

WCDC Board Meeting Minutes
February 20, 2025

Board Chair Catherine Williams called the meeting to order at 5:01 p.m.

Roll Call by Introduction and Sign-In Sheet.

Roll Call:

Remote:

Catherine Williams
Jeremy Jones
Bill Montgomery
Patty Whitworth
Robert Quarton
Gordon Rahe
Harry Starr
Matt Jones
Marsha Mueller
Chris Casey
Ben Beckwith

Approval of Minutes

Catherine Williams asked the board to approve November 21, 2024, Meeting Minutes included in the Meeting Packet.

Motion: It was moved by Jeremy Jones, seconded by Patty Whitworth to approve the November 21, 2024, WCDC Meeting Minutes as presented. All votes aye. Motion carried.

Fiscal Officer's Report:

Fiscal Officer Ben Beckwith directed the board to page 2 of his report, which is a breakdown of the current funding. Currently there are 6 active grants with the PY 23 completely spent. Ben went over the Fiscal Report, QUEST 1 & 2, and the Supplemental & Homeless Grant Reports presented in the packet. Harry Starr asked if the offices have been seeing homeless customers. Yes, Ben explained this grant would allow the agency to offer supportive services, books, etc. to the homeless population that may not possibly be served through other WIOA funding streams. Four of our counties will be included in this grant. Ben also reviewed the Key Financial Metrics, 80% Obligations, Adult & Dislocated Direct Training, Youth Work

Experience, Youth Out of School, Budgets, Obligated Budgets, and Projected Overhead Costs Reports, all of which are included in the meeting packet. Ben stated at the next meeting he will present updates to the Fiscal Policies & Procedures. Ben also notified the board that we had previously used the line of credit established with CNB last fall for \$30,000 for thirty days to cover expenses until funding was released from the state. The outside fiscal audit was completed in November and is available if anyone would like a copy. Next the Fiscal and Programmatic Monitoring with DCEO will be taking place.

Ben informed the board that he would like to keep participant travel rates at .50 per mile with a \$60.00 cap per day. Mileage may be lowered next year depending on the budget.

Motion: It was moved by Bill Montgomery, seconded by Jeremy Jones to approve the participant mileage at .50 per mile with a \$60.00 cap. All votes aye. Motion carried.

Executive Director's Report:

Matt went over the changes to the Personnel Policy that are included in the meeting packet. The first page deals with timekeeping and punctuality. The remaining pages are language updates, etc. Other items addressed to the changes include office attire and out of state travel (Matt and Chris will be traveling to Washington D.C. in March).

Motion: It was moved by Bill Montgomery, seconded by Patty Whitworth to approve the Personnel Policy changes as presented. All votes aye. Motion carried.

Matt went over the updated organizational charts included in the meeting packet. Matt noted the changes that have been made to the CEO and Workforce Development Board. There have been changes to the WCDC Board, Shelby County has new Chair and Theresa Boehm will come off the WCDC Board and become the new proxy to the Shelby County Chair. Chrissy Grant is coming on as a new WCDC Board member. Matt went over the Performance Measures Report and noted that the numbers have improved. We have until the end of June to meet or exceed performance measures. The Core A Services Report was included in the packet, these numbers reflect the services provided in the local job centers. Core A services recorded for half the month of February are at 150 services, last month's services were over 700. IDES and Labor Market Reports are also included in the packet. The upcoming Spring Career Fair for State Employment is included in the packet. Jeni Sprinkle from the Jacksonville Office submitted a success story on

Logan Fernandes, who completed CDL Training at Lincoln Land Community College. The Litchfield Office has moved to 311 South State Street and the Jacksonville office is looking at new locations. At the May meeting we will be bringing a proposal to the board regarding the Jacksonville move. Fiscal and Programmatic Monitors will be here next week. SCI hosted a Career Expo in Litchfield on the 14th. Chris is working on the IWDS 2.0 update. Chris and Dawn from the Litchfield Office will be the local administrators for the project. The 2.0 administrators will be meeting in Normal in March and Peoria in May. Still meeting with the economic development group that is working on updating the CEDS. January 28th Matt spoke to Bill Montgomery's Economic Development Council. April 2nd Chris will be attending the Lewis and Clark Job Fair. Chris is working on the referral forms to use between agencies. We are still waiting to hear who Annie Dorr's replacement will be as Central Regional Manager. Matt and Chris will be attending a 3 day National Workforce Board (NAWB) event in Washington DC at the end of March.

Program Manager's Report:

Chris and Matt have gone through the program policies and are working to get them in compliance with the state's language. LWIA 21 – Policy Letter #4 is included in the packet with the proposed changes. The definition of an ITA is highlighted in the packet. Everything will stay the same other than adapting the state language. Currently Active Participant files are maintained in the County offices, upon exit the files are returned to the Carlinville Office, this change is highlighted in the Policy Letter #4. ITA Review and Modification is also highlighted in the Policy, this includes the \$18,500 training cap. These highlighted changes need the board's approval to be amended.

Motion: It was moved by Gordon Rahe, seconded by Jeremy Jones to approve the changes to Policy Letter #4 as presented. All votes aye. Motion carried.

These Policy Letter #4 changes will be presented to the Workforce Development Board at their next meeting. Chris directed the board to the LWIA 21 CEO and LWIB Program Oversight Charts included in the packet. The Oversight Report reflects customers served & Chris explained the exit and follow-up procedures. Chris introduced his new charts and graphs for tracking participants. The Program Breakdowns by Education Provider, Paid Work Experience, etc. were included in the meeting packet. Lincoln Land Community College may possibly be offering truck driver training at the Litchfield Campus. Chris went over the Performance Measures and the Career Specialist Caseload Report. Chris also discussed the

usage of the WCDC website since it was started in May 2023.

Public Comment

No Public Comment

The next WCDC Meeting will be May 15, 2025.

Adjournment

Motion: It was moved by Gordon Rahe, seconded by Patty Whitworth to adjourn, at 6:05 p.m. as presented. All votes aye. Motion carried.

Chair

Gordon Rahe

GR.

Date

8-21-25