

**CEO Meeting Minutes**  
**Wednesday – May 15, 2024 at 2:30 p.m.**  
**Illinois workNet Center, 1300 S. 9<sup>th</sup> St., Springfield, IL 62703**

**Attendance**

**CEOs:** Linda Curtin, Troy Cummings, Bill Merriman, Ramona Douglass, Mike DeRoss

**CEOs Not in Attendance:** Bryan Sharp, Emily Davenport, Bob Lott, Andy Van Meter IV, Casey Constant

**Staff & Guests:** Vic Martinek (WIB chair), Michelle Griebler, Guenevere Black Ford, Breanna Kirby, Alicia Dean, Michelle Brookens, Christina Sugars, Diane Jones

**Meeting Called to Order:** 2:32 p.m.

**Welcome/Attendance/Introductions:**

Vic Martinek and Michelle Griebler introduced Mike DeRoss, the new Logan County Designee and Ramona Douglass, the new Cass County Designee. LWIA staff and County liaisons introduced themselves. More background information related to how we operate and why was provided during this meeting as we had two new CEO Designees.

**Approval of Minutes:** (pgs. 2-7)

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

**Motion to Approve March 2024 Minutes:** Motion made by Bill Merriman, seconded by Troy Cummings. **Motion Carried.**

**Program Information:**

**1. County Liaison Reports** (pgs. 8-13)

Cass County—Christina Sugars reported 34 Cass County center visits and 58 services provided. There are 6 Cass County residents enrolled in training and 5 in follow-up services. Christina explained she is in Cass County every Monday from 9:00 a.m. – 12:00 p.m. Lincoln Land in Beardstown is still offering citizenship preparation and GED classes, though classes will be finished soon. Christina attended a meeting with Cass Comm on April 25<sup>th</sup> that updated Beardstown residents on a 10-year fiber optic goal. Christina reported on various job openings, including retail, food service, transportation, and medical openings.

Christian County—Alicia Dean reported 69 Christian County center visits and 123 services provided. There are 17 Christian County residents enrolled in training and 17 in follow-up services. Alicia is in Taylorville on Tuesdays, and can meet with residents at the satellite office there. Alicia discussed a new solar project in Taylorville that should be finished up in August. Sonic re-opened, held a hiring event, and is still filling positions.

Logan County—Breanna Kirby reported 41 center visits with 74 services. There are 9 Logan County residents enrolled in training and 6 in follow-up. Three new businesses opened in Lincoln: Mel-O-Cream, Copper and Oak, and the Boardroom. In April, the Land of Lincoln CEO Trade show featured student ran businesses. Firefighter applications have been closed. There is a health collaborative meeting on June 6<sup>th</sup> that Breanna will attend.

Menard County—Christina Sugars reported 26 center visits with 49 services provided. There are 6 Menard County residents enrolled in training and 6 in follow-up services. Christina is in Menard County from 12:30 p.m. – 4:00 p.m. on Mondays. Buzz and Beans opened on April 18<sup>th</sup>.

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Christina attended the community night at the Broadgauge on April 30<sup>th</sup> in Petersburg. There were 45 organizations and employers in attendance. Christina reported on job openings in Menard County.

Sangamon County—Michelle Brookens reported 2,338 center visits with 3,771 services provided. There are 180 Sangamon County residents enrolled in training and 127 in follow-up services. The Health Science sector encompasses 74% of enrollments. Traffic at the Resource Room continues to increase with people utilizing computers for job search, resume building, and migrant resources. All Partner services are available at the One-Stop on site and via Direct Linkage, and the Orientation video is on YouTube as well as uploaded to our social media. LLWA has received 35 referrals from other organizations and provided 170 referrals to other organizations. There have been 867 pre-applications received.

The full County Liaison Reports were included in the May 2024 CEO Meeting Packet.

**2. Business Services (pg. 14)**

Michelle Brookens explained that Lawrence Education Center is closing at the end of this academic year, but only 2 of their staff may be affected due to retirements and other employees being accepted by the Springfield School District. Ace Hardware is under new ownership, and the new owners have 5 locations across LWIA 20—only 6 employees will be affected by this change, and those employees were provided Rapid Response materials. There are 2 Family Dollar stores in Springfield that will be closing. ICG Illinois, a coal mine, has laid off multiple employees, and LLWA is working with DCEO on how to respond. A new CEJA law may provide more resources for laid-off fossil fuel workers. IRWA Riverton’s Incumbent Worker Project is still going strong with CDL training and Wastewater Collections Systems I training completed. Further trainings are upcoming. LLWA is working with Henson Robinson to begin a new partnership for an On-the-Job Training for HVAC, which is set to begin in late May, 2024. The full Business Services Report was included in the May 2024 CEO Meeting Packet.

