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

**Thursday June 8, 2023**

**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, Chris Strohl, Kim Taylor, Carol Tracy  **Members Absent:** Julie Obemark,Jeff Voigt  **Others Present:**  Jamie Corda Hadjaoui, Laurie Jennings, Tony Logue, Elaine Nuding, Debbie Whitacre, Gareld Bilyew, Lori Poorman, Nancy Purdy, Jason Warfel |  |
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**Welcome - Call to Order:**

The regular meeting of the LWIA Planning & Oversight Committee was called to order at 4:30 pm on Thursday, June 8, 2023 by Mike Conrad. Roll call read by Debbie Whitacre.

**Meeting Minutes Approval:**

Kim Taylor made a motion to approve. Mike Conrad 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 2023** – Debbie mentioned that we are currently at 80% of the budget and the Apprenticeship grant has spent 71.8% of its budget. She mentioned that the Apprenticeship Navigator grant was extended by two months to help expend the majority of the funds and we will be applying for a separate grant to continue the Apprenticeship Navigator duties.

* **March 2023 – May 2023 AP Report** – All expenditures were allowable and necessary. Multiple Incumbent Worker projects were paid as well as reimbursement for some travel in addition to recurring payments.
* **April 2023 Key Metrics Report** – Debbie discussed the key metrics report. We are forecasting meeting all of the DWS and Adult metrics. We are currently failing the youth metrics for the 22-681023 grant.
* **April 2023 Training vs Overhead** – Debbie mentioned that we are currently well above the required 50% mark as we are currently at 68.2% for Adult and DWS funds and 60.7% 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 one payment left to receive and we are in the process of refunding IECC for their overpayment.
* **Incumbent Worker Projects Report** – Debbie reviewed the PY22 projects which has less than $17,000 left for new projects until the new funding starts on July 1st.
* **DCEO Annual Monitoring** – Monitoring was performed in May. We had a soft exit conference on May 18th and they are asking questions until they finish their file review. We just received notification that the exit conference is scheduled for Monday morning.
* **New Funding** – Debbie mentioned that we received our allocations for the PY23 fiscal year. LWIA #23 received an 8.6% overall increase from last year’s funding for a total amount of $2,523,715. We are also working on a submission for the Apprenticeship Expansion Grant to continue the work Nate has been doing under the current Apprenticeship Navigator Grant once it concludes on 8/31/23.

**Approval of Fiscal Agent Report as Presented**

Kevin Bushur made the motion to approve the reports, Chris Strohl seconded. Roll call. Motion carried.

**Current LWIA 23 Performance Report**

Laurie Jennings reported that we are now meeting or exceeding all measures. CEFS identified several Youth that attained a credential so that brought the YCAR measure up to meeting.

**Program / Fiscal Monitoring Report**

Tony Logue reported that fiscal monitoring of CEFS was completed in April and there was only one finding. It was minor but it was a violation of a policy. Chris Strohl made the motion to approve the report, Mike Conrad 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 were sent out, as Kaskaskia College is done by LWIA 24. These are the programs that our customers have to choose from for their training. It was noted that nothing was added since last year but a few were deleted. Kim Taylor made the motion to approve the programs, Kevin Bushur seconded. All in favor, motion carried.

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

Jamie Corda Hadjaoui reported that LLC had an update to their report, which included ESL classes being added to new locations, so we wanted to present it to this committee to review.

**PY23 Proposed Budget**

Debbie went over the proposed budget for PY23 in detail. Proposed raises were just released by Lake Land College so a budget was passed out reflecting the new salary increases and increases to fringes; reduced office supplies slightly; and added money for travel to conferences as we are seeing more in-person meetings occur. Overall increase is 6.9%. She also mentioned the Apprenticeship Navigator budget was also attached just showing that those expenses are part of our funding but we do not have any new numbers yet for the grant being applied for. Chris Strohl made the motion to approve the budget. Mike Conrad seconded. Roll call vote. All in favor, motion passed.

**PY23 Meeting Schedule**

The proposed meeting schedule for the next fiscal year was presented. Kevin Bushur made the motion to accept the new schedule, Chris Strohl seconded. All in favor, motion passed.

**Other Business**

None.

**Date and Time Next Meeting:**

The next Planning & Oversight meeting will be September 14, 2023 at 4:30 pm at CEFS main office.

**Public Comment -**

None.

**Motion to Adjourn:**

Meeting was adjourned at 4:55 pm. Kevin Bushur made the motion, Mike Conrad seconded. Motion Carried.