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

**Thursday September 16, 2021**

**Via Zoom / Conference Call**

**Chair: Mike Conrad**

**Vice Chair: Chris Strohl**

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

The regular meeting of the LWIA Planning & Oversight Committee was called to order at 12:02 on Thursday, September 16, 2021 via Zoom / conference call by Mike Conrad. Roll call read by Debbie Whitacre.

**Meeting Minutes Approval:**

Carol Tracy made a motion to approve. Kim Taylor seconded. Roll call vote due to virtual meeting. 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 June 2020 (PY20)** – Debbie mentioned that we ended the year as of June 30th at 90.2% of the budget.

* **June 2021 – August 2021 AP Report** – All expenditures were allowable and necessary. Several Incumbent Worker Training projects were paid over this time frame and there was a refund to DCEO for requesting too much money from a grant.
* **June 2021 (PY20) Key Metrics Report** – Debbie discussed the key metrics report. The Adult and Youth funds for the first year of grant 20-681023 did not hit the 80% requirement. Since this report was originally put together, we have received word that DCEO approved a waiver for that requirement as discussed in the next item. The other Youth measurements, not more than 50% of youth spent on in school and a minimum of 20% for work experience, both ended the year in good positions. Chris Strohl asked about the in-school vs. out-of-school ratio and at this time, the 75%/25% ratio will be back in effect for the 21-681023 grant unless a statewide waiver is approved.
* **Waiver from DCEO** – There are certain conditions to meet that DCEO outlined for them to approve our waiver request. It included implementing an action plan and strategies to meet the requirements and submit a written progress report as an attachment to the quarterly reports. We developed an aggressive plan that was submitted as part of the waiver request but now need to explore any new ideas to make that plan successful. Kevin Bushur, CEO of CEFS, stated that this was a topic of discussion at their finance meeting.
* **Youth Work Experience** – This topic tied into the last couple of discussions and it was reiterated that we are asking for any leads to try and get this money spent.
* **June 2021 Training vs Overhead** – Debbie mentioned that we ended the year at 63.7%. The State has a threshold of 50%.
* **Service Provider (CEFS) Contract Budget** – CEFS new budget contract as of July 1st was presented. The amount of money needing to be spent, for youth in particular, could be seen when looking at this report. It was noted that this will be changing since we will be modifying the Trade grant and then applying for a new Trade grant as of October 1st.
* **MOU Billings / Receipts Report** – The Board invoices all partners for the D&O Insurance. In July, we received payment from IDES so all of PY20 has been taken care of.
* **Incumbent Worker Projects Report** – Debbie reviewed the PY20 projects and how we ended the year. She also showed the spreadsheet of IWT projects that we currently have. The spreadsheet shows we currently have a little over $29,000 obligated but additional projects are in the works.
* **Lake Land Annual Audit** – LLC starts their annual audit process in July or August of every year. They did ask for more information than last year but I believe they do a deeper look at WIOA every so many years. We should receive the results in October.

**Approval of Fiscal Agent Report as Presented**

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

**PY20 LWIA 23 Performance Report**

Laurie Jennings reported that none of the measures had changed since the last meeting. All DWS measures were exceeded. All Adult measures were exceeded except one. We failed one Youth measure (YCAR). This measure was closed for the fiscal year as of the last meeting so it was not going to change. We needed one more person to receive a credential to meet the measure. By failing just one measure, our overall outcome was listed as a fail. No incentive money is tied to these measures so we may receive technical assistance due to the one failed measure.

**Program / Fiscal / ADA Monitoring Report**

Tony Logue reviewed the monitoring letter regarding the annual program and fiscal monitoring results and our response to the letter. Although there were seven findings or recommendations, the majority were minor clerical items and all were rectified to the satisfaction of DCEO. Tony also reviewed a findings letter regarding the last Equal Opportunity Compliance Examination. The audit was officially done in 2018 but no formal letter was issued at that time. The landlords of the affected WIOA office locations were notified. At this time, we are awaiting further instructions on if we can use our funding dollars to fix the issues.

**Approval of Monitoring Report as Presented**

Mike Conrad made the motion to approve the report, Chris Strohl seconded. Roll call vote due to virtual meeting. Motion carried.

**Board Appointments Update**

Tony stated that as of October 1st, the Board will need to be recertified by the State. At this time, we have five new members and 2 still vacant. If all are not filled, we will be out of compliance.

**Other Business**

None

**Date and Time Next Meeting:** The next Planning & Oversight meeting will be December 9, 2021, 4:30 pm if able to meet in person.

**Public Comment -**

None

**Motion to Adjourn:** Meeting was adjourned at 12:35 pm. Kim Taylor made the motion,

Kevin Bushur seconded. Motion Carried.