

WIB Meeting Minutes
Monday – September 15, 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/83872721880?pwd=W8vwoJDUEQg1opgP5IN4KblEfIZaGl.1>
Meeting ID: 838 7272 1880 | Passcode: 758841

Attendance:

WIB Members Present: Carrie Brady, Gloria Brummer, Brittany Clark, Karen Conn, Heather Cosby, Jenifer Deweese, Jason Dockter, Robert Frazier, David Lacy, Dave MacDonna, Ryan McCrady, Patty Mendoza, Suellen Morgan, Christine Novaria (Zoom) Mark Sprehe, Atlene Washington (Zoom)

WIB Members Absent: JT Britton, David Fowler, JP Fyans, Eric Guthrie, Robert Kerr, Nicole Porter, Andrea Runge, Amanda Sandner, Terri Walker, Mark Winkler, Matthew Yard

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

Meeting Called to Order: 4:33 p.m.

Welcome/Attendance/Introductions:

Roll call was taken by Guenevere Black Ford.

Approval of Minutes (pgs. 3-11)

Motion to Approve June 2025 Meeting Minutes: Motion made by Dave MacDonna, seconded by David Lacy. **Motion carried.**

Program Information:

1. County Liaison Reports (pgs. 12-17) Michelle Brookens reporting.

Cass County

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

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.

Logan County

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.

Menard County

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.

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Sangamon County

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 1st, 315 pre-applications for WIOA funding have been received. Michelle Brookens asked if there were any questions and there were none.

The full County Liaison reports were emailed, and included in the September 2025 WIB Meeting Packet.

2. Business Services (pgs. 18-19)

Michelle Brookens reported on layoffs and closures affecting LWIA 20, including Red Robin, Independent Childcare, and Mordue Moving & Storage. Claire's is declaring bankruptcy and closing 42 stores in Illinois; 5 workers from the White Oaks Mall location will be affected. Reports on cuts to Medicaid have resulted in 93 skilled nursing facilities in Illinois being at risk of closing, and included on that list is Aperion Care Capitol in Sangamon County. DCEO is planning outreach. Scheels Sports Park has opened and is hiring for full- and part-time positions. There are currently 9 participants involved in an Incumbent Worker Project at Richardson Manufacturing. There are 2 current On-the-Job Trainings, one at Andrews Tire and Service and the other at Modern Brake & Alignment. Andrews Tire and Service is realizing a 75% wage reimbursement for their trainee, which will amount to \$14,079.00 at the end of the training. Modern Brake & Alignment will realize a total of \$22,503.00 at the end of their trainee's training period. Michelle reported on the recent job fairs/hiring events/workshops LLWA has participated in, including the Taylorville/CMS Chamber Job Fair on July 9th, the Healthcare Hiring Event held at the Illinois workNet Center in Springfield on August 8th, the Regional Manufacturing Pipeline Development Workshop at Rivian on August 14th, and the Springfield Chamber Job Fair on August 26th. Upcoming events include the Fall Re-Entry Summit at Taylorville Correctional Center on September 17th, the LLCC Workforce Expo on September 25th, the Illinois Rural & Small Town Health Summit on October 15th, the Logan County CareerSpark Event on October 17th, and others.

3. Contractors and Special Projects (pgs. 20-21)

Michelle Brookens reported on the status of the QUEST II Grant, which has met 109% of the enrollment goal. To-date 78% of participants have exited into high quality jobs with an average hourly rate of pay of \$21.10. The PY' 24 State Supplemental Grant (SSG) funded 3 projects, all of which were successful. The PY' 24 SSG focused on Incumbent Worker Training for rural manufacturers, providing support for 143 employees of 6 manufacturers,

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24 low-income single parents, and virtual reality career exploration headsets and software for 10 rural middle schools.

