frazier, who was part of the review committees, did attest to the level of detail required by the process.

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Vic Martinek determined to vote on the Procurement Process and selecting the One Stop Operator individually from the other action items.

Motion to Approve Selection of the Land of Lincoln Workforce Alliance and Consortium as One Stop Operator: Motion made by Lance Thurman, seconded by Jenifer Deweese. **Motion Carried.**

3. Action Items for Approval

New Provider/Program (pg. 29)

Michelle Griebler requested approval to add Lincoln Land Community College's Diagnostic Medical Sonography program to the ETPL.

Approval to Hire – Accounting Technician

Michelle Griebler explained that Chafon Tate left the LLWA in early May and requested approval to hire a new accounting technician at the same salary.

Youth Contracts

Approval for up to \$460,000 was approved in the March WIB Meeting across CACC, Fishes and Loaves, and Lawrence Education Center. With Lawrence Education Center closing, there is now an excess of funding. CACC and Fishes and Loaves will be contacted to see if they can accept any additional students with additional funding. Michelle Griebler requested approval for a lesser amount for the Youth contracts not to exceed \$320,000.

Annual Program/Fiscal Policies Updates (pgs. 30-31)

Michelle Brookens explained that the State has revised some eligibility guidelines, as well as the Provider Certification Policy, Assistive Technology Policy, Career Planning and Staff Training Guide, Income Guidelines, Self-Sufficiency Policy, Youth Eligibility, Cost Allocation Policy, and WIB Functions and Policies related to an equity lens. Michelle Brookens requested approval to accept the recommended policy updates.

Motion to Approve Action Items: Motion made by Jenifer Deweese, seconded by Patty Mendoza. **Motion Carried.**

Around the Table: at 5:50 p.m.

Vic Martinek brought up the closure of Logan Correctional Center. There would be 460 direct employees that will be affected. The economic impact for the local area is estimated at \$73 million. Vic clarified that it is the women's prison that needs closed. Andrea Runge added that there is approximately \$116,000,000 in deferred maintenance. There is currently a public comment period, but the governor is pushing the closure. Andrea Runge added that there is a move to push the closure and the opening of a new prison in Will County because of economies of scale. Both Unions in Will and Logan counties are against the move. The comment period is open until June 1. There should be public hearings both in Logan and Will counties until June 15. Vic Martinek added that Senator Turner hosted a town hall that should still be posted on her website. Andrea Runge said she was open to taking questions about this

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topic and has done a lot of research. The Logan women’s prison is the only multi-level facility in the State. About 80% of the population suffer from mental illness. Polls have been conducted regarding how close the female population in Logan Correctional is to Logan County versus Will County, and 54% are closer to Logan, where they currently reside. Despite this and other efforts, it appears the closure and move will go through.

Michelle Griebler discussed Vic’s retirement and our need for a new Board Chair. She invited all members to reach out if interested in the position. Otherwise, we may need a committee to nominate a new Chair.

Now that the One Stop Operator Procurement has been completed, we need to undertake the One Stop Center Certification. This will be an on-site visit that requires a review committee to be formed and review the documentation and site details that are required. Vic mentioned that we may use the same committee members as were available for the procurement.

Robert Frazier commented that there is room for improvement when considering that 72% of pre-applicants do not continue onto training. If there is more that the LLWA and/or Board can do to increase the number of applicants who receive training/support, he would like to be involved. Michelle Brookens said that the rate of applicants that follow through with the process is approximately 25-26%, which is a standard percentage. The number of enrollees has increased as well. Also, if an applicant applies but is not in our workforce area, we refer them to the proper workforce area and their application is counted among those received as a “fall off.” There is a list that is kept internally that keeps track of applicants. Applicants may also be referred to Partners as appropriate.

Patty Mendoza mentioned that Lincoln Land Community College has just applied for more federal and state funding. They have included information about the closure of Lawrence Education Center to see if there is a way to increase LLCC’s classrooms and/or staffing. They hope to hear by mid-June. Michelle Brookens added that she hopes the LLCC satellite locations will be picking up adult education. Patty Mendoza said there is a pre-CNA class going on in Jacksonville and they are working on expanding adult education outside of Springfield.

Twyla Moore mentioned that the Springfield Urban League had partnered with LLCC for the past 2 school years to offer GED classes. When Jamil Steele left, those LLCC classes did not continue, but there is a want and a need to bring that educational opportunity back. Patty Mendoza said they would discuss bringing that back.

Public Comment:

None.

Adjournment: Meeting adjourned at 6:06 p.m.

Motion to Adjourn: Motion made by Dave MacDonna, seconded by Carrie Brady.
Motion Carried.