

Community Action Plan (CAP) 2025



Community Action Partnership of Central Illinois

1800 5th Street
Lincoln, IL 62656

It is the mission of CAPCIL, in partnership with our communities to empower all vulnerable populations, through poverty-fighting initiatives for those who seek a life of lasting independence.

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COMMUNITY SERVICES BLOCK GRANT (CSBG)

1 Community Action Plan Certification

Agency Name	Community Action Partnership of Central Illinois
Name of CAP Contact	Dea Welsh
Title	Community and Personal Development Director
Phone	217-689-1061
Email	dwelsh@capcil.org
*CAP Board Approved MM/DD/YYYY:	Click to type Date the Agency's Board approved the CAP. 10/28/2024
CSBG Year (YYYY):	2025

***Attach board minutes from the meeting where the CAP was approved, note in appendices.**

Board and Agency Certification

The undersigned hereby certifies that this agency complies with the Federal CSBG Programmatic and State Assurances as outlined in the CSBG Act. The undersigned further certifies the information in this Community Needs Assessment and the Community Action Plan is correct and has been authorized by the governing body of this organization.

Jenifer Deweese		Click or tap to enter a date. 10/25/24
Executive Director (printed name)	Executive Director (signature)	Date
Eldon Garlisch		Click or tap to enter a date. 24 Oct 2024
Board Chair (printed name)	Board Chair (signature)	Date

Certification of ROMA Trainer/Implementer

The undersigned hereby certifies that this agency's Community Action Plan and strategic plan documents the continuous use of the Results Oriented Management and Accountability (ROMA) system (assessment, planning, implementation, achievement of results, and evaluation). (Organizational Standards)

Jenifer Deweese		10/25/2024
NCRT/NCRI (printed name)	NCRT/NCRI (signature)	Date

2 Community Action Plan Summary:

2.1 Provide a brief summary of how funds are used to support the overall operations of the agency. (CSBG Act)

This summary should go beyond the specific programs provided by the agency.

CAPCIL employs a comprehensive approach to fund allocation and service delivery, with funds supporting the agency's overall operations to maximize community impact and address needs beyond the specific programs outlined in the CSBG Act. Resources are strategically allocated across essential operational areas, including administrative functions, outreach, and infrastructure, to maintain a robust service network capable of adapting to the diverse needs of our communities. Funds are also used to support advances in technology, staff training, and community engagement aimed at further enhancing our operational capacity, allowing CAPCIL to deliver quality services while remaining responsive to emerging needs.

CAPCIL's flexible, client-centered service delivery model is crafted to meet the unique socioeconomic needs across our six-county service area. Although CAPCIL administers the majority of services directly, certain programs engage subcontractors to provide additional flexibility in tailoring support. This approach enables us to ensure that needed services remain available to our communities. This model allows CAPCIL to utilize a diverse mix of funding sources, including alternative resources, to fill service gaps and reach as many community members in need as possible.

CSBG funds are directed thoughtfully, in collaboration with agency partners and other funding sources, focusing on high-need areas and initiatives that address unmet or under-met needs, especially in lower-income communities.

CAPCIL's intake process emphasizes accessibility and client care, with intake coordinators assessing each individual's situation to connect them with appropriate services. Multiple entry points, including walk-ins, appointments, and online options, ensure that clients can engage with CAPCIL in a way that suits their needs. Eligibility criteria are communicated to all applicants and interested parties. Staff guide applicants through each step of the application process, fostering a supportive and efficient experience.

One of CAPCIL's primary strengths lies in its responsive, client-centered approach, which not only improves service accessibility but also advances CAPCIL's mission to empower vulnerable populations toward lasting independence. This adaptable, collaborative model allows CAPCIL to partner with communities, offering tailored, poverty-fighting initiatives that address both immediate and long-term needs. By aligning resources, partnerships, and flexible service delivery, CAPCIL effectively meets diverse community needs, creating a pathway to independence for all who seek it.

2.2 Please explain how the Board of Directors was involved in the planning process to create the CAP. (IL Economic Opportunity Act)

The board convenes bi-monthly to review the agency's status, initiatives, programmatic plans, and progress, including updates on targeted goals and completion rates, as well as to address any obstacles, deficiencies, or significant issues. Historically, the board has conducted an annual review

and approval of the CAP. In April and June of 2024, the board was invited to take part in the Community Needs Assessment Stakeholder Survey and to participate in a focus group held in their county. One board member attended and actively engaged in the DeWitt County focus group. All board members were invited to the strategic planning session that took place in July. A summary of the activities and outcomes from this session was presented to the board at the August 2024 meeting, and they were given the opportunity to discuss it. The 2024 Community Needs Assessment was provided to the board prior to the October 2024 meeting for their review, and they were invited to discuss the completed assessment during that meeting.