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

Michelle Brookens described the QUEST Grant and what qualifies a participant for QUEST Funding, and explained that the grant is to provide services to those from historically marginalized populations that enable them to enter employment and/or training in one of the critical sectors. LWIA 20 has identified our sectors as Health Care and Social Assistance, Manufacturing, Transportation, Information Technology, Professional and Business Services, Construction, Financial Services, and Leisure and Hospitality. LLWA has exceeded the enrollment goal for the QUEST I grant, and is at 92% of the goal for the QUEST II grant. Michelle Brookens also discussed the Supplemental Grant, which allowed LWIA 20 to support manufacturers with their training needs, including training for occupational skills, management, and DEIA. LLWA has created 4 new partnerships from this project with Bunn, Ace Sign, Heritage Packing, and Mel-O-Cream. Partnerships with Solomon Colors and Richardson Manufacturing were expanded. All 11 of LLWA’s staff also received DEIA training.

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Michelle Brookens discussed Youth Contracts and enrollments. The total planned Youth enrollment is 69 with 35 currently enrolled. There are 24 enrollments at Fishes and Loaves, 16 at Lawrence Education Center, and 14 at Capital Area Career Center.

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

Michelle Griebler gave a summary of the Center Activity and Career Services provided in all counties as of April 30, 2024. There have been 2,508 customers who have received 4,075 services. There are currently 218 enrollments, as of April 30, 2024, with 203 being new enrollments. LWIA 20 is currently exceeding 14/15 performance measures. We are close to exceeding the negotiated goal for Youth Measurable Skills Gain (YMSG).

Vic Martinek asked if we have ever exceeded every category. Michelle Griebler answered that it has been a long time.

**Motion to Approve Program Information Reports:** Motion made by Ramona Douglass, seconded by Linda Curtin. **Motion Carried.**

**Fiscal Information, Budget, and Review:**

**1. Expenditure and Grant Report (pgs. 22-26)**

Diane Jones provided a summary of LWIA 20's open grants. Diane explained the timing and expenditures of the Formula grants. A requirement of the Formula Grants is that, at the end of the first year, the grants must be 80% spent and/or obligated. The PY23 Formula is 76.1% obligated and 47.4% expended. The PY22 Formula is 100% expended. The PY 22 QUEST grant is 95.6% obligated and 86.8% expended. The PY23 QUEST grant is 69.3% obligated and 18.1% expended. The Supplemental grant is funded by the State of Illinois and used to fund training for businesses; it is 97% obligated and 16.4% expended. The Supplemental grant ends in June. 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 33.15% and cannot be greater than 50%. We are currently underspending in operating by about 10%. Diane explained the large expenditures as necessary for contractual staff and staff turnover. Diane asked if there were questions. Mike DeRoss asked why we do not have a phone bill. Diane explained that our phone system is provided through IDES/State of Illinois, and we include payment for the phone system in our payment for "rent" to IDES, which also includes water, heat, operating, etc.

**Motion to Approve Fiscal Information Reports:** Motion made by Troy Cummings, seconded by Ramona Douglass. **Motion Carried.**

**Administrative Information:**

Michelle Griebler explained that she had hoped to include 2 other action items: PY' 24 Funding Allocations and PY' 24 Budget. However, we have not yet received the allocations. Michelle explained we will likely get the minimum level funding. There is a DCEO Webinar next week to elaborate on the allocations. We are waiting on DCEO to calculate the proper allocations for our Adult, Youth, and Dislocated Worker funds. Last year we received the allocations in time for the

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May meetings. This year, we will alert the CEOs and Board once we hear the funding amounts. The allocations and PY' 24 operating budget will go out to the CEOs for approval as soon as funding levels are received.

**1. Director's Report (pg. 27)**

Michelle Griebler followed up on the state of the Board Certification with DCEO. It is still pending from September 2023. We do not anticipate any issues, but have not heard back yet. Michelle mentioned that the One Stop Center Certification is coming up, and will be addressed in the action items. Vic Martinek's term as Board Chair is set to expire in September 2024. We will need to nominate a new WIB Chair. We have received the official monitoring acceptance letter from DCEO. We have an EO Monitoring with DCEO scheduled for the week of July 15 which will be on site. There have been about 7 job fairs/outreach events that staff have been involved in over the past month. LLWA and IDES conducted a shared training on the Propio translation phone. Staff also participated in the WIOA Summit in April.

**2. Action Items for Approval (pg. 27)**

Michelle Griebler and Vic Martinek determined each action item would be voted on individually.

MOU for PY' 24

Michelle Griebler discussed the MOU and budget amendment schedule. All Partners are in agreement with the budget and amendments to the MOU and final versions of both were sent to the CEOs on April 29<sup>th</sup> for review. Michelle requested approval for the amended MOU and budget to take effect on July 1 and due to DCEO on May 31.

