

WIB Meeting Minutes
Monday – June 16, 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/86873275715?pwd=ejsqLbWZ5bUil4G4yqO1unca8b3QiH.1>
Meeting ID: 868 7327 5715 | Passcode: 374461

Attendance:

WIB Members Present: Carrie Brady, JT Britton, Gloria Brummer, Heather Cosby, Jenifer Deweese, Jason Dockter, David Fowler, Robert Frazier, David Lacy, David MacDonna, Patty Mendoza, Suellen Morgan, Andrea Runge, Amanda Sandner (remote), Mark Sprehe, Terri Walker, Atlene Washington

WIB Members Absent: Brittany Clark, Karen Conn, JP Fyans, Robert Kerr, Ryan McCrady, Christine Novaria, Reba Porter, Nicole Porter, Mark Winkler, Matthew Yard

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

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

Welcome/Attendance/Introductions:

Roll call was taken by Guenevere Black Ford.

Approval of Minutes: (pgs. 3-9)

Motion to Approve March 2025 Minutes: Motion made by David Lacy,
seconded by David MacDonna. **Motion Carried.**

Program Information:

1. County Liaison Reports (pgs. 10-15) Michelle Brookens reporting.

Cass County

There have been 107 Career and Training services provided to 51 job seekers and participants YTD. There are currently 9 enrolled in occupational training and 5 in follow-up services.

Christian County

There have been 99 Career and Training services provided to 63 job seekers and participants YTD. There are currently 8 enrolled in occupational training and 16 in follow-up services.

Logan County

There have been 77 Career and Training services provided to 48 job seekers and participants YTD. There are currently 8 enrolled in occupational training and 9 in follow-up services.

Menard County

There have been 45 Career and Training services provided to 26 job seekers and participants YTD. There is currently 1 enrolled in occupational training and 7 in follow-up services.

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Sangamon County

There have been 11,185 Career and Training services provided to 6,913 job seekers and participants YTD. There are currently 174 enrolled in occupational training and 189 in follow-up services.

Michelle Brookens added that the health science sector is the dominant training. We have received 1,217 pre-applications to-date, which is an increase of 140 over the entire PY' 23 program year. We have received 70 referrals from Partner organizations and provided 176 referrals to other organizations. Michelle asked for any questions and there were none. The full County Liaison reports were included in the June 2025 WIB Meeting Packet.

2. Business Services (pgs. 16-17)

Michelle Brookens reported on layoffs and closures affecting LWIA 20, including those at Joann Fabric, Dunkin Donuts, Accelerate360, Maribis Dispensary, Springfield Clinic, Cygnus Home/Schwan's/Yelloh, and the federal layoffs affecting the US Office of Personnel Management. While the Resource Room traffic has increased, Michelle indicated it is due in-part to seasonal work and performance issues that customers are filing for unemployment rather than any large-scale layoffs. The Incumbent Worker Project at the Illinois Rural Water Association in Riverton has been completed. Two more projects are set to begin at Richardson Manufacturing and Solomon Colors. The On-the-Job Trainings at MJ Kellner and Next Level Mastery were unsuccessful, but both employers would like to pursue another OJT placement. The OJT placement at Andrews Tire & Service began on June 10th, and has been successful thus far. The OJT employee at Andrews Tire & Service is earning \$19.00/hour with benefits, and the OJT will save the employer \$14,079.00 over 6 months. Michelle has participated in over 18 job fairs/workshops/hiring events. Michelle specifically mentioned the Workforce Summit with Nikki Budzinski on May 29th, at which Michelle Brookens was one of 6 WIOA representatives to answer questions and provide information to employers. Employers such as Boeing, Ameren, and JetBlue were in attendance. Michelle stated the key takeaway from the Summit was the flexibility of WIOA funding. Michelle also discussed the Illinois Workforce Summit that occurred earlier on May 8th—9th, during which Land of Lincoln Workforce Alliance and IMEC received an Excellence in Collaboration Award.

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

Michelle Brookens reported that the QUEST 23 grant will be ending on September 30th, 2025. As of May 31st, 93.60% of the enrollment goal has been met, with 81% of participants having exited training programs and found high-quality jobs with an average hourly rate of pay being \$21.38.

The State Supplemental Grant focused on 3 populations: rural manufacturing companies, low-income single parents, and career exploration for rural middle school youth. The SSG

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ends on June 30th, 2025, and will be 100% spent. There were 6 manufacturing companies which were involved in Incumbent Worker Projects resulting in 143 employees receiving training. There were 25 low-income single parents who received support for training, transportation, and childcare. There were 6 rural middle schools identified across LWIA 20 which each received a virtual reality headset and 3-year career exploration software license. LLWA has assisted these schools in aligning with the Illinois PaCE framework which requires career exploration and development for grades 6-12.