2.3 How was the client population involved in this process? (IL Economic Opportunity Act)

Clients were invited to participate in our 2024 Community Needs Client Survey. The findings from these surveys were analyzed and used to inform decisions regarding agency programming in the strategic planning process. Additionally, clients had the opportunity to engage in our 2024 focus groups, with participants contributing to discussions in both Logan and Piatt, as well as completing focus group surveys.

2.4 How was the community involved in this process? (IL Economic Opportunity Act)

The community has been invited to engage in the 2024 CAPCIL Community Needs Assessment process by participating in the Community Member Survey. Access to the survey is provided via a link and QR code available on the CAPCIL website and Facebook page. Additionally, a press release containing the link and pertinent information was distributed to local news outlets within our service area. CAPCIL employees were given the link, QR code, and promotional flyers and are encouraged to share these materials through both electronic and physical channels within their respective communities. Flyers were also provided to Head Start staff during their recruitment blitz week to further enhance participation.

We successfully facilitated focus groups with 10 to 14 community members across four of the six counties (Fulton, DeWitt, Logan, and Piatt). The participants represented a diverse range of agencies and organizations that serve the residents within our service areas as well as people of different ages and backgrounds. By engaging people from different age groups, ethnicities, income levels, and life experiences, we can better understand the unique challenges and opportunities that exist within our community. This inclusive approach allows us to gather meaningful insights and feedback that allow us to continuously improve our programs and services to better meet the needs of everyone we serve.

Many members of our directors and management teams actively participate in local community organizations, such as Rotary and Kiwanis, and are involved in groups like the Mason County Coordinating Council, Piatt County Coalition, and Logan County Housing Council. Insights gathered from these engagements are shared with the directors' team, enhancing discussions about our services and observations regarding community needs. Such conversations and experiences are crucial to our deliberations during directors' meetings and strategic planning sessions.

2.5 How will your Agency leadership team and Board of Directors monitor and document the success of the plan, including comparing targeted outcomes to actual results during the program year? (Organizational Standards)

The directors will be responsible for tracking and documenting actual outcomes and how they compare them to the established targets for their departments. Directors will report these to the Board in their bi-monthly board reports (dashboards) that are provided to the Board members prior to each board meeting. The directors also meet monthly to discuss agency-wide issues and initiatives, and this includes departmental level updates. The CAPCIL Annual Report is also provided to the Board which recaps progress made by each department.

Agency goals and outcomes are discussed each year during the management team's strategic planning retreat. This is then factored into the discussion regarding agency direction and programmatic goals for the coming year. Board members are invited to attend strategic planning.

Each of the directors are responsible for establishing and meeting department level milestones that are driven by the discussions held during the strategic planning session and are included in CAPCIL's agency wide strategic plan. Board members have access to the milestone tracker and can track progress in real time.

3 Service Delivery System

3.1 Describe your agency's service delivery system. Include a description of your client intake process or system and specify whether services are delivered via direct services or subcontractors, or a combination of both. (CSBG Act)

CAPCIL uses a variety of methods for potential or existing customers to reach out to the agency and inquire about or receive services. CAPCIL has outreach offices in all six counties. In general, programs try to utilize scheduled appointments but will accommodate walk-ins when possible.

The Client Intake Process serves as the initial point of entry for all customers at CAPCIL. The Intake Coordinator evaluates incoming calls and visits to determine the appropriate course of action based on the information provided by the customer. The Coordinator is responsible for updating client and household information in the CAP60 system or creating a new CAP60 profile as needed. Referrals are subsequently directed to the relevant Program Intake Coordinators. For customers requiring appointments for LIHEAP, PIPP, or Transportation services, the Coordinator will guide them to the front desk to schedule their appointments. Additionally, referrals—both internal and external—are provided to customers in accordance with their specific needs and requests for services. Internal referrals are made and recorded in CAP60. External referrals are made in a variety of manners, primarily by phone, email, or information. These are also recorded in CAP60.

CAPCIL employs various online functionalities to assist clients in accessing services. The Client Kiosk feature, prominently displayed at the top of the CAPCIL website, enables clients to identify

the services in which they are interested. Clients' information is subsequently forwarded to the appropriate Program Intake Coordinators. Additionally, CAPCIL offers a "live chat" feature on the website that allows clients to communicate in real-time with a CAPCIL representative. This feature can facilitate intake processes and assist in identifying necessary referrals when needed. LIHEAP has recently transitioned to conducting appointments primarily over the phone to enhance efficiency. In-person appointments are available when required. Furthermore, LIHEAP staff has made efforts to visit off-site locations with high concentrations of clients, particularly older individuals or those with mobility limitations, to help reduce barriers to access.

Currently LIHEAP is the only program that allows appointments to be made online. This is an option that has been discussed as a possible option for Head Start case management services in the future. All other appointments are made over the phone, in-person, or through email. CAPCIL does have the capability to do virtual appointments if requested.

