

WIB Meeting Minutes
Monday – November 18, 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, Brittany Clark, Karen Conn, Heather Cosby, Jenifer Deweese, Jason Dockter, David Fowler, Robert Frazier, Robert Kerr, David Lacy, David MacDonna, Patty Mendoza, Mark Sprehe, Lance Thurman, Atlene Washington

WIB Members Absent: JT Britton, JP Fyans, Ryan McCrady, Suellen Morgan, Christine Novaria, Nicole Porter, Reba Porter, Justin Roesch, Andrea Runge, Amanda Sandner, Katie Vitale, Terri Walker, Mark Winkler, Matthew Yard, Valera Yazell,

Staff and Guests in Attendance: Michelle Griebler, Michelle Brookens, Diane Jones, Guenevere Black Ford, Mike Twist, Christina Sugars, Carlleen Benoit, Alicia Dean, Tatiana Smith

Meeting Called to Order: 4:35 p.m.

Welcome/Attendance/Introductions:

Roll call was taken by Guenevere Black Ford.

Approval of Minutes: (pgs. 3-10)

Motion to Approve September 2024 Minutes: Motion made by Lance Thurman, seconded by David Lacy. **Motion Carried.**

Program Information:

1. County Liaison Reports (pgs. 11-16)

Cass County

Michelle Brookens reported that there are currently 8 Cass County enrollments with 3 in follow-up.

Christian County

Michelle Brookens reported that there are currently 12 Christian County enrollments with 18 in follow-up.

Logan County

Michelle Brookens reported that there are currently 9 Logan County enrollments with 8 in follow-up.

Menard County

Michelle Brookens reported that there are currently 6 Menard County enrollments with 2 in follow-up.

Sangamon County

Michelle Brookens reported that there are currently 181 Sangamon County enrollments with 144 in follow-up.

WIB Meeting Minutes
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Michelle Brookens added that the health sector continues to dominate as the main training enrollment across all counties. Michelle added that we have processed 465 pre-applications, received 31 referrals from other organizations, and made 72 referrals to other organizations.

2. Business Services (pg. 17)

Michelle Brookens reported that there have been several Rapid Response engagements for layoffs and closures. The most recent was Building Blocks Daycare, affecting 34 employees. Their potential layoff date is 12/31/2024 but they have been in communication with Doris Turner looking for avenues to avoid closure. DCEO led the Rapid Response at Building Blocks Daycare as well as with Cygnus Home Service/Schwan's/Yelloh, which is looking to lay off 119 workers on 11/22/2024. Two KFC locations in Springfield were affected in August and 6 employees visited the Resource Room to utilize UI Filing and receive Rapid Response packets. The ICG Illinois Viper Mine is working with DCEO related to its closure. A UPS Customer Service Center has confirmed that it will be closing, but we do not yet have information on when or how many employees will be affected. Michelle Brookens discussed the current Incumbent Worker Projects. There are still 2 participants with the Illinois Rural Water Association in Riverton receiving training. There is one On the Job Training at Evolve Salon which is scheduled to be completed in January.

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

Michelle reported that the QUEST 22 Grant ended on September 30th, 2024, and 102% of the enrollment goal was met. There were 5 participants enrolled in training that carried over to the QUEST 23 Grant. The QUEST 23 Grant will end 9/30/2025. We have met 153% of the enrollment goal and 60% have exited into high quality jobs with an average rate of pay of \$20.08. The prior State Supplemental Grant has 198 participants with the focus on manufacturers. The current State Supplemental Grant is focusing on rural manufacturing, low-income single parents, and work exploration in rural middle schools, which will be provided via virtual reality headsets we are providing to the schools. Michelle Brookens then discussed the Youth Contracts. There are currently 27 enrollments out of 49 planned enrollments. There are currently 12/24 planned enrollments at Fishes and Loaves and 15/25 at Capital Area Career Center.

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

Michelle Griebler reported that LLWA has provided 3,918 career and training services to 2,338 customers from July through October 2024. There are currently 216 participants enrolled in training programs across the five-county area of LWIA 20. Currently, we are exceeding 5 and meeting 10 of the performance outcomes for PY' 24.

Michelle Griebler asked if there were any questions and there were none. The full County Liaison Reports, Business Services Report, Contractors and Special Projects Report, Center Activity, Enrollment, and Performance Reports were also included and sent out in the November 2024 WIB Meeting Packet.

