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

**Thursday September 12, 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, Aaron Hacker (video), Julie Obermark (video), Chris Strohl, Kim Taylor (phone), Carol Tracy, Jeff Voigt (phone)  **Members Absent:** Mike Conrad  **Others Present:**  Jamie Corda Hadjaoui, Kelly Denton, 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 4:34 pm on Thursday, September 12, 2024 by Chris Strohl. Roll call read by Debbie Whitacre.

**Meeting Minutes Approval:**

Kim Taylor made a motion to approve. Carol Tracy 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 2024** – Debbie stated that we ended the fiscal year at 88.4% of the WIOA budget and 77% for the Apprenticeship grant. She pointed out that 2 laptops were purchased to replace older laptops and the Administrative expense ended at less than 42,000 of the 50,000 budget.

* **June 2024 – August 2024 AP Report** – Payments were reviewed and included payments to CEFS, Dell for two laptops, Incumbent Worker Training projects, supplemental grant expenditures, Lake Land for rent and indirect admin fees and the credit card.
* **June 2024 Key Metrics Report** – Debbie discussed the key metrics report. For obligations, the 22-681023 grant was met along with the Year 1 Obligations for the 23-681023 grant. The Direct Training measure did finish at 53%. As far as Youth, we have known that the 22 grant would not be met but corrective action has resulted and plans are in place to meet the Youth measures for the 23 grant.
* **June 2024 Training vs Overhead** – Debbie mentioned that we finished the year above the required 50% mark at 53% for Adult and DWS funds and 49.1% for all funds, which is just an internal measure.
* **Service Provider (CEFS) Contract Budget** – Debbie pointed out that this contract is only for the carry forward from the 23 grants due to the 24 formula grant for $2,692,133 going directly to CEFS as new fiscal agent.
* **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 all have been accounted for at this point.
* **Incumbent Worker Projects Report** – Debbie reviewed the PY23 projects and the current PY24 projects. For PY23, we spent slightly over $100,000 in IWT projects. Almost all of the 23-681023 grant had been obligated before the Intermountain Electric project was cancelled so at this moment, there is around $5,000 left of the 23 grant to get spent this year but there may be more depending on what happens with Graphic Packaging. Then 3 of the 4 projects for the new grant have already been completed and LLC is paying them and billing CEFS to apply to the 24 grant.

Debbie also mentioned that reports from CEFS will be different after CEFS takes over as fiscal agent but if the committee wants to keep any particular reports, not only for this committee but also for the Board, to let CEFS know.

* **Lake Land Annual Audit** – LLC starts their annual audit process in late July or early August of every year. The auditing firm chose WIOA as a major program this year to test so we had more questions than last year as this was the first time this auditing firm had tested WIOA. Last questions happened in mid-August so assuming they received everything they needed. Lake Land will probably have the final audit report in October and I will let Madge know to send to DCEO an electronic copy once it is available for their records.

**Approval of Fiscal Agent Report as Presented**

Carol Tracy made the motion to approve the reports, Aaron Hacker seconded. Roll call. All in favor. Motion carried.

**PY23 LWIA 23 Performance Report**

Kelly Denton reported that all PY23 measures were either met or exceeded. With the action plan in place, we are well on the way to meeting the 20% work experience measure. Kelly is appreciative of all of the hard work the career planners have put forth to ensure we are back on track. PY24 negotiations are under way. There have been some career planner changes in the last few months. There have also been layoffs from Midwest Transport and KFC in Charleston that have affected our area recently . Carol Tracy commented that career planners have been checking with her regularly for referrals.

**Program / Fiscal Monitoring Report**

DCEO sent a letter in July with the results of their fiscal and program monitoring performed in May. Jamie Corda Hadjaoui reviewed the response that was sent back to DCEO on August 5th.

Kevin Bushur made the motion to approve the report, Jeff Voigt seconded. Roll call was requested. All in favor. Motion carried.

**PY24 CEFS Budget**

Kevin Bushur, CEFS CEO, reviewed their budget for the 24-681023 grant as well as the application for the Supplemental Grant. Since the Executive Committee approved this budget info last week to keep the transition process moving, no approval is needed from this committee. However, this will be taken to the full Board for approval on Monday. CEFS did sign the notice of state award the day before. The main focus was the 4th quarter amounts listed. If more detail is wanted, Kevin said to let him know. Registrant goals were also reviewed.

The State Supplemental grant was also reviewed. It has been preliminarily approved by the State and CEFS is currently working on the budget for it. The three focus areas were discussed and how this grant can help defray some of the traditionally formula costs as well. Chris Strohl commented that she appreciated including Title II in this year’s grant like it was the previous year.

On a side note, ERBA has been chosen for a pilot project to receive one a grant to help the homeless population in our area. This is currently in the planning stages but will also help LWIA 23.

**Board Appointments Update**

Jamie stated that each year, a third of the board is up for reappointment. Lori Poorman and Austin Zwilling both accepted staying on the Board and Deb Bohannon will be representing Clark County due to Jim Bolin hitting the maximum years in a row. Carol Tracy, Kim Taylor and Julie Obermark are all up for public sector reappointment with the CEOs approval. Once all is ready, it will be sent to the State for processing.

**Other Business**

Chris thanked Debbie and Jamie for all their work with this committee and as Board staff.

**Date and Time Next Meeting**

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

**Public Comment**

None.

**Motion to Adjourn**

Meeting was adjourned at 5:16 pm. Jeff Voigt made the motion, Carol Tracy seconded. Motion Carried.