Families and individuals receive services provided directly by CAPCIL's CSBG grant (case management, emergency food assistance, scholarships, housing assistance), services provided by CAPCIL's other programs (such as LIHEAP, PIPP, Weatherization, Head Start/Early Head Start, Senior Transportation, Meals on Wheels, Congregate Meals, and Foster Grandparents), and services provided by community partners (referrals for a wide range of services).

3.2 Identify all underserved rural or metro communities in your geographical service area and steps you will take (*or have taken*) to improve your service provision to these areas.

CAPCIL is dedicated to ensuring that no segment of the population is underserved by implementing a robust and far-reaching outreach program. This ongoing initiative utilizes a variety of channels to engage and inform the community effectively. Key components include monthly radio spots, strategically targeted advertising, and a highly active Facebook presence with regular posts and engaging videos. Additionally, CAPCIL issues press releases, distributes informative flyers, and maintains vehicle decals and advertising to increase visibility throughout the community. Staff members actively participate in local events, allowing for direct interaction and connection with residents. This comprehensive approach reflects CAPCIL's commitment to reaching the widest audience possible, ensuring accessibility and awareness of our services for all.

CAPCIL's Head Start and Early Head Start programs in Menard County have experienced enrollment levels below the funded capacity. However, data from the Community Needs Assessment (CNA) and local census still indicate the need for these services within the county. In response, CAPCIL has intensified its outreach efforts across Menard County. Advertising budgets have been expanded to enhance visibility and extend reach. Additionally, CAPCIL has increased staff recruitment to facilitate both direct, door-to-door outreach and to host targeted recruitment events.

CAPCIL has identified that service engagement with CSBG customers in Piatt County has historically been lower than in other areas. As one of the wealthier counties in CAPCIL's service area, Piatt County has the lowest poverty rate, presenting unique challenges for CSBG outreach, particularly given the limited CSBG staffing and the county's geographic distance. In response, CAPCIL has been actively exploring and implementing alternative strategies to effectively support individuals in need within Piatt County. By utilizing alternative funding sources to deliver services

through alternative staff, CAPCIL aims to address identified service gaps in the community while allocating CSBG funds to other lower-income areas where demand is higher. This approach reflects CAPCIL's commitment to adapting resources to meet diverse community needs across its service area.

3.3 How do the services proposed remove obstacles and solve problems that block the achievement of self-sufficiency? (CSBG Act)

1. **Employment Strategies:** Our community-level initiative aims to empower small businesses and aspiring entrepreneurs by enhancing their business acumen and knowledge. This support is intended to foster their growth and sustainability, ultimately leading to an increase in job opportunities within the community. By creating more job opportunities, particularly in small businesses that do not require advanced degrees or specialized expertise, we can provide greater access to employment for low-income individuals in our area. Additionally, the CAPCIL service region has witnessed a decline in population over the past decade, particularly among younger adults. A thriving economic environment is essential for ensuring the availability of viable, well-paying jobs, which is crucial for retaining families within the community.
2. **Education:** CAPCIL's educational programming (Head Start/Early Head Start, college and technical school scholarships, and case management) provide assistance and guidance to families and individuals that help them build skills and gain credentials that assist them on their journey to improved self-sufficiency.
3. **Basic Needs:** CAPCIL's services that address basic needs (LIHEAP, Weatherization, Meals on Wheels, Congregate Meals, Transportation, and emergency food services) provide families with crucial support for enhancing social and economic mobility. By ensuring that customers are not held back by a lack of basic necessities, we create a more equitable environment where everyone has the chance to thrive. Access to essential resources like safe housing, food, and energy services allows individuals to focus on education, employment, and personal growth. Addressing these needs reduces daily survival stresses, enabling a shift toward long-term development. For elderly and disabled individuals, access to these services fosters connection, routine, and dignity at home, enhancing quality of life and mental well-being. Supporting their independence strengthens community bonds and alleviates pressure on care facilities, allowing them to age or live with disabilities securely.
4. **Case Management:** CAPCIL's case management services (Head Start and CSBG) are designed to help individuals and families identify and overcome barriers to self-sufficiency. Our program is designed to provide customers with personalized, one-on-one support to assist individuals on their path to self-sufficiency. We combine case management with the essential services mentioned previously and resources from our referral network, ensuring immediate needs are met while equipping individuals with the confidence and tools to overcome challenges. This holistic approach not only addresses basic needs but also offers guidance and resources for lasting independence and resilience. Head Start case managers additionally focus on helping to build parents' confidence and skills as advocates for their children's education and well-being while simultaneously helping them set and achieve their own personal and professional goals. This whole family approach strengthens the entire family unit, empowering parents to thrive alongside their children, creating a foundation for lasting success and self-sufficiency.