Michelle reported updates on the current Youth Provider Contracts. Total planned enrollments across all providers are 49 and there are currently 18 participants enrolled. Fishes and Loaves has 11 out of 24 planned enrollments, and those 11 will complete their training on September 18th, 2025. There are 5 participants enrolled in Work-Based Learning/On-the-Job Trainings at Springfield Suites, and 12 in follow-up services. Capital Area Career Center has 7 out of 25 enrollments. Those participants will be earning OSHA 10, EPA 608, and/or AWS (American Welding Society) credentials. There are 15 in follow-up services.

The full reports were emailed and included in the September 2025 WIB Meeting Packet.

4. Center Activity, Performance, & Enrollment Reports (pgs. 23-25)

Michelle Griebler reported that LLWA has, since July 1st, 2025, provided 2,477 career and training services to 1,397 customers, job seekers, claimants, and participants. There are currently 247 individuals enrolled in occupational skills training. Michelle then presented the final performance outcomes for PY' 24. LLWA exceeded 13/15 performance measures and met 2/15. The performance of LWIA 20 is above the state-wide outcome levels for Adults, Dislocated Workers, and Youth. The Annual Report for PY' 24 will be presented at the November WIB Meeting.

The full reports were emailed and included in the September 2025 WIB Meeting Packet.

Motion to Approve Program Reports: Motion made by Ryan McCrady, seconded by Jenifer Deweese. **Motion Carried.**

Fiscal Information and Review:

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

Michelle Griebler explained that DCEO has received funds from the Illinois General Assembly which it has allocated to each workforce area. Michelle requested approval to apply for and receive the Supplemental State Grant funding in the amount of \$199,913. This grant will be used for support for rural manufacturers, organize a Youth job fair in partnership with the Chamber of Commerce and local school districts, serving 7-10 high schools, and also provide commercial truck driver training for individuals impacted by the justice system. Michelle requested approval of the PY' 25 SSG Grant.

Motion to Approve State Supplemental Grant: Motion made by Gloria Brummer, seconded by Carrie Brady. **Motion Carried.**

2. Request to Transfer \$350,000 Formula Funds from Dislocated Worker to Adult

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Michelle Griebler requested approval to transfer \$350,000 from the dislocated worker to Adult/Low Income funding stream. Efforts to target dislocated workers are under way, but the primary population served is from the Adult/Low Income category. Michelle also explained the requirements by which Formula grants are required to be 80% obligated by the end of their first year, and added that the transfer will allow us to reach that 80% requirement.

Motion to Approve Transfer of \$350,000 from Dislocated Worker to Adult Funding Stream: Motion made by David Lacy, seconded by Gloria Brummer. **Motion Carried.**

3. Expenditure and Grant Reports (pgs. 26-31) Diane Jones

Diane Jones reviewed and summarized the all reports, including active grants and closed grants. The 23 QUEST Grant expires on September 30th, and it is 99.6% expended. The PY' 24 Formula Grant is 99% obligated and 74.6% expended. The PY' 25 Formula Grant is 66% obligated and 2.2% expended. Diane then discussed a detailed summary of the PY' 24 and PY' 25 Formula Grants including expenditures by admin cost, Youth, Adult, and Dislocated Worker, and the total expenditures of LLWA. Diane explained the requirement that Formula Grants must be 80% obligated at the end of the first year, and explained what that amount would be before and after the transfer of \$350,000 from Dislocated Worker to Adult. Detailed grant information broken down by county was also reviewed and the expenditures roughly correspond to each county's population. LLWA is required to keep operating expenses less than 50%, and we are currently at 39.07%. Diane then reported on the operating budget from PY' 24, of which we spent 80% of the budget. The PY'25 budget was also discussed, and Diane explained that, at 2 months into the 12-month grant period, we could be at 16.67% of our operating budget and we are currently under budget at 10% expended. The full Fiscal Information Reports were included in the September 2025 WIB Meeting Packet. Time for Q & A was also provided.