Motion to Approve Programmatic Reports: Motion made by Jenifer Deweese, seconded by Robert Kerr. **Motion Carried.**

WIB Meeting Minutes
Monday – November 18, 2024 at 4:30 p.m.
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Fiscal Information and Review:

1. Expenditure and Grant Reports (pgs. 24-28)

Diane Jones summarized the 4 active grants and 1 closed grant. Two of the current grants are the Formula Grants for PY' 23 and PY' 24, the 23 QUEST Grant is active until 9/30/2025, and the active State Supplemental Grant ends 6/30/2025. The 23 Formula Grant is 100% obligated and 82.7% spent. The 24 Formula Grant is 66% obligated and 11.8% spent. Diane added that the Formula Grants are required to be obligated at 80% by the end of the first year. The Supplemental Grant is 65.5% obligated and 10.6% spent. The 23 QUEST Grant is obligated at 90.2% and 59.6% spent. Detailed spending and obligations by County were summarized, as well as how the expenditures per County correspond roughly to the County populations. Diane also explained the requirement for the operating costs to be less than 50% of expenditures, and we are currently at 49.69%. Diane also explained the breakdown of operating costs.

The full Expenditure and Grant Reports were included in the November 2024 WIB Meeting Packet.

2. 2025 County Budget (pgs. 29.31)

Diane reviewed and explained that the Sangamon County budget begins on December 1st and ends on November 30th. Prior years' budgets were included in the report to compare to the 2025 budget.

Diane Jones asked if there were any questions and there were none.

Motion to Approve Fiscal Information Reports and 2025 County Budget: Motion made by Carrie Brady, seconded by Gloria Brummer. **Motion Carried.**

Administrative Information:

1. Director's Report (pg. 32)

Michelle Griebler provided administrative updates for LWIA 20. Michelle reported that the WIB Vice-Chair position is still vacant and alerted members that Guenevere Black Ford (LWIB Staff) and/or Mark Sprehe (WIB Chair) will be reaching out in the future regarding volunteers. Michelle reported that the MOU Technical Revisions were submitted to DCEO in October. Performance goal negotiations for PY' 24 and 25 were completed. Based on historical and current performance for LWA 20 several increases in goals were negotiated. 24/25 Performance goals were included in the meeting packet. The DCEO Fiscal and Programmatic Monitoring is scheduled for the week of December 9th. Federal WIOA Reauthorization is still pending and Michelle will share any updates as she is made aware. Michelle reported that a full-time Technical Resource Specialist was hired to work in the One Stop Resource Room, as well as a new work experience to serve as the Resource Room Assistant. A new Logan County Liaison/Career Planner was also hired, and started on the day of the meeting, 11/18/2024. Annual employee evaluations were completed in October. Michelle shared that she has been and is in communication with DCEO, the County, and Partners regarding the proposed move to the Public Health building and will continue to share information as available.

WIB Meeting Minutes
Monday – November 18, 2024 at 4:30 p.m.
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The Director's report was included in the November 2024 WIB Meeting Packet.

Motion to Approve Director's Report: Motion made by David Lacy, seconded by Jason Dockter. **Motion Carried.**

2. Action Items for Approval

Hiring of Assistant Director

Michelle Griebler requested approval to hire an Assistant Director with a salary up to \$75,000. The position has not been filled since December 2023.

There was discussion on the hiring of the Assistant Director. Clarification was requested on the role and responsibilities. Michelle Griebler explained that the Assistant Director is responsible for the supervision of the Career Planning staff, eligibility, oversight of performance and program compliance, assisting with grant applications and reporting, policy implementation, and other duties as assigned. The position requires a Bachelor's degree and a few years of experience. There was further discussion as to why the position was not filled when it became vacant in December 2023. Michelle responded that she had been the Assistant Director for 5.5 years, became Interim Director after Sarah Graham's departure, and explained more regarding that transition.

Motion to Approve Hiring of Assistant Director: Motion made by Karen Conn, seconded by Brittany Clark. **Motion Carried.**

Announcements/Upcoming Events: (pgs. 33-35)

1. 2025 Meeting Schedule

Michelle Griebler explained the change in shifting the May meeting to June due to the timeframe of receiving funding allocation notifications.

2. Next CEO Meeting – March 12th, 2025 from 2:30 p.m. to 4:30 p.m.

3. Next WIB Meeting – March 17th, 2025 from 4:30 p.m. to 6:00 p.m.

4. PY' 23 Annual Report

Annual reports were distributed to the members. Michelle Griebler directed Board Members to explore the Annual Report and to be sure to reach out with any questions. She clarified that the Annual Report is a summary of all the services, training enrollments, grants, expenditures, and performance outcomes for the past Program Year, as well as more detailed information about the outcomes of training and where LLWA customers are employed.

5. Participant and Business Awards Presentation – 5:15 p.m. to 6:00 p.m.

Public Comment: None.

Motion to Adjourn: Motion made by Lance Thurman, seconded by Patty Mendoza.
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WIB Meeting Minutes

Monday – November 18, 2024 at 4:30 p.m.

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Adjournment: Meeting adjourned at 4:59 p.m.