

**WIB Meeting Minutes**  
**Monday – March 17, 2025 at 4:30 p.m.**  
**Northfield Inn and Conference Center, 3280 Northfield Drive, Springfield, IL 62702**  
**Via Zoom: Join Zoom Meeting**  
**<https://us06web.zoom.us/j/82600852403?pwd=Ap14GuupC7npkuZsTIOTvDhMXwOPI0.1>**  
**Meeting ID: 826 0085 2403 | Passcode: 31324**

**Attendance:**

**WIB Members Present:** Carrie Brady (via Zoom), JT Britton, Gloria Brummer, Karen Conn, Heather Cosby, Jason Dockter, Robert Frazier, JP Fyans, Robert Kerr, David Lacy, Ryan McCrady, Patty Mendoza, Suellen Morgan, Andrea Runge, Amanda Sandner (via Zoom), Mark Sprehe, Atlene Washington

**WIB Members Absent:** Brittany Clark, Jenifer Deweese, David Fowler, David MacDonna, Christine Novaria, Reba Porter, Nicole Porter, Justin Roesch, Katie Vitale, Terri Walker, Mark Winkler, Matthew Yard

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

**Meeting Called to Order:** 4:34 p.m.

**Welcome/Attendance/Introductions:**

Roll call was taken by Guenevere Black Ford.

**Approval of Minutes:** (pgs. 3-7)

**Motion to Approve November 2024 Minutes:** Motion made by David Lacy, seconded by Jason Dockter. **Motion Carried.**

**Program Information:**

**1. County Liaison Reports** (pgs. 8-15) Michelle Brookens reporting.

Cass County

There have been 90 Career and Training services provided to 43 job seekers and participants YTD. There are currently 9 enrolled in occupational training and 7 in follow-up services.

Christian County

There have been 81 Career and Training services provided to 51 job seekers and participants YTD. There are currently 11 enrolled in occupational training and 14 in follow-up services.

Logan County

There have been 64 Career and Training services provided to 39 job seekers and participants YTD. There are currently 10 enrolled in occupational training and 6 in follow-up services.

Menard County

There have been 33 Career and Training services provided to 20 job seekers and participants YTD. There are currently 5 enrolled in occupational training and 3 in follow-up services.

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Sangamon County

There have been 8,231 Career and Training services provided to 5,238 job seekers and participants YTD. There are currently 220 enrolled in occupational training and 149 in follow-up services.

Michelle Brookens added that the health science sector is the dominant training. We have received 833 pre-applications since July 1<sup>st</sup>, 2024. We have received 52 referrals from Partner organizations and provided 127 referrals to other organizations.

Michelle asked if there were any questions regarding the County Reports and there were none.

**2. Business Services (pg. 16)**

Michelle Brookens reported on layoffs and closures affecting Big Lots, Party City, Macy's, LGCY Power, Stake Center, Subway, and FedEx. The US Office of Personnel Management also indicated that some of the 187 Public Administration Employees being laid off may be from LWIA 20. Michelle reported that there are 2 participants still enrolled in the Incumbent Worker Project at the Illinois Rural Water Association in Riverton, and that the project will be completed by 6/30/25. There are currently 3 who have been enrolled in On-the-Job Trainings, and one employer, Evolve Salon, realized over \$9,000.00 in wage savings for one of their trainees. Evolve Salon's trainee successfully exited the OJT program and remains employed full-time. One customer has been placed with MJ Kellner earning \$22.75/hour and another customer began training at Bless' It Salon earning \$16.60/hour.

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

Michelle Brookens reported that the QUEST 22 grant ended on 9/30/24, and 82.7% customers exited with high-quality jobs with average pay \$22.11/hour. The QUEST 23 grant will end 9/30/25 and currently 184% of the enrollment goal has been met. To-date 79% of customers have exited with high-quality jobs with average pay \$19.54/hour.

