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

**Thursday March 11, 2021 – 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, Michael Conley, Mike Conrad, Patti Metzger, Jill Michl, Chris Strohl, Kim Taylor, Carol Tracy, Jennifer Waggoner, Connie Waldrop  **Members Absent:** Deacon Patient  **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 noon on Thursday, March 11, 2021 via Zoom / conference call by Mike Conrad. Roll call read by Debbie Whitacre.

**Meeting Minutes Approval:**

Kim Taylor made a motion to approve. Jill Michl 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 January 2021** – Debbie mentioned that we are currently at 58.1% of the budget. January is 58% of the fiscal year, so we are right on track. Debbie mentioned that medical benefits did not change but vision / dental increased slightly but we budgeted for the increase.

* **December 2020 – February 2021 AP Report** – All expenditures were allowable and necessary. Nothing unusual.
* **January 2021 Key Metrics Report** – Debbie discussed the key metrics report and explained that we are meeting all measures except some of the 20 grant obligations and the Youth Work Experience 20% requirement. This is an issue across the State.
* **Youth Work Experience** – Debbie mentioned that we are having issues getting youth participants and wanted ideas from the committee to help recruit youth to get our funds spent. Chris Strohl met with Kathy Swinson (IECC) and discussed a grant for Youth alternative pathways. This grant could be used to help recruit youth and co-enroll in WIOA. Mike Conley stated that KC is part of the grant process for a workforce initiative grant which places minorities in training. This too could result in co-enrollment with WIOA.
* **January 2021 Training vs Overhead** – Debbie mentioned that we are at 70.8%. The State has a threshold of 50%.
* **MOU Billings / Receipts Report** – The Board invoices all partners for the D&O Insurance. We billed out for this year’s costs in early December. Everyone has paid except National Able, Kaskaskia College and IDES.
* **Incumbent Worker Projects Report** – Debbie showed the spreadsheet of IWT projects that we currently have. After adding several new projects, we have approximately $26,000 left in the budget.
* **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 is one company 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.
* **New Funding** – Debbie mentioned that the State has announced a reallocation of DWS funds. We are slated to receive approximately $50,000. There is also an opportunity to apply for additional DWS funds, which we are waiting on guidance from the State.
* **PY21 Budget Process** – The budget process will start soon. We usually receive our allocations in late April or May for the following year.
* **Mid-Year Review with DCEO** – We met with Annie from DCEO to discuss our funding status at the mid-year point. We are a little behind in spending the 2020 grant due to COVID but everyone seems to be having this issue.

**Approval of Fiscal Agent Report as Presented**

Chris Strohl made the motion to approve the reports, Jill Michl seconded. Roll call. Motion carried.

**Current LWIA 23 Performance Report**

Laurie Jennings reported that we are meeting or exceeding all measures with the exception of youth credential and DW Measureable Skills Gain. They have identified several youth that were wrongfully entered into the youth measure and DCEO is investigating why the error happened. CEFS is confident that the DW measure will be met prior to June 30.

**Program/Fiscal Monitoring Report**

Tony mentioned that he completed the program monitoring and there were no findings. There were several clerical errors identified but have been corrected. He also mentioned that fiscal monitoring of CEFS will be starting the week of March 29th.

**Approval of Program Monitoring Report as Presented**

Mike Conley made the motion to approve the report, Kim Taylor seconded. All in favor, motion passed.

**Training Program Certifications**

Tony stated this is a standing item on the agenda but there are no programs to be certified.

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

Jamie allowed Chris to explain the APC process to the committee. 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.

**Other Business**

None

**Date and Time Next Meeting:** The next Planning & Oversight meeting will be June 17, 2021, 4:30 pm.

**Public Comment -**

None

**Motion to Adjourn:** Meeting was adjourned at 12:34 pm. Kevin Bushur made the motion,

Kim Taylor seconded. Motion Carried.