Motion to Approve Expenditure and Grant Reports: Motion made by Jenifer Deweese, seconded by Brittany Clark. **Motion Carried.**

4. Fiscal Monitoring of Contractual Youth Service Providers

Diane Jones reported on the monitoring of the Contractual Youth Service Providers. There were no fiscal findings. There were recommendations made about being timelier in spending their funding and outreach to reach more prospective students. Diane requested approval for the Fiscal Monitoring of Contractual Youth Service Providers.

Motion to Approve the Fiscal Monitoring of Contractual Youth Service Providers Report: Motion made by Dave MacDonna, seconded by Karen Conn. **Motion Carried.**

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Administrative Information:

1. Director's Report (pgs.32-33)

Michelle Griebler provided administrative updates for LWIA 20. Michelle reviewed the WIB biannual recertification requirements, and thanked members for timely returning their Recertification Appointment Forms and Open Meetings Act Training certificates. Michelle also reminded members of in-person quorum requirements and timely RSVPs.

On July 9th, the Deputy Director from the Office of Employment and Training of DCEO visited the workNet Center along with the Program Manager for the Central Region. The visit went well, with meetings also scheduled with the WIB Board Chair and HR Director at Richardson Manufacturing. The Sangamon County Public Health Building was also toured, as it may be the future home of the Sangamon County Community Center including the One-Stop.

Status updates on funding, potential CRs, and/or shutdown were also provided.

Michelle then reported on the status of a new Career Planner that has been hired to fill the Logan County Liaison position as well as a Business Services Representative. That leaves one vacancy for the Christian County Liaison/Career Planner.

Michelle reviewed and discussed the PY' 25 MOU approval status with each of the technical revisions and the addition of the new UMOS MOU partner effective 10/01/25. A copy of both the letter and UMOS Expansion Memo were provided via email, and hard copies before the meeting.

The full Director's Report, letter, and memo were included in the September 2025 WIB Meeting Packet. Michelle requested approval of the PY' 25 One-Stop Partner MOU Revisions.

Mark Sprehe offered the option of consolidating the remaining action items. There were no objections.

Motion to Consolidate Remaining Action Items (PY' 25 One-Stop Partner MOU Revisions, RFQ for PY' 26 MOU Negotiator, & Local Policy for Dislocated Workers): Motion made by David Lacy, seconded by Ryan McCrady. **Motion Carried.**

Michelle reviewed and explained the need for an independent PY' 26 One Stop MOU Negotiator, the requirements, and the timeline by which modifications are to be made. All One Stop Partners have also agreed to release an RFQ in the fall of 2025, and have budgeted a maximum of \$8,600 for the PY' 26 Negotiator. Michelle requested approval to release an RFQ for an independent MOU Negotiator with a budget of \$8,600.

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Michelle then discussed the reasons for adding an additional local policy for Dislocated Workers (pg. 34). Adding the provided local policy for substantial layoff was suggested by DCEO, and will expand the Dislocated Worker eligibility criteria. Workers laid off from targeted sectors (Healthcare, Child Care, Hospitality/Food Service, and Government) would be able to receive Dislocated Worker services. There was discussion on the sectors and definition of substantial layoff.

Motion to Approve Administrative Information, Director’s Report, and Consolidated Action Items: Motion made by Jason Dockter, seconded by Suellen Morgan. **Motion Carried.**

Around the Table:

Michelle Griebler shared the flyer for the open grain laborer positions in Lincoln, IL, which are being sourced through Express Personnel Services. LLWA is assisting with outreach.

There was additional discussion around the August 5th meeting with the Springfield Chamber and workforce development for high school students in the workforce area.

Announcements/Upcoming Events:

Next CEO Meeting 11/12/25 - 2:30 p.m. to 4:00 p.m.

Next WIB Meeting 11/17/25 - 4:30 p.m. to 6:00 p.m.

Public Comment: None.

Motion to Adjourn: Motion made by Dave MacDonna, seconded by Jenifer Deweese.
Motion Carried.

Adjournment: Meeting adjourned at 5:27 p.m.