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

**Thursday September 17, 2020 – Noon via Conference Call**

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

**Chair: Mike Conrad**

**Vice Chair: Chris Strohl**

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

The regular meeting of the LWIA Planning & Oversight Committee was called to order at noon on Thursday, September 17, 2020 via conference call by Mike Conrad. Roll call read by Debbie Whitacre.

**Meeting Minutes Approval:**

Chris Strohl made a motion to approve. Connie Waldrop 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 June 2020 (PY19)**. Debbie mentioned that we ended the year as of June 30th at 93% of the budget.

* **June 2020 – August 2020 AP Report** – All expenditures were allowable and necessary. Nothing unusual.
* **June 2020 (PY19) Key Metrics Report** – LWIA failed the youth measures for obligations, however, DCEO has issued a waiver from this requirement for PY19 due to COVID. All other measures were met.
* **June 2020 Training vs Overhead** – Debbie mentioned that we ended the year at 62.6%. The State has a threshold of 50%.
* **Service Provider (CEFS) Contract Budget** – Debbie showed the PY20 allocations for CEFS. She added that we received approximately $300,000 for training of LSC employees. Unfortunately, we did not enroll as many of those employees as first anticipated. We had a de-obligation of approx. $5000 of TAA funds. There is $800,000 increase in funding from this time last year.
* **MOU Billings / Receipts Report** – The Board invoices all partners for the D&O Insurance. In August, we received payment from IDES so all of PY19 has been taken care of.
* **Incumbent Worker Projects Report** – Debbie showed the spreadsheet of IWT projects that we currently have. $19,000 of the $110,000 has been obligated for PY20.
* **1E COVID-19 / Layoff Aversion Grant Report** – Companies in our area had the opportunity to apply for funding to avert layoffs due to the COVID pandemic. Our area received approx. $220,000 to help companies transition into a remote working environment.
* **Lake Land Annual Audit** – LLC start their annual audit process in July or August of every year. We should receive the results in October.

**Approval of Fiscal Agent Report as Presented**

Carol Tracy made the motion to approve the reports, Kevin Bushur seconded. Roll call. Motion carried.

**PY19 LWIA 23 Performance Report**

Laurie Jennings reported that all performance measures were met or exceeded for the program year ending June 30th. PY20 goals are currently being negotiated. This committee will be given a performance report in accordance with the bylaws.

**Program/Fiscal Monitoring Report**

Tony mentioned there has been no official monitoring since the last meeting, therefore, there is no report.

**Approval of Program Monitoring Report as Presented**

No Report to approve.

**Training Program Certifications**

Tony presented Flight Training International in Denver, CO. This program was approved in Illinois years ago. Lewis Ryder and Tony evaluated the program data and conditionally approved it.

Connie Waldrop made the motion to approve the new program, Carol Tracy seconded. All in favor, motion passed.

**Board Appointments Update**

Tony gave an informational update on the Board appointments as of October 1, 2020. All appointments are completed with the exception of Lawrence County. There are a couple of individuals that the Lawrence County CEO is working on.

**Other Business –**

None

**Date and Time Next Meeting:** The next Planning & Oversight meeting will be December 10, 2020, 4:30 pm.

**Public Comment -**

None

**Motion to Adjourn:** Meeting was adjourned at 12:27 pm. Kim Taylor made the motion, Chris Strohl seconded. Motion Carried.