

LWIA 21  
Workforce Development Board  
Business Services Team (BST) Committee Meeting Minutes  
February 27, 2025

Chair Robert Heape called the meeting to order at 3:00 p.m.

**Roll Call** by Introduction and Sign-In Sheet.

**Roll Call:**

Chris Casey  
Dr. Val Harris  
Robert Heape  
Matt Jones  
David Lacy  
Betty Scheldt

**Remote:**

Sheila Cutright  
Tory Davis  
Jennifer Reed

**Approval of Minutes**

Robert Heape asked the committee to approve the November 20, 2024, meeting minutes included in the meeting packet.

**Motion:** It was moved by Dr. Val Harris and seconded by David Lacy to approve the November 20, 2024, Business Services Team Meeting Minutes as presented. All votes aye. **Motion carried.**

**Discussion Points**

Chair Heape asked members to continue to share emails regarding job fairs, employment opportunities, etc. He sent a flyer out this morning regarding the Workforce Institute and Chris will post it on the WCDC website. He will also make a special tab to announce partner events.

Chris Casey then gave his report on the website. Maintaining the website is always a work in progress. The viewing numbers have been steady. He will be discussing the survey he created on the website at the One-Stop Partner meeting. There have been no major changes. Matt stated Chris has put the pre-application on the site and is currently working on the customer survey and the referral forms as well. The site currently has success stories, events, and partner news. He encourages the partners to post their events on the site as well. If anyone wants to post information, send the info to Matt or Chris. Matt suggested the board tabs could be enhanced by

adding board officer pictures. Val mentioned that the CEJA Training could be posted on the website. Chris stated that businesses can post their own job postings on the site.

Matt Jones discussed the Regional Business Services Team that met last Friday. The Regional Partner Meeting was also held on the previous Monday. Some of the committee information overlaps. West Central is continuing to utilize the Supplemental Grants on Manufacturing Incumbent Worker projects. The funding must be spent before June 30, 2025. The projects must be quick turnaround, high impact for the grant. Some business projects that were planned have slowed and stalled for a variety of reasons.

Robert commented he is unsure of when the next IDOC Re-entry event will be held and Chris has confirmed he has not heard anything as well.

Jennifer Reed then informed the members of the Virtual WIOA workshop that was on February 4<sup>th</sup>. She felt it went well, but she realized from the first workshop that six minutes was too tight of a timeline, so for the next workshop it was adjusted to eleven minutes for the partners to summarize what their agency does. Jennifer then asked when everyone thought would be a good time to hold future workshops as well as the frequency of the workshops. It was decided to hold the workshops bi-annually. In conjunction with the workshops, Jennifer has sent out an email merge to all employers to verify and update the employee contact information. She received a 32% response rate confirming their company information.

During the partner Updates, Dr. Harris discussed the Lewis and Clark Job Fair on the 2<sup>nd</sup>, and a Clean Energy Job Fair will be held on April 24<sup>th</sup>. The Clean Energy Job Fair is targeting clean energy employers. It is just for solar and energy audit employers & she will send a flyer out. Robert discussed what is going on at DRS and everyone is nervous about the federal budget. DRS receives about 80% of their federal money from the Department of Education. Tory Davis with IDES reported they have begun mailing out Illinois Workshare information to employers. The information is on postcard-sized mailers. Matt asked if there was an increase in interest from employers about the Workshare Program. There had been an interest before the budget issue at the federal level. In the last six months there has been an uptick in the number of employers using the Workshare Program. He has also been working on organizing a virtual Rapid Response presentation on a weekly basis for the federal workers that have lost their jobs. Sheila Cutright discussed a few events coming up in the Springfield area. On March 11<sup>th</sup> there will be an IDOT Recruitment Workshop and on March 18<sup>th</sup> the Department of Corrections is having a testing and screening event.

There being no other discussions, the meeting adjourned at 3:28 p.m.

Robert Heape  
Robert Heape, Chair

5/22/25  
Date