

## **CEO Consortium Meeting Agenda**

**Evan Young, Chairman**

**December 9, 2021 4:00 p.m.**

Carlinville Job Center  
116 South Plum Street  
Carlinville, Illinois 62626  
217-854-9642

- **CEO Closed Session**

Executive Director's Hiring Committee Report

Committee Members: Dave Thomas, Evan Young, Dan Bates

- **DCEO Report – Annie Dorr at 4:30 p.m.**

- Chairman's Report

- Approval of the November 18, 2021 Minutes

- Staff Reports As Needed

- Public Discussion

- Adjournment

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CEO CONSORTIUM EXECUTIVE SESSION

November 18, 2021

Chairman Mark Strang called an Executive Session to discuss Personnel & Legal issues.

Staff were excused and Executive Session opened at 6:08 p.m.

Roll Call:

Mark Strang, Chairman Greene County	Present
Brad Zeller, (Proxy for Ginny Fanning, Chairman) Morgan County	Present
David Thomas, (Proxy for Larry Schmidt, Chairman) Macoupin County	Present
Gary Patterson, (Proxy for Bryon Coffman, Chairman) Shelby County	Present
Evan Young, Chairman Montgomery County	Present
Robert Schafer, Chairman Scott County	Present

Brad Zeller made a motion to end closed session. Seconded by Dave Thomas. All votes aye. Motion carried.

Staff were asked to return to meeting at 7:36.

A report of their meeting was verbally given to staff & documented by Executive Secretary in CEO Consortium Meeting Minutes. Motion was made to accept their report. All votes aye. Motion carried.

**CEO's Consortium Meeting**  
**11/18/2021**

Executive Secretary, Marsha Mueller took roll by county.

In Person

Morgan County - Brad Zeller  
Greene County - Mark Strang  
Macoupin County - Dave Thomas  
Montgomery County- Evan Young  
Shelby County - Gary Patterson  
Workforce Board - Dan Bates

On-Line

Scott County – Robert Schafer

Staff Support to the Board

Connie Pitts  
Chris Casey  
Betty Scheldt  
Gina Wright  
Marsha Mueller

Chairman Mark Strang asked for the Approval of the correction to the October 25<sup>th</sup> Meeting Agenda and approve the October 25<sup>th</sup> Meeting Minutes as presented in the Meeting Packet.

**Motion:** It was moved by Evan Young, seconded by Brad Zeller to approve the correction to the October 25, 2021 CEO's Meeting Agenda. All votes aye by roll call. Motion carried.

Chris Casey stated that the CEO's had some important issues that need to be addressed. The Agenda items that were pending were; establishing the salary for the new Director and Fiscal Officer, DCEO had stated that the agency needed to have an attorney review the Letters of Incorporation and other policies. Evan Young, Montgomery County Chairman will be the contact person with the attorney. The WCDC/WDB is interested in hiring a cleaning service/person. The CEO's went into closed session at 6:30 p.m. to address these pending issues. Gina Wright was staff support during the Closed Session.

The CEO's came out of closed session at 7:36 p.m. and reopened the meeting.

Mark Strang stated that the salary for the new Executive Director would be between \$75,000 and \$80,000 depending on experience.

**Motion:** It was moved by Evan Young, seconded by Brad Zeller to approve the salary set for the new Executive Director as presented. All votes aye by roll call. Motion carried.

Mark Strang stated that the salary for the new Fiscal Officer would be between \$40,000 and \$50,000 depending on experience.

**Motion:** It was moved by Gary Patterson, seconded by Dave Thomas to approve the salary set for the new Fiscal Officer as presented. All votes aye by roll call. Motion carried.

The CEO's stated that an Attorney would be contacted to address the corporate issues with the WCDC Letters of Incorporation due to the county realignments. Chris Casey was directed by the CEO's to contact a cleaning service/person and negotiate a wage.

**Motion:** It was moved by Evan Young, seconded by Brad Zeller to proceed with hiring an Attorney and Cleaning personnel. All votes aye by roll call. Motion carried.

The CEO's addressed the need for an election of officers. Dave Thomas stated that in the past the elections were done at the August Meeting. Evan Young nominated Mark Strang, Greene County Chairman; Mark stated that his heart just was not in it to continue. Dave Thomas stated that he had too many jobs; Gary Patterson felt he was too new to the Board to take a position. Mark stated he would chair but he doesn't have time for the extra duties. Brad Zeller stated that the Chairman should be someone close in case something needed immediate attention. Evan Young volunteered to accept the Chairman position. Evan felt that with a good director things would settle down and run smoothly. Evan agreed to fill the chairman's position with the assistance of the CEO's.