Michelle reported updates on the current Youth Provider Contracts. Planned enrollments are 49 and there are currently 39 enrollments. There are currently 24/24 planned enrollments at Fishes and Loaves. Of those, 23 have completed their CNA training and 19 have received their State CNA Certificate so far. There are currently 15/25 planned enrollments at Capital Area Career Center. Of those 15, 14 have earned an OSHA 10 Certificate, one has earned an EPA 608 Certificate for HVAC, and one has earned an HBI Certificate for Construction. One participant is co-enrolled in the Aviation and Power Plant Mechanic program at Lincoln Land Community College.

Michelle Brookens asked if there were any questions on the County Liaison Reports, the Business Services Report, or the Contractors and Special Projects Report, and there were none. The full reports were included in the June 2025 WIB Meeting Packet.

JT Britton joined the meeting in person at 4:47 p.m. after a travel delay.

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

Michelle Griebler reported that LLWA has provided 11,513 career and training services to 7,101 participants and job seekers so far this program year. This level of engagement is a 46% increase compared to the prior program year. Michelle connected the increase to the continuing recovery from COVID, a larger offering of on-site workshops and events, and IDES again serving walk-ins. There are currently 200 enrollments as of 5/31/2025, with 148 exiters during PY' 24 and 228 new enrollments during PY' 24. There were 78 more customers enrolled in training compared to PY' 23. LLWA is currently meeting 8/15 and exceeding 7/15 performance measures as of program quarter 3. Michelle added that LLWA will likely exceed more measures before the end of the program year on 6/30/2025. Michelle asked if there were any questions about the Center Activity, Enrollment, and Performance Reports. The full reports were included in the June 2025 WIB Meeting Packet.

Robert Frazier asked about the requirements to participate in LLWA's training and career services. He emphasized the need to reach the populations who do not file for unemployment, and are discouraged in searching for employment. Michelle responded that one qualifying factor is being low income, and determinations are made in reference to any aid the individual is on and where they fall within the federal income guidelines. Career services are universal, free services available to

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job seekers with no eligibility requirements. Robert asked if lack of available transportation is a disqualifier. Michelle responded that we do provide support for transportation, but that transportation distance may impact suitability.

Robert asked about the requirement to be actively searching for work when receiving unemployment and if being enrolled in our programs counts toward that requirement. Michelle Griebler responded that if a participant is enrolled in our program, they can be waived from the job search requirement. There were no further questions.

Motion to Approve Program Reports: Motion made by Andrea Runge, seconded by Jenifer Deweese. **Motion Carried.**

Fiscal Information and Review:

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

Diane Jones summarized the 4 active grants. Two grants will close at the end of June: The State Supplemental Grant (SSG) and the PY' 23 Formula Grant. The last funds of the SSG will be expended by the Friday following the WIB Meeting, and the PY' 23 Formula Grant have now been 100% expended. There are two remaining open grants. The 23 QUEST Grant, which ends in September, the State of Illinois allocated an extra \$30,000 in May, resulting in a total QUEST Grant amount of \$380,000. It is currently 90.8% expended and 97% obligated. The PY' 24 Formula Grant is 54.7% expended and 78% obligated. Formula Grants require the funds to be at least 80% obligated at the end of the first year, and Diane explained that will be no issue this year. LLWA also applied for an Apprenticeship Grant and we are hoping to receive another SSG for this program year. Diane then discussed a detailed summary of the PY' 23 and PY' 24 Grants including expenditures by admin costs, Youth, Adult, Dislocated Workers, and the totals. Diane explained the requirement that we keep our operating expenses under 50%, and we are currently at 35.3%. Detailed grant information broken down by county was also reviewed and the expenditures roughly correspond to each county's population. Diane reported on the current operating budget, and explained that per the yearly estimate, we should have been 91.7% expended on operating, and we are currently at 72%. This is due partly to being short-staffed. Diane pointed out the small equipment purchase line is 405% expended, and explained that it shows the purchase of new staff computers, which were unplanned for but necessary. The full Expenditure and Grant Reports were included in the June 2025 WIB Meeting Packet.