The State Supplemental Grant which ended in June 2024 had 198 participants. PY' 24 Supplemental Grant will end in June 2025 and addresses 3 needs: rural manufacturers, low-income single parents, and career exploration for rural middle-school youth. To-date LLWA has 13 contracts with manufacturers for training, and 64 employees have completed training with 38 currently enrolled in training. There have been 25 low-income single parents who have been identified and 10/25 have completed their training, with the remaining to complete their programs no later than June 30<sup>th</sup>, 2025. All 10 planned virtual reality headsets have been delivered to rural middle schools with 3-year career software licenses.

Michelle also reported updates on the current Youth Provider Contracts. Planned enrollments are 49 and we are currently at 37. There was a mistype in the Contractors and Special Projects report that stated 27 current enrollments when it is actually 37. There are currently 22/24

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planned enrollments at Fishes & Loaves and 15/25 at Capital Area Career Center. The final 2 enrollments at Fishes & Loaves began their classes on the day of the WIB Meeting.

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

Michelle Griebler reported that LLWA has provided 8,499 services to 5,391 customers this PY. There are currently 257 current enrollments as of 2/28/2025 with 220 new enrollments in PY' 24. LLWA is currently meeting 7/15 and exceeding 8/15 performance measures as of program quarter 2, which ended in December 2024.

Michelle also asked if there were any questions on the County Liaison Reports, Business Services, Contractors and Special Projects, and Center Activity, Performance, and Enrollment Reports. There were none. Full Program, Center Activity, Enrollment, and Performance Reports were included in the March 2025 WIB Informational Packet.

**Motion to Approve Program Reports:** Motion made by Robert Kerr, seconded by JP Fyans. **Motion Carried.**

**Fiscal Information and Review:**

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

Diane Jones summarized the 4 active grants and 1 closed grant. The QUEST 23 Grant is 83.2% expended and 99.0% obligated. The QUEST Grant is active through 9/30/2025. The State Supplemental Grant is 39.7% spent and 87.4% obligated. The two remaining grants are the PY' 23 and PY' 24 Formula Grants. The PY' 23 Grant is 98.5% expended and 100% obligated. The PY' 24 Grant is 23.6% spent and 77% obligated. Diane explained that Formula Grants have a requirement that at the end of the first year, the grant must be 80% obligated. Diane explained a detailed summary of the PY' 23 and PY' 24 Formula Grants including expenditures for Youth, Child Care, Transportation, etc. Detailed grant information broken down by county was also reviewed. The expenditures roughly correspond to each county's population. Diane explained the requirement that we have to keep our operating expenditures under 50%, and we are currently at 37.16%. Diane reported on the operating budget and explained that we are currently under budget. At this point in the year, we should have expended an estimate of approximately 66.7% of our operating budget. However, are currently only at 52%. We are under budget due to salary and fringes being under budget and forgoing \$6,000.00 for an MOU negotiator. Diane pointed out the Small Equipment Purchases line and touched on the planned purchase of 12 staff computers, which would be about \$9,000.00. Diane explained that the staff computer purchase would put that line item over budget, but that we are under budget in other areas and could potentially afford the purchase. The full Expenditure and Grant Reports were included in the March 2025 WIB Meeting Packet.

Gloria Brummer asked if the grants we receive are at risk due to the restructuring occurring at the federal level. Diane confirmed that our spending has been approved

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through September 2025, but that we will not know until the end of May what may be allocated to our workforce area for PY' 25 Formula Grant funding. Robert Kerr asked what percentage of our grants are federal. Diane answered that all of our grants are federally funded through the Department of Labor except for the State Supplemental Grant.

