

CEO Meeting Minutes
Wednesday – November 13, 2024 at 2:30 p.m.
Illinois workNet Center, 1300 S. 9th St., Springfield, IL 62703

Attendance

CEOs: Ramona Douglass, Mike DeRoss, Troy Cummings

CEOs Not in Attendance: Bill Merriman, Linda Curtin, Bryan Sharp, Bob Lott, Andy Van Meter, Casey Constant

Staff & Guests: Mark Sprehe (WIB Chair), Michelle Griebler, Guenevere Black Ford, Diane Jones, Alicia Dean, Christina Sugars

Meeting Called to Order: 2:29 p.m.

Welcome/Attendance/Introductions:

Introductions were exchanged between Mark Sprehe and the CEOs in attendance as this was Mark Sprehe's first meeting as WIB Chair. Roll call was taken by Guenevere Black Ford.

Approval of Minutes: (pgs. 2-9)

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

Motion to Approve September 2024 Minutes: Motion made by Ramona Douglass, seconded by Mike DeRoss. **Motion Carried.**

Program Information:

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

Cass County – Christina Sugars reported 20 Cass County center visits and 43 services provided. There are currently 6 Cass County residents enrolled in training, 2 who have completed training and are job searching, and 3 participants are in follow-up services. Christina reported that there was an EO monitoring site visit on October 28th. The First National Bank of Beardstown merged with Petefish, Skiles, & Co. Bank on October 11th. Christina reported on various Cass County job openings which included such employers as DD Homes, the Beardstown Library, DOT Foods, BNSF Railroad, Embrace Child Care Center, and more. Embrace Child Care Center is new and seeking to open in January, 2025.

Christian County – Alicia Dean reported 27 Christian County center visits with 43 services provided. There are currently 12 Christian County participants enrolled in training and 18 participants in follow-up services. Alicia is in Christian County on Tuesdays at the Lincoln Land Community College location. The Taylorville DMV has been remodeled and offers more services. There is a Starbucks under construction in Taylorville that projects to open in June, 2025. CEFS Economic Opportunity Corporation opened the LIHEAP electric assistance on October 1st, which serves Christian County residents. Alicia attended the Re-Entry Summit at the Taylorville Correctional Center on September 7th.

Mike DeRoss asked Alicia what the CEFS acronym stands for and what the organization is. Alicia replied that CEFS helps provide services such as housing and electrical assistance. They cover multiple counties, including Sangamon, and other counties that we do not cover. Mike DeRoss asked if it was like CAPCIL for other counties, and Alicia confirmed that.

Logan County – Michelle Griebler reported for Logan County. Michelle reported 26 Logan County center visits with 45 services provided. There are currently 10 participants enrolled in

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training and 8 in follow-up services. Michelle also reported that we have hired a new Logan County Liaison who is starting on November 18th. Christina Sugars has been managing Logan County participants. We have been meeting with Lincoln Economic Advancement & Development regarding their Business Retention & Expansion Committee. Michelle Griebler and Michelle Brookens participated in the CareerSpark Event at the Lincoln Jr. High School. During this event, LLWA demonstrated the VR career exploration headsets. Eaton attended LLWA's Manufacturing Hiring Project and is interested in providing training through IMEC to their employees as part of our Supplemental State Grant project. We have not received any updates on the closure of the Logan Correctional Center.

Troy Cummings mentioned he had read that the Correctional Center might be rebuilt. Mike DeRoss asked for Troy to forward him that information, as he has not heard that.

Menard County – Christina Sugars reported 10 Menard County center visits and 17 services provided. There are currently 5 Menard County participants enrolled in training, 1 participant who has completed training and is job searching, and 2 participants in follow-up services. There was also an EO monitoring site visit on October 28th as well. Christina reported on various job openings which included such employers as Sunny Acres, Advocacy Network of Children, Alliance Bank, Heidelberg Materials, River Bank Lodge, and more.

Sangamon County – Michelle Griebler reported 2,255 Sangamon County center visits with 3,770 services provided. There are 181 Sangamon County participants currently enrolled in training and 144 in follow-up services.

The Full County Liaison reports were included in the November 2024 CEO Meeting Packet.

