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

**Thursday June 16, 2022**

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

**Chair: Mike Conrad**

**Vice Chair: Chris Strohl**

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| **Members Present:** Casey Burgholzer, Kevin Bushur, Mike Conrad, Julie Obermark, Chris Strohl, Carol Tracy, Connie Waldrop**Members Absent:** Kim Taylor, Jennifer Waggoner**Others Present:**Nate Carlson, 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 4:30 on Thursday, June 16, 2022 by Mike Conrad. Roll call read by Debbie Whitacre.

**Meeting Minutes Approval:**

Julie Obermark made a motion to approve. Kevin Bushur 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 2022** – Debbie mentioned that we are currently at 77.4% of the budget and should be sitting well for the end of the year. Since the last meeting, Out-of-State Travel was added but is sharing the money allocated for In-State travel. There is now a second page which will track the Apprenticeship Navigator expenses as well**.** Fringe benefits will probably get modified at a future date.

* **March 2022 – May 2022 AP Report** – All expenditures were allowable and necessary. Several Incumbent Worker projects were paid as well as a laptop under the Apprenticeship grant.
* **April 2022 Key Metrics Report** – Debbie discussed the key metrics report. The Year 1 Obligations for grant 21-681023 has been resolved since we last met due to being able to use CEFS’ contract with the Board as an obligation. Debbie also pointed out that even though the 20% work experience requirement for the 20-681023 grant is showing as 18.7%, she just completed the May numbers and that grant will end with 20.5%, meeting the standard.
* **April 2022 Training vs Overhead** – Debbie mentioned that we currently show as 63.8%. 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 is currently only one reimbursement outstanding from IDES, which should get paid in July.
* **Incumbent Worker Projects Report** – Debbie reviewed the PY21 projects we currently have. We just found out that one of the last ones for this fiscal year will not be as much as expected so will try to make up the difference with a couple other projects.
* **DCEO Annual Monitoring** – Debbie mentioned that DCEO has completed their annual programmatic and fiscal monitoring. On the unofficial exit, there were no fiscal findings; however, there were several programmatic findings. Tony mentioned that those errors were mostly clerical errors and not worthy of concern. We will respond once we receive the official letter.

* **PY21 Formula Funds Update** – Received an additional $69,659 in Dislocated Worker money for the ’21 formula grant but transferred to Adult funds less the administrative portion due to more demand.
* **New Funding** – Debbie mentioned that we received our allocations for the PY22 fiscal year. LWIA #23 took an 11% decrease from last year’s funding for a total amount of $2,324,551.

**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. Dislocated worker program – they are exceeding 4 and meeting 1 measure. Adult – they are exceeding 4 and meeting 1 measure. Youth – they are exceeding 3, meeting 1 and failing the Measureable Skills Gain measure. Staff are constantly entering MSG for their participants. Laurie believes this measure will be fine at the end of the fiscal year.

**Program / Fiscal Monitoring Report**

Tony Logue stated that he completed fiscal monitoring in April. There were no findings. CEFS does an excellent job. Julie Obermark made the motion to approve the monitoring report, Chris Strohl seconded. Voice vote was unanimous, motion carried.

**Training Program Certifications**

Tony stated that programs need to be certified every year in June. A list of all programs for IECC, LLC, Eastern and Vincennes was sent out, as Kaskaskia College is done by LWIA 24. These are the programs that our customers have to choose from for their training. A question was posed on if older programs could get de-certified if not useful any more. Tony stated they typically don’t just because if a program is grandfathered in, pre-qualifications by a potential student could disqualify moving forward with that program if no employer interest. Chris Strohl made the motion to approve the programs, Mike Conrad seconded. All in favor, motion passed.

**Appointment of Certification Committee**

Tony stated with the retirement of Lewis Ryder, there needs to be another volunteer to approve programs conditionally between quarterly meetings. Chris Strohl volunteered.

**Policy Changes**

Tony stated that staff and the service provider have discussed the amounts that were set by the Board several years ago for the Incumbent Worker Programs, Individual Training Account and the maximum amount to be reimbursed to companies participating in On-the-Job Training. With the rising costs of everything, the staff suggested the following amounts:

IWT: $20,000 limit; $30,000 with committee approval.

OJT: $35,000 limit; can exceed with approval.

ITA: $10,000 limit; $20,000 with approval.

Chris Strohl made the motion to approve the policy changes, Mike Conrad seconded. All in favor, motion passed.

**PY22 Proposed Budget**

Debbie went over the proposed budget for PY22 in detail. Lake Land College approved a 5% increase in salaries; added $1,000 for conferences as we are seeing more after the pandemic restrictions have lifted; split the Admin travel budget between In-State and Out-of-State; and decreased a couple of line items. Overall increase is 2.8%. She also presented the budget for the Apprenticeship Navigator grant which is based off of the awarded amount from DCEO. Kevin Bushur made the motion to approve the budget. Mike Conrad seconded. Roll call vote. All in favor, motion passed.

**PY22 Meeting Schedule**

The proposed meeting schedule for the next fiscal year was presented. Casey Burgholzer made the motion to accept the new schedule, Carol Tracy seconded. All in favor, motion passed.

**Other Business**

A question was asked about the LIFT project in Mattoon and Chris explained the program. The WIOA piece would be more with paying for work experience for these students.

**Date and Time Next Meeting:** The next Planning & Oversight meeting will be September 15, 2022 at 4:30 pm.

**Public Comment -**

None.

**Motion to Adjourn:** Meeting was adjourned at 5:20 pm. Kevin Bushur made the motion, Casey Burgholzer seconded. Motion Carried.