

**CEO Meeting Minutes**  
**Wednesday – September 11, 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, Ramona Douglass, Mike DeRoss, Casey Constant

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

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

**Meeting Called to Order:** 2:33 p.m.

**Welcome/Attendance/Introductions:**

Michelle Griebler introduced Ramona Douglass and Mike DeRoss again, as the May meeting was their first meeting as CEO Designees. Michelle Griebler also reminded attendees that this will be Vic Martinek's final CEO Meeting. Roll call was taken by Guenevere Black Ford.

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

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

**Motion to Approve May 2024 Minutes:** Motion made by Linda Curtin, seconded by Ramona Douglass. **Motion Carried.**

**Program Information:**

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

Cass County—Christina Sugars reported 11 Cass County center visits and 27 services provided. There are currently 4 Cass County residents enrolled in training, 4 who have completed training and are searching for jobs or awaiting certification, and 4 participants are enrolled in follow-up services. Christina explained about the Lincoln Land Community College site move. She is still in Cass County on Mondays from 9:00 a.m. – 12:00 p.m. Christina attended both Overall Economic Development Commission (OEDC) meetings in July and August. Christina reported on job openings at the Cass County Health Department, Allied Universal, Hardee's, Beardstown Therapy Clinic, and more.

Christian County—Alicia Dean reported 20 Christian County center visits and 32 services provided. There are currently 14 Christian County residents enrolled in training with most being enrolled in the health sciences. There are 20 participants enrolled in follow-up services. Taylorville held the annual Journey in July event for small businesses. The Christian County fair was held in July and the Taylorville DMV was relocated to update the facility to a One-Stop-Shop. The Taylorville Chamber of Commerce held a State Employment Career Fair and Michelle Brookens attended. Alicia will be attending the Re-Entry Summit at the Taylorville Correctional Center on Tuesday, September 17<sup>th</sup>.

Logan County—Michelle Griebler reported 14 Logan County center visits with 26 services provided. There are 10 Logan County residents enrolled in training. There are 8 participants enrolled in follow-up services. Michelle met with the CEO of LEAD (Lincoln Economic Advancement & Development) and the Economic Recovery Corps fellow for Lincoln on August 6<sup>th</sup> because they are looking to form a Business Retention & Expansion Committee. The first meeting is scheduled for Thursday, September 12<sup>th</sup>. Michelle participated in the CHC Network Meeting. Michelle added that the Department of Juvenile Justice will be screening for Juvenile

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Justice Specialists on September 17<sup>th</sup> and 18<sup>th</sup>. These positions will be located at the Monarch Youth Center, which is hoping to open in January 2025.

Michelle asked Mike DeRoss if he had anything to add from Logan County. Mike did not have anything related to the Monarch Youth Center, but commented that the closure of the Lincoln Women’s Prison is going through. Mike mentioned that there is an open freight terminal in Atlanta. Michelle asked Mike DeRoss to share our Logan County Career Planner position with anyone who may be interested.

Menard County—Christina Sugars reported 1 Menard County center visit and 1 service provided. There are 5 Menard County residents enrolled in healthcare-related training, 3 residents who are job searching or awaiting certification, and 3 participants enrolled in follow-up services. Christina is in Menard County from 1:30 p.m. – 4:30 p.m. every Monday. Christina reported CAPCIL has a new manager on point. LIHEP intakes will begin in September and Christina asked CAPCIL to provide flyers. Christina participated in the Menard County Coordinating Council Meeting on September 1<sup>st</sup>. Christina reported on job openings at CAPCIL for the Petersburg/Clinton area, at Sunny Acres, Dollar General, Express Employment, and more.

Sangamon County—Michelle Brookens reported 1,058 Sangamon County Center Visits and 1,778 services provided. There are 187 Sangamon County residents enrolled in training and 156 participants enrolled in follow-up services. The LLWA has received 19 referrals from partner agencies and provided 37 referrals to other organizations since July 1<sup>st</sup>. We have processed 229 pre-applications since July 1<sup>st</sup>. The Springfield IDES office is open for walk-in clients again which has contributed to an increase in usage of the Resource Room.