3.4 Describe the process you used to prioritize the needs identified in your needs assessment to select your proposed work program. Be sure to identify how the proposed program addresses a priority need. (CSBG Act)(IL Economic Opportunity Act)

CAPCIL implemented the following process to identify and prioritize the data utilized in the development of the Community Action Plan (CAP):

- 1. In the spring and early summer of 2024 (April to June), surveys were distributed widely across the CAPCIL service area to reach a broad range of voices, including clients, community members, and stakeholders (including board members). The purpose was to gather qualitative insight into the pressing needs facing low-income individuals within the community. The client survey also included questions related to customer satisfaction. The Community and Personal Development Director analyzed and synthesized the survey data and presented the findings to the directors' team during a strategic planning session. This data was examined both collectively and disaggregated by county and program when relevant.
- 2. Focus groups were conducted in four out of six counties to facilitate discussions around the needs and challenges encountered by community residents. Both board members and clients were invited to participate in these discussions. The outcomes of these discussions, along with a summary of the needs highlighted by focus group participants, were compiled into a report and shared with the directors' team during strategic planning, where they engaged in further analysis.
- 3. Prior to the strategic planning session, qualitative data was distributed to participants, allowing them to review trends and compare the gathered information with their departmental data and personal experiences.
- 4. The strategic planning session took place in July 2024. During this session, the directors' team thoroughly reviewed and discussed the previously mentioned quantitative and qualitative data, including trends, outliers, and discrepancies between services offered and community-identified needs. The team also explored the underlying causes and conditions of poverty within CAPCIL's service area. This analysis led to the identification of the top three needs in each county, which were subsequently consolidated into the top three needs across the service area. These discussions and outcomes informed the prioritization of needs outlined in the community needs assessment. Additionally, the current CAPCIL services and programs were evaluated for their relevance and effectiveness in addressing the identified needs based on the collected data and community feedback.

3.5 Complete the chart below to demonstrate how the Agency developed work programs based on your community needs assessment and planning process. Consult with a ROMA professional to complete this chart and assure the need meets the intended outcome. (Organizational Standards)

Need Statement	Work Program Name
Individuals with low-income lack the ability to pay for all of their necessary expenses.	Case Management (1)

Individuals with low-income lack the ability to pay for all of their necessary expenses.	Nutrition and Food/Meals (1)
CAPCIL Counties lack good living wage job opportunities.	Employment Strategies
Individuals with low-income lack the ability to pay for all of their necessary expenses.	Referrals (1)

4 [Linkages and Funding Coordination](#)

4.1 How do you develop linkages to fill identified gaps in your service area through the provision of information, referral, case management, and follow-up? Please provide at least one example of how you developed linkages with another organization or organizations to address an identified gap in the past year. (CSBG Act)

Our agency is committed to providing holistic, wraparound services to our clients, addressing their needs in a comprehensive and supportive manner. We understand that since every individual's journey to self-sufficiency is different, supporting everyone requires a wide range of services that address the social, economic, and personal challenges our clients may face. We recognize that we cannot meet all these needs within our agency alone. CAPCIL continuously reaches out to maintain a comprehensive list of faith-based organizations, education providers, and other social services agencies in order develop, maintain, and support the work of our collaborative partners. By leveraging the resources, expertise, and services available within our community, we ensure that our clients have access to the best possible care and support and minimize duplication of services in our community.

We currently have over 400 collaborative partners in our database that are available to all staff to utilize. Utilization of the CAP60 database enables the agency to track all internal and external referrals provided to the customer base.

Over the past year, CAPCIL formalized an agreement with Jefferson Street Christian Church to manage a portion of their benevolence funds, helping to provide essential utility and rent or mortgage assistance to individuals who exceed income limits for LIHEAP and CSBG programming. Establishing this agreement was a multi-year process, as it required building a foundation of trust and mutual understanding with the church elders, who needed assurance that their funds would be

managed with integrity and alignment with their mission. This partnership now enables CAPCIL to extend critical support to those in need who might otherwise fall through the gaps.

4.2 How do you coordinate the use of CSBG funding with other public and private resources? How do local and other resources work together with CSBG funding to meet needs in your area? (CSBG Act)

CAPCIL strategically coordinates the utilization of Community Services Block Grant (CSBG), funding alongside other public and private resources in a variety of meaningful ways.

The agency actively engages in numerous community-level collaborations where CSBG funding enables staff participation and collaboration. Notable examples of these collaborations include the Logan County Housing Council, Rotary, the Mental Health Advisory Committee, the Workforce.net board, and Mason/Logan County Recovery Oriented Systems of Care (ROSC) meetings. In addition, staff members attend local focus groups to amplify the voice of the low-income community when invited.

CAPCIL's case management programs leverage the agency's diverse partnerships and staff relationships with community partners to provide holistic, customer-centric support to families and clients as they strive for stability and self-sufficiency. For instance, CAPCIL collaborates with the local Salvation Army to assist eligible case management clients facing housing insecurity in enrolling in the Salvation Army's Pathway to Hope program. This initiative provides housing for individuals with income for up to three months, allowing them time to save for the necessary deposits to secure stable permanent housing.

