

WIB Meeting Minutes
Monday – November 17, 2025 at 4:30 p.m.
Northfield Inn and Conference Center, 3280 Northfield Drive, Springfield, IL 62702

Attendance:

WIB Members Present: Carrie Brady, JT Britton, Brittany Clark, Karen Conn, Jenifer Deweese, Jason Dockter, David Fowler, Robert Frazier, JP Fyans, Robert Kerr, David Lacy, David MacDonna, Patty Mendoza, Suellen Morgan, Christine Novaria, Andrea Runge, Amanda Sandner, Mark Sprehe, Terri Walker, Atlene Washington

WIB Members Absent: Gloria Brummer, Heather Cosby, Eric Guthrie, Ryan McCrady, Nicole Porter, Mark Winkler, Matthew Yard

Staff and Guests in Attendance: Michelle Griebler, Michelle Brookens, Diane Jones, Guenevere Black Ford, Carlleen Benoit, Christina Sugars, Michele Louis, Mike Twist, Stephanie Danielson

Meeting Called to Order: 4:31 p.m.

Welcome/Attendance/Introductions:

Mark Sprehe, WIB Chair, substituted roll call for the sign in sheet, and directed WIB Members to ensure they signed in. All members present did sign in, and a quorum was reached before the meeting began.

Approval of Minutes (pgs. 3-8)

Motion to Approve September 2025 Meeting Minutes: Motion made by JT Britton, seconded by Dave MacDonna. **Motion Carried.**

Program Information:

1. County Liaison Reports (pgs. 9-14) Michelle Brookens reporting.

Cass County

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.

Christian County

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. Michelle Brookens announced that the Christian County Liaison/Career Planner position is still open.

Logan County

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. Michelle Brookens announced that Michele Louis has been hired as the Logan County Liaison/Career Planner, and that Michele Louis will be in Logan County on Thursdays.

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Menard County

There have been 24 Career and Training Services provided to 17 job seekers and participants. There is currently 1 Menard County resident enrolled in occupational training and 7 in follow-up services.

Sangamon County

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.

2. Business Services (pg. 15)

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. 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. Michelle discussed the current On-The-Job Trainings at Andrews Tire and Service and Modern Brake & Alignment. Michelle listed the job fairs/hiring events/workshops that LLWA has participated in or hosted, and she highlighted the upcoming CACC Career Fair.

3. Contractors and Special Projects (pgs. 16-19)

Michelle Brookens reported that both QUEST grants have been completed and shared the statistics of the QUEST enrollments. The PY' 25 Supplemental Grant began on 7/1/2025 and has three areas of focus: manufacturing incumbent worker projects, workforce exploration for high school students, and individualized CDL training for justice-touched individuals. Michelle provided information on the status of each area of focus. Michelle also provided an update on the Apprenticeship Specialist Grant. LLWA has hired Stephanie Danielson as the Apprenticeship Specialist, and the program activities and goals of the Apprenticeship Specialist Grant include the development of 5 new registered apprenticeship programs, developing or expanding registered apprenticeship programs, providing monetary incentives to businesses to expand or develop such programs, the development of at least 1 new pre-apprenticeship program, engagement with employers for the purpose of adopting an apprenticeship model, and attending outreach events, workshops, and meetings. The Apprenticeship Specialist Grant runs from 07/01/2025 to 06/30/2026. Michelle then reported on the MOU with LWIA 17 1E Rapid Response Grant. 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. There will be 4 LWIAs collaborating, including those which service Champaign, Decatur, Bloomington, and Springfield. 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

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improvement system for how workforce development services are provided to job seekers, workers, and employers. This project will run from 10/01/2025 to 09/30/2026 with a possible second year extension.

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

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

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

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 reports were emailed and included in the November 2025 WIB Meeting Packet.

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. 23-27)

Diane Jones reviewed and summarized all active and closed grants, the allocated expenditures, and the PY' 25 operating budget. 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 gave an overview of the 3 additional grants: the 2025 Apprenticeship Grant, the 2025 Central IL 1E Grant, and the 2025 State Supplemental Grant. Diane then presented a detailed summary of the PY' 24 and PY' 25 Formula Grant expenditures by admin cost, Youth, Adult, and Dislocated Worker. 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 at 33.33% expended on our operating budget, but we are under budget at 25%

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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. 28-30)

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 the current program year and the county budget beginning December 1st, 2025 to November 30th, 2026. History of the county budgets going back to 2021 was also provided as comparison for Board review.

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

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

Motion to Approve 2026 County Budget: Motion made by Jenifer Deweese, seconded by Robert Kerr. **Motion Carried.**

Administrative Information:

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

Michelle Griebler reported that LLWA is seeking a Board Member replacement for the healthcare sector for Springfield Clinic. She asked Board Members 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.

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 the week of December 8th.

LLWA has been involved with many workforce meetings and hiring events since September. The next Regional Partner Meeting will be held virtually the day following the WIB Meeting, 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.

LLWA has hired Michele Louis as the Logan County Liaison/Career Planner and Stephanie Danielson as the Business Services Representative. 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.

Michelle also briefly reviewed the PY' 24 Annual Report which was provided as a hard copy to Board Members. For PY' 24, LLWA provided a total of 12,834 services to 7,908

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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 goal areas, LLWA exceeded the State outcomes as a whole. Michelle invited Board Members 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. However, we are generally awarded between \$300,000 and \$400,000. The RFP will be released in January, and updates will be provided at the March WIB Meeting.

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

Motion to Approve RFP for PY' 26 Out-of-School Youth Programs: Motion made by Robert Kerr, seconded by Andrea Runge. **Motion Carried.**

Announcements/Upcoming Events: (pgs. 33-35)

Mark Sprehe announced that the 2025 Awards Ceremony will commence after the meeting and a short break.

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

Next CEO Meeting 11/18/2025 - 2:30 p.m. to 3:30 p.m. - Rescheduled from 11/12/2025

Public Comment: None.

Motion to Adjourn: Motion made by Dave MacDonna, seconded by Jason Dockter. **Motion Carried.**

Adjournment: Meeting adjourned at 5:02 p.m.