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

**Thursday March 16, 2023**

**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, Mike Conrad, Chris Strohl, Kim Taylor, Carol Tracy, Jeff Voigt  **Members Absent:** Julie Obermark, Connie Waldrop  **Others Present:**  Jamie Corda Hadjaoui, Laurie Jennings, Tony Logue, Elaine Nuding, 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, March 16, 2023 by Mike Conrad. 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**

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 January 2023** – Debbie mentioned that we are currently at 60.5% of the budget and the Apprenticeship grant has spent 54.3% of its budget. She mentioned that we have requested an extension of the Apprenticeship Navigator grant of two months to help expend the majority of the funds.

* **December 2022 – February 2023 AP Report** – All expenditures were allowable and necessary. A couple Incumbent Worker projects were paid as well as reimbursement for some travel in addition to recurring payments.
* **January 2023 Key Metrics Report** – Debbie discussed the key metrics report. She stated that we submitted a modification of the 22 formula grant transferring $400,000 from DWS to Adult. We are forecasting meeting all of the DWS and Adult metrics. We are currently failing the 50% in school vs. out of school metric.
* **January 2023 Training vs Overhead** – Debbie mentioned that we are currently well above the required 50% mark as we are currently at 73.3% for Adult and DWS funds and 66.5% 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. We have only a few payments left to receive.
* **Incumbent Worker Projects Report** – Debbie reviewed the PY22 projects which is over $110,000 in obligated projects so far this year.
* **DCEO Annual Monitoring** – No dates have been set yet but we are supposed to be on the May schedule.
* **Grant Modifications** – Back in November, we modified the ’21 formula grant to move $225,000 from Dislocated Worker to Adult funds. Then in early March, we submitted a modification of the ’22 grant to move $400,000 from DW to Adult based off of CEFS’ projected costs. This modification is almost finalized.

We also submitted a modification to the Apprenticeship grant. Originally, we were just going to move money to cover fringes from other cost categories with the intention to submit modification details later to extend the grant through 8/31/23. They made us submit all as one and have not received word on it yet.

* **PY23 Budget Process** – No indication of what to expect for next year’s numbers so the process will probably not start until late April at the earliest but most likely in May.

**Approval of Fiscal Agent Report as Presented**

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

**Current LWIA 23 Performance Report**

Laurie Jennings reported that we are meeting or exceeding all DWS and Adult measures. We are currently failing the Youth credential rate but are one participant from meeting and 3 participants from exceeding this measure.

**Program / Fiscal Monitoring Report**

Tony Logue reported that program monitoring of CEFS has been completed and there were no findings. There were several noted items but nothing that escalated to a finding. Fiscal monitoring of CEFS is scheduled for the week of April 24th and DCEO’s monitoring is expected to happen in May.

Casey Burgholzer made the motion to approve the report, Mike Conrad seconded. Voice vote was unanimous, motion carried.

**Board By-Laws Modifications**

Tony stated that discussions have been completed on the re-organization of the Youth committee. We are leaving this committee as a standing committee with the exception of the 51% membership required to be Board members. Chris and Jamie stated that trying to recruit community members to the committee that interact with youth on a daily basis so we get a true picture of the youth that need services will serve the youth better than the previous make-up.

Chris Strohl made the motion to approve the modifications, Kevin Bushur seconded. Voice vote was unanimous, motion carried.

**Adult Education Area Planning Committee (APC) Report Review**

It is the LWIB’s responsibility to review all APC’s in our area to make sure they are in line with our Regional Plan. There were no issues identified in the review.

**Other Business**

None.

**Date and Time Next Meeting:**

The next Planning & Oversight meeting will be June 8, 2023 at 4:30 pm at CEFS main office.

**Public Comment -**

None.

**Motion to Adjourn:**

Meeting was adjourned at 4:55 pm. Casey Burgholzer made the motion, Carol Tracy seconded. Motion Carried.