

**WIB Meeting Minutes**

**Monday – September 16, 2024 at 4:30 p.m.**

**Northfield Inn and Conference Center, 3280 Northfield Drive, Springfield, IL 62703**

**Also Via Zoom: Join Zoom Meeting [Meeting ID: 840 5955 6056 | Passcode: 672865]**

**<https://us06web.zoom.us/j/84059556056?pwd=5PIB4pABNZ5FJIFAs1cvpRqTFuDIcE.1>**

**Attendance**

**WIB Members Present:** Amanda Sandner, Andrea Runge, Atlene Washington, Brittany Clark, Carrie Brady (remote), Christine Novaria, Dave MacDonna, David Fowler, David Lacy, Jason Dockter, Lance Thurman, Gloria Brummer, Jenifer Deweese, JT Britton, Mark Sprehe, Matthew Yard, Patty Mendoza, Robert Frazier, Ryan McCrady, Suellen Morgan, Terri Walker, Vic Martinek

**WIB Members Absent:** Jeff Durbin, JP Fyans, Justin Roesch, Karen Conn, Katie Vitale, Mark Winkler, Nicole Porter, Reba Porter, Robert Kerr, Valera Yazell

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

**Meeting Called to Order:** 4:37 p.m.

**Welcome/Attendance/Introductions:**

Roll call was taken by Guenevere Black Ford.

**Approval of Minutes:** (pgs. 3-9)

**Motion to Approve May 2024 Minutes:** Motion made by Jenifer Deweese, seconded by Matthew Yard. **Motion Carried.**

**Program Information:**

**1. County Liaison Reports** (pgs. 10-15)

Cass County

Michelle Brookens reported that Cass County totaled 11 center visits with 27 services provided. There are 8 Cass County residents enrolled in training, with 4 having recently completed training and who are job searching or awaiting certifications, and 4 others have completed training and are in follow-up services.

Christian County

Michelle Brookens reported that Christian County totaled 20 center visits with 32 services provided. There are 14 Christian County residents enrolled in training and 20 in follow-up services.

Logan County

Michelle Brookens reported that Logan County totaled 14 center visits with 26 services provided. There are 10 Logan County residents enrolled in training and 8 in follow-up services.

Menard County

Michelle Brookens reported that Menard County totaled 1 center visit with 1 service provided. There are 8 Menard County residents enrolled in training, with 3 having recently completed training and who are job searching or awaiting certifications, and 3 others have completed training and are in follow-up services.

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### Sangamon County

Michelle Brookens reported that Sangamon County totaled 1,058 center visits with 1,778 services provided. There are 187 Sangamon County residents enrolled in training and 156 enrolled in follow-up services. With the Illinois Department of Employment Security now open for walk-ins, the number of customers using the Resource Room have increased. The Land of Lincoln Workforce Alliance has provided 37 referrals and received 19 referrals to and from other Partner organizations. We have received 229 pre-applications since July 1<sup>st</sup>, 2024.

The full County Liaison Reports were included with the September 2024 WIB Meeting Packet.

### **2. Business Services (pgs. 16-17)**

Michelle Brookens reported on layoffs and closures affecting LWIA 20. County Market on 6<sup>th</sup> Street will be closing on November 2<sup>nd</sup>. About 60 full time employees will be affected, and those employees will be able to transfer to other locations. Multiple KFC locations around Springfield are closing and 6 former employees visited the Resource Room for assistance. The ICG Illinois Viper Mine is in its third round of layoffs and the closure appears imminent with no buyers interested in the mine. In May, workers affected by the Bishop Hardware and Supply, Inc. closures (Ace Hardware) received Rapid Response materials. Only 6 workers were affected. There have been two Family Dollar stores in Springfield that closed in May 2024.

Michelle reported on the Incumbent Worker Project at the IRWA in Riverton. There are currently 2 participants who will receive a Utility Management Certification. There is a new OJT at Evolve Salon, and this is the second OJT placement they have had. Evolve will be reimbursed over \$22,000 for wages for the first 6 months of training. Henson Robinson's OJT ended August 6<sup>th</sup> and we are looking to again fill this OJT.

Michelle discussed the various career fairs and events LLWA has taken part in. Two upcoming events were highlighted: the LLCC Workforce Careers Expo on September 19<sup>th</sup>, and LLWA's Manufacturing Week 2024 Hiring Event on October 8<sup>th</sup>, 2024. The LLCC Expo is expecting around 1,500 students to be in attendance. For the LLWA Hiring Event, we have manufacturers who will be on-site. Also upcoming is CACC's Career Fair on December 6<sup>th</sup>. The full Business Services report was included in the September 2024 WIB Meeting Packet.

