

**CEO Meeting Minutes**  
**Wednesday – September 10, 2025 at 2:30 p.m.**  
**Illinois workNet Center, 1300 S. 9<sup>th</sup> St., Springfield, IL 62703**

**Attendance**

**CEOs:** Linda Curtin, Troy Cummings, Tom Madonia Jr.

**CEOs Not in Attendance:** Ramona Douglass, James Glenn

**Staff & Guests:** Mark Sprehe (WIB Chair), Michelle Griebler, Michelle Brookens, Diane Jones, Guenevere Black Ford, Christina Sugars, Michele Louis

**Meeting Called to Order:** 2:30 p.m.

**Welcome/Attendance/Roll Call:** Introductions from CEOs and Staff were given due to September being Tom Madonia Jr. and Michele Louis's first CEO meeting. Roll Call was taken by Guenevere Black Ford.

**Approval of Minutes:** (pgs. 2-10)

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

**Motion to Approve June 2025 CEO Minutes:** Motion made by Tom Madonia Jr.,  
seconded by Linda Curtin. **Motion Carried.**

**Program Information:**

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

Cass County – Christina Sugars reported there have been 20 Career and Training services provided to 13 job seekers and participants YTD. There are currently 8 enrolled in occupational training and 8 in follow-up services.

Christian County – Michelle Griebler reported there have been 24 Career and Training Services provided to 14 job seekers and participants YTD. There are currently 12 enrolled in occupational training and 10 in follow-up services.

Linda Curtin added that Sloan Implement and Starbucks have started operations. A new credit union is also being built. Great Western Products in Pana expanded.

Logan County – Michelle Griebler introduced Michele Louis, who is the new Logan County Career Planner. Michelle Griebler reported there have been 20 Career and Training Services provided to 15 job seekers and participants YTD. There are currently 13 enrolled in occupational training and 6 in follow-up services. LLWA is also assisting Express Employment Professionals in finding temporary grain laborers.

Menard County – Christina Sugars reported there have been 13 Career and Training Services provided to 9 job seekers and participants YTD. There is currently 1 enrolled in occupational training and 8 in follow-up services.

Sangamon County – Michelle Brookens reported there have been 2,400 Career and Training Services provided to 1,346 job seekers and participants YTD. There are currently 213 enrolled in occupational training and 182 in follow-up services. LLWA has received 41 referrals from other organizations and provided 10 referrals to other organizations. Since July 1<sup>st</sup>, 315 pre-

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applications for WIOA funding have been received. Michelle Brookens asked if there were questions and there were none.

The full County Liaison reports were emailed and included with the September 2025 CEO Packet.

**2. Business Services (pgs. 17-18)**

Michelle Brookens discussed layoffs in LWIA 20. There have not been large-scale layoffs in the area, but Red Robin, Independent Childcare, and Mordue Moving & Storage have closed. Claire's is also closing all stores state-wide. There are 93 skilled nursing facilities in Illinois that are at risk of closing due to Medicaid cuts, with Aperion Care Capitol in Sangamon County being one of them. DCEO is planning outreach. Scheels Sports Park is ready to begin hiring full- and part-time workers. There are 9 participants at Richardson Manufacturing for Incumbent Worker Projects. There are two On-the-Job-Trainings, one at Andrews Tire and Service and one at Modern Brake & Alignment. Andrews Tire and Service will realize a reimbursement of \$14,079.00 at the end of the training period. Modern Brake & Alignment will realize a reimbursement of \$22,503.00. Michelle discussed job fairs, hiring events, and workshops that she has been involved with, as well as upcoming events in LWIA 20.

The full Business Services report was emailed and included with the September 2025 CEO Packet.

**3. Contractors and Special Projects (pgs. 19-21)**

Michelle Brookens reviewed the current status of LLWA's current grants and projects. The DWG QUEST II grant ends September 30<sup>th</sup>, and 107% of the enrollment goal has been met. Of those exiters, 78% have entered into high quality jobs with an average rate of pay of \$21.10. The PY'25 Supplemental State Grant will have three areas of focus, if approved: manufacturing incumbent worker projects, career exploration for in-school youth, and supporting justice-impacted individuals through TDL sector training.

Michelle Brookens then reviewed the status of the Youth Contractor projects. The total planned enrollments are 49, with ytd enrollments at 18. There are 11 out of 24 planned enrollments at Fishes and Loaves with 12 in follow-up services, and there are 7 out of 25 planned enrollments at Capital Area Career Center, with 15 in follow-up services.

The full Contractor and Special Projects reports were emailed and included with the September 2025 CEO Packet.

**4. Center Activity, Performance, and Enrollment Reports (pgs. 22-24)**

Michelle Griebler provided a summary of the Center Activity and Services provided in all five counties. Since July 1<sup>st</sup>, 2025, there have been 2,477 career and training services to 1,397 job seekers and participants. There are currently 247 current enrollments for PY' 25, with 76 being brand new participants. The performance outcomes for PY' 24 are finalized, with LLWA

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**Wednesday – September 10, 2025 at 2:30 p.m.**  
**Illinois workNet Center, 1300 S. 9<sup>th</sup> St., Springfield, IL 62703**

exceeding 13/15 measurements and meeting 2/15 measurements. Michelle Griebler reported that our performance outcomes are above the state-wide outcomes.

Michelle asked if there were questions and there were none. The full program information reports were included in the September 2025 CEO Meeting Packet.

The full Center, Performance, and Enrollment reports were emailed and included with the September 2025 CEO Packet.

