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

Monday, September 16, 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, Jim Bolin, Casey Burgholzer (video), Kevin Bushur (video), Bryan Cannon, Sandy Deters, Carolynne Jorgenson (video), Mandy Martin (video), Josh McElravy, Julie Obermark, Deborah Reed, Denise Smith (video), Chris Strohl, Carol Tracy, Jason Warfel, Courtney Yockey (video)  |  |
| **Members Absent:** Kevin Buenker, Mike Conrad, Aaron Hacker, Cassi Igert, Joy Fitts, Lori Poorman, Roy Shelley, Kim Taylor, Austin Zwilling **Others Present**:Kelly Denton, Jamie Corda Hadjaoui, Devon Kroeger, Debbie Whitacre, Elaine Nuding, Nancy Purdy, Jim Brewer, Debbie Smith, Jeff Voigt, Todd Beard, Joy Kaurin, Kala Lambert, Tina Pearcy, Joy Kaurin, Cindy Mayer |  |

**Welcome - Call to Order:**

The regularly scheduled meeting of the LWIA 23 Board was called to order at 6:00 pm on Monday, September 16, 2024 by Chair Bilyew. Roll call read by Debbie Whitacre. Quorum Present.

**Meeting Minutes Approval:**

After no questions or changes posed, Sandy Deters made a motion to approve the minutes from the June meeting. Julie Obermark seconded the motion. Motion carried.

**Conflict of Interest Disclosure:**

Chair Bilyew asked for any conflicts of interest. Kevin Bushur announced that he would be abstaining from the vote on the PY24 Budget Approval.

**September – Workforce Development Month:**

Chair Bilyew as Chair of the LWIA 23 Board declared September as Workforce Development Month. This is a great way to honor those individuals involved with workforce development.

**Committee Reports:**

**Oversight/Planning:**

Vice-Chair Chris Strohl stated that the committee met on September 12th at 4:30 pm. They reviewed/discussed the Grant Recipient and Fiscal Agent Reports as well as the performance and monitoring reports. The budget was also discussed as well as the update on Board appointments and reappointments.

**Youth:**

Vice-Chair Kala Lambert stated that they met earlier today. The new LWIA 23 Director will assist with directing the committee’s path. There are 2 vacancies for the Private sector and looking at possibly seeking board members to fill.

**Consortium:**

Chair Kevin Bushur stated that Adam Flack from DRS provided training for programs offered to individuals with disabilities or who may need extra assistance. Kevin recommended Adam speak to the full Board at a future meeting on services DRS provides.

Devon Kroeger provided updates on the Business Services Team. The team met on July 17th, August 21st, and the next one will be on Sept 18th at 1:00 p.m. online. Freddie Buckingham will be leading these meetings until the C.E.F.S Business Coordinator is up to speed. The last couple of meetings have had great turnout and the overall sharing of upcoming events and information has been great. Devon is hopeful that the BST will continue to thrive and grow in efforts to support the local workforce and partners.

There was a Talent Pipeline Management (TPM) manufacturing collaborative held on July 23rd at the Effingham Public Library. There were 10 in attendance and 4 from our local manufacturing partners. Businesses are having difficulty keeping employees in those demanding positions for long periods. They either are seeking out higher wages or realize that the physically demanding positions are not for them. Freddie Buckingham and Scott Cohoon (both with IDES and both TPM Certified) will be in charge of future TPM collaboratives.

**Executive:**

Chair Gareld Bilyew reported that the Executive Committee met on Sept 5th. The transition of Fiscal Agent duties from Lake Land College to C.E.F.S. is going well. C.E.F.S. has submitted its budget. The information presented is the same, just a different format. The budget was approved. The committee is also gathering information on the Service Provider/Fiscal Agent Agreement as it was a topic of discussion at the last full Board meeting. With the fiscal agent change, and the fiscal agent and service provider duties all being performed by one entity, an agreement is not mandated but one can be created if so choose. A review will start with this committee and proceed from there if deemed necessary. Nancy Purdy, CEO Chair, stated that the CEO’s approved a new contract with the fiscal agent and part of it addresses segregation of Board staff and Title I staff. Chair Bilyew indicated there will be more responsibility on the Planning & Oversight Committee now that all is under one entity and Chris Strohl stated that if the Board has certain requests for the P&O Committee, please let them know. The Board will be looking at current policies and updating any as needed.

Carol Tracy made a motion to approve the committee reports as presented, Chris Strohl seconded. Motion carried.

**Service Provider Report**

Kelly Denton reported that in PY23 all measures were met or exceeded. Performance negotiations are ongoing. There were a couple of businesses that unfortunately experienced layoffs recently that has affected our area: Midwest Transport (75 employees in the region) and KFC in Charleston (no exact number). Last quarter, CEFS approved a transportation cost increase.

**Fiscal Agent Report**

Jamie Corda Hadjaoui thanked Chair Bilyew for signing the Workforce Development Month proclamation. The winner of the Success Story vote from the June meeting was Danielle Goldsborough. IWT projects were reviewed. DCEO monitoring results were discussed. Jamie stated that the Board budget for last fiscal year ended at 88.4% spent. The key metrics are on track and the Training vs Overhead requirement was met. Jim Bolin was thanked for his service as a Board member as he reaches his time limit of serving on the Board at this time. Lastly, upcoming dates were mentioned including Manufacturing Day, Apprenticeship week and the December meetings.

**CEFS PY24 Budget Approval**

Kevin Bushur, CEFS CEO, presented the budget. The Executive Committee approved it at their last meeting and turned it in to DCEO. The Supplemental grant was also reviewed. Jason Warfel made a motion to approve the budget as presented, Gareld Bilyew seconded. Roll call vote. Kevin Bushur abstained. Motion carried.

**Fiscal Agent Transition Update**

Kevin Bushur expressed his thanks to the CEO’s for trusting CEFS with Fiscal Agent duties. They administer over 65 grants and have the experience. While the Board may see some differences during the growing pains, they are making the effort to make sure not missing anything. The weekly transition meetings with CEFS, LLC, and DCEO are going well. They are looking to hire 3 new staff members. Cindy Mayer has been hired as the new LWIA 23 Director and has been with CEFS for 7 years. Kevin did express and acknowledge that separation of duties is key. Tony Logue will assist as a consultant and continue to perform monitoring duties and train CEFS staff to eventually perform the monitoring themselves.

**Other Business/Member Opportunity to Share**

Chair Bilyew expressed his appreciation to Chris Strohl and Lake Land for their dedication to WIOA throughout the years. Debbie, Devon, and Jamie, LWIB staff, were also thanked for their commitment to the program and LWIA 23. Nancy Purdy also thanked the staff and talked about what had transpired from the last full Board meeting in June to now to update everyone.

**Public Comment**

None.

**Adjournment:**

Meeting was adjourned at 7:14 pm. Chris Strohl made the motion, Josh McElravy seconded. Motion carried.