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

**Thursday June 13, 2024**

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

**Chair: Mike Conrad**

**Vice Chair: Chris Strohl**

|  |  |
| --- | --- |
| **Members Present:** Casey Burgholzer (phone), Kevin Bushur, Mike Conrad, Aaron Hacker (video), Julie Obermark (Joy Fitts), Chris Strohl, Kim Taylor, Carol Tracy, Jeff Voigt (phone)  **Members Absent:**  **Others Present:**  Jamie Corda Hadjaoui, Kelly Denton, Elaine Nuding, Debbie Whitacre, Devon Kroeger, Nancy Purdy, Jason Warfel (video), Gareld Bilyew, Todd Beard |  |
|  |  |

**Welcome - Call to Order:**

The regular meeting of the LWIA Planning & Oversight Committee was called to order at 4:30 pm on Thursday, June 13, 2024 by Mike Conrad. Roll call read by Debbie Whitacre.

**Meeting Minutes Approval:**

A correction was noted that for the May 2nd minutes, under the Service Provider section, Kevin Bushur should be listed as abstaining. Chris Strohl made a motion to approve the March 14 and May 2 meeting minutes with the correction to be made. 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. Kevin Bushur announced that he would be abstaining from certain votes including the Program/Fiscal Monitoring Report, Proposed Service Provider Contract and PY24 Proposed Budget agenda items.

**Grant Recipient/Fiscal Agent Reports**

Debbie Whitacre reported the following:

* **LLC Statement of Expenditures through April 2024** – Debbie mentioned that we are currently at 77.4% of the WIOA budget and 62.7% of the Apprenticeship grant budget.

* **March 2024 – May 2024 AP Report** – The bulk of the payments involved CEFS, Incumbent Worker Training projects, Lake Land for rent and indirect admin fees and the credit card.
* **April 2024 Key Metrics Report** – Debbie discussed the key metrics report. Year 1 Obligations should not be an issue by June 30th. Direct Training is right around the 50% mark but will leverage 1E funds if it ends below 50% at June 30th. Youth requirements are headed in the right direction and should continue to improve as CEFS is focusing on youth out-of-school work experience at the moment.
* **April 2024 Training vs Overhead** – Debbie mentioned that we are currently at 52.1% which is above the required 50% mark for Adult and DWS funds. As mentioned earlier, if we end below 50% at June 30th, we intend to use leveraged 1E funds from training of Dislocated Workers under the separate grant to meet the 50% requirement. Overall, we are at 49.1% for all funds but this is just an internal number that we look at and is not something that DCEO tracks.
* **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 only two are outstanding at this point.
* **Incumbent Worker Projects Report** – Debbie reviewed the current PY23 projects. At the moment, all we currently have available is from the 1E grant but will have a new pot of money on July 1st with the next formula grant.

* **DCEO Annual Monitoring Results** – DCEO monitoring took place in May. The exit conference was held last week. There were no fiscal findings and the two programmatic monitoring findings were minor recordkeeping items however they had high compliments for CEFS participant files. There was a management recommendation about worksite monitoring for OJT and Work Experience. We should receive our official letter in a few weeks.
* **New Funding** – Debbie mentioned that we received our allocations for the next fiscal year—PY24. LWIA #23 received a 6.7% overall increase from last year’s funding for a total amount of $2,692,133. A submission has been sent to the State for the 2nd year of the Apprenticeship 2.0 Grant to continue the momentum Devon has been working on for apprenticeships. There is a webinar for the next round of Supplemental funds next week.

**Approval of Fiscal Agent Report as Presented**

Carol Tracy made the motion to approve the reports, Jeff Voigt seconded. Roll call. Kevin Bushur abstained but the rest in favor. Motion carried.

**Current LWIA 23 Performance Report**

Kelly Denton reported on the current performance measures. Only one measure is showing as fail at this time; however, career planners continue to enter information online and we expect all measures to be met or exceeded by the end of June. Kelly also reported that the DCEO monitoring went well. Youth recruitment is also progressing as career planners continue to keep looking for eligible individuals. Metrics Works in Effingham will be laying off employees in July and several have come in to inquire about services. Lastly, in the next fiscal year, CEFS hopes to increase transportation reimbursement from $0.25 to $0.50.

**Program / Fiscal Monitoring Report**

Debbie reported that fiscal monitoring of CEFS was completed in April and there was only one finding. It pertained to not meeting the out-of-school youth requirements for the 21-681023 grant that ended 6/30/23. A question was asked if CEFS responded and they had, but it was not sent out in the packet so Debbie will send it out to all committee members after the meeting. Mike Conrad made the motion to approve the report, Kim Taylor seconded. Kevin Bushur abstained but the rest in favor. Motion carried.

