

UNITED WORKFORCE DEVELOPMENT BOARD

LWIA #15

Serving: FULTON-MARSHALL-MASON-MCLEAN-PEORIA-STARK-TAZEWELL-WOODFORD Counties

Corporate Board

Serving the counties of: Fulton, Marshall, Mason, McLean, Peoria, Stark, Tazewell and Woodford

MINUTES

DATE: Monday, March 9, 2021

9:00am to 10:00am

GOOGLE VIRTUAL:

meet.google.com/uye-zwfr-gxv

or dial: 1 (929) 260-4246

Enter PIN: 847-616-928 - #

I. ROLL CALL – Vice Chairman, Larry Crouch opened the meeting at 9:00 am with a roll call of board members.
Board Members Present: Larry Crouch, Bruce Marston and Tom Frazier
Board Members Absent: Ronn Morehead and Dixie Hilst
Career Link staff Present: Steve Martin, Dena Weth, LeeAnn Whitlatch and David Vaughn
One Stop Operator Manager: Warren Cheatham

II. *ACTION ITEM: BOARD MEMBERS Nominate & VOTE for appointment of new Corporate Board Chairman & Vice Chairman

- Larry Crouch opened floor for nominations for the New Corporate Board Chairman. Tom Frazier nominated Bruce

Marston for the New Corporate Chairman. Bruce Marston accepted the nomination for the New Corporate Board Chairman. Larry called for an additional nomination submissions from the floor.

Hearing no other nominations, a motion was made by Tom Frazier and seconded by Bruce Marston to close the nominations for Corporate Board Chairman. A roll call vote was taken. Vote was unanimous. Motion carried.

A motion was made by Larry Crouch and seconded by Tom Frazier to vote Bruce Marston as the New Corporate Board Chairman. A roll call vote was taken. Vote was unanimous. Motion carried.

- Larry Crouch opened floor for nominations for the New Corporate Board Vice-Chairman. Larry Crouch nominated

Tom Frazier for the New Corporate Vice-Chairman. Tom Frazier accepted the nomination for the New Corporate Board Vice-Chairman. Larry called for an additional nomination submissions from the floor.

Hearing no other nominations, a motion was made by Larry Crouch and seconded by Bruce Marston to close the nominations for Corporate Board Vice-Chairman. A roll call vote was taken. Vote was unanimous. Motion carried.

A motion was made by Larry Crouch and seconded by Bruce Marston to vote Tom Frazier as the New Corporate Board Vice-Chairman. A roll call vote was taken. Vote was unanimous. Motion carried.

III. INTRODUCTIONS:

New Chairman, Bruce Marston asked each attendee to introduce themselves: Board Members: Bruce Marston stated that he worked for Workforce Development for approx.. 15 yrs and currently working for the City of Pekin as the Finance Director, Larry Crouch stated that he has worked since 1982 at Monge Mahoney Crouch and serves on WIB board for 20 yrs and Corporate Board for approx. 10 yrs. and Tom Frazier stated that he is Director/Principal of BACC (Blm Area Career Center) and served on WIB board for 15 yrs and has been serving on the Corporate Board for 4 yrs. Career Link staff, Steve Martin, Executive Director, Dena Weth, Assistant Director and David Vaughn, Technical Specialist/Planner and One Stop Operator Center, Manager, Warren Cheatham.

IV. *ACTION ITEM: Approval of March 02, 2020 Corporate Board Minutes

A motion was made by Larry Crouch and seconded by Tom Frazier to approve March 02, 2020 minutes. Motion carried.

V. Audit Report – LeeAnn (Whitlatch) Norris, Fiscal Director / Dena Weth, Assistant Director

Dena Weth provided an update on Career Link's recent Audits: April/May 2020 a virtual Audit was conducted by DCEO and in October the Independent Audit was conducted. Both Audits covered Fiscal and Programmatic aspects. The Audit by the CPA firm showed that there were no findings or questioned costs or weaknesses for Program or Fiscal. Fiscally, the State report had no findings or recommendations. There was only one small area of 'concern', fiscally, for an in-house employee document called the ECN (Employee Change Notice) and they wanted to have staff sign this form for every pay change regardless whether it was a pay raise or decrease. She stated that DCEO asked Career Link to supply files from all Formula populations in addition to On-The-Job training, Work Experience training and Incumbent Workers training contracts. This was quite a task to handle since it needed to be conducted remotely due to the Pandemic. Hundreds of files had to be uploaded into the State system. One area of concern was 'two-way communication'; in a 90-day time period, the Career Planner has to be able to contact a customer and the customer has to respond. Even though the Career Planners would attempt to contact via telephone, email, Facebook, U.S. Mail, etc. if they would not respond, the State would hold us responsible for that. Career Link's argument was how would the Career Planners be able to remedy this issue, and force customers to respond, after all methods and avenues had been exhausted in contacting them? Since the monitoring, after the State had completed their monitoring, DCEO has now provided guidance with options that have been changed in Career Link's 'Follow-Up' Policy to remedy this area of concern. If the customer has exited the program, and have already developed a pattern where they are unwilling to respond within the 90-day time frame, then Career Planners are not obligated to follow them for the full-calendar year and this would not be held against Career Planners regarding the follow-up reporting process. The monitoring procedures extend for just a couple of weeks. However, the 2020 monitoring started in late April and was not 'wrapped up' until August. The State indicated that this remote monitoring will become the 'new norm' even after the Pandemic is over. Career Link was chosen for remote monitoring in 2020 due to not having any findings and/or very few problems over the past years. The next monitoring is schedule for April 2021.