**Motion to Approve Fiscal Information Reports:** Motion made by JT Britton, seconded by Andrea Runge. **Motion Carried.**

**Administrative Information:**

**1. Director's Report** (pgs. 28-29)

Michelle Griebler provided administrative updates for LWIA 20. There is still a vacancy for the Vice-Chair position of the Workforce Innovation Board. Michelle invited anyone interested to let her or Mark Sprehe know. Michelle reported that DCEO's annual programmatic and fiscal monitoring was completed in December. There were 2 minor programmatic findings and no fiscal findings. The initial monitoring letter as well as DCEO's response to LLWA's accepted corrective actions are included in the packet. WIOA Reauthorization is still pending and the process is starting anew under the new administration. A Continuing Resolution was passed on March 15<sup>th</sup>, avoiding a government shutdown. Funding allocations for the 2025 Program Year will not be available until the end of May. All 10 virtual reality headsets and accompanying software have been delivered to 5 rural middle schools across the counties in LWIA 20. We will have more data available as the devices continue to be used. LLWA has been working with DCEO on the most recent closures and layoffs. LLWA will host a Hiring Event for Primient on April 10<sup>th</sup>. Michelle also announced that Michelle Brookens has been promoted to the Assistant Director position.

Michelle directed Board Members to page 37 of the March Informational Packet to discuss the planned move to the Sangamon County Community Center. IDES is now also interested in moving with LLWA into the new facility. Michelle discussed the proposed layout supplemented by the illustration on page 37.

Michelle explained the need for new One Stop Resource Room and LLWA staff computers. She explained that support for Windows 10 will be ending in October 2025, and that most staff computers and all of the Resource Room computers do not have the capability to be upgraded to Windows 11. Michelle obtained and reviewed quotes from Dell through the Sangamon County IT Department.

The full Director's Report was included in the March 2025 WIB Meeting Packet.

Mark Sprehe asked if there were any objections to consolidating the action items, and voting to approve them all together. There were no questions and no objections to this proposal. Mark stated that a single vote for approval would encompass all the action items.

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**2. Action Items for Approval**

- Request for Approval of the 2024 DCEO Monitoring Results.
- Request for Approval to Hire a New Career Planner/Logan County Liaison.
- Request for Approval to Hire a Business Services Representative.

Michelle added that she wanted to request approval to hire for both positions since the next Board meeting is not until June, but also explained that she intends to wait on filling the positions for a few months until we know what the PY' 25 Budget will look like.

- Request for Approval to Purchase New Computers.

Michelle added that the cost of the 25 new computers for the One Stop Resource Room would cost \$17,119.75. This cost will be shared among One-Stop Partners, and offset with an unspent amount for a budgeted career planner position. Michelle confirmed that the Partners were in agreement on the March 6<sup>th</sup> meeting to go ahead with the purchase.

Michelle is also requesting approval to purchase 12 new staff computers in the amount of \$8,681.16. Michelle confirmed that we are under budget in staff salaries and fringes, and did not spend \$6,000.00 for an MOU negotiator that was budgeted for PY' 24.

- Request for Approval to Renew Youth Contract Renewals with Capital Area Career Center and Fishes and Loaves.

Michelle explained that she was requesting approval to review and prepare to enter into new contracts with our current Youth Service Providers, but clarified that she will request final approval in June after LLWA learns what the you budget for PY' 25 will be.

- Request for Approval for the PY' 25 MOU.

Michelle confirmed that most aspects of the MOU will remain the same as in PY 2024. Partner meetings and negotiations have been underway, and all partners are in agreement. Partners have been submitting revisions to their narrative sections of the MOU as applicable. The budget only has a few minor changes. A Report of Outcomes is due to DCEO on April 15<sup>th</sup>. The final MOU is due to DCEO by May 30<sup>th</sup>, 2025. If LLWA and IDES move in PY' 26 as intended, the MOU will look much different for the following year.

- Request for Approval to Add 3 New Training Programs at LLCC to the Eligible Training Provider List (Cardiovascular Sonography, Construction Management, and Construction Technologies)

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Michelle confirmed that each of the programs' length and cost were considered and that the occupations the programs lead into are included on the statewide demand occupation list. LLWA recommends to add the training programs to the ETPL. Program details and breakouts were included in pages 35 and 36 of the WIB Informational Packet.

