

CEO Meeting Minutes
Wednesday – November 18, 2025 at 2:30 p.m.
Illinois workNet Center, 1300 S. 9th St., Springfield, IL 62703

Attendance

CEOs: Linda Curtin, Troy Cummings, Tom Madonia Jr., Ramona Douglass

CEOs Not in Attendance: James Glenn

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

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

Welcome/Attendance/Roll Call: Roll Call was taken by Guenevere Black Ford.

Approval of Minutes: (pgs. 2-6)

Michelle Griebler explained that a correction to the September Meeting Minutes needed to be made on page 4, under Fiscal and Grant Reports. The second to the last sentence needed omitted due to it being unrelated to the Grant Reports. It was likely an accidental copy and paste error when editing the minutes. Michelle asked if there were other corrections that needed to be made or any questions, and there were none.

Motion to Approve September 2025 CEO Minutes with Described

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

Program Information:

1. County Liaison Reports (pgs. 7-12)

Cass County

Christina Sugars reported that there have been 25 Career and Training Services provided to 16 job seekers and participants. There are currently 9 enrolled in occupational training and 7 in follow-up services. Christina also provided community updates, including updates regarding spring courses for the Beardstown LLCC location, a Manufacturing Day event to be held at Beardstown High School on November 17th, and current job openings in Cass County to include positions at JBS, Embrace Life, DD Homes, and more.

Christian County

Michelle Griebler reported on Christian County as the Christian County Liaison position is still vacant. The delay in hiring was due to the federal government shutdown. Michelle reported that there have been 37 Career and Training Services provided to 25 job seekers and participants. There are currently 12 enrolled in occupational training and 11 in follow-up services. The Taylorville DHS continues to

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refer services to LLWA. Michelle provided community updates such as Page's Autobody having reopened in October, registration for LLCC Taylorville opening for Spring 2026, LLWA having participated in the 2025 College Fair at Taylorville High School, and LLWA providing a virtual workshop with IDES to returning citizens at Taylorville Correctional Center.

Logan County

Michele Louis introduced herself as the new Logan County Career Planner. She reported that there have been 24 Career and Training Services provided to 19 job seekers and participants. There are currently 10 enrolled in occupational training and 8 in follow-up services. Michele reported that there is one participant expected to start at St. John's College of Nursing on January 12th. Michele attended the CareerSpark event for students on October 17th, and there were 246 students in attendance.

Ramona Douglass joined the meeting at 2:38 p.m. after a traffic delay.

Menard County

Christina Sugars reported that there have been 24 Career and Training Services provided to 17 job seekers and participants. There is currently 1 participant enrolled in occupational training and 7 in follow-up services. Christina is working with one participant to start the Lincoln Land Community College Auto Tech Program on January 12th. Christina also provided community updates, including having attended two events at high schools to promote training opportunities, announcing the next Menard County Coordinating Council Meeting, and job openings.

Sangamon County

Michelle Brookens reported that there have been 4,798 Career and Training Services provided to 2,628 job seekers and participants. There are currently 212 enrolled in occupational training and 161 in follow-up services. Healthcare remains the most popular training occupation. LLWA has received 65 referrals from Partner organizations and provided 17 referrals. Since July 1st, 541 pre-applications for funding have been received.

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

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2. Contractors and Special Projects (pgs. 14-17)

Michelle Brookens reported that the second and final remaining QUEST Grant has been fully spent. 107.7% of the enrollment goal was met with 84/78 participants having trained in high demand industries. Michelle discussed the enrollment statistics for the QUEST enrollments. Michelle then presented on the PY' 25 Supplemental Grant, which has three areas of focus: Manufacturing Incumbent Worker Projects, Workforce Exploration for High School Students, and Individualized CDL Training for Justice-Touched Individuals. The Supplemental Grant runs from 7/01/25 to 6/30/26. LLWA has also received an Apprenticeship Specialist Grant with which LLWA has hired Stephanie Danielson as an Apprenticeship Specialist. Along with the hiring of an Apprenticeship Specialist, with this grant LLWA seeks to develop 5 new registered apprenticeship programs and meaningful business connections, provide monetary incentives to businesses, develop at least 1 new pre-apprenticeship program, engage employers regarding apprenticeship opportunities, and conduct outreach events such as seminars, workshops, and more. The Apprenticeship Specialist Grant runs from 7/01/25 to 6/30/26.