Additionally, CAPCIL is involved in a local collaborative effort in Logan County aimed at establishing a homeless and transitional housing facility in the region. This initiative involves partnerships with private individuals and businesses, various local agencies (including the Salvation Army, United Way, and CIVC), and municipal funding from the Logan County Board.

4.3 Describe how you collaborate with other social service providers in your area, including religious organizations and charitable groups, to maximize resources, avoid duplication, and coordinate activities? (CSBG Act)

Due to the extensive geographical scope of the CAPCIL service area, which spans six counties, CAPCIL has established a diverse network of community partners and collaborative efforts aimed at maximizing resources, minimizing duplication of services, and coordinating activities effectively. Our database includes a wide array of over 400 collaborative partners available for staff utilization, including several formal relationships supported by Memoranda of Understanding (MOUs) and linkage agreements.

CAPCIL also fosters strong partnerships with local faith-based organizations, working closely with various churches to share clients and make referrals tailored to the specific needs of their programs. A notable example of this collaboration is with the Jefferson Street Christian Church in Lincoln, which refers individuals to CAPCIL's programs based on assessed needs. In this partnership, CAPCIL administers funds on behalf of the church to address service gaps for individuals who exceed the income limits for LIHEAP or do not qualify for housing assistance through our Hand Up Program. Additionally, we utilize the church's food pantry to support clients facing food insecurity. CAPCIL partners with the local Salvation Army to support their Warm Hearts

and Cool Friends program. Applicants to this program must demonstrate that they have applied for LIHEAP services prior to accessing funding for energy bill assistance. Additionally, we provide referrals to this program for customers who exceed the income thresholds or do not qualify for LIHEAP services. This ensures that there is not a duplication of services.

CAPCIL employees are actively engaged in several community-level collaborations where they discuss and address the needs of residents and available resources. These include, but are not limited to, the Mental Health Advisory Council, Mason County Coordinating Council, DeWitt County Coalition, Logan County Housing Coalition, and Piatt County Coalition.

The Agency's tripartite Board of Directors, which consists of community partners and local elected officials, enhances collaboration and fosters mutual understanding in our joint initiatives.

4.4 Describe how the Agency coordinates employment and training activities, including at a minimum, how the Agency coordinates with WIOA."? (CSBG Act)

Please attach your WIOA agreement in the Appendices (Instructions can be found in the *CAP Template Guide*) in addition to describing coordination of other employment and training services provided.

CAPCIL maintains a strong collaborative relationship with the local Illinois workNet centers. Executive Director Deweese serves on the board of the Land of Lincoln Workforce Alliance based in Springfield. The previous Chairman of the Alliance, Mr. Martinek, held the position until September 2024 and is a member of CAPCIL's Small Business Coalition. Our Coalition Coordinator has also recently been appointed to the board of the Land of Lincoln Workforce Alliance. Additionally, we have established a partnership with the Decatur workNet center. CAPCIL does not currently have formalized agreements with these centers.

4.5 How does your Agency ensure people have access to nutritious food on an emergency basis? (CSBG Act)

CAPCIL utilizes local food pantries within its service area to facilitate referrals for individuals facing food insecurity. All CAPCIL employees have access to information regarding local food pantries and the associated resources outlined in the CAP60 resource list.

Case managers for Head Start, Early Head Start, and CSBG assist families and individuals encountering transportation challenges by providing access to local pantries and emergency food resources.

The CSBG program is authorized to issue one-time emergency food cards to support income eligible individuals in urgent situations when no other food access is available, such as on a Friday afternoon when all food pantries are closed for the weekend.

5 Youth Initiatives:

5.1 Describe how your agency will promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs such as the establishment of violence-free zones, youth mediation, youth mentoring, life skills training, job creation, entrepreneurship programs, after-school child care. (CSBG Act)

CAPCIL partners with Group Mission Trips to conduct Workcamp for Lincoln. Workcamp for Lincoln is a community-driven initiative in Lincoln, Illinois, where hundreds of youths and adult volunteers come together to provide free home repairs for residents. It aims to improve living conditions for those in need while offering participants the chance to develop skills, strengthen their faith, and form meaningful relationships through service.

CAPCIL offers Head Start and Early Head Start services in five of our six counties. Head Start case managers, referred to as "coaches," deliver holistic, family-centered support, ensuring the provision of comprehensive wrap-around services in collaboration with CAPCIL programs and services available through CAPCIL's extensive network of partner agencies. This whole family approach guarantees that assistance is extended to the entire family, including children over the age of five and teenagers within the household when applicable.

CAPCIL is actively engaged with our local birth to 5 programs across our service area, to promote our shared goal of ensuring children are prepared for kindergarten and lifelong learning and providing equitable access to early childhood education for children from disadvantaged or underserved communities, helping to reduce disparities in learning opportunities.

