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

**Thursday June 17, 2021**

**Via Zoom / Conference Call**

**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, Connie Waldrop**Members Absent:** Deacon Patient, Jennifer Waggoner**Others Present:**Jamie Corda Hadjaoui, Laurie Jennings, Tony Logue, Elaine Nuding, Debbie Whitacre, Gareld Bilyew, Tiffany Macke, Nancy Purdy |  |
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**Welcome - Call to Order:**

The regular meeting of the LWIA Planning & Oversight Committee was called to order at 12:04 on Thursday, June 17, 2021 via Zoom / conference call by Mike Conrad. Roll call read by Debbie Whitacre.

**Meeting Minutes Approval:**

Kevin Bushur made a motion to approve. Chris Strohl 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 2021** – Debbie mentioned that we are 76.2% of the budget, should be at 83%. We are under budget for the year.

* **March 2021 – May 2021 AP Report** – All expenditures were allowable and necessary. Nothing unusual.
* **April 2021 Key Metrics Report** – Debbie discussed the key metrics report and explained we will not meet the youth and adult obligation percentages. The LWIA is asking for a waiver of the requirement. The service provider has plans in place to remedy the issue next fiscal year.
* **Youth Work Experience** – The work experience requirement is not as concerning since we were in similar circumstances a year ago and was able to meet that metric by the end of the grant. We are at 17.9% and need to be at 20% by the end of the grant. CEFS has said they have enrolled 6-7 new youth customers for Work experience. But CEFS is still looking for more potential youth participants.
* **April 2021 Training vs Overhead** – Debbie mentioned that we are at 63.9%. 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 IDES.
* **Incumbent Worker Projects Report** – Debbie showed the spreadsheet of IWT projects that we currently have. All ’19 grant projects have been completed and will be paid out in June. There are several ongoing ’20 grant projects.
* **1E COVID-19 / Layoff Aversion Grant Report** – Grant has been completed. We de-obligated $11,049. Companies did not spend all they applied for.
* **DCEO Annual Monitoring** – DCEO has completed their annual monitoring. We have had a “soft exit”. There will be several findings eliminated from the final letter.
* **PY20 Formula Funds Update** - Debbie mentioned that the State has announced a reallocation of DWS funds. We received around $74,000.
* **New Funding** – A Trade grant has been applied for in the amount of $50,583.34 for LSC participants starting with summer semester costs. These customers were previously part of the 1E grant and any remaining funds will be sent back to the State. Formula allocations have been issued and LWIA 23 received a 21% decrease from last year.

**Approval of Fiscal Agent Report as Presented**

Kevin Bushur made the motion to approve the reports, Kim Taylor seconded. Roll call. Motion carried.

**Current LWIA 23 Performance Report**

Laurie stated that all DWS measures have been exceeded. All Adult measures have been exceeded except one. We are failing one Youth measure (YCAR). This measure is closed for the fiscal year. Needed one more person to receive a credential to meet the measure. No incentive money is tied to these measures so we may receive technical assistance due to the one failed measure.

**Program/Fiscal Monitoring Report**

Tony mentioned that he completed the fiscal monitoring of CEFS with one finding. CEFS has responded adequately.

**Approval of Program Monitoring Report as Presented**

Kim Taylor made the motion to approve the report, Mike Conley seconded. Kevin Bushur obstains from vote. All in favor, motion passed.

**Training Program Certifications**

Tony stated that programs need to be certified every year in June. These are the programs that our customers have to choose from for their training. Chris Strohl made the motion to approve the programs, Jill Michl seconded. All in favor, motion passed.

**One Stop Operator Extension**

Tony stated that the OSO contract expires on June 30, 2021. There is an extension clause in the contract. He suggested that the Board extend their contract until 2022, at which time we will prepare an RFP. Jill Michl made the motion to approve the contract extension, Kim Taylor seconded. All in favor, motion passed.

**PY21 Proposed Budget**

Debbie went over the proposed budget for PY21 one line item at a time. There were no questions. Kevin Bushur made the motion to approved the budget. Mike Conrad seconded. Roll call vote. All in favor, motion passed.

**PY21 Meeting Schedule**

Mike explained the proposed meeting schedule for the next fiscal year. It is the plan to start having meetings in person or some sort of hybrid. Dates are firm, times will be determined due to pandemic. Chris Strohl made the motion to accept the new schedule, Kevin Bushur seconded. All in favor, motion passed.

**Other Business**

None

**Date and Time Next Meeting:** The next Planning & Oversight meeting will be September 16, 2021, 4:30 pm.

**Public Comment -**

None

**Motion to Adjourn:** Meeting was adjourned at 12:45 pm. Kevin Bushur made the motion,

Mike Conley seconded. Motion Carried.