

**I. Call to Order**

The meeting was called to order by Chair Beeler at 9:30 AM.

Beeler welcomed and introduced new WIB members Gregg Snyder presenting Culbertson Memorial Hospital in Rushville, Curtis Harn presenting Plasters & Cement Masons Local 18, Brooke Fosdyck presenting DOT Foods in Mt. Sterling, Illinois. She welcomed Bill Corbin to the Executive Committee Board.

**Members Present**

Joanne Beeler  
Bill Corbin  
Diana Doran  
Lynn Fisher  
Monica Foster  
Brooke Fosdyck  
Henry Gauwitz  
Dave Hetzler  
Curtis Harn  
Shannon Kachinovas  
John Meixner  
Jennifer Mowen  
Kathy Osment  
Michael Pearson  
Darla Rischar  
John Saenz  
Dane Simpson  
Gregg Snyder  
Cheryl Welge  
Connie Wessels  
Lila Whestine

**Members Absent**

Dan Bentz  
Kip Colgrove  
Koleen Lord  
Kim Pierce  
Seamus Reilly  
Michelle Reyburn  
Bob Spears  
Dawn Wild

**Presenter**

Annie Dorr  
Todd Lowery

**Staff**

Lorraine Crawford  
Howard Kirchner  
Blanche Shoup

**Guests**

Tamika Chism  
Tory Davis  
Kristen Norvell  
Deb Waldrop

**II. Approval of Minutes.**

Beeler referred members to the November 30, 2022, meeting minutes included in their packets. She asked if there were any corrections or additions to the minutes. There were none.

A motion to approve the November 30, 2022, meeting minutes was made by Shannon Kachinovas and seconded by Dane Simpson. The motion carried by roll call.

**III. Chairperson's Report**

Beeler thanked Annie Dorr for the 9:00 AM Board orientation. She asked Dorr if she had any comments regarding the orientation.

Dorr stated she appreciated and so did the DCEO team the opportunity to speak to the WIB members this morning.

Beeler referred members to the Corrective Action Plan and stated we wanted everyone on the Board to be aware that Workforce Innovation and Opportunity Act requires a 20% expenditure of the annual youth allocation be spent on Work-Based Learning (WBL). She stated last year LWA 14 spent 11.77% of the PY 20 Funds, which resulted in LWA14 failing, for the first time, this requirement. Dorr noted we hope to come to a resolution regarding the issues that were outlined as a result. Beeler explained the requirement is a challenge as there are jobs readily available in the private sector that make it difficult to find individuals that are interested in our programs.

#### **IV. Title 1B Workforce Programs Presentation**

Beeler introduced Annie Dorr who is the Regional Manager at DCEO. She reviewed her complete biography.

Dorr welcomed Board members who were unable to attend the morning training. She said she wanted to speak about what work has been done and go over some key data. Dorr pointed out much that has been done was referenced in the Action Plan for LWA 14. She explained some activities that we have been working on the last several months has been working with administrative staff with regular check in. She noted in regards to staff training, we have proposed three dates to do hands-on training. Dorr stated eligibility requirements will be looked at in depth. She stated the corrective action plan went into effect at the beginning of the program year. Dorr remarked since then the review team has been looking at policies, staff's roll and responsibilities in particular regarding retirements, organizational charts, job descriptions and areas of technical assistance needs relative to the correction action plan. She remarked as the activity plans are completed we mark them off. Dorr mentioned that yesterday a new dislocated worker policy was released and that one of the tools included in the new policy is an eligibility check list that will be very helpful to the LWA 14 career planners.

Beeler commented we will be conducting a policy review and will make presentations to the WIB regarding policies. She said it has been recommended to form a policy committee. Beeler remarked she knew it has been a challenge to recruit, in particular, youth. She stated on that subject there is a need to look into marketing and recruitment to try and find solutions. Beeler noted the world has changed specifically to workforce development since the pandemic, thus creating a need to be more proactive in recruitment and outreach strategies.

Dorr mentioned DCEO has not always had the capacity or staff to identify and provide technical assistance as needed. She commented as we now are able, it is our responsible to improve services to the workforce communities. She stated we will continue to keep the Board updated. We will continue to work with the administrative staff on a regular basis. Dorr pointed out items that are highlighted in the Corrective Action Plan pertaining to the requirements that need to be met. She stated although the recent monitoring report has not been finalized there appear to be some findings. Members should be aware of these activities. This is a "call to action" of the Board to make informed decisions. She commented to the Board members that we need your expertise and assistance in addressing areas of concern that are included in the Corrective Action Plan. Dorr said in doing so LWA 14 workforce services will thrive in your communities. She added that Shoup is working on forming a policy committee.

Dorr stated the DCEO team will be meeting with Two River Regional Council and LWA14 to do some staff training and invited Chair Beeler and one or two members of the Board to attend. Dorr thanked members of the WIB for attending today's orientation and the WIB meeting plus their service to the Board. She advised members that progress has been made and she hopes to "move the needle" to provide needed services to their community while laying a strong foundation to go forward. Dorr advised members to feel free to reach out to her and any member of the DCEO team.

Shoup provided an update to the Board regarding youth recruitment. She referred members to the flyers in their packet that addressed Youth Services and Eligibility. Shoup noted as members review the flyer, they may know someone that would be interested in our programs and to please encourage them to contact us. She referenced the under enrollment in the dislocated worker program. She explained not included in DLW numbers are the 147 workers enrolled in the incumbent worker program. This program funds upgrading employee skills for companies that are eligible to participate. Shoup stated the Incumbent Worker program is possible as Dislocated Worker (DLW) funds are being utilized. She explained, while it appears that no one is enrolled in services from Henderson County, there are 16 individuals enrolled in Iowa Workforce. Shoup remarked as such Henderson County, in actuality, is not underserved.

