**Local Workforce Innovation Area 23 Quarterly Planning & Oversight Committee Meeting**

**Thursday December 10, 2020 – Noon via Zoom / Conf. Call**

**CEFS Board Room▪1805 S Banker Effingham**

**Chair: Mike Conrad**

**Vice Chair: Chris Strohl**

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| **Members Present:** Kevin Bushur, Mike Conrad, Patti Metzger, Carol Tracy, Chris Strohl, Kim Taylor**Members Absent:** Deacon Patient, Laura Vahlkamp (Michael Conley), Connie Waldrop**Others Present:**Jamie Corda Hadjaoui, Tony Logue, Debbie Whitacre, Laurie Jennings |  |
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**Welcome - Call to Order:**

The regular meeting of the LWIA Planning & Oversight Committee was called to order at noon on Thursday, December 10, 2020 via Zoom / conference call by Mike Conrad. Roll call read by Debbie Whitacre.

**Meeting Minutes Approval:**

Chris Strohl made a motion to approve. Kim Taylor seconded. Voice vote was unanimous, motion carried.

**Conflict of Interest Disclosure**

Mike Conrad asked if there were any conflicts of interest before moving forward. There were none.

**Grant Recipient/Fiscal Agent Reports**

Debbie Whitacre reported the following:

* **LLC Statement of Expenditures through October 2020** – Debbie mentioned that we are currently at 34.2% of the budget.

* **September 2020 – November 2020 AP Report** – All expenditures were allowable and necessary. Nothing unusual.
* **October 2020 Key Metrics Report** – Debbie discussed the key metrics report and explained that we are meeting all measures except the obligations for the PY20 grant, which is important to meet at the end of the fiscal year, and youth work experience for the PY20 grant, which must be met at the end of the grant.
* **October 2020 Training vs Overhead** – Debbie mentioned that we are at 74.2%. The State has a threshold of 50%.
* **MOU Billings / Receipts Report** – The Board invoices all partners for the D&O Insurance. Last week, we billed out for this year’s costs.
* **Incumbent Worker Projects Report** – Debbie showed the spreadsheet of IWT projects that we currently have. Approximately $26,000 of the $110,000 has been obligated for PY20. We have approximately $85,000 to spend.
* **1E COVID-19 / Layoff Aversion Grant Report** – Of the approx. $220,000 our area received to help companies transition into a remote working environment, there are two companies left to receive reimbursement and then we should be done with it.
* **DCEO Annual Monitoring** – LWIA #23 is slated to monitored by DCEO in May 2021.
* **Lake Land Annual Audit** – LLC audit has been completed and approved by the LLC Board. A copy was sent to DCEO. There were no findings in WIOA.
* **Discussion on Digital & Social Media Marketing Specialist** – Jamie stated that we have been discussing the need for a Social Media Marketing Specialist to keep up with the growing need for an online presence for our programs and Business Services. This position is part time and may be filled with a Federal Work Study, a Youth Work Experience participant or may be an addition to our staff. The discussions are still in the infancy stages. Chris mentioned the need is greater now than ever since the COVID crisis has forced business to be done differently.

**Approval of Fiscal Agent Report as Presented**

Kim Taylor made the motion to approve the reports, Chris Strohl seconded. Roll call. Motion carried.

**Current LWIA 23 Performance Report**

Laurie Jennings reported that the new performance measures have not been updated in IWDS. Hopefully the correct numbers will be viewable by the March meeting. This committee will be given a performance report in accordance with the bylaws.

**Program/Fiscal Monitoring Report**

Tony mentioned there has been no official monitoring since the last meeting, just the normal weekly processes that take place. Annual fiscal and program monitoring with CEFS will get scheduled after the first of the year but may be done different than in the past due to COVID limitations.

**Approval of Program Monitoring Report as Presented**

Kevin Bushur made the motion to approve the report, Chris Strohl seconded. All in favor, motion passed.

**Training Program Certifications**

Tony presented a program from IECC (Medical Lab Tech). It has been requested by LWIA #26 to be approved. Lewis Ryder and Tony evaluated the program data and conditionally approved it. Carol Tracy made the motion to approve the new program, Kim Taylor seconded. All in favor, motion passed.

**MOU Modification Approval**

Tony mentioned that the PY20 MOU had been submitted to DCEO and was returned for clarification on some items. Those changes have been made. This will go to the full Board at the next meeting. Chris Strohl made a motion to approve the changes, Mike Conrad seconded. All in favor, motion carried.

**Incumbent Worker Policy**

Tony stated that LWIA #23 policy on incumbent worker training limits the reimbursement to $10,000 per company per fiscal year. As noted in previous report, we have over $80,000 available for training projects. He mentioned there may be a need to increase the maximum amount to $20,000 with Director and Planning and Oversight committee approval. Kim Taylor made a motion to approve the increase in the policy, Patti Metzger seconded. All in favor, Motion carried.

**Other Business**

None

**Date and Time Next Meeting:** The next Planning & Oversight meeting will be March 11, 2021, 4:30 pm.

**Public Comment -**

None

**Motion to Adjourn:** Meeting was adjourned at 12:33 pm. Kevin Bushur made the motion,

Carol Tracy seconded. Motion Carried.