

SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.

DEAN ROGAN SR, CHAIRMAN

PAM BARBEE, EXECUTIVE DIRECTOR

MEMO

TO: Personnel Committee
FROM: Pamela Barbee
DATE: March 3, 2026



The Personnel Committee will meet March 3, 2026 at 10:00 am:

Join Zoom Meeting
<https://us02web.zoom.us/j/89729613486>

Meeting ID: 897 2961 3486
Passcode: 926911

Join instructions
<https://us02web.zoom.us/join/89729613486/invitations?signature=dvlJyj0wV2BTAffLoZIFzsRIYGGHG31B4B9rKMhmQ5o>

The purpose for this meeting is to:

- Review Personnel Evaluations
- Award Incentives

Personnel Committee Meeting Notes

From the Personnel Policies, page 10

Incentive Compensation Awards:

- a) Each year the Personnel Committee will make a recommendation to the full board concerning funds to be budgeted for annual employee incentive awards. Funds budgeted will be contingent upon budget availability and be capped at \$3,500 per employee.*

- b) Incentive awards will be awarded based on Annual Employee Evaluation, as well as supervisor's recommendation. So, 14 LWIB staff who retain full-time status will be eligible to receive incentive pay if they 'meet or exceed expectations' for 50% of the established goals and objective to be met within the current fiscal year as part of their annual staff evaluation.*

The completed evaluation for each of my staff is attached to these notes. Sheryl and Jessica continue to meet and exceed my expectations. Both are willing to take on any additional duties necessary and complete tasks with little supervision. I recommend that both be considered for this year's incentive awards and if budget allows wage increases in the next fiscal year.

\$6,125 was allocated in the PY24 Admin Budget. Incentive Awards are only available for full time employees. I would like to request that both Sheryl and Jessica each receive \$2,000 each, leaving \$2,125 remaining for other awards.

The Executive Committee completed the Executive Director's evaluation.

NAME	PAMELA BARBEE	PAGE	1
DATE	FOR THE PERIOD 01/01/2025 THROUGH 12/31/2025	DATE	2/17/2026
PART # I	APPRAISAL OF SPECIFIC NEGOTIATED OBJECTIVES		

List and evaluate employee performance in completing specific objectives set for employee for this evaluation period. (negotiated with employee during previous evaluation).

		objectives		
		exceeded	met	not met
1	Continue to Recruit Board Members		X	
2	Attend Professional Development	X		
3	Raise the Profile of the System	X		
4	Continue to mentor and lead service providers through robust training programs.	X		

PART # II GENERAL APRAISAL OF EMPLOYEE PERFORMANCE		performance evaluation		
		EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS TO IMPROVE
1	Job Knowledge Possesses a knowledge of duties and responsibilities for current position. Asks questions when unsure.	X		
2	Productivity Generates and successfully completes the amount of work expected and agreed to for the position and job description	X		
3	Quality Work generated is complete, correct and accurate. Work is presented in a logical format and conforms to program requirements.	X		
4	Initiative Consistently seeks improved methods. Self motivated, requires minimal direction for routine tasks.	X		
5	Use of Time Uses available time wisely, punctual in reporting to work. Accomplishes work on or ahead of schedule. Conducts personal business away from office.	X		
6	Planning Establishes logical priorities. Sets realistic objectives. Anticipates future requirements and projects.		X	
7	Follow-up Maintains control of workloads, allocates resources to insure assignments are completed timely and accurately. Provides timely input into co-worker's projects, as required.	X		
8	Human Relations Promotes harmony and cordial working environment. Displays an interest in assisting co-workers. If asking for assistance respects schedules and priorities of co-workers.	X		
9	Leadership Communicates effectively. Sets example of professional attitude and behavior. Makes decisions within limits of authority. Informs co-workers of those decisions.	X		
10	Communication Provides guidance and instructions in an understandable manner. Relays phone requests, instructions, messages to co-workers in a clear, complete and timely manner.	X		

NAME PAMELA BARBEE

DATE 2/17/2028

PART III

EXPLANATION OF RATINGS CHECKED IN PART I AND PART II
(Describe outstanding achievements and/or reasons for "NOT MET")
or "NEEDS IMPROVEMENT" ratings)(include remedial action)

PART IV EMPLOYEE OBJECTIVES FOR NEXT REPORTING PERIOD
(Ranked in priority order)

- 1 Continue to recruit board members.
- 3 Continue to raise the profile of the system.
- 4 Continue to seek professional development oportunities for Executive Director and Board Staff.
- 2 Continue to mentor and lead service providers through robust training programs.

