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

**Thursday June 11, 2020 – Noon via Conference Call**

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

**Chair: Mike Conrad**

**Vice Chair: Chris Strohl**

|  |  |
| --- | --- |
| **Members Present:** Kevin Bushur, Mike Conrad, Carol Tracy, Chris Strohl, Patti Metzger, Connie Waldrop, Laura Vahlkamp (Nic Farley), Deacon Patient  **Members Absent:** Kim Taylor  **Others Present:**  Tony Logue, Debbie Whitacre, Laurie Jennings, Elaine Nuding |  |
|  |  |

**Welcome - Call to Order:**

The regular meeting of the LWIA Planning & Oversight Committee was called to order at noon on Thursday, June 11, 2020 via conference call by Mike Conrad. Roll call read by Debbie Whitacre.

**Meeting Minutes Approval:**

Chris Strohl made a motion to approve. Patti Metzger 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 April 2020**. Debbie mentioned that we are at 83.1% of budget through April. We will be over budget in Staff admin due to Gerry’s retirement and paying out his vacation. Will be under budget overall.

* **March 2020 – May 2020 AP Report** – All expenditures were allowable and necessary. Nothing unusual.
* **April 2020 Key Metrics Report** – We are meeting all metrics except for Youth Work Experience. It appears with COVID, we will not meet the 20% YWE. Still waiting on confirmation of a waiver from the State.
* **Youth Work Experience** – It appears that LWIA23 will not meet the 20% requirement for YWE.
* **April 2020 Training vs Overhead** – Debbie mentioned that we are at 63.9% as of April . The State has a threshold of 50%.
* **MOU Billings / Receipts Report** – The Board invoices all partners for the D&O Insurance. All agencies are up to date with the exception of IDES. We have been advised that IDES will likely pay in July.
* **Incumbent Worker Projects Report** – All completed projects have been reimbursed. Hella, Magura USA and Odd Fellow are long term projects and are anticipated to complete in 2021.
* **DCEO Annual Monitoring Results** – DCEO has completed their annual monitoring. There were 4 programmatic findings. All were clerical errors and have been corrected. There were no fiscal findings.
* **PY19 Formula Funds Update** – Debbie mentioned that we have received an additional $23,850 of PY19 funding.
* **PY19 Incentive Funds** – We will not receive an Incentive grant as in the past. The State is setting this funding aside for COVID related projects.
* **New Funding** – Debbie stated that our PY20 funding has a 14.1% increase from last year. She mentioned that the State had offered special Emergency grants to help businesses with social distancing. LWIA has received approximately $220,000 for the businesses that had applied for assistance.

**Approval of Fiscal Agent Report as Presented**

Carol Tracy made the motion to approve the reports, Chris Strohl seconded. Roll call. Motion carried.

**Current LWIA 23 Performance Report**

Laurie Jennings reported that all performance measures are being met or exceeded. This committee will be given a performance report in accordance with the bylaws.

**Program/Fiscal Monitoring Report**

Tony stated that there is nothing to report as OJT / Work experience monitoring was suspended due to the pandemic.

**Approval of Program Monitoring Report as Presented**

No Report due to pandemic.

**Training Program Certifications**

Tony presented all of the programs that LWIA 23 “owns”. There were 71 from Lake Land College, 79 from Illinois Eastern Community Colleges and 16 from Eastern Illinois University. Connie Waldrop made the motion, Mike Conrad seconded. All in favor, motion passed.

**PY20 Proposed Budget**

Debbie mentioned there is a 27% decrease in the Board’s budget due to two retirements and CEFS moving from Lake Land College building. Carol Tracy made the motion to approve and recommend to the Executive Committee, Chris Strohl seconded. Roll call vote. All in favor. Motion passed.

**PY20 Meeting Schedule**

The meeting schedule for PY20 was presented for approval. Kevin Bushur made the motion to approve the schedule, Connie Waldrop seconded. All in favor, motion passed.

**Other Business –**

None

**Date and Time Next Meeting:** The next Planning & Oversight meeting will be September 17, 2020, 4:30 pm.

**Public Comment -**

None

**Motion to Adjourn:** Meeting was adjourned at 12:25 pm. Chris Strohl made the motion, Connie Waldrop seconded. Motion Carried.