2. Business Services (pg. 16)

Michelle Griebler reported on our Rapid Response services for layoffs and closures. She added that DCEO takes the lead with any closures impacting 25 or more employees. The most recent large closure we have heard about is Building Blocks Daycare, which affects 34 employees. The closure is expected in the end of December. Rapid Response workshops were offered on November 7th. Other closures include Cygnus Home Service, LLC Yelloh (previously Schwan's), KFC locations in Springfield, and the ICG Illinois Viper Mine. Evolve Salon is currently training its second OJT customer. LLWA participated in various job fairs/hiring events, employment workshops, and business meetings, with some notable being: the LLCC Workforce Careers Expo, the Makers on the Move Bus Tour Stop (to kick off Manufacturing Month), our own LLWA Manufacturing Hiring Event, the State of Illinois Career and Resource Fair, the Logan County CareerSpark Event, and more.

3. Contractors and Special Projects (pgs. 17-19)

Michelle Griebler reported on the Contractors and Special Projects. The QUEST 22 grant closed on 9/30/2024 and was 100% spent. We also exceeded our enrollment goal at 102%. The average rate of pay for exited participants was \$22.84 an hour. The QUEST 23 Grant ends in September of 2025. We are currently at 153% of the enrollment goal. The current average rate of pay for exited participants was \$20.08. The Supplemental Grant that LLWA received from the State has

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three parts: providing assistance to rural manufacturers, supporting low-income, single parents with training and other support, and providing virtual reality career exploration tools to rural middle school students. The Supplemental Grant ends on June 30th, 2025.

Our Youth Contract planned enrollments were 49 and we are currently at 27. There are 12 participants enrolled at Fishes and Loaves with 20 in follow-up services, and there are 15 participants enrolled at Capital Area Career Center with 7 in follow-up services.

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

Michelle Griebler provided a summary of the Center Activity and Career Services provided in all counties. From July to October 2024, we have provided a total of 3,918 services to 2,338 customers. There were spikes of services in the months of August and October. IDES traffic for both appointments and walk-ins has been increasing. The total enrollments for PY' 24 as of 10/31/2024 is 216. We fund tuition, books, and other support fees for these students. The preliminary performance outcomes for PY' 24 indicate that LLWA is meeting 10/15 measurements and exceeding 5 measurements.

The full program information reports were included in the November 2024 CEO Meeting Packet.

Motion to Approve Program Information Reports: Motion made by Troy Cummings,
seconded by Mike DeRoss. **Motion carried.**

Fiscal Information, Budget, and Review:

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

Diane Jones gave an overview of all current grants. LLWA has two Formula Grants, one QUEST Grant, and the State Supplemental Grant. The PY' 22 QUEST Grant was 100% spent upon its conclusion on September 30th, 2024. There were 5 customers enrolled in training who were carried over from the PY' 22 QUEST Grant to the PY' 23 QUEST Grant. The PY' 23 QUEST Grant is 90% obligated and almost 60% spent. The Supplemental Grant is obligated at 65.5% and 10.6% spent, but it is a short grant that ends in June 2025. The main Formula Grants run for two years and the PY' 23 Formula Grant ends in June 2025. It is 82.7% spent but 100% obligated. Diane predicted that by the March 2025 CEO Meeting, the PY' 23 Formula Grant will be completely spent or almost completely spent. The PY' 24 Formula Grant began in July 2024 and is 11.8% spent but 66% obligated. The Formula Grants require that by the end of the first year, the grant is at least 80% obligated. Detailed information about the individual grant expenditures was reviewed, including expenditures broken down by title and county. Diane also explained the requirement that 20% of Youth Contract funding should provide Work Based Training, which requires us to expend \$132,725 on WBT for the PY' 23 Formula Grant. We have expended \$145,905. For the PY' 24 Formula Grant, we will need to spend \$131,168 on WBT and we are currently obligated at \$126,878. Diane said she would like to see another Youth OJT or similar project to increase that spending amount. Diane added that we do have another full year to spend it. Diane also discussed the 80% obligation requirements for Adult and Dislocated Worker populations. Diane explained the expenditures per county, which roughly correspond to the populations of each county. Diane explained that we are required to keep our operating expenses under 50% of the total expenditures, and we are currently at 49.69%. That percentage will decrease as we spend

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additional funds on our Adult customers. Diane then reviewed the detailed LLWA Operating Budget.

Mike DeRoss asked about rent payments. Diane answered that rent was not listed because we occupy a State of Illinois building and that we are billed for rent as part of the One-Stop payment for the Resource Room. Diane classifies this expense as rent, which is billed on the first of December and first of June.