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

**2. Business Services (pgs. 14-15)**

Michelle Brookens discussed layoffs and closures affecting LWIA 20. The most recent closings are various KFC locations. ICG Illinois Viper Mine is in its third round of layoffs with 10 workers having been laid off since last year. While 40 employees remain, the closure of the mine seems imminent. DCEO is in contact with the mine and offering Rapid Response resources. Bishop Hardware and Supply, Inc. (Ace Hardware) laid off 6 employees in May and Rapid Response services were offered. Two Family Dollar locations in Springfield closed as part of a larger store closure by the parent company. There are 2 customers participating in an Incumbent Worker Project at the Illinois Rural Water Association in Riverton. There are 2 current On-The-Job Trainings at Evolve Salon and Henson Robinson. Evolve has its second OJT placement and we are currently looking for a second participant for Henson Robinson. The Land of Lincoln Workforce Alliance has participated in numerous area job fairs and are anticipating to participate in the Lincoln Land Workforce Career Expo this coming Thursday (1,500) and will hold a Manufacturing Week Hiring Event at the Illinois workNet Center in Springfield on October 8<sup>th</sup>. Michelle asked if there were any questions.

Vic Martinek added that the Viper Mine anticipated closing unless they could find a buyer for the mine, but no one was aware of any prospective buyers.

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**3. Contractors and Special Projects (pgs. 16-18)**

Michelle Brookens described the current QUEST Grants, QUEST I and QUEST II. The QUEST I Grant ends on September 30<sup>th</sup>, 2024 and the enrollment goal is at 102%. Of QUEST I participants, 80% exited into high quality jobs. For QUEST II, we are at 116% of the enrollment goal and QUEST II ends on September 30<sup>th</sup>, 2025. Of those exited from QUEST II, 64% exited into high quality jobs. The Supplemental Grant for LWIA 20 was utilized to help manufacturers with their training needs. Four new employer partnerships were made through this grant: Bunn-O-Matic, Ace Sign, Heritage Packing, and Mel-O-Cream International. DEIA training, TDL training, and general continuous improvement training were offered. There were 198 employees who received training. The next Supplemental Grant will be focused on rural manufacturers, low-income single parents, and rural middle school students. Michelle Brookens also reported on Youth Contracts. The planned enrollments are 49 with 22 currently enrolled. There are 7 enrollments at Fishes & Loaves with 22 in follow-up services, and 15 at Capital Area Career Center with 13 in follow-up services. Lawrence Education Center closed at the end of the 2024 school year and LLWA has absorbed all Prepare Youth to Work participants.

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

Michelle Griebler provided a summary of the Center Activity and Career Services provided in all counties. From July 2024 LLWA has served 1,104 customers and provided 1,864 services. The Resource Room activity is steadily increasing and there are more walk-in customers being served. In August 2024 alone, 70 new participants were enrolled into training programs. The total training enrollments are 227. LWIA 20 has exceeded every program goal for PY' 23 which has not happened since 2020. With that being said, every 2 years LLWA must negotiate performance goals with DCEO. The meeting to negotiate 2024 and 2025 performance goals is scheduled for September 24<sup>th</sup>, 2024. Historically LWIA 20 is one of the top performing workforce areas. Proposed goals were submitted that increased 13 of 15 of the goals, and 13 of the 15 proposed goals are above the State's overall performance level.

Vic Martinek added that because the State does require real negotiation and goals are not all approved at the level submitted by the Local Workforce Area, exceeding them is a real accomplishment. Michelle Griebler did bring specifics on each proposed performance goal if anyone was interested.

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

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

**1. PY' 24 Funding Allocations (pg. 31)**

Diane Jones and Michelle Griebler explained that the first two Action Items related to Fiscal Information are items that are being revisited from May Meeting discussion. The PY' 24 Operating Budget was offered as a separate handout along with the Meeting Packet.

