

Finance and Compliance Committee Meeting
Tuesday, February 16, 2021 at 9:00 AM

Meeting Minutes

Zoom Meeting URL:

<https://zoom.us/j/96118762134?pwd=bEVva2VtenhuOGtaM3FORkd2RjFQZz09>

I. Call to Order.....Andrew Warrington, Committee Chairman

*Chairman Warrington called the meeting to order at 9:03am
A roll call was taken, and a quorum was present.*

II. Public Comment

No public comment.

III. Chairman’s Report.....Andrew Warrington

- Welcome to the Finance and Compliance Committee
- Description and Duties of the Finance and Compliance Committee

Introduction the committee members and reviewed the duties as outlined in the bylaws – see below:

The Finance and Compliance Committee duties shall include the following:

1. *Make recommendations to the Board on policies necessary to address the workforce issues in the Workforce Development Area.*
2. *Review and recommend for approval to the Board the following:*
 - *Annual financial budget and budget modifications*
 - *Special grants*
 - *Approval of a Memorandum of Understanding Cost Sharing Agreement*
3. *Review grant financial reports and report financial performance to the Board.*
4. *Review reports, recommendations, etc. from internal or external monitoring and inform and/or recommend to the Board any corrective action.*
5. *Other duties as assigned by the Board Chairperson.*

IV. Finance

Member Serino and the WD Team reviewed the Finance and Compliance Materials below with the committee.

- Workforce Innovation and Opportunity Act Grant Overview [Attachment A.1](#)
- PY20 LWIA 1 WIOA Grant Budget [Attachment A.2](#)

The PY20 Grant did not have to report expenditures. The PY19 expenditures were reported. We will continue to look at the Youth Program Pilot to decide on the benchmark.

Member Wimer stated at her workplace they are employing youth for work experience. Not an Intern. We give youth a career path.

- Lake County Workforce Development Grant Reports and Analysis
 - December 2020 Grant Expenditure Report
 - WIOA Grant Expenditure Report 2019
 - WIOA Grant Expenditure Report 2020

[Attachment B.1](#)
[Attachment B.2](#)
[Attachment B.3](#)

Work experience expenditures account for 20%. The information will be distributed quarterly.

V. Compliance

- DCEO Workforce Development Monitoring Overview
 - LWIA 1 PY19 Monitoring Announcement Letter
 - LWIA 1 PY19 Monitoring Response Letter
- DCEO Equal Opportunity Monitoring Overview
 - 2020 DCEO EO Compliance Response Letter
 - 2020 DCEO EO Compliance Examination Summary of Findings

[Attachment C.1](#)
[Attachment C.2](#)
[Attachment C.3](#)

[Attachment D.1](#)
[Attachment D.2](#)
[Attachment D.3](#)

DCEO must contain participant performance. WD Teams monitors and reviews. The performance report must have the proper approval and signature. DCEO will monitor through July 2021.

VI. Upcoming Board & Committee Meetings

- Finance and Compliance Committee Meeting - April 20, 2021 at 9:00 AM
- Workforce Development Board Meeting – Thursday, February 25, 2021 at 8:00 AM

Robert Painter will be attending the upcoming Board meeting on February

The next Finance and Compliance Committee Meeting will be held one week before the board meeting via Zoom.

VII. Adjournment

Member Nellis made a motion to adjourn, seconded by Member Harris.

Meeting adjourned at 9:53 AM