**Motion to Approve Amended MOU and Budget:** Motion made by Troy Cummings, seconded by Linda Curtin. **Motion Carried.**

One Stop Operator Application/Procurement for Operator

Vic Martinek explained the functions of the One Stop Operator and the procurement process. Vic also explained that Michelle Griebler is the acting director and could not be involved with the procurement process, so he worked with Guenevere Black Ford, the program assistant for LLWA and staff to the LWIB, to create a Board committee, select a procurement consultant, and release an RFP for entities to apply to be the One Stop Operator. The responses to the RFP were scored according to criteria defined by the selected consultant, Jeff Marcella of Marcella Consulting Corporation. He has worked with the LLWA in the past and been part of larger procurement/consulting firms that have been utilized by LWIA 20. Jeff Marcella will be presenting on the procurement process during Monday's WIB Meeting. Vic said that he would recommend that the board approve the One Stop Operator Application. Michelle requested approval of the One Stop Operator Application and Recommendation.

**Motion to Approve One Stop Operator Application:** Motion made by Troy Cummings, seconded by Ramona Douglass. **Motion Carried.**

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New Training Program at LLCC (pg. 28)

Michelle Griebler discussed the State-wide Eligible Training Provider List and requirements to add a new training program to the list for funding. Lincoln Land Community College is requesting that their Diagnostic Medical Sonography (Associates Degree) program be added to the ETPL. After review of the program, components, credentials, and cost, Michelle requested approval to add this training to the ETPL as it results in training for a high demand occupation in sonography (ultrasound).

Vic Martinek asked if the enrollment cap applies to this program because LLCC is already an approved training provider. Michelle answered that it does not.

**Motion to Approve Adding LLCC – Diagnostic Medical Sonography to the ETPL:** Motion made by Ramona Douglass, seconded by Troy Cummings. **Motion Carried.**

Youth Contracts

Michelle Griebler discussed the Youth Contract recommendations made in March, encompassing Capital Area Career Center, Fishes and Loaves, and Lawrence Education Center. Lawrence Education Center is now closing. The final approval will be to fund Capital Area Career Center and Fishes and Loaves at approximately \$160,000 less than initially presented in March. We will look at other ways we can spend the \$160,000 and if necessary, renegotiate with CACC and Fishes and Loaves and/or release another RFP. Michelle requested approval for the Youth Contracts.

**Motion to Approve Youth Contract Funding:** Motion made by Linda Curtin, seconded by Troy Cummings. **Motion Carried.**

Approval to Hire Fiscal Services Accounting Technician

Michelle explained that Chafon Tate's last day at LLWA was May 3 and requested approval to hire another Accounting Technician.

Vic Martinek asked if the new hire will be at Chafon's rate, and Michelle answered yes.

**Motion to Approve Hiring Accounting Technician:** Motion made by Troy Cummings, seconded by Linda Curtin. **Motion Carried.**

Annual Program/Policy Updates and Review (pgs. 29-30)

Michelle Griebler and Michelle Brookens discussed updates to LLWA policies based on DCEO updates or issued policies. Policies are reviewed annually to determine what updates need made, and summaries of changes are provided to the CEOs and Board Members. Michelle Brookens discussed what changes need made and recommended updates to the Provider Certification Policy, Assistive Technology Policy, Career Planning and Staff Training Guide, Income Guidelines – May 3, 2024, Self-Sufficiency Policy, Youth Eligibility, and WIB Functions and Policies. Diane Jones mentioned that there will also be a cost allocation policy change, but

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we will not know what it entails until we receive our budget. Michelle Griebler requested approval for updating the policies.

**Motion to Approve Annual Program/Policy Updates:** Motion made by Ramona Douglass, seconded by Linda Curtin. **Motion Carried.**

**Executive Session:** (3:30 p.m.—3:33 p.m.)

**Announcements/Upcoming Events:** (pg. 32)

Michelle Griebler stated that while the next regularly scheduled CEO meeting is not until September, but we will be in touch if we need to convene to vote on funding allocations and the budget.

Bill Merriman asked if we could refer workers to Budweiser in Decatur and surrounding counties, as the distributors are always needing help with drivers and warehouse workers. Michelle Griebler said she can get Bill in touch with the director of LWIA 19, Rocki Wilkerson.

Michelle Griebler asked for signatures before the meeting adjourned. CEOs signed the MOU, One Stop Operator Agreement, and Procurement Attestation Form. Michelle will send documents to CEOs not in attendance to receive their signatures.

**Public Comment:** None.

**Motion to Adjourn:** Motion made by Ramona Douglass, seconded by Troy Cummings.  
**Motion Carried.**

**Meeting Adjourned at 3:39 p.m.**