**Local Workforce Innovation Area 23 Quarterly Board Meeting**

Monday, June 17, 2024 – 6:00 pm

**CEFS Office▪1805 S Banker St. Effingham**

**Chair: Gareld Bilyew**

**Vice Chair: Jason Warfel**

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| **Members present:**  Gareld Bilyew, Casey Burgholzer (video), Kevin Bushur, Bryan Cannon, Mike Conrad, Sandy Deters, Cassi Igert (video), Carolynne Jorgenson (video), Mandy Martin (video), Julie Obermark (Joy Fitts), Deborah Reed, Denise Smith (video), Chris Strohl, Kim Taylor, Carol Tracy, Jason Warfel, Courtney Yockey |  |
| **Members Absent:** Jim Bolin, Kevin Buenker, Aaron Hacker, Josh McElravy, Lori Poorman, Roy Shelley, Austin Zwilling  **Others Present**:  Kelly Denton, Jamie Corda Hadjaoui, Devon Kroeger (video), Debbie Whitacre, Elaine Nuding, Bryan Ellis, Nancy Purdy, Jim Brewer, Debbie Smith, Jeff Voigt, Todd Beard, Bill Burke (video), Josh Douthit (video), Josh Roe (video), Kala Lambert (video), Dr. Josh Bullock |  |

**Welcome - Call to Order:**

The regularly scheduled meeting of the LWIA 23 Board was called to order at 6:00 pm on Monday, June 17, 2024 by Chair Bilyew. Roll call read by Debbie Whitacre. Quorum Present.

**Meeting Minutes Approval:**

A correction was noted that for the May 6th minutes, under the RFP Recommendation-Title I Service Provider section, Kevin Bushur abstained from that vote as was stated in the Conflict of Interest agenda item. The minutes will be updated to reflect this correction in both sections. After no additional changes were stated, Sandy Deters made a motion to approve the minutes from the March and May meetings with the correction. Mike Conrad seconded the motion. Motion carried.

**Conflict of Interest Disclosure:**

Chair Bilyew asked for any conflicts of interest, no conflicts disclosed. Kevin Bushur announced that he would be abstaining from the votes on the Proposed Service Provider Contract and the PY24 Budget Approval.

**Board Training:**

Jamie Corda Hadjaoui provided a WIOA Governance training from DOL that reviewed the roles and responsibilities of the Board and CEOs. The purpose and vision for the LWIB and workforce system in general were highlighted. The shared functions of the Board and CEOs were pointed out as well as the separate duties of the Board, One-Stop Operator, staff to the Board, as well as the fiscal agent.

**Service Provider Report:**

Elaine Nuding, on behalf of Kelly Denton, reported that they are continuing to add on participants in all areas except Youth In-School. CEFS received compliments from DCEO on their recordkeeping at the recent monitoring, with only 2 minor issues noted. There have been several layoff events in our area since the last meeting including Medline in Vandalia, Ardens John Deere in Ashmore, and Metrics Works in Effingham. Wabash Produce in Farina is still exploring many options for their employees after a fire devastated their company as they want to try to retain as many employees as possible while they rebuild. An updated performance measures sheet was passed out showing that they are meeting or exceeding all measures after the system updated this weekend. The updated CEFS Youth recruitment plan was also passed out as enrollment is ongoing as they continue to look for out-of-school youth to serve. 25 youth work experience has been added since April with 19 still currently in the program. Lastly, CEFS in the next fiscal year hopes to increase transportation reimbursement for the participants.

**Success Stories**

Jamie explained the process to vote for the best success story in the booklets that were passed out. The winner will then be invited to attend the State awards banquet in the fall.

**Fiscal Agent Report**

Jamie discussed the new formula allocations for our area with a 6.7% increase for LWIA 23. Charts were also shown demonstrating the grant recipient budget versus the formula funding. A list of Incumbent Worker projects was displayed highlighting how it was a banner year for the number of projects we had in the works over the last year. Updates were given on the apprenticeship grant and the application for the next round, Supplemental grant, 1E Emergency Dislocated Worker grant, as well as DCEO Fiscal Monitoring. To conclude, there will be a webinar on June 24th regarding WIOA Reauthorization.