NAME	PAMELA BARBEE	DATE	2/17/2026
PART V	EMPLOYEE'S COMMENTS		

Goal #1 – Continue to recruit board members. At the end of December, we had had 10 vacant board positions. We still need business representatives from Alexander (2), Edward (1), Massac (2), Saline (2), Union (2), and Wabash (1). This fall, I visited each of the County Boards and asked for their assistance with filling our vacant board positions, as well as updating the status to the full board at our quarterly meetings. Keeping our Board full has proven to be by far my greatest task.

Goal #2 – Continue to raise the profile of the system. In 2025, I continued to promote our programs to move us from the best-kept secret in Southern Illinois. I participated in the Adult Educations area planning council meetings, worked closely with the Illinois Eastern Community College and Shawnee Community College’s workforce education staff to present our Incumbent Worker Program, as well as other work-based learning options, to business throughout the area. Along with IECC Adult Education Staff, I participate in a monthly radio interview to bring awareness. My staff continued to host the quarterly Business Services Team meeting to make sure that our partners were aware of our services.

Goal #3 – Continue to seek professional development opportunities to Executive Director and Board Staff. I again took advantage of several of the DCEO Wednesday Webinar and attended the WIOA Summit and the Regional Workforce Summit. I continue to encourage my staff as well as the service providers to take advantage of the training opportunities too, highlighting the ones that made an impact on their duties.

Goal #4 – Continue to mentor and lead service providers through robust training programs. We have continued to have our quarterly in service training with all of the service provider staff. In these meetings we discuss daily operations such as case notes, eligibility and demand occupation lists. The content is decided each quarter based on what we have noticed in our spot monitoring of the files and reports. At the in-person meeting, look at files in IWDS in real-time and discuss the issue, how it happened and more important how to prevent it from happening in the future. Our annual provider retreat has become popular with all the area’s career planners, fiscal staff, and Board staff attending. IECC Business and Industry facilitated the event, which was a great benefit as it allowed my staff to participate without the burden of planning and hosting. We covered a wide variety of topics, such as Fraud Prevention, and ADA topics. Throughout the year, we continued running several reports from the State’s participant system and sending them to the Providers WIOA managers so the issues could be addressed. We were once again monitored by the State in the fall. The DCEO monitors once again acknowledged the efforts of the career planners and complemented our improvements from the two previous years monitoring.

Other Items of Interest. We did receive a state grant again this year. It focuses is work experience for individuals who have little or no prior work experience with the goal of providing individuals with that all important first job to increase the level of participation in the work force in our area. Additionally, we were awarded a new 1E grant. These funds focus on incumbent worker projects, with the goal to avert layoffs. We have also started our first apprenticeship project. With the project, we are providing the funding for two Wabash General Hospital’s employees, both currently phlebotomists, to complete the nursing program at Wabash Valley College.

PART VI SIGNATURES	
<input checked="" type="checkbox"/> I DO CONCURR WITH THIS EVALUATION	<input type="checkbox"/> I DO NOT CONCURR WITH THIS EVALUATION
 EMPLOYEE SIGNATURE	2/22/26 DATE
I HAVE PERSONALLY DISCUSSED THE CONTENTS OF THIS DOCUMENT WITH THE EMPLOYEE AND DO <input checked="" type="checkbox"/> DO NOT <input type="checkbox"/> RECOMMEND HER FOR A SALARY INCREASE, FUNDS PERMITTING.	
 Board Chairman	02/22/26 DATE

Part #1 APPRAISAL OF SPECIFIC NEGOTIATED OBJECTIVES

List and evaluate employee performance in completing specific objectives set for employee for this evaluation period. (negotiated with employee during previous evaluation).

	objectives		
	exceeded	met	not met
Build My Network: Continue working with the state and local officials to make sure our office complies with state and local standards.	X		
Career Leadership: Develop more leadership through the Business Services Team, bi-monthly reporting, professional development, and training.	X		
Initiative: Continue to think ahead and work independently on projects.	X		
High Quality Work: Produce materials and packets for WIOA participants and businesses that are of high quality and informational.	X		

Part #II General Appraisal of Employee Performance

			performance evaluation		
			Exceeds expectations	Meets expectations	Needs to improve
1	Job Knowledge	Possesses knowledge of duties and responsibilities for current position. Asks questions when unsure.	X		
2	Productivity	Generates and successfully completes the amount of work expected and agreed to for the position and job description	X		
3	Quality	Work generated is complete, correct and accurate. Work is presented in a logical format and conforms to program requirements	X		
4	Initiative	Consistently seeks improved methods. Self-motivated, requires minimal direction for routine tasks.	X		
5	Use of Time	Uses available time wisely, punctual in reporting to work. Accomplishes work on or ahead of schedule. Conducts personal business away from office.	X		
6	Planning	Establishes logical priorities. Sets realistic objectives. Anticipates future requirements and projects.	X		
7	Follow-up	Maintains control of workloads, allocates resources to insure assignments are completed timely and accurately. Provides timely input into co-worker's projects, as required.		X	
8	Human Relations	Promotes harmony and cordial working environment. Displays an interest in assisting co-workers. If asking for assistance respects schedules and priorities of co-workers.	X		
9	Leadership	Communicates effectively. Sets example of professional attitude and behavior. Makes decisions within limits of authority. Informs co-workers of those decisions.	X		
10	Communication	Provides guidance and instructions in an understandable manner. Relays phone requests, instructions, and messages to co-workers in a clear, complete and timely manner.	X		

