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

**Thursday December 9, 2021**

**Via Zoom / Conference Call**

**Chair: Mike Conrad**

**Vice Chair: Chris Strohl**

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| **Members Present:** Casey Burgholzer (Patti Metzger), Kevin Bushur, Mike Conrad, Jill Michl, Chris Strohl, Kim Taylor, Carol Tracy  **Members Absent:** Julie Obermark, , Jennifer Waggoner, Connie Waldrop  **Others Present:**  Jamie Corda Hadjaoui, Laurie Jennings, Tony Logue, Elaine Nuding, Debbie Whitacre |  |
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**Welcome - Call to Order:**

The regular meeting of the LWIA Planning & Oversight Committee was called to order at 12:00 on Thursday, December 9, 2021 via Zoom / conference call by Chris Strohl. Roll call read by Debbie Whitacre.

**Meeting Minutes Approval:**

Kevin Bushur made a motion to approve. Kim Taylor seconded. Roll call vote due to virtual meeting. Motion carried.

**Conflict of Interest Disclosure**

Chris Strohl 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 2021** – Debbie mentioned that we are currently at 36.4% of the budget, slightly over where we should be this time of year due to the publications line and admin, which will stop being charged after next month.

* **September 2021 – November 2021 AP Report** – All expenditures were allowable and necessary. One Incumbent Worker Training project was paid over this time frame and the annual dues to IWP and renewal of the podcast contract showed on the report.
* **October 2021 Key Metrics Report** – Debbie discussed the key metrics report. We are not meeting the PY21 grant obligations for any funding stream. She mentioned the youth waiver for O/S vs. I/S has been approved to 50% - 50%.
* **Waiver Quarterly Report Update** – Debbie mentioned that we have been issued a waiver from the obligation requirement by DCEO. She has submitted the quarterly report explaining the progress that has been made in spending the funds.
* **October 2021 Training vs Overhead** – Debbie mentioned that we currently show as 68.1%. The State has a threshold of 50%.
* **MOU Billings / Receipts Report** – The Board invoices all partners for the D&O Insurance. In late November, we billed out for the PY21 invoices.
* **Incumbent Worker Projects Report** – Debbie reviewed the PY21 projects we currently have.
* **New Trade Funding** – We applied for a new Trade grant in November and have received it. It covers the period of 10/1/21 through 9/30/22 and is currently for $116,997.
* **Lake Land Annual Audit** – LLC’s audit will go to the Lake Land Board for approval on Monday night. No issues have been communicated to us regarding WIOA. Once we receive the copy, it will be sent off to DCEO.
* **Apprenticeship Grant** – Jamie explained that we applied for an Apprenticeship Grant in September to cover our workforce area. Jamie submitted supplemental information to DCEO this past Monday and hope to hear an answer over the next week or two.

**Approval of Fiscal Agent Report as Presented**

Mike Conrad made the motion to approve the reports, Kevin Bushur seconded. Roll call. Motion carried.

**Current LWIA 23 Performance Report**

Laurie Jennings reported on the preliminary outcomes for PY21. We are failing the Measurable Skills Gain for each funding steam. This will continue to increase in percentage as the fiscal year progresses. CEFS will also be looking closer at the Dislocated Worker Q2 Employment Rate to make sure no issues with the data it is pulling from.

**Program / Fiscal / ADA Monitoring Report**

No report.

**Training Program Certifications**

Tony Logue stated there are two programs at Illinois Eastern Community Colleges that have been requested by LWA 26 to be approved. They are Human Resources at Olney Central College and Paramedicine (EMT) at Frontier Community College. Both were reviewed and determined to meet the necessary criteria by Tony and Lewis Ryder; so now they are being presented for approval to the committee.

Kim Taylor made the motion to approve the new training programs, Jill Michl seconded. Roll call vote due to virtual meeting. Motion carried.

**MOU Modification Approval**

Tony stated that the PY21 MOU had been submitted to DCEO last fiscal year. There was one modification they requested be corrected. It was the National Farmworkers Jobs Program be unchecked on the list of services offered in our LWIA.

Kim Taylor made the motion to approve the MOU modification, Jill Michl seconded. Roll call vote due to virtual meeting. Motion carried.

**Other Business**

None

**Date and Time Next Meeting:** The next Planning & Oversight meeting will be March 17, 2022 at 4:30 pm if able to meet in person.

**Public Comment -**

Merry Christmas and Happy New Years wishes expressed to all.

**Motion to Adjourn:** Meeting was adjourned at 12:26 pm. Kevin Bushur made the motion, Carol Tracy seconded. Motion Carried.