**Motion to Approve Program Information Reports:** Motion made by Troy Cummings, seconded by Linda Curtin. **Motion Carried.**

**Fiscal Information, Budget, and Review:**

**1. Request for Approval of PY' 25 SSG Grant (\$199,913)**

Michelle Griebler requested approval for the PY' 25 Supplemental Grant in the amount of \$199,913. Michelle explained that, with this funding, LLWA will continue to work with manufacturers and expand incumbent worker training projects into rural areas, provide a spring youth job fair which would reach 7-10 high schools (300-500 students), and also provide CDL and/or occupational skills training to justice-impacted individuals.

**Motion to Approve PY' 25 SSG Grant:** Motion made by Linda Curtin, seconded by Troy Cummings. **Motion Carried.**

**2. Request to Transfer \$350,000 from the Dislocated Worker to Adult Fund**

Michelle Griebler requested approval to transfer \$350,000 from the Dislocated Worker to Adult funding stream. Michelle explained the need and rationale behind transferring the funds.

**Motion to Approve Transfer of \$350,000 from the Dislocated Worker to Adult Fund:** Motion made by Troy Cummings, seconded by Tom Madonia, Jr. **Motion Carried.**

**3. Expenditure and Grant Reports (pgs. 25-30)**

Diane Jones provided an overview of all current grants. Detailed information about the individual grant expenditures was reviewed, including expenditures broken down by title and county. LLWA has 3 open grants with 2 grants having been closed at the end of June 2025. The PY' 23 Formula Grant and PY'24 State Supplemental Grant are both closed, having been 100% spent. The DW Quest Grant ends September 30<sup>th</sup>, 2025 and is 99.6% expended. The PY' 24 Formula Grant ends June 30<sup>th</sup>, 2026 and is 74.6% expended and 99% obligated. The PY' 25 Formula Grant ends June 30<sup>th</sup>, 2027 and is 2.2% spent and 66% obligated. Lastly, Diane reviewed the final operating budget for PY' 24 and discussed the PY' 25 operating budget.

The full grant and expenditure reports and operating budgets were emailed and included with the September 2025 CEO Packet.

**CEO Meeting Minutes**  
**Wednesday – September 10, 2025 at 2:30 p.m.**  
**Illinois workNet Center, 1300 S. 9<sup>th</sup> St., Springfield, IL 62703**

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

**Motion to Approve Expenditure and Grant Reports:** Motion made by Linda Curtin, seconded by Troy Cummings. **Motion Carried.**

**4. Fiscal Monitoring of Contractual Youth Service Providers**

Diane Jones explained the process of monitoring our two Youth Service Providers: Fishes and Loaves and Capital Area Career Center. There were no findings at either site, though a recommendation was made for Fishes and Loaves on the timing of their work-based-learning planning and placements.

**Motion to Approve Fiscal Monitoring Results of Contractual Youth Service Providers:** Motion made by Linda Curtin, seconded by Tom Madonia, Jr. **Motion Carried.**

**Administrative Information:**

**1. Director's Report** (pgs. 31-32)

Michelle Griebler presented the Director's Report. She provided highlights of WIB, DCEO, and workforce updates, workforce assistance and county meetings, office updates, and other meetings and events.

The Director's report was emailed and included with the September 2025 CEO packet.

**2. Action Items for Approval**

Michelle Griebler reported on updates to WIB Appointments and the 2025 WIB Recertification and asked for approval of the WIB appointments and Recertifications.

**Motion to Approve WIB Appointments and Recertification:** Motion made by Tom Madonia, Jr., seconded by Troy Cummings. **Motion Carried.**

**Motion to Consolidate Remaining Action Items:** Motion made by Tom Madonia, Jr., seconded by Troy Cummings. **Motion Carried.**

**PY' 25 MOU Revisions**

Michelle reviewed and discussed all aspects of the MOU new partner and technical revision letter.

Copies of the technical revision letter and the UMOS partner memorandum were emailed and provided with the September 2025 CEO packet.

**CEO Multi-Function Agreement**

Michelle explained that the Agreement is required to be reviewed periodically, and that the last revisions occurred in 2018.

**CEO Meeting Minutes**  
**Wednesday – September 10, 2025 at 2:30 p.m.**  
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The revisions to the CEO Multi-Function Agreement would be the designation of a lead CEO and signatory authority as well as changing the Board composition requirements from a number to the required percentage.

**Motion to Approve updates to the CEO Multi-Function Agreement:** Motion made by Troy Cummings, seconded by Linda Curtin. **Motion Carried.**

The current CEO Multi-Function agreement was emailed and included in the September 2025 CEO packet. The revised agreement will be sent out for review and signatures.

**RFQ for PY' 26 MOU Negotiator (up to \$8,600)**

Michelle explained the need for a PY' 26 MOU Negotiator and the procurement process. All One Stop Partners have approved.

**Local Policy for Dislocated Workers (pg. 33)**

Michelle requested approval to add a local policy for Dislocated Workers. The proposed policy would allow an expansion of eligibility. Michelle Brookens added that the sectors proposed were based on layoffs in the area over the past year, and that DCEO has recommended LWIAs have a local policy in place. A copy of the policy was emailed and included in the September 2025 CEO packet.

**Motion to Approve Consolidated Action Items:** Motion made by Tom Madonia, Jr., seconded by Linda Curtin. **Motion Carried.**

**Executive Session:** None.

**Announcements/Upcoming Events:** (pg. 31)

Next CEO Meeting - November 12<sup>th</sup>, 2025 from 2:30 p.m. - 4:00 p.m.

Next WIB Meeting - September 15<sup>th</sup>, 2025 from 4:30 p.m. - 6:00 p.m.

**Public Comment:** None.

**Motion to Adjourn:** Motion made by Tom Madonia, Jr., seconded by Troy Cummings. **Motion Carried.**

**Meeting adjourned at 3:28 p.m.**