5.2 Describe how your agency will use funds to support innovative community and neighborhood-based initiatives, which may include fatherhood and other initiatives, with the goal of strengthening families and encouraging effective parenting. (CSBG Act)

One prominent aspect of CAPCIL's comprehensive Head Start and Early Head Start programs, which emphasize a holistic family approach, is the encouragement and promotion of male engagement. CAPCIL accomplishes this objective through a variety of initiatives designed to motivate fathers and other male figures to actively participate in the early education and development of children. These initiatives include the provision of workshops and resources aimed at enhancing parenting skills and understanding of child development for men, as well as the organization of specific events targeted at fostering bonding between children and their male caregivers.

6 Innovative Community and Neighborhood-Based Initiatives

6.1 Describe at least one innovative initiative or approach your Agency developed or implemented in the past year, or plans to develop in the coming year. (CSBG Act)

The LIHEAP program will begin conducting appointments primarily over the phone in the fall of 2024. CAPCIL is dedicated to enhancing service accessibility, particularly for vulnerable populations. By offering phone interviews for LIHEAP appointments, we better support older adults, individuals with disabilities, and those who are ill, allowing them to obtain necessary assistance without the burden of travel. This method also facilitates access for clients facing transportation issues or residing in remote areas, enabling them to connect with us from home. By removing participation barriers, we provide a convenient and flexible solution for those with mobility or geographic challenges.

Our aim is to foster an inclusive and efficient service experience prioritizing client well-being and convenience, ensuring no one is overlooked due to logistical obstacles. This customer-centric strategy enables us to address the unique needs of our community and fulfill our mission of delivering essential support to those in need.

Since 2022, the Director of the Community and Personal Development Department has been engaged in a collaborative effort with a local organization in Logan County that is striving to establish a homeless and transitional housing facility in the region. In the year 2023, this organization acquired an abandoned building, formerly utilized as a nursing home, established a 501(c)(3) nonprofit entity, and commenced the process of transforming the facility into a shelter. Presently, there are no homeless shelters available throughout our service area. The long-term objective of this initiative is to serve as a resource for other smaller adjacent counties, in addition to Logan County.

7 Disaster Preparedness

7.1 Does your agency have a written disaster plan in place that includes strategies on how to remain operational and continue providing services to low-income individuals and families during and following a disaster?

- Yes
 No

7.2 If so, when was the disaster plan last updated?	N/A
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7.3 Attach a copy of your plan in the appendices
7.4 Check box below that applies to your agency.

- Public Agency: Plan can be reviewed at agency
- Disaster Preparedness Plan Attached.
- Not Applicable

7.5 If your agency does not have a disaster plan, please Identify types of disasters that have occurred in your area that could impact low-income individuals and families.

Our area has experienced tornados/high wind storms and significant winter weather events that result in impassible roads and power outages. The service area also contains areas where flooding could significantly impact low-income citizens.

7.6 If you do not have a written plan, or if your written plan does not include working with your community to address disasters, who do you partner with when a disaster occurs? (i.e. Data Security Breach, Flooding, etc.)

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> IEMA <input type="checkbox"/> Red Cross <input type="checkbox"/> V.O.A.D. (<i>Voluntary Organization Active in Disaster</i>) <input type="checkbox"/> C.O.A.D. (<i>Community Organizations Active in Disaster</i>) <input type="checkbox"/> County Offices of Emergency Management <input type="checkbox"/> City Offices of Emergency Management <input type="checkbox"/> Catholic Charities <input checked="" type="checkbox"/> Community Foundations <input type="checkbox"/> Farm Rescue | <ul style="list-style-type: none"> <input type="checkbox"/> IL Dept. of Public Health <input checked="" type="checkbox"/> Health Departments <input type="checkbox"/> FEMA <input checked="" type="checkbox"/> Local Religious Charities <input checked="" type="checkbox"/> Salvation Army <input type="checkbox"/> United Way <input type="checkbox"/> ICNA <input type="checkbox"/> IT Security Firm <input type="checkbox"/> Other <p><i>In the CAP Template Guide you can find additional potential resources and methods of contact.</i></p> |
|--|---|

If 'Other' was marked above please list the partnerships below.

8 Appendices

Please complete the table below by entering the title of the document and its assigned appendix letter.

Document Title	Appendix Item
Board Minutes from CAP Approval Board Meeting	A
Workforce Alliance Board List	B



GOVERNING BOARD E-VOTE

Friday, October 25, 2024
ELECTRONIC VOTE
Corporate Office – Board Room

E-VOTE BALLOT Minutes

10 of the 14 members completed the requirements of the e-vote ballot. There was a quorum. The voting record is attached.

I. Community Action Plan –

As discussed during the October 24th meeting of the board, the Community Action Plan is a requirement to complete every three years. This plan accompanies the Community Needs Assessment. While the needs assessment presents the qualitative and quantitative data for our communities the CAP plan outlines how our agency plans to meet these needs.