Vic Martinek confirmed that voting on Fiscal actions would be on each individual action item.

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

**2. PY' 24 Operating Budget (pg. 27)**

Diane Jones explained the PY' 24 Budget handout, which included comparisons between prior Program Years. LLWA has been under budget for the last few years, but we have also been understaffed. A requirement of our grant funding stipulates that we cannot spend more than 50% on operating costs.

**Motion to Approve PY' 24 Operating Budget:** Motion made by Ramona Douglass, seconded by Casey Constant. **Motion Carried.**

**3. Approval of PY' 24 SSG Grant \$398,192**

The new Supplemental Grant for PY' 2024 totals \$398,192. Our previous Supplemental Grant was about \$223,000 of which we spent all but \$5,000. LWIA 20 did well enough that we received almost double the amount for the Supplemental Grant. In PY' 24, these funds will be spent on manufacturing, with a focus on rural manufacturing, on low-income single parents interested in healthcare training, and on 10 rural middle schools to which we will provide virtual reality career exploration opportunities. This aligns with upcoming PACE Act guidance from the State which will stipulate beginning in June 2025 that technical and career education must be included down to the sixth grade level. Michelle Brookens agreed that our virtual technology outreach will satisfy the state requirement. The technology and software we are funding is also guaranteed to remain current for at least 3 years with continual updates. The 10 rural middle schools selected are also central to other schools so that the resources may be shared amongst districts.

Vic Martinek asked if we have considered outreach toward students who are in structured home school curriculum. Michelle Griebler answered that we are still in the preliminary stages of outreach and discussion, but that could be an option. Michelle Brookens briefly discussed the usage of the technology for home and private schooled students with the technology director in the Taylorville School District. Michelle Griebler mentioned the Lincoln, IL middle school fair at the end of October which would be a good opportunity to test the technology.

**Motion to Approve PY' 24 SSG Grant:** Motion made by Mike DeRoss, seconded by Casey Constant. **Motion Carried.**

**4. Transfer \$290,000 Formula Funds from Dislocated Worker to Adult**

Diane Jones explained that the majority of customers we serve are Adults and requested to move money from the Dislocated Worker pool to the Adult pool. She confirmed that even with this move we will have ample funding for our Dislocated Worker customers.

**Motion to Approve Transfer of Dislocated Worker Funds to Adult Funds:** Motion made by Troy Cummings, seconded by Linda Curtin. **Motion Carried.**

**5. Expenditure and Grant Reports (pgs. 22-27)**

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Diane Jones provided a summary of LWIA 20's open grants. Diane explained that the 2022 QUEST Grant will end at the end of September and will be spent at 100%. The 2023 QUEST Grant has another year to go, and is currently obligated at 75.7%. Vic Martinek added that there is a year of overlap with the Formula Grants and QUEST Grants, which Diane confirmed. The PY' 23 Formula Grant is 84.6% obligated and 77.1% expended. The PY' 24 Formula Grant is 44.3% obligated and 0.4% expended. Also included on the Grant listing is the Supplemental Grant of which \$5,063.11 we were unable to spend. Detailed information about the individual grant expenditures was reviewed, including expenditures broken down by title and county. Diane explained that, at the end of the first year of the Formula Grant, we must be obligated at 80%. Diane explained the amounts we would need to obligate for Dislocated Worker and Adult once the money is moved. The percentage of operating costs is currently at 46.55%, and that expenditure cannot be more than 50%. Diane explained the PY' 23 Operating Budget which ended on June 30<sup>th</sup>, 2024. Diane explained the large expenditures for contractual staff which were a result of some staff turnover and filling positions utilizing Express Personnel Services.

Casey Constant asked what fringes are. Diane answered that fringes are FICA, Insurance, Medicare, and such.

Diane also explained the PY' 24 Operating Budget beginning on July 1<sup>st</sup>, 2024 through August 31<sup>st</sup>. Mike DeRoss asked what the Sangamon County Cost Allocation is. Diane answered that we are charged for some services through the County such as printing checks, IT work, or legal representation. Mike DeRoss then asked what differentiates Contractual Staff from Other Contractual. Diane answered Other Contractual is when we hire an outside service such as for procurement or for an RFQ. Diane asked if there were any questions and there were none.