Motion to Approve Expenditure and Grant Reports: Motion made by Dave MacDonna, seconded by Jason Dockter. **Motion Carried.**

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2. PY' 25 Formula Grant Funding Allocations (pg. 29)

Diane explained the PY' 25 Formula Grant Funding Allocations. LWIA 20 is set to receive \$2,843,504. Michelle Griebler added, overall, the State of Illinois received a \$20 million increase in Title I funding. This is approximately a 20% increase across the board. This funding exceeds the levels received in the past 5 years. However, there could still be recissions or reductions in funding. Michelle hopes to know more regarding funding by September 2025. Michelle referred to one of the supplemental handouts presented during the meeting regarding information on WIOA Reauthorization. The President's budget proposal includes a 35% cut to the Department of Labor, and it is anticipated the grant structure may be reworked by cutting some and consolidating other federal workforce initiatives into the Make America Skilled Again block grants. The MASA grants would then be distributed to the states by formula. Within the next few months, policies and procedures could potentially change drastically.

Robert Frazier initiated discussion around LLWA's training focus in relation to the potential funding changes. He asked if there has been any planning toward focusing on trainings other than healthcare, which is LLWA's largest training industry. Michelle clarified that healthcare is our largest industry partly because of customer choice, healthcare being an in-demand occupation, and the proximity to three large healthcare employers in the area. If a customer does not have a training preference, Career Planners work with the customer to identify their strengths and weaknesses and match that to Labor Market Information and local job openings. Michelle Brookens added that when she was part of the WIOA panel, the saving grace of WIOA might be how much oversight we have. There are strict guidelines to follow and high return on investment, which some programs that have been cut might not have had.

Motion to Approve the PY' 25 Formula Grant Funding Allocations: Motion made by Gloria Brummer, seconded by Carrie Brady. **Motion Carried.**

3. PY' 25 Operating Budget (separate legal-size attachment)

Diane Jones reviewed the proposed PY' 25 Operating Budget. Prior years' budgets and prior years' actual expenditures were included for reference. The PY' 25 Operating Budget is much higher this year compared to previous years, and that is because of the increase in funding allocations. We have prepared for recissions, as there are items included in the budget that could be eliminated if necessary, such as laptops and printers for staff. The federal year does not begin until October 1, 2025. Diane explained the split between Administrative and Programmatic costs. Diane asked for any questions.

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Andrea Runge pointed out that our indirect cost rate is currently 10% and asked if it could be increased to 15%. Diane answered it can. Diane answered we are approved for 10.39% and it is recalculated each year.

Motion to Approve the PY' 25 Operating Budget: Motion made by Jenifer Deweese, seconded by Suellen Morgan. **Motion carried.**

Administrative Information:

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

Michelle Griebler provided administrative updates for LWIA 20. She began by thanking Dr. Jason Dockter for taking the Vice-Chair position on the Board. Michelle reminded members that the bi-annual WIB Recertification will be in September of this year. Along with this, Michelle requested board members confirm their completion of the Open Meetings Act training by either completing the training for 2025 or sharing with Guenevere Black Ford a previously completed OMA Training Certificate. Michelle added that Guenevere will reach out with details and registration information in the next week, and asked that members complete the training or forward a certificate to Guenevere by the end of August 2025.

Robert Frazier asked if everyone needs to complete the training. Guenevere clarified that if a WIB Member is a member of another public body, they may have already done the training. If so, they can forward that certificate. However, if they are unsure if they have completed it, it is best to retake the training. Guenevere added details about registration information and confirmed she will send out an instructional email after the meeting.

The new DCEO Central Region Manager visited on April 30th. The PY' 25 One-Stop Operator Budget and MOU were submitted on May 23rd. Many hiring events and job fairs have taken place since the March meeting. LLWA facilitated the quarterly EDR #1 Regional Partner Meeting on May 20th, where HR leaders from Memorial and HSHS were in attendance to discuss current industry needs, trends, and challenges. Each of the LWIAs that make up EDR #1 (19, 20, & 21) will be sponsoring various healthcare industry events. Last year's focus was manufacturing and next year's will be transportation/TDL. LWIA 20 will put together a local healthcare hiring event during the first week of August. New staff computers and public use computers in the Resource Room have been successfully installed. News related to the move to the Public Health building is slim as talks and meetings have slowed. The Director of Public Health is working with the architects and contractors for build-out estimates. The Sangamon County Veterans Commission are also now planning to move into the new Community Center.

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2. Action Items for Approval:

- Michelle requested approval to hire a career planner who would also serve as the Christian County Liaison.

Michelle added that the Christian County Liaison left in April after 12 years with LLWA. We currently have 3 vacant positions: the Christian County Liaison, Logan County Liaison, and Business Services Representative. Michelle shared the job posting information and qualifications.