**Committee Reports:**

**Oversight/Planning:**

Chair Mike Conrad stated that the committee met on June 13th where they reviewed the usual reports. However, most of the meeting was spent talking about the service provider contract. The committee is recommending extending the current contract by 90 days while working on changes to the wording of the proposed contract.

**Youth:**

Jamie filled in and stated that Justin Arnold from LWIA17 talked about the recent restructuring of the youth program and committee in his workforce area. A work group wants to look into youth engagement in the program. A report was given on youth activities and Mandy at SPERO wants to connect with CEFS about potential youth out-of-school collaboration.

**Consortium:**

Chair Kevin Bushur said that the committee met earlier and Carol Tracy gave training on all the various services ERBA has to offer. The Consortium is recommending the One-Stop be recertified. A Business Services update was given and the MOU was submitted. Lastly, a One-Stop Operator report was given.

**Executive:**

Chair Gareld Bilyew reported that the Executive Committee met last week and approved the fiscal year budget to recommend to the full Board.

Courtney Yockey made a motion to approve the committee reports as presented, Deb Reed seconded. Motion carried.

**One Stop Recertification**

Chair Bilyew explained the recertification process, which involved doing a site visit, and minor recommendations were made. Interviews with CEFS personnel were done and the team was very impressed with the experience and knowledge that the Career Planners demonstrated. The Consortium voted earlier to recommend recertifying at their meeting. Carol Tracy made a motion to approve the recertification and Chris Strohl seconded the motion. Motion carried.

**Proposed Service Provider Contract**

Chair Bilyew stated that the Planning & Oversight committee recommended a 90-day extension of the current contract to allow time to work thru the proposed changes of the new contract. Bryan Ellis from DCEO stated that their concern is that the contract has stalled and we need to have an interim plan in place to maintain continuity of services. A committee will be reviewing the contract language, with the P&O committee recommending the Executive committee being the ones since it includes Board and CEOs. This plan would thus not affect services with the goal to keep Board members informed throughout the process. Courtney Yockey made a motion to approve the 90-day extension of the current contract and move the new contract to the Executive Committee to work on for Board approval and Carol Tracy seconded the motion. Roll call vote. Kevin Bushur abstained. Motion carried.

**PY24 Budget Approval**

Debbie Whitacre discussed the budget. It has an overall 7% decrease mainly due to the change in wages for the future WIOA Operations Coordinator position. Lake Land College did approve a salary increase for Board staff of 4% that is factored in while most other categories remained unchanged. The Apprenticeship Expansion budget was also sent out based off of what was requested from the State but may change based on what the State approves for our area after reviewing all areas’ applications. A question was posed on if the grant recipient were to change, what language exists for that situation and it was stated that there is a 60-day written notice clause. Jason Warfel made a motion to approve the budget as presented, Sandy Deters seconded. Roll call vote. Kevin Bushur abstained. Motion carried.

**Election of Next Year’s Officers:**

Chris Strohl spoke on behalf of the Nominating Committee, which has nominated Gareld Bilyew as Chair and Jason Warfel as Vice Chair for next year. No additional nominations were made from the floor. Carol Tracy made a motion to accept the nominations, Kevin Bushur seconded. All in favor, motion passed.

**Next Year’s Meeting Schedule:**

The meeting schedule for the next fiscal year was proposed. Chair Bilyew asked for any comments. It was noted that December is sometimes moved up a week, however this proposed schedule, when compared to other years, did not based on when Christmas fell. None were voiced so Mike Conrad made a motion to approve the schedule. Kim Taylor seconded the motion. Voice vote was unanimous, motion carried.

**Other Business/Member Opportunity to Share:**

Sandy Deters shared there will be a webinar in honor of National Homeownership Month on June 25th. Kevin Bushur stated that the Continuum of Care Board partnered with ERBA and LWIA’s 21 & 23 to apply for a two-year grant to address homelessness. Courtney Yockey shared that there will be a State of the Region webinar on July 25th.

**Public Comment:**

Bryan Ellis appreciated the training given on the roles and responsibilities. DCEO will be performing technical assistance in July for LWIA23 Board and CEOs in conjunction with information given tonight. More information to follow once it is available.

**Adjournment:**

Meeting was adjourned at 7:22 pm. Mike Conrad made the motion, Carol Tracy seconded. Motion carried.