(ACTION ITEM) Votes: 10 yes



LAND OF LINCOLN WORKFORCE ALLIANCE
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WIB MEETING AGENDA

Monday, September 16th, at 4:30 p.m.

Northfield Conference Center, 3280 Northfield Drive, Springfield, IL 62702

Welcome: Vic Martinek, Chair of WIB

Roll Call: Guenevere Black Ford (pgs. 1-2)

Approval of Minutes: May 2024 (pgs. 3-9) → ACTION

Program Information:

1. County Liaison Reports (pgs. 10-15) M. Brookens
2. Business Services (pgs. 16-17) M. Brookens
3. Special Grant Projects - QUEST, SSG, Youth Providers (pgs. 18-20) M. Brookens
4. Center Activity /Enrollment / Performance Reports (pgs. 21-23) M. Griebler
5. Approval of Standing Program Reports → ACTION

Fiscal Information:

1. PY'24 Funding Allocations (pg. 34)
2. PY'24 Operating Budget (pg. 29)
3. Approval of PY' 24 SSG Grant \$398,192
4. Transfer \$290,000 formula funds from Dislocated Worker to Adult
5. Expenditure & Grant Reports – D. Jones (pgs. 24-29)
6. Annual Fiscal policies
7. Fiscal Monitoring of Contractual Youth Service Providers
8. Approval of Budget, Fiscal Reports, Policy, and Funding Transfer → ACTION

Administrative Information:

1. Director's report (pgs. 30-31) M. Griebler → ACTION
 2. **Action Items for Approval**
 - **WIB Chair/ Nomination for Vice Chair**
 - **One Stop Center Certification**
 - **Regional and Local Plan Revisions**
 - **MOU Revisions**
 - **New Provider/Programs at LLCC and The Miller Academy (pgs. 32-33)**
 - **Approval to Hire Career Planner (Logan Liaison) and Technical Resource Specialist**
- Approval of Action Items → ACTION

Around the Table:

1. New Business
2. County/Business Workforce Needs

Announcements/Upcoming Events: (pg. 35-36)

1. Next CEO Meeting – November 13th, 2024 from 2:30 p.m. to 4:00 p.m.
2. Next WIB Meeting – November 18th, 2024 at Northfield CC from 4:30 p.m. to 6:00 p.m.

Public Comment:

Adjournment → ACTION

Land of Lincoln Workforce Investment Board Members – As of September 2024

Board Member	Represents	County	Business/Organization	First Term	Current Term
Brady, Carrie	Business (finance)	Menard	Alliance Community Bank		10/01/20 – 09/30/26
Britton, JT	Business (management & admin) (SM)	All	Express Temp Services		10/01/20 – 09/30/26
Brummer, Gloria	Business (health science)	Sangamon	St. Johns College of Nursing		10/01/19 – 09/30/24
Clark, Brittany	Business (health science)	Sangamon	Hospital Sisters Health Systems	X	11/13/23 – 09/30/26
Conn, Karen	Business (hospitality/tourism) (SM)	All	Conn's Hospitality Group	X	12/8/23 – 09/30/26
Deweese, Jennifer	Workforce Rep. (community based organization)	Logan	CAPCIL		10/01/22 – 09/30/26
Dockter, Jason	Education & Training (Inst. of higher education)	All	Lincoln Land Community College	X	01/09/23 – 9/30/24
Fowler, David	Workforce Rep (community based organization)	All	Computer Banc		10/01/20 – 09/30/26
Frazier, Robert	Business (marketing/sales) (SM) / (Commercial Linen, Coin Laundry, Pressure Washing)	All	All In One Management & Services, Inc. d/b/a All In One Laundry Center & On-Site Wash & Detail		10/01/22 – 09/30/26
Fyans, JP	Workforce Rep. (labor organization)	All	Teamsters Local 916		08/01/21 – 9/30/26
Kerr, Robert	Business (management & admin) (SM)	Sangamon	UIS Innovation Center	X	10/01/23 – 09/30/26
Lacy, David	Gov't Econ/Comm. (Wagner-Peyser)	Sangamon	Illinois Department of Employment Security	X	5/21/24 – 09/30/26
MacDonna, David	Other	Sangamon	Sang. County Dept. of Comm. Resources		10/01/20 – 09/30/26
Martinek, Victor*	Business (manufacturing)	Logan	Inland Tool		10/01/17 – 09/30/24
McCradly, Ryan	Gov't Econ/Comm. (economic development)	Sangamon	Land of Lincoln Economic Development		10/22/20 – 09/30/26
Mendoza, Patty	Education & Training (adult education)	All	Lincoln Land Community College	X	10/01/20 – 09/30/24
Moore, Twyla	Workforce Rep (community based organization)	Sangamon	Springfield Urban League	X	10/01/23 – 09/30/26
Morgan, Suellen	Gov't Econ/Comm. (vocational rehabilitation)	All	ILL. Dept. of Human Services		10/01/21 – 09/30/26
Novaria, Christine	Business (food service) (SM)	Sangamon	MJ Kellner Co., Inc.	X	2/26/24 – 09/30/27
Porter, Nicole	Business (Agriculture)	Cass	JBS USA	X	03/27/23 – 09/30/26