PART #III EXPLANATION OF RATINGS CHECKED IN PART 1 AND PART II

(Describe outstanding achievements and/or reasons for 'Not Met' or 'Needs Improvement' ratings)(include remedial action)

PART IV EMPLOYEE OBJECTIVES FOR NEXT REPORTING PERIOD

(Ranked in priority order)

WIOA: Work with Executive Director by continuing training and monitoring the service providers ensuring all the current procedures are implemented to Board and State standards.

Counties: Assist Executive Director in recruiting qualified members to the So. 14 Board to get member representation of all counties.

Continuing Ed: Utilize State sponsored webinars for continuing education in subjects that pertain to my role as EO Coordinator and Monitor and learning more exciting ways to present the Board newsletters and reports

Informational Packets: Create packets for different WIOA participants as well as businesses.

Part V Employee Comments

I feel that I was able to accomplish the goals set for me in 2025. I took on additional work and have taken the initiative to increase my job knowledge of duties and responsibilities. I also improved my use of time by accomplishing work ahead of schedule and taking time off when I needed to conduct personal business.

One of the first tasks in January of last year was to complete our Service Provider Request for Proposal (RFP) for our One Stop and also Adult, Youth, and Dislocated Worker services. I was very detailed in my record keeping which included newspaper certifications of publication and filing of each notice, which included the press release. I also facilitated our MOU planning and its submission.

During this year I also took on a more Programmatic role as my job allowed. I send out bi-weekly reports to our service providers as well as keep up to date with performance standards. This part of the job keeps me busy and I enjoy taking the initiative to continue improvement in our reporting.

I updated our website to include the most up to date information including forms, policies, and RFP's and implemented new best practices to assist our career planners. I have created the most up to date flyers and provided great information to those in need of WIOA services. This allows me a little creativity!

The quarterly Southern 14 Board Meetings held for our office are always a time for administrative tasks. During this time, I work on creating agendas, providing provider updates, creating a new newsletter and scheduling any committee meetings. The monthly newsletter is now packed full of great information including data, service provider updates, and success stories. I also took more of an initiative to gather information to assist Pam in committee meetings including data for new programs.

I scheduled Pam's 14 annual county board meetings with our CEO's. As well as I scheduled my annual EO monitoring of the 12 service provider locations. For each of these meetings, with the 14 counties I created outreach material and included our board representation for those counties. This year I was able to help recruit several new board members as well.

During my EO Monitoring, Pam and I discussed possible compliance issues with each service provider and continue to work with each to make sure that each meets state standards. All quarterly EO reports have been filed with the state on time. This year was a full DCEO compliance year. I am happy to say we were approved in November!

Name: Jessica Barbre

Date: 1/10/24

The state implemented a new Local Workforce Area Contact System (LWACS) in 2022. This is now how we certify our board. I trained on this through zoom and several webinars. I worked closely with my state contacts to ensure timely reporting of our board through LWACS. This system also allows all contacts in our area pertinent to WIOA to be added. I have continued to update our information as board members retire, county clerks change or CEO's change due to elections. All member documentation has been uploaded and certified by the state by the due date.

IWDS 2.0 is set to be implemented in July. I have been a part of the Subject Matter Expert team in order to do User Testing on the new Case Management system.

I am our Business Services Team meeting facilitator. This includes scheduling meetings with our partners that use the One Stop Center, run the meeting, and take notes for those not in attendance. I have taken the job very seriously and have gained many contacts with which whom have presented about various topics including but not limited to retention, recruitment, Perkin's, Village Integrated Care for Kids, small business development, etc.

The Local Systems Administrator for our area is myself. This means I facilitate any needs in IWDS, Illinois WorkNet, or IBIS. I have certified our users are compliant with state standards and the correct paperwork is filed. I have coordinated and passed along any training materials for IWDS to our career planners. In IWDS I run reports and verify our programs are certified and on the demand occupations list. I have initiated any access needed by our career planners in Illinois WorkNet (and its internal systems IEBS and IPATS) and IBIS. I work in Illinois WorkNet to keep our service locations up to date and certified which happens bi-yearly. In IBIS we can run reports on clients for their file and be in compliant with state monitoring. I have worked as a liaison between our service providers and our office and truly hope to continue to build this relationship. I also have worked closely with our community colleges to update IWDS and add programs that meet the WIOA Demand Occupation requirement

I have completed over 50 various training opportunities through various State and National-sponsored webinars. I also listened to various EO webinars offered by the state and attended a WIOA training in person.

