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

**Thursday December 7, 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 (Kelly Denton), Mike Conrad, Chris Strohl, Kim Taylor, Carol Tracy, Jeff Voigt  **Members Absent:** Aaron Hacker, Julie Obermark  **Others Present:**  Jamie Corda Hadjaoui, Tony Logue, Elaine Nuding, Debbie Whitacre, Devon Kroeger |  |
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**Welcome - Call to Order:**

The regular meeting of the LWIA Planning & Oversight Committee was called to order at 4:35 pm on Thursday, December 7, 2023 by Mike Conrad. 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**

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 November 2023** – Debbie mentioned that we are currently at 32.7% of the WIOA budget and 6.2% on the Apprenticeship Expansion grant. We ended the Apprenticeship Navigator grant spending 92.3% of its budget.

* **September 2023 – November 2023 AP Report** – All expenditures were allowable and necessary. Multiple Incumbent Worker projects were paid as well as reimbursement for some travel. Monthly recurring payments were also reflected in addition to the podcast and Directors and Officers policy renewals.
* **October 2023 Key Metrics Report** – Debbie discussed the key metrics report. We are currently sitting well as far as obligations however struggling with the Youth requirements but hope that the Supplemental funding will help in this area.
* **October 2023 Training vs Overhead** – Debbie mentioned that we are currently at 57.2% which is above the required 50% mark for Adult and DWS funds and 51.5% 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 PY23 invoices and should start receiving payments soon.
* **Incumbent Worker Projects Report** – Debbie reviewed the current PY23 projects. At this time, we have committed to projects for almost the entire 22-681023 amount and have several projects under contract for the 23-681023 grant. Part of the 23-681023 allocated amount will be getting moved to CEFS to be utilized for their costs.
* **Lake Land Annual Audit** – LLC has been completed. There were no issues with the WIOA grant.
* **New Funding** – Debbie mentioned that we received approval for $9400 in Trade funding and $269,421 in supplemental funding for multiple projects. We are still working on an application for 1E funding for the Quad Graphics employees and possibly anyone on a waiting list for services.

**Approval of Fiscal Agent Report as Presented**

Kim Taylor made the motion to approve the reports, Chris Strohl seconded. Roll call. Motion carried.

**Current LWIA 23 Performance Report**

Kelly Denton reported that we are currently failing credential attainment rate and measurable skills gains for all three funding streams. This is common for the second quarter of the fiscal year. She is confident these will be met by the end of the fiscal year.

**Program / Fiscal Monitoring Report**

Tony reported that there has been no monitoring since the last meeting. The plan is to schedule monitoring early next calendar year after the Regional Plan, the Service Integration Assessment and MOU documents have been completed.

**Regional Planning Update**

Jamie Corda Hadjaoui introduced Devon Kroeger, the new Apprenticeship Navigator and staff to the Business Services team. She gave an update on the Regional Plan planning timeline and discussed the process that will take place over the next couple months. Several items must be completed in order so that all of the information can be incorporated into the Regional Plan.

**CEFS Paid Leave for All Workers Act Policy**

Kelly reviewed the new policy that is being taken to CEFS’ board. This policy is required due to a new Illinois law stating that all employees must be awarded 1 hour of paid time off for every 40 worked. This policy will go into effect January 1, 2024. The USDOL is reviewing a request by the State of Illinois that would exempt Youth Work Experience participants from this law. If an exemption is made for these participants, the new local policy will not be implemented. Mike Conrad made a motion to approve. Carol Tracy seconded. Motion carried.

**Other Business**

None.

**Date and Time Next Meeting:**

The next Planning & Oversight meeting will be March 14, 2024 at 4:30 pm at CEFS main office.

**Public Comment -**

None.

**Motion to Adjourn:**

Meeting was adjourned at 5:02 pm. Casey Burgholzer made the motion, Jeff Voigt seconded. Motion Carried.