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

**Thursday September 14, 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 (Laurie Jennings), Chris Strohl, Kim Taylor, Carol Tracy, Jeff Voigt, Connie Waldrop (Aaron Hacker)  **Members Absent:** Mike Conrad, Julie Obermark  **Others Present:**  Kelly Denton, Jamie Corda Hadjaoui, Tony Logue, Elaine Nuding, Lesley Savage, Debbie Whitacre |  |
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**Welcome - Call to Order:**

The regular meeting of the LWIA Planning & Oversight Committee was called to order at 4:32 pm on Thursday, September 14, 2023 by Chris Strohl. Roll call read by Debbie Whitacre.

**Meeting Minutes Approval:**

Carol Tracy made a motion to approve. Kim Taylor 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 June 2023 (PY22)** – Debbie mentioned that we ended the fiscal year at 93.2% of the WIOA budget and the Apprenticeship grant, which ends on August 31, 2023, has spent 83.8% of its budget.

* **June 2023 – August 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.
* **June 2023 Key Metrics Report** – Debbie discussed the key metrics report. We met the Adult and DWS measures as well as the Youth obligations and work experience but did not meet the Youth Out-of-School requirement. We anticipate failing the youth metrics for the 22-681023 grant but hope to get back on track for the 23-681023 grant.
* **June 2023 Training vs Overhead** – Debbie mentioned that we finished the year above the required 50% mark at 66.2% for Adult and DWS funds and 59.2% for all funds.
* **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 increase in funds held back for Incumbent Worker Training. There will be a new Trade grant as of October 1st; however, the Trade Act still has not been renewed so no new Trade events will be receiving these funds and there are less than a handful of customers still in the program.
* **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 received the final payment in July.
* **Incumbent Worker Projects Report** – Debbie reviewed the PY22 projects and the current PY23 projects. For PY22, we spent almost $112,000 in IWT projects leaving just under $27,000 from the 22-681023 to be spent this year. At this time, we have committed to projects for almost the entire 22-681023 amount and started in on the 23-681023 grant.
* **Lake Land Annual Audit** – LLC starts their annual audit process in late July or early August of every year. There is a new auditing firm this year so they asked for slightly different information from the previous company but we provided the information requested and we should receive the results in October or November.
* **New Funding** – Debbie mentioned that we received approval for $89,000 for the Apprenticeship Expansion Grant to continue the work under the expired Navigator Apprenticeship grant and will run through 6/30/2024.

**Approval of Fiscal Agent Report as Presented**

Kim Taylor made the motion to approve the reports, Laurie Jennings seconded. Roll call. Motion carried.

**PY22 LWIA 23 Performance Report**

Laurie Jennings reported that all PY22 measures were either met or exceeded. The case managers work really hard to enter all available information at the end of the fiscal year. Laurie also introduced Kelly Denton. Kelly will be the new Director of Workforce for CEFS following Laurie’s retirement December 1.

**Program / Fiscal Monitoring Report**

Tony Logue reported that DCEO had concluded their annual fiscal and programmatic monitoring. There were 3 findings. We responded to their letter and they approved the response. He mentioned that the monitoring schedule for PY23 will be set in the next month.

**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 two new sites, so we wanted to present it to this committee to review.

**Board Appointments Update**

Tony mentioned that the Board Recertification packet is due to DCEO October 1, 2023. All board vacancies are filled with the exception of the business sector in Fayette County. The CEO is aware and is working on appointing someone prior to the deadline.

**Other Business**

None.

**Date and Time Next Meeting:**

The next Planning & Oversight meeting will be December 7, 2023 at 4:30 pm at CEFS main office.

**Public Comment -**

None.

**Motion to Adjourn:**

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