Executive Director's Notes: Jessica continues to be an asset to the whole program, both at the Board level and with the service providers. She takes on challenging projects eagerly and seeks out new approaches to our processes.

I appreciate the hard work that Jessica has demonstrated during this reporting period, and recommend that she receive an incentive bonus for her efforts. I look forward to watching her continued growth next year

PART VI SIGNATURES

- I DO CONCUR WITH THIS EVALUATION
- I DO NOT CONCUR WITH THIS EVALUATION

Jessica Barbre
EMPLOYEE SIGNATURE

2/19/24
DATE

I HAVE PERSONALLY DISCUSSED THE CONTENTS OF THIS DOCUMENT WITH THE EMPLOYEE AND DO DO NOT RECOMMEND EMPLOYEE FOR A SALARY INCREASE, FUNDS PERMITTING.

Carol Barbre
EXECUTIVE COORDINATOR SIGNATURE

2/19/2024
DATE

Part I: APPRAISAL OF SPECIFIC NEGOTIATED OBJECTIVES

List and evaluate employee performance in completing specific objectives set for employee for this evaluation period.
 (Negotiated with employee during previous evaluation).

	Objectives		
	Exceeded	Met	Not Met
Assist Executive Director with funding and grant opportunities by compiling service provider, as well as board grant budgets.		X	
Assist Executive Director with preparation and review of local contracts with service providers.		X	
Assist Executive Director with review and maintaining office budget.		X	

Part II General Appraisal of Employee Performance

			Performance Evaluation		
			Exceeds expectations	Meets expectations	Needs to improve
1	Job Knowledge	Possesses knowledge of duties and responsibilities for current position. Asks questions when unsure.	X		
2	Productivity	Generates and successfully completes the amount of work expected and agreed to for the position and job description	X		
3	Quality	Work generated is complete, correct, and accurate. Work is presented in a logical format and conforms to program requirements	X		
4	Initiative	Consistently seeks improved methods. Self motivated, requires minimal direction for routine tasks.	X		
5	Use of Time	Uses available time wisely, punctual in reporting to work. Accomplishes work on or ahead of schedule. Conducts personal business away from office.		X	
6	Planning	Establishes logical priorities. Sets realistic objectives. Anticipates future requirements and projects.		X	
7	Follow –up	Maintains control of workloads, allocates resources to ensure assignments are completed timely and accurately. Provides timely input into co-worker’s projects, as required.	X		
8	Human Relations	Promotes harmony and cordial working environment. Displays an interest in assisting co-workers. If asking for assistance respects schedules and priorities of co-workers.		X	
9	Leadership	Communicates effectively. Sets example of professional attitude and behavior. Makes decisions within limits of authority. Informs co-workers of those decisions.	X		
10	Communication	Provides guidance and instructions in an understandable manner. Relays phone requests, instructions, and messages to co-workers in a clear, complete and timely manner.	X		

PART III: EXPLANATION OF RATINGS CHECKED IN PART 1 AND PART 2

(Describe outstanding achievements and/or reasons for 'Not Met' or 'Needs Improvement' ratings) (include remedial action)

PART IV: EMPLOYEE OBJECTIVES FOR NEXT REPORTING PERIOD (Ranked in priority order)

My goals for 2024:

Assist Executive Director with funding and grant opportunities by compiling service provider, as well as board grant budgets.

Assist Executive Director with preparation and review of local contracts with service providers.

Assist Executive Director with review and maintaining office budget.

PART V: SIGNATURES

- I DO CONCUR WITH THIS EVALUATION
- I DO NOT CONCUR WITH THIS EVALUATION



 EMPLOYEE SIGNATURE

2-18-26
 DATE

I HAVE PERSONALLY DISCUSSED THE CONTENTS OF THIS DOCUMENT WITH THE EMPLOYEE AND DO DO NOT RECOMMEND EMPLOYEE FOR AN INCENTIVE AND OR SALARY INCREASE, FUNDS PERMITTING.



 EXECUTIVE DIRECTOR SIGNATURE

2/18/2026
 DATE

Executive Director's Notes: Sheryl continues to learn the many moving parts and responsibilities of the fiscal job. Her keen eye for detail is an asset in the fiscal arena, and she has been able to make improvements to the process.

I appreciate the hard work that Sheryl has demonstrated during this reporting period, as well as her continued efforts to seek ways to improve the process and recommend that she receive an incentive bonus for her efforts. I look forward to watching her continued growth next year.