Porter, Reba	Business (health sciences)	Sangamon	Springfield Clinic	X	12/12/23 – 09/30/26
Roesch, Justin	Business (hospitality/tourism)	Sangamon	Candlewood Suites	X	03/31/23 – 09/30/26
Runge, Andrea	Business (other services) (SM)	Logan	Lincoln Economic Advancement Development, Inc.	X	10/01/22 – 09/30/26
Sandner, Amanda	Workforce Rep. (community based organization)	All	Land of Lincoln Goodwill Industries	X	10/01/17 – 09/30/24
Sprehe, Mark	Business (manufacturing)	Sangamon	Bunn-O-Matic		10/01/15 – 9/30/26
Thurman, Lance	Education & Training (local education)	Sangamon	Springfield Public Schools 186		08/01/21 – 09/30/24
Vitale, Katie	Gov't Econ/Comm. (economic development)	Cass	Cass County Chamber of Commerce		3/17/21 – 09/30/24
Walker, Terri	Business (health services) & Workforce (youth)	Sangamon	BrightStar Care	X	02/05/24 – 09/30/27
Winkler, Mark	Workforce Rep. (labor organization)	All	Operative Plasterers & Cement Fin. Loc. 18		10/01/17 – 09/30/24
Yard, Matthew	Business (Architecture & Construction) (SM)	Christian	Yard Heating and Cooling		10/01/22 – 09/30/26
Val Yazell	Business (gov. & economic development)	Sangamon	City of Springfield	X	12/19/23 – 09/30/26
Total Members: 31					

WIB Meeting Minutes
Monday – May 20, 2024 at 4:30 p.m.
Northfield Inn and Conference Center, 3280 Northfield Drive, Springfield, IL 62703

Attendance

WIB Members Present: Carrie Brady, Gloria Brummer, Jenifer Deweese, Robert Frazier, JP Fyans, Robert Kerr, Dave MacDonna, Victor Martinek, Patty Mendoza, David Lacy, Twyla Moore, Suellen Morgan, Andrea Runge, Amanda Sandner (remote), Mark Sprehe, Lance Thurman, Terri Walker

WIB Members Absent: JT Britton, Brittany Clark, Karen Conn, Jason Dockter, Jeff Durbin, David Fowler, Reiko Hurd, Ryan McCrady, Christine Novaria, Nicole Porter, Reba Porter, Justin Roesch, Katie Vitale, Mark Winkler, Matthew Yard, Val Yazell

Staff and Guests in Attendance: Guenevere Black Ford, Michelle Brookens, Michelle Griebler, Diane Jones, Logan Taira (IDES), Jeff Marcella (One Stop Procurement Consultant)

Meeting Called to Order: 4:41 p.m.

Welcome/Attendance/Introductions: (pgs. 1-2)

Roll call was taken by Guenevere Black Ford. Victor Martinek introduced Jeff Marcella as a guest.

Special Presentation:

Logan Taira presented Labor Market Information for LWIA 20.

Logan reviewed Labor Market Information for March 2024. Over the year, the unemployment rate has gone up about half a percentage point due to increased unemployment and a shrinking labor market. Cass County was the only county to have an increase in the labor force and number of employed. The State of Illinois' unemployment rate was about 5%, while LWIA 20's rate was about 4.7%. LWIA 20 is slightly lower than the median. Logan Taira discussed continued claimants—what they are, how they are included, and their breakdown by industry.

Manufacturing employment in 2024 is higher than in 2023, 2022, and 2019, pre-pandemic. Trade, Transportation, and Utilities are as high as 2023. Professional and Business Services are lower than 2022 and 2023 but higher than pre-pandemic levels. Logan also covered the rates of increase/decrease for sectors such as Government, Healthcare, and Hospitality.

Logan discussed the statewide data which was released last Thursday at noon. The seasonally-adjusted unemployment rate was somewhat flat but has gone up over the year. He anticipates a slight decrease in unemployment over the month but an increase over the rest of the year.

Logan asked for questions and conveyed his willingness to discuss unemployment or wage data or refer anyone with other questions to other data analysts.

Robert Frazier asked for Logan's contact information. Robert then asked what data is used to compile the reports Logan presented besides the data gathered by unemployment filings. Logan answered that it depends on the program. The federal Current Population Survey sends out surveys every month to collect information; surveys from employers and annual reports, as well as Unemployment Insurance reports, are what are used to compile this data.