### **3. Contractors and Special Projects (pgs. 18-20)**

Michelle Brookens discussed the QUEST Grants, their eligibility requirements, and the enrollment statistics of each. For the QUEST I grant, ending 9/30/2024, 102% of the enrollment goal has been met. Of those participants, 80% exited into high-quality jobs. For the QUEST II grant, ending 9/30/2025, 116% of the enrollment goal has been met. Of those participants, 64% to-date have exited into high quality jobs. The 2023 Supplemental Grant allowed for LLWA to assist local manufacturers with their training needs (with such trainings as Change Management, 5S Kaizen, CDL, Blueprint Reading, DEIA training, and more). As a result of this grant, four new employer partnerships were formed: Ace Sign, Bunn-O-Matic, Heritage Packing, and Mel-O-

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Cream International. LLWA has received approval for another Supplemental Grant with twice as much money available for training. With this extra funding, we hope to reach out again to manufacturers, to middle school students, and to low-income single parents. Michelle Brookens asked Board Members to share her contact information with any rural manufacturers they might know. The Youth Contracts enrollments are currently at 22 out of 49 across Fishes and Loaves and Capital Area Career Center. There are 35 Youth in follow-up services. Michelle added that she learned recently about two more Work Based Learning placements from this Youth class, one at MB Heating and Cooling and a Union position at Springfield Clinic. LLWA has absorbed all participants of Lawrence Education Center's Prepare Youth to Work Program. There is one Youth customer enrolled at the HVAC program at MTI and one Youth customer has completed the Auto Technology Certificate program. There are 11 Youth customers in follow-up services. The full Contractors and Special Projects report was included in the September 2024 WIB Meeting Packet.

Robert Frazier initiated a group discussion asking about performance data collection, including details on those individuals who are not successful in the programs. Services were discussed that are available to those individuals during their follow-up period.

Robert Frazier then asked if we have Partners who offer mental health services. Michelle Brookens confirmed we have mental health services listed on our large directory and that we are able to make referrals.

#### **4. Center Activity, Performance, Enrollment Reports (pgs. 21-23)**

Michelle Griebler provided an overview of the Center Activity, Performance, and Enrollment Reports. Since July 1<sup>st</sup>, 2024, over 1,800 services have been provided to 1,104 customers. There have been 70 new participants enrolled into training programs in August 2024 alone. Including carryover enrollments, there are 227 current enrollments. LWIA 20 exceeded all performance goals for PY' 2023, which has not happened since PY' 2020. Goals are required to be renegotiated every two years, and LWIA 20's negotiation meeting is scheduled for September 24, 2024. Michelle Griebler asked for questions.

Robert Frazier asked if performance tracks those individuals who have dropped out or were determined ineligible. Michelle Griebler answered that we do track that data via a "participant pool" from which the goal outcomes are calculated. Michelle clarified that there are other reports we can provide which detail information on individuals not eligible for training.

**Motion to Approve Programmatic Reports:** Motion made by Ryan McCrady, seconded by Andrea Runge. **Motion Carried.**

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### Fiscal Information and Review:

#### 1. PY' 24 Funding Allocations (pg. 34)

Diane Jones explained that we received \$2,303,071 as our PY' 24 allocations to be split between Adult, Dislocated Worker, and Youth populations. Diane requested approval of the PY' 24 Funding Allocations.

#### 2. PY' 24 Operating Budget (pg. 29)

Diane Jones clarified that a larger version of the operating budget was provided on legal paper as a separate handout to meeting attendees. Of the funding allocations received, \$1,071,746 was budgeted for operating costs, which is 46.5% of the allocation, which is below the 50% maximum allowed. Diane requested approval of the PY' 24 Operating Budget.

#### 3. Approval of PY' 24 SSG Grant (\$398,192)

Diane explained that we were awarded \$228,000 as a supplemental grant in PY' 23, and we have now received almost double for PY' 24. The PY' 24 SSG Grant will focus on businesses, single-parent customers enrolled in training, and career exploration for middle school students through virtual reality equipment. Diane requested approval of the PY' 24 SSG Grant.

#### 4. Transfer \$290,000 formula funds from Dislocated Worker to Adult

Diane explained that we serve more adults than dislocated workers and requested approval to transfer \$290,000 from Dislocated Worker to Adult based on trends and applicants applying for funding assistance.