Michelle also discussed the 1E Rapid Response Grant, with which LLWA has an MOU with LWIA 17 to provide a regional partnership across 4 local workforce areas including Champaign, Decatur, Bloomington, and Springfield. This is a pilot project to provide a framework for LWIA partners and local workforce areas to support the manufacturing sector based on feedback from the Illinois Manufacturing Association and the Illinois Manufacturing Excellence Center. Included in this project will be outreach to current manufacturing workers, career services for job seekers, leveraging Partners for outreach, reviewing training providers, and an overall continuous improvement system for how workforce development services are provided to job seekers, workers, and employers. The 1E Rapid Response Grant runs from 10/01/2025 to 9/30/2026 with a possible second year extension.

Michelle Brookens then reported on Youth Provider Contracts. Total planned enrollments across all providers are 49 and there are currently 24 participants enrolled. Fishes and Loaves has 17 out of 24 planned enrollments, with 6 participants scheduled to complete training on 11/18/2025. There are 5 PY' 24 carryover participants who completed their On-The-Job Training/Work-Based-Learning at Springfield Suites. There are 14 participants enrolled in follow-up services. Capital Area Career Center has 7 out of 25 enrollments with participants

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earning OSHA 10, EPA 608, and/or American Welding Society credentials. There are 8 participants enrolled in follow-up services.

3. Business Services (pg. 13)

The Business Services Report was presented after the Contractors and Special Projects Report.

Michelle Brookens reported on layoffs and closures affecting LWIA 20, including Wiley Office Furniture, Lincoln Cab Company, and Top Cats Chill & Grill. The number of workers affected by federal layoffs and the lapse in federal funding increased from 26 workers to 3,004 as reported on the Illinois Employment Business System (IEBS) website. Michelle mentioned the Springfield Business Journal report on new restaurants and businesses, and also reported on the opening of the Scheels Sports Park and the hiring event we hosted on site in October. There is a new owner for White Oaks Plaza. Michelle discussed the current On-The-Job Trainings at Andrews Tire and Service and Modern Brake & Alignment. Michelle asked CEOs to refer any employers/businesses who would be interested in a Youth OJT opportunity to reach out to her. Michelle explained methods for allowing a Youth participant who is living at home to qualify for training eligibility. LLWA is also looking for a Youth or Dislocated Worker to staff the Resource Room Work Experience Position. Michelle listed the job fairs/hiring events/workshops that LLWA has participated in or hosted, and she highlighted the upcoming CACC Career Fair.

4. Center Activity, Performance, and Enrollment Reports (pgs. 18-20)

Michelle Griebler reported that LLWA has provided 4,908 career and training services to 2,705 job seekers, participants, and claimants across the five counties. There were 243 enrollments as of 10/31/2025 with 129 new enrollments as of 07/01/2025. Michelle presented the preliminary performance outcomes for the first quarter of PY' 25. LLWA is currently meeting 12/15 performance measures and exceeding 3/15.

Michelle Griebler asked if there were questions on any of the presented program information, and there were none.

The full Program reports were emailed and included with the November 2025 CEO Packet.

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

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Fiscal Information and Review:

1. Expenditure and Grant Reports (pgs. 21-25)

Diane Jones reviewed and summarized all active and closed grants. The 23 DWG QUEST Grant was closed on 09/30/25 and was 100% expended. Diane gave an overview of the 3 additional grants: the 2025 Apprenticeship Grant, the 2025 Central IL 1E Grant, and the 2025 State Supplemental Grant. The two larger grants are the PY' 24 Formula Grant and the PY' 25 Formula Grant. The PY' 24 Formula Grant is 89% expended and 100% obligated. It will end 06/30/2026. The PY' 25 Formula Grant is 15.2% expended and 72% obligated, and the grant requires the amount obligated to be 80% at the end of the first year. It will end on 06/30/2027. Diane then presented a detailed summary of the PY' 24 and PY' 25 Formula Grant expenditures by admin cost, Youth, Adult, and Dislocated Worker. Diane discussed the extra expenditures on WBT for the PY' 24 Formula Grant, which will be beyond the 20% required. Diane discussed the same requirement for the PY' 25 Formula Grant that requires LLWA to spend at least 20% of Youth money on WBT. LLWA is currently only obligated at about \$98,000, and will be required to reach about \$166,000 by the end of the grant. Detailed grant information broken down by county was also reviewed. LLWA is required to keep operating expenses for Adult and Dislocated Workers less than 50%, and we are currently at 35.06%. The PY' 25 Operating Budget was also discussed, and at 4 months into the program year, we should be 33.33% expended on our operating budget, but we are under budget at 25% expended. Diane also noted that almost \$15,000 has been paid by our other open grants to offset the operating costs.