- Michelle requested approval of the Apprenticeship Specialist Grant.

The grant is to fund salary, travel, and expenses for a Business Services Representative/Apprenticeship Specialist. Apprenticeships are a large focus of the current federal administration, and this position would also provide Business Services. LLWA has applied for the grant with Mark Sprehe, WIB Chair's, approval. We have not heard back yet on whether or not we will receive the \$200,000 we applied for.

- Michelle Brookens reviewed and requested approval of the annual policy updates (pgs. 32-33).

Michelle Brookens presented the PY'25 Policy Updates and Recommendations. The TABE 11 & 12 is being replaced with TABE 13 & 14. "Youth Living in High Poverty Area" has been added to the priority of service, based on data from the IwN QCT/DIA (Quarterly Census Data/Disproportionally Impacted Area) Map. That map is located on Illinois workNet. Income guidelines were updated mid-May as per DCEO. The Career Planning and Staff Training Guide was updated to reflect changes to ITA Policy, Priority of Service, Youth Defined Barriers, and the Service Matrix. The Incumbent Worker Training waiver was extended through June 30th, 2028.

Robert Frazier asked if the income guidelines were on our website. Michelle Brookens instructed him to search for LLSIL which indicates Illinois' guidelines. Michelle explained our local policy determines "low income" to be up to 200% of the LLSIL, meaning they could be non-low-income but underemployed. Michelle Griebler offered to send the current income guidelines to Robert and board members. Family size also impacts the "low income" determination. There was discussion with Robert regarding the difficulties of working with low-income populations due to various factors and how we could reach those populations.

Dislocated workers are also not subject to income restrictions. If someone is "dislocated," they qualify. Participants who fall into the 1A category fall under the income guidelines. Michelle Brookens explained that we can use

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5% of Youth enrollments on over-income Youth participants, and those are rare. Youth encompasses ages 16-24.

Gloria Brummer inquired about the primary ways individuals learn about LLWA's programs and training opportunities. Michelle Brookens responded primarily community colleges, high schools, word-of-mouth, from board members, and from job/career fairs to name a few. Gloria asked about advertising. Michelle explained we have not had a lot of funding available for advertising. Reaching the parents of students is a real benefit, since students do not always remember outreach information.

- Michelle requested approval for the final Youth Contract Renewal amounts.

Michelle clarified that we requested and received approval in March for this, but we are now presenting the finalized contract amounts for Fishes and Loaves and Capital Area Career Center.

Motion to Approve Director's Report: Motion made by JT Britton, seconded by Patty Mendoza. **Motion Carried.**

Mark Sprehe, WIB Chair, asked for any objections to consolidating the action items for a single vote. There were no objections.

Motion to Approve Consolidated Action Items: Motion made by Terri Walker, seconded by Andrea Runge. **Motion Carried.**

Around the Table:

Mark Sprehe thanked Jason Dockter for accepting the Vice-Chair position.

Robert Frazier discussed the issue of retention. Heather Cosby asked how many participants stay employed within their training field after their year of follow-up. Michelle Griebler answered that it depends on the training type. CNAs move around the most often.

Patty Mendoza reported that she heard from the ICCB that they have received funding from the federal government, and are working on allocations. Funding for ESL is still under review.

Dave MacDonna reported that on June 17th at 10:00 a.m. there will be a ribbon cutting for a new traffic courtroom.

Atlene Washington announced that the Springfield Urban League is hosting a community outreach event on June 21st from 11:00 a.m. – 4:00 p.m.

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Heather Cosby thanked Michelle Brookens for traveling to present to the Small Business Coalition in Lincoln, IL. A local plumbing business is looking to hire more help, and Michelle shared information on apprenticeships.

Michelle Griebler added that LLWA is planning to meet with the operations director of the Scheel's Sports Park. The park plans to open in a few months and they are looking to staff 20-30 part time positions, increasing up to 40-50. They are seeking to fill positions for food and beverage, event production, and maintenance/laborers. The Amazon warehouse/hub is expecting to open at the end of 2025. They are hosting a virtual hiring event on June 19th.

Announcements/Upcoming Events: (pg. 34)

1. Next CEO Meeting – September 10, 2025 at LLWA, 2:30 p.m. – 4:00 p.m.
2. Next WIB Meeting – September 15, 2025 at Northfield Inn & Conference Center, 4:30 p.m. – 6:00 p.m.

Public Comment: None.

Motion to Adjourn: Motion made by Carrie Brady, seconded by JT Britton.
Motion Carried.

Adjournment: Meeting adjourned at 5:45 p.m.