#### **V. Work Share Presentation**

Beeler reported that the next agenda item would be the presentation of WorkShare IL. She noted this program is a voluntary program that provides employers facing a decline in business with an alternative to layoffs. She noted that in members packets is information regarding the program.

Beeler introduced Todd Lowery with the Illinois Department of Employment Security is the manager of the Business Service Team. She commented there are five Business Managers.

Lowery presented a Power Point on WorkShare IL. He explained this program has not been marketed statewide other than with the assistance of our partners. Lowery commented that due to the network of partners the state has achieved its goal to provide full service to our customers. He said the WorkShare program is new and a marketing vendor has been hired to market the program. Lowery stated the program was designed to assist employers when facing difficult times in the economy to remain open. He noted that the program allows an employer to reduce the hours of workers in order to avoid layoffs of their workers. Lowery stated even though each worker in the effected unit of employment may experience a reduction of hours the range for 20% to 60% they do receive a portion of their unemployment benefits to offset their lost earnings. He noted the employee retains their job and related benefits such as healthcare coverage and contributions to employee retirement plans. The benefit for the employer is by keeping skilled workers in place instead of having to lay them off, their business remains open and morale is enhanced. Further, the employer doesn't have to spend money to recruit, hire and train new employees when business returns.

Lowery explained how WorkShare benefits the community that includes reducing the amount of money coming out the UI Trust Fund, reduces public assistance and maintains purchasing power in the community by keeping people employed.

Lowery reviewed the following requirements for employers and employees to participate in the program:

Employers must:

- Have an active UI account
- Reduction in hours and corresponding wages at least 20% and no more than 60%
- Have a positive balance in their Unemployment Tax account -up to date on all UI reports and payments
- Maintenance of all employee's fringe benefits
- Approval of any applicable Collective Bargaining Union Representative

Employees must

- Work in the affected unit of an Employer with an approved WorkShare IL plan
- Weekly hours do not exceed 40 hours a week
- Must be able and available to work normal scheduled hours
- Must meet state Unemployment Insurance eligibility requirements to be covered by a Workshare plan

Lowery asked for comments and questions. He referred members to his email address if they had any additional questions regarding outreach and marketing: [Todd.Lowery@Illinois.gov](mailto:Todd.Lowery@Illinois.gov)

Lowery commented that the WorkShare Program is administered by the Special Program Unit and that a representative can be reached at 217-558-8150 or by email: [DES.WorkShare@Illinois.gov](mailto:DES.WorkShare@Illinois.gov)

Shoup asked if there were any questions. She stated at our Business Service Team meetings we discussed holding presentations for the business community, partnerships such as the WorkShare program, Work Based Learning programs, etc. She said within the next few months we will be scheduling workshops in partnership with the Chambers of Commerce.

A brief question and answer session followed.

## **VI. Committee Reports**

Beeler referred members to the December 21, 2022 and January 20, 2023 Executive Committee Meeting Reports. She stated a vote to approve the Committee Reports is required. Beeler noted if anyone had a conflict of interest they must abstain from discussion and the vote. She asked if there were any comments or concerns regarding the report. There were none.

A motion to approve the December 21, 2022 and January 20, 2023 Executive Committee Reports was made by Shannon Kachinovas and seconded by Curtis Harn. The motion carried by roll call.

## **VII. Member Updates**

Osment from IDES stated a re-opening plan for the Quincy Workforce Center with a tentative date of February 1, 2023 has been submitted to the state. She reviewed the proposed re-opening plan. Shoup thanked Dorr for her encouragement to address the re-opening of the Center. She pointed out that one thing included in the plan is to offer walk in career services. She said she looks forward to increased walk ins which in turn will ultimately increase enrollments.

Hetzler announced that Dr Bryan Renfro is the new President of John Wood Community College in Quincy, effective January 4, 2023. He reviewed his qualifications and added Dr. Renfro has a background in workforce development. He also reported on the accelerated welding program that is in collaboration with the Workforce Office of western Illinois and TRRC. He noted the program began in February and meets four nights a week. Hetzler noted that Shoup has been instrumental in incorporating Work Based Learning into the welding program. He stated on March 15 there will be a presentation from the Illinois Manufacturing Association and on March 16 there will be tour of Knapheide Manufacturing facilities to view their new robotic line. Hetzler reported these events are being promoted statewide.

Shoup thanked Beeler with Knapheide and Manchester Tank for agreeing to be internship sites.

### **VIII. Old Business**

Shoup mentioned that as a follow-up to our last meeting we are developing a young adult campaign which is already getting interest. She will forward the Facebook link to members to review. Shoup stated the focus is on skills training and employment. She mentioned she appreciated the Executive Committee support and suggestion in locating billboards to promote the youth programs.

### **IX. New Business**

Shoup reported at the last Executive Committee meeting she was asked to meet with youth by holding some youth focus groups. She stated Carl Sandburg College, Reach Out Center in Monmouth, John Wood Community College, Western Illinois Regional College (WIRC) and Bella Ease in Quincy have agreed to host a roundtable for in school and out of school youth. We want youth to realize this is an opportunity to gain marketable skills and employment by enrolling in our program.

Shoup reported the next WIB meeting will be held in April and will be a hybrid meeting with an in person option at a Galesburg location. She stated the speaker will be from SHRM and will provide an update on retention and recruitment tools. Shoup noted Crystal Adams will also speak on Performance Measures.

### **X. Public Comment**

There was no public comment.

### **XI. Adjournment**

A motion to adjourn at 10:58 AM was made by Cheryl Welge and seconded by Henry Gauwitz. The motion carried by roll call.