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

**Thursday September 15, 2022**

**Effingham Kluthe Center▪1204 Network Centre Blvd Effingham**

**Chair: Mike Conrad**

**Vice Chair: Chris Strohl**

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| **Members Present:** Casey Burgholzer, Mike Conrad, Joy Fitts for Julie Obermark, Chris Strohl, Carol Tracy, Jeff Voigt**Members Absent:** Kevin Bushur, Kim Taylor, Connie Waldrop**Others Present:**Jamie Corda Hadjaoui, 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 4:34 on Thursday, September 15, 2022 by Mike Conrad. Roll call read by Debbie Whitacre.

**Meeting Minutes Approval:**

Casey Burgholzer 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 June 2022 (PY21)** – Debbie mentioned that we ended the year as of June 30th at 91.3% of the budget and the Apprenticeship grant had spent 14.1% of its budget thru June 30.

* **June 2022 – August 2022 AP Report** – All expenditures were allowable and necessary. Several Incumbent Worker projects were paid as well as we started paying this fiscal year’s LLC Admin charges in July.
* **June 2022 (PY21) Key Metrics Report** – Debbie discussed the key metrics report. The obligation metrics for the second year of the 20-681023 grant were all met as well as the first year of the 21-681023 grant. We will be keeping a close eye on the 21-681023 obligations over the next several months as we don’t have as many dislocated worker participants so may need to transfer money to Adult via a grant modification. Direct Training expenses as well as the 20-681023 youth requirements were met. Due to the urgency to spend Youth funds in PY21, we do not anticipate meeting the 21-681023 Youth 50% Out-of-School standard; however, we do plan to still meet the 20% work experience standard for this grant.
* **June 2022 Training vs Overhead** – Debbie mentioned that we ended the year at 63%. The State has a threshold of 50%.
* **Service Provider (CEFS) Contract Budget** – Debbie pointed out that this year’s contract is almost $600,000 less than the previous year due to less carry-forward funds and the reduced allocation amounts that were seen almost statewide. There will be a new Trade grant as of October 1st; however, the Trade Act has not been renewed at this point so no new Trade events will be receiving these funds, only current ongoing events and customers.
* **MOU Billings / Receipts Report** – The Board invoices all partners for the D&O Insurance. In late November, we billed out for the PY21 invoices. We received the final payment in June.
* **Incumbent Worker Projects Report** – Debbie reviewed the PY21 projects and the current PY22 projects. For PY21, we spent over $67,000 in IWT projects and all of it came out of the 20-681023 grant leaving the full $60,000 allotment from the 21-681023 to be spent this year. At this time, we have committed projects of over $83,000.
* **Lake Land Annual Audit** – LLC starts their annual audit process in late July or early August of every year. We provided the information requested and we should receive the results in October or November.

**Approval of Fiscal Agent Report as Presented**

Chris Strohl made the motion to approve the reports, Casey Burgholzer seconded. Roll call. Motion carried.

**PY21 LWIA 23 Performance Report**

Tony Logue reported on behalf of Laurie Jennings and reviewed that as of the end of the program year, we had exceeded or met all performance measures. As background, Tony explained that these measures used to help determine how much incentive money was awarded to an area but those funds went away several years ago. We do still have to negotiate these percentages each year with DCEO and that is coming up in the next several weeks.

**Program / Fiscal Monitoring Report**

No report.

**Board Appointments Update**

Tony Logue stated that there are several replacements on the Board as well as 2 members not being replaced. As of the October 1st certification, we will be at the bare minimum for our required 51% business members with 26 Board members, so if anyone gets added, we will have to add a counterpart from the public or private sector to keep the balance in place.

**Other Business**

None.

**Date and Time Next Meeting:** The next Planning & Oversight meeting will be December 8, 2022 at 4:30 pm.

**Public Comment -**

None.

**Motion to Adjourn:** Meeting was adjourned at 5:03 pm. Jeff Voigt made the motion, Mike Conrad seconded. Motion Carried.