

CEO Board Meeting Minutes  
October 17, 2024

Board Chair Doug Donaldson called the meeting to order at 4:59 p.m.

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

**In-Person:**

Robert Schafer  
Doug Donaldson  
Matt Jones  
Marsha Mueller  
Larry Schmidt  
Chris Casey  
Tony Wiggins  
Ben Beckwith  
Dan Bates – Workforce Development Board Chair

**Remote:**

Catherine Willams

**Approval of Minutes**

Doug Donaldson asked the board to approve the July 18, 2024 Meeting Minutes included in the meeting packet.

**Motion:** It was moved by Robert Schafer, seconded by Larry Schmidt to approve the July 18, 2024, CEO meeting minutes as presented. All votes aye. Motion carried.

**CEO Consortium Board Overview & Membership Discussion**

Matt Jones went over the organizational charts included in the meeting packet. Matt explained there will be changes to the board memberships after the elections. Matt went over the need for the Chairs to appoint proxies for their counties. Brad Zeller of Morgan County has retired. Donnie Wood and Michael Woods are the new members on the Morgan County Board. Shelby County Chair, Bobby Orman and his proxy Mark Bennett both resigned from the Shelby County Board. Teresa Boehm from Shelby County is a new member on the WCDC Board and will help to keep us connected to what is going on with the Shelby County Board. Greene County Chair Andrea Schnelten and her proxy will be leaving the county board and their replacements have not been determined.

### **Executive Director's Report:**

Matt Jones presented the Performance Report as presented in the packet. The Performance Measures were negotiated and many of them were increased or stayed the same. Matt explained the 15 measures of performance the state uses as their score card. Matt noted that the report shows some "fails" which is not an immediate concern since we are only in the 2<sup>nd</sup> quarter of reporting. The "Core A Services" Report also included in the packet reflects the services that were provided in the Job Centers through the 10<sup>th</sup> of October. The "Core A Services" Report last month reported over 500 services provided in the centers, these services include UI Filing, Resumes, Job Search, etc. IDES' News Release reflects the September numbers for UI. UI is up from last year. Also included in the packet are the Labor Market, Healthcare Logistics Reports, Workforce Development Month Resolution, Brad Zeller Retirement, and Success Stories. Chris stated that the Success Stories that is included in the packet is on two brothers that were part of the Work Paid Work Experience Program that went on to be hired by the Orpheum Theatre in Hillsboro. Matt updated the CEO's on the Economic Development progress up to this point. Next month there will be policy discussions. The EO Monitoring is coming up, 2020 was the last time there was an in person visit. October is Manufacturing Month and October 4<sup>th</sup> is Manufacturing Day in Illinois. Chris has the information on Manufacturing Month on the Website. Schwan's in Staunton is laying off 17 employees. The Litchfield Job Center will be moving, they must be out by the end of November. The Litchfield Township Building and a possible location in Hillsboro are being considered. Chair Larry Schmidt asked if we would be sharing space with the Litchfield Township, Matt stated yes, the Township was not in the building that often. We are hosting a Board Open House at the Carlinville Job Center, December 18, 2024, from 10-12. Matt extended an invitation to board members to visit the Open House on December 18, 2024. The Open House is a chance to bring the boards, WCDC staff and partners together for a time of interaction.

### **Fiscal Officer's Report:**

Fiscal Officer Ben Beckwith directed the board to Fiscal Report included in the packet. Ben noted that these numbers are from the end of September. Ben went over the QUEST 1 & 2 and the Supplemental Grant budgets. QUEST 1 is spent out and QUEST 2 is on track and will finish next September. Ben explained who the QUEST serves and eligibility. The Incumbent Worker Training Grant (Supplemental) should be spent out in the next couple of weeks. Ben advised the board that the Homeless-Home Illinois Grant for \$190,000 is coming and they are currently working on policy and procedures. Ben also reviewed the Key Financial Metrics, 80% Obligations, Adult & Dislocated Direct Training, Youth Paid Work Experience, Youth Out of School, Budgets, Obligated Budgets, and Projected Overhead Costs Reports, all of which are included in the meeting packet. Ben went over the PY 24 Budget and updated the board on the

changes in funding and the programs affected. Ben went over the consequences of not meeting the 50% as required by DCEO, if this were to happen it could cause us to go back to Corrective Action Measures. The 50% Out of School Youth will go down in the spring when the Work Paid Experience Program starts. Ben went over the Overhead Budget by county, Ben noted that Greene and Scott Counties do not have any overhead expenses because they don't have physical offices. Boards will review participant mileage at the November Meetings. Ben updated the board of the recent health insurance changes and increased costs. Larry Schmidt asked how we determine the insurance and if there is a state template that we use, Matt stated that we can shop, and then they reviewed the different options with the insurance agent.

### **Program Manager's Report:**

The Oversight Report reflects customers served & Chris explained the exit and follow-up procedures. The reports also include the LWIA 21 CEO and LWIB Oversight, Participants Status, Program Breakdown by Area and Provider, Career Specialist Caseload, Paid Work Experience, etc. Chris explained dual enrollments and stated that healthcare and truck drive training are the top demand occupations. Chris included a website review report. Matt added that the reports from Chris and Ben have been shared with other LWIA's as an example of a best practice in reporting. Chris also gave an update on regional events, etc.

### **WCDC Board Report**

Catherine Williams reported on the WCDC Meeting of August 15, 2024. The WCDC Board voted to approve the PY 24 Budget as presented and the Ronk Electrical Incumbent Worker Grant. Catherine stated that the Policy Committee has a lot to do with the upcoming changes. Matt Jones stated there is still one Member at Large position open on the Board. Teresa Boehm from Shelby County has taken a position on the WCDC Board. November 21, 2024 will be the next WCDC Meeting.

### **Workforce Development Board Report**

Dan Bates, Workforce Development Board Chair, updated the CEO's. The WDB meeting minutes are included in the meeting packet for review. Dan stated that at the August Meeting there were several voting items on the agenda, Ronk Incumbent Worker Training Grant and voting on the officers. Dan reported on the Core A Services Report and stated that the staff does an excellent job serving customers. Dan also thanked Matt, Ben and Chris & all the staff for their hard work and efforts.

### **Public Comment**

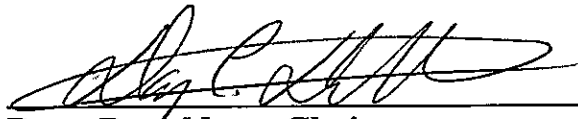
No Public Comment

**Adjournment**

Adjournment at 5:45 p.m.

**Motion:** It was moved by Larry Schmidt, seconded by Bob Schafer to adjourn at 5:45 p.m. Motion carried.

**The next CEO Meeting will be held January 16, 2025, at 5:00 p.m.**



**Doug Donaldson, Chairman**

**Date:** 1-16-25