**Training Program Certifications**

Jamie stated that programs need to be approved every year in June. These are the programs that our customers have to choose from for their training. The report was passed out and it was noted that it looks a little different from years’ past. It was stated that Kaskaskia College no longer offers truck driving, which Elaine stated that LWIA24 is in charge of any changes to Kaskaskia College programs listed. A process is still in place for any new programs to be reviewed for adding on to this list. Carol Tracy made the motion to approve the programs, Chris Strohl seconded. All in favor, motion carried.

**One Stop Certification**

Jamie reported that the evaluation team made an on-site visit on Monday June 10th to perform a walk-thru after doing a desk review. The team went thru the application and determined that the main criteria was all met with only a few minor recommendations to work on. There was very positive feedback and a big benefit was the knowledge of the staff. This recertification endorsement will be going to the Consortium for recommendation to the full Board and then DCEO.

**Memorandum Of Understanding (MOU) Update**

Jamie stated that all partners agreed on the MOU in March and it was signed and submitted to DCEO by the end of May, with the exception of three signatures: one from DHS/TANF, which is normal to take a little longer, and then two from SCSEP partners that could not be contacted.

**Proposed Service Provider Contract**

Jamie stated the new contract had been sent out, including a red line version to see changes from current contract, and input was received from CEFS this afternoon. Discussion ensued on various concerns that CEFS’ attorneys had with the proposed contract. Kevin Bushur stated that there were a lot of changes and additions that could make it difficult to do their job, so he then highlighted some of the larger concerns that they had. One of the biggest was point #7, on page 5 under section 1.4, where it eliminates LWIB 23 from the decision to terminate or suspend the contract. Another issue was the wording around some of the areas about equity because CEFS may have to hire more staff just to meet these requirements but Jamie reassured them that this work is already being done. There were also concerns about the time frame to respond back to the fiscal agent as well as only having one point person.

Chair Mike Conrad stated that he didn’t remember there ever being this many changes before and the appearance that the Board and CEO’s are being taken out of the process as well. CEO Chair Nancy Purdy had the same concerns. Nancy is troubled by the language only reflecting LLC, which authority has been given for Lake Land to enter into contracts, however they still need to be approved by the Board and CEO’s, which she is not seeing in this document. A question was posed on if the Board needs to hire an attorney to review the contract as proposed, which Kevin stated that he only found 2 attorneys versed in WIOA, but no action proceeded on that issue. Jamie stated that DCEO done an informal review of the contract and only found a couple of references to CEO instead of LWIB, but seemed in alignment with their wording.

It was asked why we are trying to fix something that wasn’t broke thus leading to the opinon that the wording of the contract needs to be reviewed. Discussion ensued on how to proceed while time is of the essence. Kevin stated that CEFS wants to sign the contract to continue serving the people, just not this version when it is a major overhaul that wasn’t expected. It was proposed to extend the current contract as long as CEFS and LLC are ok with it while the wording can be worked on by a committee, ideally the Executive Committee since it includes Board and CEO representation, for the new contract.

Mike Conrad made the motion to extend the current contract by 90 days, starting 7/1/24 thru 9/30/24, in order to discuss and review the proposed service provider contract. Carol Tracy seconded. Roll call vote. Kevin Bushur abstained but the rest in favor. Motion passed.

**PY24 Proposed Budget**

Debbie went over the proposed budget for PY24 in detail. The LLC Board approved 4% raises and the budget prepared reflects that. With the exception of salaries and fringe benefits, the only other change was reducing office supplies slightly. Overall decrease is 7.0% due to the difference in Tony Logue’s previous salary and the beginning starting salary for a new Operations Coordinator. She also mentioned the Apprenticeship Expansion 2.0 budget is also attached but will be finalized once the State gives feedback on changes and what the approved final budget will be for the grant.

Kevin Bushur mentioned the admin money versus program money and how the 50% training requirement can be affected. Debbie clarified how any Lake Land College overhead costs that affect Adult and Dislocated Worker training percentage have over the last several years been offset by Incumbent Worker Training projects. But ultimately it is important to stay on top of the numbers to continually be monitoring where the numbers stand.

Jeff Voigt made the motion to approve the budget. Kim Taylor seconded. Roll call vote. Kevin Bushur abstained but the rest in favor. Motion passed.

**PY24 Meeting Schedule**

The proposed meeting schedule for the next fiscal year was presented. A question was asked about the December meetings and Debbie stated that she looked back in previous years to see how it fell with Christmas and we have met that late but we can move it up a week if everyone favors that. Everyone was ok with the proposed schedule so Kevin Bushur made the motion to accept the new schedule, Carol Tracy seconded. All in favor, motion passed.

**Other Business**

None.

**Date and Time Next Meeting**

The next Planning & Oversight meeting will be September 12, 2024 at 4:30 pm at CEFS main office.

**Public Comment**

None.

**Motion to Adjourn**

Meeting was adjourned at 6:16 pm. Kevin Bushur made the motion, Mike Conrad seconded. Motion Carried.