**Motion to Approve Expenditure and Grant Reports:** Motion made by Ramona Douglass, seconded by Casey Constant. **Motion Carried.**

**6. Annual Fiscal Policies**

Diane Jones explained that she analyzes the cost allocations for staffing each year and allocates percentages of staff costs to either Administrative or Programmatic. Some positions are 100% Admin or Program, while others can be allocated according to the grant money received. The only other change Diane made was adding to the policy that in the absence of an Executive Director, the timesheet of the Interim Director will be approved by the Fiscal Services Director.

**Motion to Approve Annual Fiscal Policies Updates:** Motion made by Casey Constant, seconded by Linda Curtin. **Motion Carried.**

**7. Fiscal Monitoring of Contractual Youth Service Providers**

Diane Jones explained that in PY' 23, we had 3 separate Youth Providers: Lawrence Education Center, Capital Area Career Center, and Fishes & Loaves. Lawrence Education Center closed at the end of the 2023 school year, and during Diane's monitoring, she had no findings. Capital Area Career Center had no findings. Fishes & Loaves had 1 finding which was an outstanding uncashed check more than 90 days old. Diane and Michelle are currently working on sending out the letters finalizing their findings.

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**Motion to Approve Fiscal Monitoring of Contractual Youth Service Providers:** Motion made by Troy Cummings, seconded by Casey Constant. **Motion Carried.**

**Administrative Information:**

**1. Director’s Report** (pgs. 28-29)

Michelle Griebler highlighted a few updates before moving on to the action items.

DCEO conducted an on-site EO monitoring visit in July. There were a few facility findings, but we are not the leaseholder of the building. The findings were communicated to the leaseholder, which is IDES. The findings included things such as cracked sidewalk concrete, Braille door labels, and bathroom railings and signs. LWIA 20 county site visits are continuing into October.

Mike DeRoss asked for clarification on acronyms used. Michelle explained what DCEO (Dept. Commerce and Economic Opportunity), EO (Equal Opportunity), and IDES (IL Department of Employment Security). Michelle added that although there were a few findings, we also had some best practices noted in the report, including for our demographic tracking of participants and the accessibility level grade of our website.

WIOA Reauthorization is still pending. There may be some changes regarding funding, performance, and how the Act is governed by the State.

Sangamon County is working toward turning the Department of Public Health into a one-stop community center. The County would like the Land of Lincoln Workforce Alliance to be housed in the center along with Public Health, SIU Family Medicine, Community Resources, and Capital Township. There are meetings coming up to discuss the budget and costs. Michelle clarified that she needs to ensure we can afford the move.

Linda Curtin asked how we feel about the move. Michelle Griebler responded that being part of a “community center” concept would be a good move for us, and provide other community center partner customers access to our services. In addition, CEO/Board Member accessibility would improve since the location is just off the highway. Diane Jones added again that we cannot use more than 50% of our funding for operating expenses, so costs are a main concern. Mike DeRoss asked if the benefits of being co-located with Employment Security outweigh the benefits of being located in Public Health. Michelle Griebler responded that an IDES representative would need to be on site daily at the new location to provide services. A new MOU would have to be negotiated and agreed to. Diane Jones added we refer many customers to Community Resources, so it would be convenient to be physically located together.

**2. Action Items**

All Action Items were consolidated.

WIB Reappointments

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Michelle Griebler explained the timing of Board Members' term expirations and reappointments. There were 7 members who all agreed to be reappointed. Michelle requested approval to reappoint the 7 members.

**New WIB Appointment**

There is 1 new appointment replacing Vic Martinek not as chair but as a Logan County business representative: Heather Cosby, owner of Flossie & Delzena's Restaurant in Lincoln, IL. Ms. Cosby is also involved with the Lincoln Small Business Coalition. Vic Martinek added that Heather is very active in the community and drives the Small Business Coalition. Michelle requested approval to appoint Heather Cosby to the Workforce Innovation Board.