#### 5. Expenditure & Grant Reports (pgs. 24-29)

Diane reviewed the four current grants, what they cover, their timeframes, and current expenditures. Diane explained that the Formula grants run for two years and require us to obligate 80% of the amount received at the end of the first year. Because the grants are received by the State from the federal Department of Labor, we cannot spend first year funds until October 1<sup>st</sup>, the beginning of the federal fiscal year. The State of Illinois advances us a specific amount for the first three months of each program year. The PY' 24 Formula Grant is currently 44.3% obligated and 0.4% expended. The PY' 23 Formula Grant is currently 84.6% obligated and 77.1% spent. The 22 DWG QUEST Grant ends on 9/30/2024 and is 100% obligated and 99.1% spent. The remaining amount will be spent before the end of September. The 23 DWG QUEST Grant is 44.6% spent and 75.7% obligated. The Supplemental Grant from PY' 23 was 97.8% spent before it closed on June 30<sup>th</sup>, 2024. The timing of the Supplemental Grants is much tighter than our Formula Grants and Diane advised the Board to inform any businesses needing training to reach out soon. Diane then provided a detailed breakdown of how each Formula Grant is spent. Diane also clarified how much funding would remain in each pool after a transfer from Dislocated Worker to Adult. Detailed spending and obligations by County were also explained, and the expenditures per County roughly correspond to the County's population.

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Diane explained the operating costs calculation and confirmed we are at 46.55%, which is under the required 50%. Diane presented the full PY' 23 operating budget now what PY' 23 is over. Diane explained the high amount of contractual staff costs due to staff turnover. Diane also presented the current PY' 24 operating budget which began July 1<sup>st</sup>, 2024. Diane asked if there were any questions and requested approval of the Expenditure and Grant Reports.

Robert Frazier asked what positions we are hiring for. Diane and Michelle Griebler answered that we will be requesting approval during the action items to hire a Logan County Career Planner and also a Technical Resource Room Specialist.

### 6. Annual Fiscal Policies

Diane explained that policy changes are usually presented in May after we receive our funding. Since allocations were received after the May meeting, there were no changes presented during that meeting. Now having received funding amounts, Diane explained that there was only one policy change made having to do with who would approve the timesheet for the Interim Executive Director. Diane did edit some of the cost allocations as to what operating charges would be charged to which grants. Diane requested approval of the Annual Fiscal Policies.

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

Diane explained that the LLWA does both programmatic and fiscal monitoring of Youth Service Providers. Diane monitored Lawrence Education Center's monitoring in June because of their anticipated closure. Fishes and Loaves and Capital Area Career Center were monitored in August. Diane explained that Fishes and Loaves will have one finding due to an outstanding check older than 90 days. Diane requested approval of the monitoring results.

### 8. Approval of Funding Allocations, Operating Budget, PY' 24 SSG Grant, Fiscal Reports, Fiscal Policy Updates, Contractual Monitoring Results, and Funding Transfer from Dislocated Worker to Adult.

**Motion to Approve Financial Reports and all Fiscal Action Items:** Motion made by JT Britton, seconded by Amanda Sandner. **Motion Carried.**

#### Administrative Information:

##### 1. Director's Report (pgs. 30-31)

Michelle Griebler provided administrative updates for LWIA 20. September is Workforce Development Month and we received a proclamation from Sangamon County certifying it as such. DCEO conducted an Equal Opportunity (EO) Monitoring in July and there were a few minor findings that were passed onto the building leaseholder (IDES). LLWA was recognized for best practices, including the accessibility of our website and the detailed pre-application tracking. Michelle mentioned the reauthorization of WIOA is still pending. With 2024 being an election year, we may hear more about the reauthorization and/or any updates to the structure or

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governance. Michelle also provided updates on the proposed move of LLWA to the Public Health building which would create a “one-stop-shop” of community resources. The County is hoping to finalize construction and remodeling plans by the end of 2024 so that they may solicit bids in the spring of 2025. This would result in changes to the LLWA’s MOU with Partners, operating budget, etc. While we have been operating under budget the past few years, we have also been understaffed, and so we would first need to ensure we can afford to move. Michelle requested approval of the Director’s Report.