VI. Budget Allocations Report – David Vaughn, Planner/Tech Specialist/EEO officer

David Vaughn presented a report for the current eight- county training budgets, 'Titled PY20 Budget', that is breakdown of WIOA funds by county and then by title in each county; Adult, Dislocated Worker, In-School Youth and Out-of-School Youth, for each of the eight counties in LWIA #15. This reflects the original PY20 budget that was established per county, in July 2020 and reflects the current available funding balance in those titles. There Projected Costs column are the costs for applicants that have not been enrolled. They haven't been certified; they have applied and appear to be eligible and the Career Planners then add them to their spreadsheets for projected costs to help the Career Planner's track their budgets. After the projected costs are deducted, the remaining balance in the Career Planner's budget is the available funds for their county. So these give the Career Planners an idea of 'planned' expenses that are not yet in the accounting system as to where things stand, if the projected participants are enrolled. Throughout the year, Career Link is allow to move funds between the eight-counties, as needed, to serve those counties that have the greatest need. Throughout the year, there were more tuition assistance Adult application enrollment customers than Dislocated Worker application enrollment customers. In January 2021, Career Link requested and received permission from the 27 member WIB (Workforce Innovation Board) to move to \$200K from 'Dislocated Worker Program funding' to 'Adult Program funding'. Since then, a modification was submitted to DCEO, for our WIOA budget and this was approved and those amounts have been transferred and the funds are now available to serve more Adult participants this coming Spring 2021. Also, this Budget report reflects a breakdown of the Incumbent Worker Program budget and the Youth Program awards for last year PY20. And there are some projects that are pending for these two areas. Due to COVID-19, there has been a decrease in training; on-site isn't available and so funds are not being spent as planned prior to the COVID pandemic. There was no further discussion.

VII. Performance Report - Steve Martin, Executive Director

Steve Martin reported that he had sent the Grade Report Excel Spreadsheet LWIA #15 'WIOA PY2019 Scorecard' and the 'Confirmation Letter PY2020-2021 Local Performance Negotiation' to the Board members, which indicated how each LWIA in the State was measured. Career Link was either at or near the top of the scoring in each measure over the last three years. In 2020, the performance goals for each measure were successfully negotiated with the State (DCEO) and

reviewed by the D.O.L. Also, Steve submitted was a page of the acceptance letter for the State accepting the negotiated measures for the two performance years. He stated that the program year is July 1st to June 30th. There was no further discussion.

VIII. Enrollment numbers Report – Dena Weth, Assistant Director

Dena Weth, provided a handout via email and referred to this during the meeting: *“Numbers by County”* Jan. 2021 report. She provided a brief overview for the eight counties of LWIA #15 regarding populations eligibility and stated that the definitions for all of the populations is reflected on the handout. She provided a breakdown of all of the counties: 421 individuals enrolled with an additional two certified files under the National Disaster Grant, bring the total to 423 enrolled individuals.

- a.) *‘Adult Program’* funding where 99% of those who are eligible participants, currently are receiving *‘SNAP’* funding (food stamps). *Other* areas to consider participants to qualify as eligible are areas of family size, income of any blood relative or married individual that resides in the household.
- b.) *‘Dislocated Worker Program’* funding eligible participants are those who are unlikely to return to a position, who are receiving U.I. benefits or exhausted U.I. benefits. Individuals who has been let-go of a position to no fault of their own, which also includes business closures. These are the two most likely ways that a participant is determined eligible for *‘Dislocated Worker Program’* funding.
- c.) There are two areas of funding for *‘Youth’ Programs’*: *‘In-School Drop-Out Prevention Program’* funding and the *‘Drop-Out Recovery Program’* funding.
- d.) *‘TRADE Program’* funding is the enhanced version of the *‘Dislocated Worker Program’* funding. The *‘TRADE Program* participants receive an increased amount in areas, than what the Dislocated Worker Program funding participants receive: TRADE Program participants have a higher cap for training, an increase in their mileage funds that they receive and their U.I. benefits have an extended length of time for benefits and TRADE program is overseen by the State.

