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

**Thursday December 12, 2022**

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

**Chair: Mike Conrad**

**Vice Chair: Chris Strohl**

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| **Members Present:** Casey Burgholzer, Kevin Bushur, Julie Obermark, Chris Strohl, Kim Taylor, Carol Tracy, Jeff Voigt  **Members Absent:** Mike Conrad, Connie Waldrop  **Others Present:**  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, December 12, 2022 by Chris Strohl. Roll call read by Debbie Whitacre.

**Meeting Minutes Approval:**

Casey Burgholzer made a motion to approve. Carol Tracy seconded. Voice vote was unanimous, motion carried.

**Conflict of Interest Disclosure**

Chris Strohl 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 October 2022** – Debbie mentioned that we are currently at 37.6% of the budget and the Apprenticeship grant has spent 36.9% of its budget. Debbie also pointed out that we anticipate modifying the Apprenticeship grant in early 2023 due to Fringe Benefits being more than originally budgeted for.

* **September 2022 – November 2022 AP Report** – All expenditures were allowable and necessary. Several Incumbent Worker projects were paid as well as the podcast renewal and the Director’s & Officers Insurance.
* **October 2022 Key Metrics Report** – Debbie discussed the key metrics report. She stated that once we modify the 22-681023 grant in early 2023, the Dislocated Worker obligations will correct itself. She also discussed why we were not meeting the Youth metrics for 50% in school youth. We are planning to meet the work experience for the 21 grant.
* **October 2022 Training vs Overhead** – Debbie mentioned that we are currently well above the required 50% mark as we are currently at 74.7% for Adult and DWS funds and 67.3% for all funds.
* **MOU Billings / Receipts Report** – The Board invoices all partners for the D&O Insurance. In late November, we billed out for the PY22 invoices and just received our first payment this week.
* **Incumbent Worker Projects Report** – Debbie reviewed the PY22 projects which come to almost $100,000 in obligated projects so far this year.
* **New Trade Funding** – Debbie stated that the new Trade grant has been applied for and it is for the amount of $52,535.
* **Lake Land Annual Audit** – LLC’s audit was performed, which we provided the requested information with no feedback, and was approved by the LLC Board in October. The PDF of the audit has been sent to DCEO as required each 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 Jennings reported that currently we are failing several measures, which is typical for this time of year, but are on track to meet or exceed all measures by the end of the fiscal year.

**Program / Fiscal Monitoring Report**

Tony reported that he visited the ECDC and met with several youth participants. He explained the purpose of the visit and what the outcomes are.

**Service Provider Contract**

Tony Logue stated that CEFS’s contract is due to expire on 6/30/2023 but there is an extension clause for one year if the Board approves. Since there are several new members to the committee, Tony explained the RFP process and timeline. The P&O committee recommends that we extend their contract for another year. This will be brought to the full Board next week.

A question was brought up on how services have been going since the One-Stop reopened and Laurie discussed how it has been having the public able to access our services again without an appointment and the number of visitors that have been seen since re-opening in mid-September.

**Other Business**

Tony mentioned that the Youth committee has been lacking in participation for several years. There has been discussion about disbanding the youth committee as a standing committee of the Board but still meeting as a group of youth experts and still reporting to the Board. The other option is to leave the committee as a standing committee but changing the Board bylaws to make an exception for the 50% committee members be Board members. Either way, the Bylaws will need to be updated. This change will occur at the March meeting. This committee will need to make a recommendation to the full Board after the Youth Committee meets next week to give their thoughts on which way they feel is best.

**Date and Time Next Meeting:**

The next Planning & Oversight meeting will be March 16, 2023 at 4:30 pm at CEFS main office.

**Public Comment -**

None.

**Motion to Adjourn:**

Meeting was adjourned at 5:03 pm. Carol Tracy made the motion, Casey Burgholzer seconded. Motion Carried.