



Finance and Compliance Committee Meeting Minutes

Wednesday, April 26th, 2023, at 8:00 AM

Present: Andrew Warrington, Jennifer Serino, Kathy Nellis, Tim Dempsey, Marcus Jordan

Absent: Kim Wimer, Michael Darling

I. Meeting Opening

1. Call to Order.....Andrew Warrington, Chairman

Meeting called to order: 8:02 A.M.

Quorum: Yes

2. Public Comments

No public comment.

3. Chairman's Report

No report.

II. Action Item

1. Approve the February 2023 Finance and Compliance Committee Meeting Minutes

Motion to Approve: Member Dempsey

Seconded: Member Nellis

No correction. No Discussion.

All in favor: Motion carried.

III. New Business

No new business.

IV. Compliance and Performance

1. Department of Labor (DOL) Program and Fiscal Joint Monitoring for the Dislocated Worker Career Grant results
2. Lake County Single Audit
3. DCEO Annual Combined Monitoring scheduled May 8, 2023
4. KPIs review

The Department of Labor monitored the Dislocated Worker Career Grant and suggested the need for additional support services to be provided specifically around technology. We were only able to provide PC support services to two of twenty-nine customers served through the grant. DOL also recommended additional follow-up services once customers have completed training or their work experience.

Lake County has an independent contract for the single audit. It must be filed with DCEO to be sure all costs are allowed in the grants. No unresolved concerns were noted by the auditor.

DCEO will begin their annual monitoring on May 8th, and we will provide an update on any findings at the June Finance and Compliance meeting.

KPI measures and results were reviewed by Jennifer Serino. The KPIs are divided into three strategies: LCWD board, WD Department and equity. There was a discussion around membership engagement being at 56% and if this could be due to the number of meetings. Staff will be working on the meeting schedule for next program year with this feedback in mind.

V. Finance

1. Lake County Workforce Development Grant Reports:
 - 3rd Quarter WIOA Formula Budget vs. Actuals Report
2. Funding & Budgeting
 - Budget policies

Emily Mitchell walked the committee through the 3rd quarter expenditures. We are on track to meet all benchmarking requirements established by DCEO. It was noted that the support services budgeted for childcare and need-related payments were reallocated to other training lines. We are also utilizing a Diversity, Equity, and Inclusion lens as we look at expenditures moving forward.

Policies that need approval were divided up between committees to review.

VI. Upcoming Board & Committee Meetings

1. Workforce Development Board Meeting – Thursday, April 27th at 8:00 AM
2. Finance and Compliance Committee Meeting – Wednesday, June 28th at 8:00 AM
3. Workforce Development Board Meeting – Thursday, June 22nd at 8:00 AM

The LCWD Board meeting will be held at the University Center in Grayslake on April 27th.

VII. Adjournment

Motion to adjourn: Member Dempsey

Seconded: Member Nellis

Adjourned 8:51 A.M.