Michelle asked if there were any questions or discussion for any of the action items presented. Robert Kerr asked where LLWA and IDES plan to move to, and Michelle answered that SCPH building is located on South Grand Avenue behind JC Penney's. Robert also asked if we could share the full Eligible Training Provider List. Michelle answered that she does not have a paper copy but that she would send him the link to the ETPL. Michelle also clarified for the Board that the ETPL is available on the Illinois workNet website, and that it can be found through Google search as well. Robert Kerr asked about the Statewide Demand Occupation List, and Michelle said she would be happy to also send out a current list.

JT Britton asked what the estimated time frame of the move will be. Michelle answered that she is hoping to be able to time the move in line with the next MOU if possible, which would be around July 2026. JT asked if we would purchase the new Resource Room computers then. Michelle answered that ideally, we would have prior to October, but if approved, we would like to order the computers sooner rather than later due to the potential tariffs to be implemented and the possible increase in demand for electronics before that may take place.

**Motion to Approve Director's Report and Consolidated Action Items:** Motion made by Gloria Brummer, seconded by Atlene Washington. **Motion Carried.**

**Around the Table:**

Mark Sprehe invited Board Members to provide updates on County business and workforce needs.

Robert Frazier asked if LLWA is 100% grant funded, and Michelle Griebler and Diane Jones confirmed yes.

Atlene Washington mentioned that Lincoln Land Community College is currently the only place where students can receive their GED in this region. Atlene asked if there were any other agencies looking to offer GED courses because there has been a backlog ever since Lawrence Education Center closed. Atlene explained Springfield Urban League used to offer GED courses, but their Program Coordinator retired.

Patty Mendoza explained that Lincoln Land has been seeing many more students overall, not just in relation to the closure of Lawrence, and that has contributed to the

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backlog they have. Patty has not heard if other institutions will be offering GED courses. She explained the state and federal funding is released on a 2-year cycle. After the end of the 2025-2026 cycle, the funding will again be competitive, and other programs may apply. Patty said LLCC has increased the number of their GED classes in Springfield from 4 to 10, and all online classes are also full. There has also been a large increase in ESL (English as a Second Language) students. LLCC also had a delay in state funding which prevented the college from hiring more GED coordinators. Heather Cosby asked what Patty would attribute the influx of students to, and Patty clarified that the demand increase is across the state. People who had struggled during COVID are now also returning to GED and ESL classes. LLCC is also offering transition classes, which allow students to achieve their GED and move on to college credit classes. Robert Kerr asked if the resources, such as grant funds, are the main barrier to reaching everyone. Patty explained that LLCC has increased so many classes that they are lacking space, but she would be open to discussing with Atlene the possibility of having a GED course offered at Springfield Urban League again.

Robert Kerr announced that on April 25<sup>th</sup>, 9:00 a.m. to noon at UIS, the Sangamon CEO entrepreneurial program is hosting a New Venture Challenge. This year, Sangamon CEO partnered with Capital Area Career Center to launch TechX to train high school age students in STEM programming. Students were able to learn computer science, robotics, AI, and 3D printing. All students are required to launch a business as part of this program and the April 25<sup>th</sup> event is where the students will pitch their business ideas. Student businesses plans will be judged, and the winning businesses will present from 5:00 p.m. to 8:00 p.m. to a larger audience in the UIS Student Union.

Andrea Runge announced that the Land of Lincoln CEO (Logan County equivalent of Sangamon CEO) has their trade show on the evening of April 24<sup>th</sup> at the American Legion in Lincoln, IL. There are 8 CEO students who will be presenting their business ideas to the community.

**Announcements/Upcoming Events: (pg. 40)**

1. Next CEO Meeting – June 11<sup>th</sup>, 2025 at LLWA, 2:30 p.m. – 4:00 p.m.
2. Next WIB Meeting – June 16<sup>th</sup>, 2025 at Northfield Inn & Conference Center, 4:30 p.m. – 6:00 p.m.

**Public Comment:**

None.

**Motion to Adjourn:** Motion made by JT Britton, seconded by JP Fyans. **Motion Carried.**

**Adjournment:** Meeting adjourned at 5:15 p.m.