2. 2026 County Budget (pgs. 26-28)

Diane Jones explained that the Sangamon County fiscal year runs from December 1st to the end of November. Diane presented and explained the budget amounts for LLWA for the current PY' 25 and the budget beginning December 1st, 2025 to November 30th, 2026. History of the county budgets going back to 2021 was also provided as comparison for CEO review.

Diane asked if there were any questions on the Expenditure and Grant Reports or the 2026 County Budget. There were none.

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Motion to Approve Expenditure and Grant Reports: Motion made by Tom Madonia, Jr., seconded by Ramona Douglass. **Motion Carried.**

Motion to Approve 2026 County Budget: Motion made by Linda Curtin, seconded by Tom Madonia, Jr. **Motion Carried.**

Tom Madonia, Jr. departed the Meeting at 3:00 p.m. CEOs in attendance remained in quorum.

Administrative Information:

1. Director's Report (pgs. 29-30)

Michelle Griebler informed CEOs that the November WIB Meeting as well as the Annual Individual Achievement and Business Leadership Awards Ceremony were held the evening prior to the CEO Meeting, on November 17th, 2025. Michelle shared the 2025 Awards Packet. The event was well attended both by awardees and Board Members.

Michelle Griebler reported that LLWA is seeking a Board Member replacement for the healthcare sector for Springfield Clinic. She asked CEOs to share recommendations with her, Mark Sprehe, or Guenevere Black Ford.

Michelle reported that LLWA was not overly negatively affected by the federal government shutdown. However, there still could be delays as federal workers return.

The required MOU revisions approved at the September WIB Meeting were submitted to DCEO on October 16th. The annual DCEO fiscal and programmatic monitoring will begin on the week of December 8th.

LLWA has been involved with many workforce meetings and hiring events since September. The Regional Partner Meeting was held the morning of the CEO Meeting, on November 18th, at 9:00 a.m. An all-Partner Front-Line Staff Training will be held on November 20th and a Business Services Team Meeting on November 21st.

Stephanie Danielson was hired as the Business Services Representative/Apprentice Specialist. There is still one vacancy for the Christian County Liaison/Career Planner. Annual employee performance evaluations were completed in October. The move to the Sangamon County Community Center is still being planned for and meetings and plan revisions are still ongoing. Sangamon County officials hope to begin remodeling and expanding in the Spring of 2026.

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Michelle also briefly reviewed the PY' 24 Annual Report which was provided as a hard copy and via email to CEOs. For PY' 24, LLWA provided a total of 12,834 services to 7,908 individuals. Almost 400 individuals received funding across 28 occupational areas and by 24 training providers. LLWA exceeded 13 out of 15 performance goals. In all 15 performance goals, LLWA exceeded the State outcomes. Michelle invited CEOs to reach out to her with any questions on the Annual Report.

2. RFP for PY' 26 Out-of-School Youth Programs

Michelle Griebler requested approval to release a Request for Proposal for out-of-school Youth programming which will begin in July 1st, 2026. The contract amount awarded will depend on the final funding allocations received for PY' 26, but the programs are generally awarded between \$300,000 and \$400,000. An updated amount will be determined based on the funding allocations for the upcoming program year and communicated during the March meeting. LLWA currently works with CACC and Fishes and Loaves. The RFP will be released in January, and updates will be provided at the March CEO Meeting.

Motion to Approve RFP for PY' 26 Out-of-School Youth Programs:
Motion made by Troy Cummings, seconded by Linda Curtin. **Motion Carried.**

Motion to Approve Director's Report: Motion made by Linda Curtin, seconded by Ramona Douglass. **Motion Carried.**

Executive Session: None.

Announcements/Upcoming Events: (pgs. 31-33)

Next WIB Meeting 03/16/2026 - 4:30 p.m. to 6:00 p.m.

Next CEO Meeting 03/11/2026 - 2:30 p.m. to 3:30 p.m.

Public Comment: None.

Motion to Adjourn: Motion made by Troy Cummings, seconded by Linda Curtin. **Motion Carried.**

Adjournment: Meeting adjourned at 3:11 p.m.