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

**Thursday March 17, 2022**

**Via Zoom / Conference Call**

**Chair: Mike Conrad**

**Vice Chair: Chris Strohl**

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| **Members Present:** Casey Burgholzer, Kevin Bushur, Mike Conrad, Chris Strohl, Kim Taylor, Carol Tracy, Joy Fitts  **Members Absent:** Jennifer Waggoner, Connie Waldrop  **Others Present:**  Jamie Corda Hadjaoui, Laurie Jennings, Tony Logue, 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, March 17, 2022 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. 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 January 2022** – Debbie mentioned that we are currently at 59.1% of the budget, slightly over where we should be this time of year due to the publications line and administrative expense.

* **December 2021 – February 2022 AP Report** – All expenditures were allowable and necessary.
* **January 2022 Key Metrics Report** – Debbie discussed the key metrics report. Although it shows we are not meeting the PY21 grant obligations, that will be rectified in the upcoming reports due to receiving confirmation from DCEO we can report the CEFS contract as obligations. The main concern will now be making sure we spend the money and meet the Youth Work Experience requirements.
* **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 update explaining the progress that has been made in spending the funds.
* **January 2022 Training vs Overhead** – Debbie mentioned that we currently show as 68.2%. 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. There are currently only two reimbursements outstanding.
* **Incumbent Worker Projects Report** – Debbie reviewed the PY21 projects we currently have.
* **Lake Land Annual Audit** – LLC’s audit was approved shortly after our last Planning & Oversight meeting. No issues were brought up about WIOA. The audit was forwarded to DCEO as is required.
* **DCEO Annual Monitoring** – No dates have been determined yet but it is due to take place in May.

* **New Funding – Apprenticeship Grant and additional Dislocated Worker money** – We received $98,480 for the new Apprenticeship Navigator grant. It is due to expire on 6/30/23. Applications are being accepted for this position as we speak. We also found out this week we will be receiving an additional $69,659 in Dislocated Worker money for the ’21 formula grant. A modification of that grant will be done in April.
* **PY22 Budget Process** – In April, Debbie will start working on internal LLC budget processes and by the end of April we should have next year’s allocations to start working on the rest of the budget process. At the June meeting, the budget will be up for approval.

**Approval of Fiscal Agent Report as Presented**

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

**Current LWIA 23 Performance Report**

Laurie Jennings reported on the preliminary outcomes for PY21. We are currently failing the Youth MSG, the Adult MSG and DWS entered employment Qtr 2. The Measureable Skills gains measures will move to at least “meet” after this semester. Youth needs 14 youth to obtain a MSG, the Adult needs 2 to meet the measure. The DWS Entered Employment needs one more person to show wages in the 2nd quarter to meet.

**Program / Fiscal Monitoring Report**

Tony Logue stated that he completed program monitoring last month. There were a couple items that were corrected before he completed the monitoring. There were no findings. Fiscal monitoring has been scheduled for the week of April 5.

Kim Taylor made the motion to approve the monitoring report, Joy Fitts seconded. Roll call vote due to virtual meeting. Motion carried.

**Training Program Certifications**

Tony stated there are 5 programs that have been requested to be approved at the local level. They are Welding at American Welding Academy, Welding at Vincennes University, Massage Therapy at Lake Land College, Physical Therapy Assistant at Wabash Valley College and Vincennes University. American Welding Academy is an eligible training provider in Missouri. LWIA#23 chose to take their qualifying documentation to approve them in Illinois.

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

**One Stop Operator Contract**

Tony stated that the Board received one bid for the One Stop Operator. It has been evaluated by the evaluation team and they recommend that the contract be awarded to the Consortium of Core Partners.

Kim Taylor made the motion to approve the One Stop Operator contract, Mike Conrad secconded. Roll call vote due to virtual meeting. Kevin Bushur, Chris Strohl and Casey Burgholzer abstained. Motion carried.

**Adult Education Area Planning Committee (APC) Report Review**

It is the LWIB’s responsibility to review all APC’s in our area to make sure they are in line with our Regional Plan. There were no issues identified in the review.

**CEFS Action Plan**

Jamie stated that DCEO had suggested that CEFS provide an action plan on how they are going to provide services going forward because of the lull in participants during the pandemic. LWIB staff have received their plan. It mirrors the action plan that the Board is sending to DCEO.

**Regional Plan Modification**

Jamie reported that the Regional Plan has been modified to address the impacts of COVID on the programs and how services are provided. The draft is located on the LWA website and is currently out for public comment. No comments have been made as of today.

Chris Strohl made the motion to approve the draft of the Regional Plan modification, Joy Fitts 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 June 16, 2022 at 4:30 pm if able to meet in person.

**Public Comment -**

None.

**Motion to Adjourn:** Meeting was adjourned at 12:37 pm. Chris Strohl made the motion, Casey Burgholzer seconded. Motion Carried.