**Motion:** It was moved by Mark Strang, seconded by Robert Schafer to appoint Evan Young to the Chairman's Position. All votes aye by roll call. Motion carried.

Brad Zeller was nominated to the Vice Chairman, position with Gary Patterson nominated to the Secretary position.

**Motion:** It was moved by Evan Young, seconded by Mark Strang to approve the appointments of Brad Zeller and Gary Patterson to the CEO's Consortium Board. All votes aye by roll call. Motion carried.

Chris Casey explained to the CEO's that a decision had to be made as to the scheduling of how, and when the WCDC Board would meet. Chairman Dan Bates suggested that WCDC Board should meet every time the CEO's met. The WCDC and CEO's would meet every third Thursday of the month. CEO's would meet at 5:00 p.m. with the WCDC Board meeting at 6:00 p.m. Evan asked who would approve the meeting agendas before it were posted on line. Evan Young would approve the agenda before posting. Brad Zeller asked that the meeting time and location be on the agenda.

Dan Bates, Workforce Chairman informed the CEO'S of the upcoming retirement December 3, 2021 of Deb Seely of the Shelby County Office. Dan asked the CEO's how the Shelby County position should be filled. Connie Pitts, Acting Director stated that Tracy Parker works 29 hours per work in the Shelbyville office. Dan Bates asked if we can justify keeping someone in that office? Dan Bates stated that we had talked about Susie Stinnett picking up the Shelby County caseload, and someone would be in the office 2-3 days per week. Connie Pitts stated she has offered Shelby County training and Susie has taken on the files from Shelby County. It was noted that Tracy would like to move up into the Career Specialist position. Connie Pitts stated that she did not promise Tracy anything. Dan Bates reported that the Boards have looked at all the offices and feel they are needing some changes. The Board feels the Litchfield Office would do better if situated in Hillsboro. The Jacksonville office has to relocate in June. Jacksonville office covers, Morgan and Scott counties. The Boards need to review future locations. Susie Stinnett, Carlinville Career Specialist would cover the Carlinville and Greene County Office. Litchfield Office would cover the Shelby Office. DCEO states that an average Career Specialists caseload should be between 70 – 75 participants. Dan Bates informed the CEO's that IDES had approached the Board and Partners are interested in bringing IDES back into the Carlinville Office. Dan explained that IDES asked for an office with a door due to confidentiality and the safety of their clients. Dan Bates explained that an employee was unhappy about IDES taking over her office. Chairman Evan Young asked to address the issue. Evan asked if this employee wanted to keep her job. Dan Bates went on record to state "we have employees that don't have the best interest of this organization in their site. The Workforce Board and the Partners had agreed to bring IDES into the Carlinville Job Center. The Board and the Chairman have told the outreach office to post "Open" signs and the doors are to be unlocked, some offices have

not followed this direction. Some staff are still living in the Mike Sherer regime. We now have other employees requesting to see the recordings of the past meeting. Last night, three employees requested copies of the previous meeting. The Board staff could request a time for them to all view the meeting with a CEO Member present. The future model for the Job Center should be all staff out front in the Job Center. Dan stated he does not feel comfortable sending Litchfield staff to run the Shelby County Office with the current issues in the Litchfield Office. Mr. Bates felt that these employees were working the system. Evan Young stated that the Board has the authority to go directly to these employees and tell them if they aren't on board with the changes they don't have to work here. Dan has received complaints from staff on the way the money is being moved between counties. Dan asked the CEO's if they had recommendations on how to motivate employees. Evan stated that certain staff felt they should be involved in the hiring process and the hiring decisions would be up to the CEO's. Dan stated that if he or another member were to do something or tell staff to do something in the offices the other staff were mad. Dan informed the Board that he has about had it with the lack of teamwork from staff. DCEO said the agency should be staffed considering the number of participants being served there. Gary Patterson asked how many other staff members have their own offices. All staff has own office, each is office setup is different. Dan informed the CEO's he plans to travel to each office, if offices are open, great. Dan Bates feels that some staff are still reaching out to WCDC Members. Evan Young stated that all employee issues need brought to the CEO's. Evan Young said staff would do their jobs or they would be gone. A plan will be developed to raise Shelby County's participant numbers.

Chris Casey briefly went over the progress of the "Corrective Action Plan" that is included in the meeting packet. Short-term goals are being addressed and policy being put in place. The Agency and KEB are working together to create one set of documents to document the process of an enrollment from beginning to end.

Connie Pitts stated that we need new enrollments, if you are not spending your money you aren't doing your job.

Chairman Mark Strang called for adjournment