Dena also reported that *‘GED Recovery Programs’* applications are still being received. The Capitol Area School of Practical Nursing program started their term February 2021. Chairman, Bruce Marston asked how many opportunities for grant funding came about as a result of COVID. Dena stated that the Disaster grant was for work-based only but there is an additional one for education-based training base which came out the same time. Career Link applied for the work-based grant because there was ample money in the budget for training. David Vaughn stated that anything COVID related was added onto the 1-E funds for Business assistance that reimbursed for out-of-ordinary costs related to COVID. Dena stated that OSF was given assistance by the state to help fund projects for training of individuals that were home-based answering calls and tracing etc. David V. stated that in Spring 2020 the hospitals were laying off staff, when customers were putting off elected surgeries, etc. OSF trained those individuals to provide virtual services and referred to them as *‘Pandemic Health Workers’* and they were provided online training and the State brought this project to be able to provide funds for an Incumbent Worker Training for OSF. Also throughout the semester, *CDL* (commercial driver’s license) individuals continued to be enrolled. Registrants include anyone who have been enrolled in either a training or a career service. There are numerous individuals who have completed those programs and are no longer referred to as *‘Registrants’* but are referred to as *‘Exiters’*. There was no further discussion.

IX. DISASTER GRANT Report – Dena Weth, Assistant Director

Dena Weth reported on a brief overview of the Disaster Grant Emergency Report. She stated that Career Link applied for the National Disaster Grant in the summer of 2020 and was awarded \$250,444. The Grant officially began on June 1, 2020 and runs through March 31, 2022. This Grant is a humanitarian effort and has some similarities and differences in comparison to the 2014-2015 National Emergency Grant which was awarded to Career Link when the floods occurred in Fulton and Mason Counties. The initiative of the 2014-2015 Grant was to help rebuild bridges, paint buildings, etc. that were destroyed by the flood waters. The priority of this 2020-2022 NEW Grant is to assist communities with providing temporary employment based on COVID. The goal of this New Grant was to reach out to private entities in the eight county LWIA #15 area, to establish worksites where the position would be specifically entail tasks related to COVID. At this point, 12 individuals have been scheduled to work up to 26 weeks up to 29 hours per week and looked at as part-time individuals. The Businesses themselves, based on similar positions or labor market data set the wage per hour. However Career Link is the employer-on-record and timesheets are processed by Career Link to where the Fiscal Dept. processes the payroll for these participants.

X. *ACTION ITEM: Discussion and approval of Staff bonuses – Steve Martin, Executive Director

Steve Martin stated that Fiscal Dept. has reviewed the budget and Staff Evaluations were completed and that they were all rated very high as staff continue to do an excellent job. Therefore, he would like to present the staff with an Employee Compensation with a 5% bonus to be distributed, across the board, to the staff, by May 14, 2021. **A motion was made by Larry Crouch and seconded by Tom Frazier to approve the 5% bonus for all staff to be distributed on May 13, 2021 to all staff based upon their evaluation performances. A roll call vote was taken. Motion carried unanimously.**

At this time, Steve and staff members were instructed to mute cellphone/laptops but to leave the GOOGLEMEET video running while waiting for a signal via text msg/email for Steve to rejoin the meeting for his Evaluation. Once the Board was finished with Steve and his Evaluation, a prompt signal via text msg/email would be sent to staff to rejoin the meeting as well.

XI. *ACTION ITEM: Motion to move INTO ‘Closed Executive Session’ to discuss, complete & vote on Career Link Executive Director’s Employee Evaluation/Compensation

(This closed session is held with only Corporate Board Members & then Steve Martin, Executive Director will join in thereafter.)

9:27 am: A motion was made by Tom Frazier and seconded by Larry Crouch to move into Closed Session to conduct the Evaluation / Compensation of Steve Martin. Motion carried.

XII. *ACTION ITEM: Motion to move OUT OF ‘Closed Executive Session’ and return back into ‘Open Session’:

9:47 am: A motion was made by Tom Frazier and seconded by Larry Crouch to return to open session. Motion Carried.

(At this time, a prompt signal via text msg/email will be sent to staff to rejoin the OPEN SESSION).

XIII. *ACTION ITEM: Approval of Executive Director, Steve Martin’s 2020 Employee Evaluation & Compensation

Chairman, Bruce Marston expressed that the Corporate Board is very thankful to Steve Martin for his excellent leadership with the Career Link Staff and his role as Executive Director of LWIA #15. They each expressed their appreciation for his ability dealing with the day to day challenges he works with.

A motion was made by Larry Crouch and seconded by Tom Frazier to approve Career Link Executive Director, Steve Martin’s 2020 Employee Evaluation and to give a 5% bonus to Career Link Executive Director, Steve Martin, to be distributed on May 13, 2021. A roll call vote was taken. Motion carried unanimously.

XIV. OTHER

Steve Martin expressed his gratitude for the members that serve on the Corporate Board and their participation. He expressed that he would like to hold a Corporate Board meeting in the early fall of 2021.

XV. PUBLIC COMMENT

There was no Public Comment

XVI. *ACTION ITEM: ADJOURNMENT

A motion was made by Larry Crouch and seconded by Tom Frazier to adjourn. Motion carried. Adjournment: 9:52 am.

Respectfully submitted,

Recording Secretary,
Theresa Kotte, Career Link Executive Assistant