2. 2025 County Budget (pgs. 28-30)

Diane Jones discussed the Sangamon County budget. The Sangamon County year begins December 1st and ends on November 30th. Diane explained that the “Contractual Services” category is what shows the amount of the budget spent on customers.

The full Fiscal Information Reports were included with the November 2024 CEO Meeting Packet.

Mark Sprehe asked the CEOs if they wanted to vote on each action item or keep them together. The decision was to vote on each Fiscal Information item together.

Motion to Approve Fiscal Information Expenditure and Grant Reports and the 2025 Sangamon County Budget: Motion made by Ramona Douglass, seconded by Mike DeRoss. **Motion Carried.**

Administrative Information:

1. Director’s Report (pg. 31)

Michelle Griebler presented the Director’s Report. She reiterated that Mark Sprehe is the new WIB Chair and that we are still needing a Vice Chair. The Vice Chair position is not required, but it is good practice to fill the position, and we are still looking for a board member who would be available. Michelle suggested we could form a nominating committee.

Michelle reported that the technical MOU revisions approved in the September meeting were submitted to DCEO in October 2024. Project Year 24-25 performance goal negotiations were completed with DCEO. These performance levels were indicated on Page 32 of the November 2024 CEO Meeting Packet. Michelle explained that, as one of the top-performing workforce areas in the State, we anticipated having the goal levels increase, which they did. Michelle stated that DCEO’s annual fiscal and programmatic monitoring is scheduled for the week of December 9th. The monitors will review a range of samples of budgets, payroll, contracts, policies, program files, and other documentation. Michelle stated that WIOA Reauthorization is still pending and that she will reach out with any updates. Michelle reported that we have hired a permanent Technical Resource Specialist for the Resource Room. We have also hired a Resource Room Assistant who is a temporary Work Experience. We have also hired a new Logan County Career Planner/County Liaison who starts on November 18th. Once on-boarded, we will have a Career Planner back in Logan County once a week. Annual Employee Evaluations were completed in October. Michelle provided the CEOs with updates on the proposed move to the Public Health building. Michelle and Diane Jones met with the Sangamon County Auditors to discuss infrastructure and costs for the move. The cost projections look acceptable at this point, but other factors such as funding levels and staffing may impact that. Sangamon County has

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offered to work with the LLWA if adjustments need to be made. All One Stop Partners have been informed of the move, and IDES State leadership is aware. Michelle confirmed she will stay in touch with updates if and when they are available.

2. Action Items for Approval

Approval to Hire Assistant Director

Michelle Griebler requested approval to hire an Assistant Director whose salary would not be more than \$75,000 annually.

Motion to Hire Assistant Director and Approve Director's Report: Motion made by Troy Cummings, seconded by Mike DeRoss. **Motion Carried.**

Michelle Griebler circled back to the subject of the proposed move to Public Health. Michelle passed around architectural drafts of the layout of the proposed new location, including where staff offices, partner offices, and the Resource Room would be located. There was discussion regarding ease of access to the new location and office layout.

Motion to Enter into Executive Session: Motion made by Mike DeRoss, seconded by Ramona Douglass. **Motion Carried.**

Executive Session: (3:15 p.m. – 3:20 p.m.)

Motion to Exit Executive Session: Motion made by Troy Cummings, seconded by Ramona Douglass. **Motion Carried.**

Motion to Approve September CEO Executive Session Minutes: Motion made by Mike DeRoss, seconded by Ramona Douglass. **Motion Carried.**

Announcements/Upcoming Events: (pgs. 32-34 & handouts)

Michelle Griebler summarized the contents of the PY' 23 Annual Report, which was provided as a separate handout. The Annual Report details career services, enrollment and training statistics, grant details and expenditures, performance outcomes, businesses services, and ROI. Michelle also discussed the list of annual individual achievement and business leadership award winners to be presented at the WIB meeting. Mel-O-Cream International and IMEC were the two businesses awarded.

Michelle discussed the 2025 meeting schedule. She explained that for the past few years the annual formula funding allocations have been received in late May. In an effort to eliminate the need for an additional meeting it was proposed to move the May meeting to June. There were no objections.

Public Comment: None.

Motion to Adjourn: Motion made by Mike DeRoss, seconded by Troy Cummings.
Motion Carried.

Meeting adjourned at 3:25 p.m.