### 2. Action Items for Approval

#### WIB Chair & Vice Chair

Michelle Griebler explained that Vic Martinek’s term is coming to an end. Due to his retirement from Inland Tool he is no longer eligible to serve on the Board. Michelle explained that Mark Sprehe, a Business representative, has been on the Board since 2015 and his appointment to serve as the new Chair was approved by the CEOs. We are still seeking volunteers for the Vice Chair position. Michelle will be reaching out in the near future regarding the Vice Chair position. Michelle requested approval to appoint Mark Sprehe as WIB Chair.

#### One Stop Center Certification

Michelle Griebler explained that Vic Martinek, Dave MacDonna, and Mark Sprehe of the Board completed an on-site monitoring visit and completed an application for Certification which was submitted to DCEO in June. This Certification process is required to be completed every three years. Michelle requested approval of the One Stop Center Certification process update.

#### Regional and Local Plans Revisions

LWIA 20’s Regional and Local Plans were conditionally approved by DCEO with minor revisions. The revisions made included adding details on sector-based partnerships, Talent Pipeline Management engagement, better aligning with the State Plan, and adding additional examples of how a workforce equity lens will be incorporated. The revisions were sent out on August 5<sup>th</sup>. After Board approval, Michelle will follow up with DCEO. Michelle requested approval of the Regional and Local Plans Revisions.

#### MOU Revisions

Michelle explained that there were only three minor technical revisions to the MOU. The revisions needing addressed were an incorrect Program Year title, a miscalculation on a table, and a missing payee name on the budget worksheet. Michelle requested approval to make those revisions to the MOU.

#### New Provider Programs

Michelle reviewed the three new programs LLWA recommends be added to the State-wide Eligible Training Provider List. There are two programs at Lincoln Land Community College: Aviation Airframe Technician Certificate and the Integrated Media Design—Associates in Applied

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Science. There is also a training at The Miller Academy of Allied Health for an EKG Technician. Details of each program were included in the September 2024 WIB Meeting Packet. Michelle requested approval to add these three programs to the ETPL.

### Approval to Hire Career Planner (Logan County) and Technical Resource Specialist

Michelle explained that the Logan County Career Planner will have a case load of job seekers and customers in training as well as be the liaison to Logan County.

The Technical Resource Specialist staffs the front desk in the Resource Room and manages the Direct Linkage Phone, assists customers with resume preparation, and assists job seekers.

Michelle requested approval to hire a Career Planner/Logan County Liaison and a Technical Resource Specialist.

Robert Frazier asked how the programs the Board approves are selected to be brought before the Board. Michelle Griebler explained that the providers apply to have their programs added to the ETPL. The approved programs can be explored on the Illinois workNet website, and all programs must result in high-demand occupations that are approved on the State's Demand Occupation Training List.

Robert Frazier mentioned the budget increase for IDOT in our region and asked if there were ways we could direct customers toward any opportunities the expanded IDOT budget would allow. There was discussion on the IDOT projects and mention of Lincoln Land Community College's construction and building trades programs, as well as Capital Area Career Center's apprenticeship programs in relation to that. Board Members discussed outreach strategies to advertise the training programs. There was discussion on pre-training preparation, such as how to fill out applications, drafting resumes, and even personal motivation. Resource Room services and Partner offerings were discussed. Members discussed how different Members' entities interact with the community in various ways and thus can reach and/or serve diverse populations. Outreach initiatives and programs aimed at Youth and high-school aged students were also discussed.

**Motion to Approve Director's Report and Action Items:** Motion made by JT Britton, seconded by Andrea Runge. **Motion Carried.**

**Matthew Yard and JT Britton departed the meeting (at 5:42 p.m. and 5:47 p.m.).**

Discussion on outreach and the relationship between local Community Action agencies and WIOA Programs continued briefly.

### **Around the Table:**

The New Business and County/Business Workforce Needs discussion occurred organically with the discussion on the approval of new training providers/programs and is summarized above.

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Dave MacDonna reminded Board Members that LIHEAP opens again on October 1<sup>st</sup>.

Michelle Griebler provided Vic Martinek, upon his departure from the Board, an award for his expertise and years of service.

**Announcements/Upcoming Events:** (pg. 35-36)

Next CEO Meeting – November 13<sup>th</sup> 2024 from 2:30 p.m. to 4:00 p.m.

Next WIB Meeting – November 18<sup>th</sup> from 4:30 p.m. to 6:00 p.m.

**Public Comment:**

None.

**Adjournment:**

Meeting was adjourned at 5:55 p.m.

**Motion to Adjourn:** Motion made by Mark Sprehe, seconded by Dave MacDonna.

**Motion Carried.**