**Appointing new WIB Chair and Vice Chair**

Michelle Griebler reminded the CEOs that Vic's term expires on September 30<sup>th</sup>, 2024. As his employment has changed, he is no longer eligible for reappointment, and can no longer serve as Board Chair. Mark Sprehe has communicated to us that he is willing to take the Chair position if the CEOs approve the appointment. Vic Martinek added that Mark Sprehe is active on the Board, knowledgeable, and will do a good job in the position. Jeff Durbin, our Vice Chair, also experienced a change in employment, and is no longer eligible to serve on the board as of September 30<sup>th</sup>. We will ask for Vice Chair volunteers at the Monday Board meeting. Michelle requested approval of the appointment of Mark Sprehe to Board Chair.

**Regional and Local Plan Revisions**

Michelle Griebler explained our Regional and Local Plans were conditionally approved by DCEO pending some small changes that were submitted on July 30<sup>th</sup>. Details were added to the sector based partnerships and Talent Pipeline Engagement, as well as details on our alignment with the State's vision on regional economic growth. We also added additional details on how a workforce equity lens would be incorporated. Michelle added that she will send a letter to DCEO stating that these revisions were approved. Michelle requested approval to make and submit the revisions.

**MOU Revisions**

MOU Revisions were received on September 5<sup>th</sup>. The revisions were very minor, and included a couple of typos and 2 small miscalculations that pertained to Title I only. The revisions are due on October 30<sup>th</sup>. Michelle requested approval to make and submit the revisions.

**One-Stop Operator Certification**

Michelle provided an update on the One-Stop Operator Procurement and One-Stop Center Certification. In June, members of the Workforce Board conducted an on-site review of the Springfield workNet Center. The Board Committee determined we are in compliance. The completed and signed application was submitted to DCEO in June. Michelle requested approval on this update.

**Troy Cummings departed the meeting at 3:42 p.m.**

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Approval of New Provider/Programs (pg. 30)

Michelle Griebler requested approval for the new training provider programs we are recommending to be added to the ETPL at Lincoln Land Community College and the Miller Academy. The LLCC classes are an Airframe Technician Certification, an Integrated Media Design Class for an Associates in Applied Science, and the EKG Technician Program. Ramona Douglass asked for more information on the Miller Academy. Michelle explained that the Miller Academy is a newer school that provides healthcare training.

Mike DeRoss asked where LLCC is holding the aviation airframe training, and Michelle Griebler answered at the Springfield Airport. Mike added that it would be beneficial to have some training at the Logan County airport. Michelle offered to put him in contact with LLCC. The Airframe Technician program is a more costly program than most others.

After this discussion, Michelle requested approval to add the new programs to the Statewide Eligible Training Provider List.

Approval to Hire Workforce Specialist/Logan County Career Planner

Michelle requested approval to hire a Logan County Career Planner/Workforce Specialist to replace Breanna Kirby.

Approval to Hire Technical Resource Specialist

Michelle requested approval to hire a Technical Resource Room Specialist to replace Kim May.

**Motion to Approve Director’s Report and Action Items:** Motion made by Casey Constant, seconded by Mike DeRoss. **Motion Carried.**

Michelle Griebler asked for signatures on the LWIB Composition Summary Form. The Form was passed around and signed.

**Motion to Move into Executive Session.** Motion Made by Mike DeRoss.

**Executive Session:** (3:47 p.m. – 3:50 p.m.)

**Motion to Exit Executive Session.** Motion Made by Mike DeRoss.

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

Next CEO Meeting is 11/13/24 – 2:30 p.m. – 4:00 p.m.

Next WIB Meeting is 11/18/24 – 4:30 p.m. – 6:00 p.m.

**Public Comment:** None.

**Motion to Adjourn:** Motion made by Ramona Douglass, seconded by Casey Constant. **Motion Carried.**

**Meeting Adjourned at 3:52 p.m.**