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

**Thursday March 14, 2024**

**CEFS Board Room▪1805 S Banker Effingham**

**Chair: Mike Conrad**

**Vice Chair: Chris Strohl**

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| **Members Present:** Casey Burgholzer (video), Kevin Bushur (video), Mike Conrad, Aaron Hacker (video), Julie Obermark (video), Chris Strohl, Kim Taylor (video), Carol Tracy, Jeff Voigt (phone)  **Members Absent:**  **Others Present:**  Jamie Corda Hadjaoui, Kelly Denton, Tony Logue, Elaine Nuding, Debbie Whitacre, Devon Kroeger, Dr. Jessica Anduiza (video) |  |
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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, March 14, 2024 by Mike Conrad. Roll call read by Debbie Whitacre.

**Meeting Minutes Approval:**

Carol Tracy 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 January 2024** – Debbie mentioned that we are currently at 53.8% of the WIOA budget and explained why we may not use all of the $50,000 administrative expense allotment. We are also currently at 26% on the Apprenticeship Expansion grant; however, we are modifying the Apprenticeship grant and de-obligating part of the grant due to forecasting not being able to use it all in time.

* **December 2023 – February 2024 AP Report** – All expenditures were allowable and necessary. The bulk of the payments were for multiple Incumbent Worker projects as well as CEFS’ weekly cash requests.
* **January 2024 Key Metrics Report** – Debbie discussed the key metrics report. Youth requirements are still struggling but CEFS has an outreach plan in place to hopefully boost these numbers. DCEO met with our staff as well as CEFS towards the end of January to address the Youth and Direct Training expense forecasted numbers. Kelly gave an update on the amount of contacts made as well as participants added to help raise these numbers.
* **January 2024 Training vs Overhead** – Debbie mentioned that we are currently at 58.3% which is above the required 50% mark for Adult and DWS funds but we should see an adjustment once the 1E grant is available, making the percentage drop and putting us closer to the 50% mark. Discussion ensued on what might have caused it this year since it has never been an issue in the past. Overall, we are at 52.1% 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 after receiving one today, have received all but 3 of them at this point.
* **Incumbent Worker Projects Report** – Debbie reviewed the current PY23 projects. At this time, the 22-681023 funding is essentially used up as well as the 23-681023 grant. However, due to the transfer of Dislocated Worker money to Adult, part of what overall 1D funds are left, may need to be used by IWT projects. The amount is unknown at this time, but once the 1D and 1E costs have settled into place, we will have a better idea of what may need spent on IWT. We also have part of the 1E grant for IWT projects to carry us through until next year’s allocations are available.
* **DCEO Annual Monitoring** – We do not have any dates yet but anticipate early to mid-May will be when our monitoring is held.
* **New Funding/Grant Modifications** – Since we met last, we have applied for the 1E grant for $673,000. We also modified the Apprenticeship grant to de-obligate $6,000 as mentioned earlier. The formula grants were also modified to change budget line amounts but no changes to the overall totals for each grant.

* **PY24 Budget Process** – Normally, federal allocations are released towards the end of April and the state’s allocations are released a few weeks later. So by mid-May, the budget process should be starting to have ready for the June Board meeting.

**Approval of Fiscal Agent Report as Presented**

Kim Taylor made the motion to approve the reports, Julie Obermark seconded. Roll call. Motion carried.

**Current LWIA 23 Performance Report**

Elaine Nuding reported on the current performance measures. She handed out a more recent copy of the measures after some changes were made when several customers were added to the measures to show how much the measures change with just a couple of participants.

**Program / Fiscal Monitoring Report**

Tony reported that program monitoring of CEFS has been completed with no findings. There were several questions during the monitoring that were quickly and correctly answered by CEFS staff. He explained the process of monitoring and how files are chosen. Fiscal monitoring will be scheduled for the week of April 15th. Aaron Hacker made the motion to approve the report, Carol Tracy seconded. All in favor. Motion carried.

**Regional Plan**

Jamie Corda Hadjaoui mentioned that the Regional Plan is available on the LWA23 website for public comment. Currently, there have been no comments. She briefly discussed the content compared to the last plan. Many stakeholders were engaged in the process. All industry sectors stayed the same from 4 years ago and our 6 goals align with the State’s goals. The plan will go into effect July 1, 2024. Chris Strohl made the motion to approve the plan and recommend to the full Board, Julie Obermark seconded. All in favor. Motion carried.

**Youth Needing Additional Assistance Policy Revision**

Elaine Nuding reviewed the policy revision. CEFS will no longer use Youth needing additional assistance as an eligibility criteria for in school youth. Carol Tracy made a motion to approve. Mike Conrad seconded. All in favor. Motion carried.

**One Stop Operator Agreement Revision**

Tony stated that during the Service Integration Self Assessment, one of the strategies was a change needed to be made to the One Stop Operator / Board agreement to add language that would hold the One Stop Operator responsible for all service integration initiatives. The revision takes this into account. Chris Strohl made a motion to approve. Aaron Hacker seconded. All in favor. Motion carried.

**RFP Update – Title I Service Provider**

Jamie read an email that stated the RFP process has been put on hold due to needing clarification if the Federal Guidelines and Lake Land College policies were followed.

**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**

A question was asked on if the One-Stop is needing to be recertified. Jamie will talk to the Board chair about forming a certification team to review the Application for One Stop Certification completed by the One Stop Operator. The Certification team will make a recommendation to the full board in June with whether the One Stop should be certified.

**Date and Time Next Meeting:**

The next Planning & Oversight meeting will be June 13, 2024 at 4:30 pm at CEFS main office.

**Public Comment -**

None.

**Motion to Adjourn:**

Meeting was adjourned at 5:30 pm. Chris Strohl made the motion, Carol Tracy seconded. Motion Carried.