



## Finance and Compliance Committee Meeting

UCC Environmental  
2100 Norman Dr W Ste 6753, Waukegan, IL 60085

Friday, June 21, 2024  
8:00 AM

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### **I. Meeting Opening**

1. Call to Order..... Andrew Warrington, Chairman
2. Public Comment
3. Chairman's Report..... Andrew Warrington, Chairman

### **II. Action Items**

- Approve November 2023 Minutes

### **III. New Business**

- Review and approve PY'24 Formula Grant Budget Strategies

### **IV. Updates**

### **V. Upcoming Board & Committee Meetings**

Board of Director Meeting - June 27th at Waukegan Park District (1324 Golf Road)

Finance and Compliance - November 20th

### **VI. Adjournment**



## Finance and Compliance Committee Meeting

UCC Environmental  
2100 Norman Dr W Ste 6753, Waukegan, IL 60085

Wednesday, November 15, 2023  
8:00 AM

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Present:

Absent

### I. Meeting Opening

1. Call to Order..... Andrew Warrington, Chairman  
**The Meeting was called to order by Chairman Warrington at 8:04am**
2. Public Comment  
**There were no public comments**
3. Chairman's Report ..... Andrew Warrington, Chairman  
No chair report

### II. Action Items

- Ratify: (Joint meeting minutes were voted on and approved by Executive Committee)
- Approve the LWIA PY'23/24 Local Performance Goals
- Accept the PY'22 WIOA Statewide Rapid Response IE Grant Plan & Budget
- Accept the Apprenticeship Illinois Expansion Grant
- Accept the TAA Grant Modifications
- Accept Quest'23 Grant
- Accept PY'23 Supplemental State Funding

**The consent agenda was approved with no discussion**

### III. New Business

- Key Performance Indicator Update  
**The committee reviewed updates on key performance indicators, including website traffic, user engagement, and board meeting attendance.**
- WIOA Formula Funding PY23 Q1 Expense Reporting  
**First quarter expenditures were shared, including all of the following;**  
**Overall Formula PY2023 Quarter 1**
  - **Total Budget:** \$4,572,466
    - **Q1 Budget:** \$2,160,337
  - **Actuals/Accruals:** \$627,907
  - **Obligations:** \$679,316
  - **Percentage Spend:** 29%

## **Breakdown by Program**

### **Youth Program**

- **Budget:** \$1,434,003
- **Q1 Budget:** \$1,434,003
- **Actuals/Accruals:** \$64,307
- **Obligations:** \$159,970
- **Percentage Spend:** 16%
- **Total Spend:** \$224,277

### **Adult Program**

- **Budget:** \$1,322,013
- **Q1 Budget:** \$291,081
- **Actuals/Accruals:** \$261,973
- **Obligations:** \$289,969
- **Percentage Spend:** 42%
- **Total Spend:** \$551,942

### **Dislocated Worker Program**

- **Budget:** \$1,816,450
- **Q1 Budget:** \$435,253
- **Actuals/Accruals:** \$301,627
- **Obligations:** \$229,377
- **Percentage Spend:** 29%
- **Total Spend:** \$531,004

### **PY22 Carryforward**

- **Youth:** \$9,820
- **Adult:** \$49,859
- **Dislocated Worker:** \$98,222

### **Youth Expenditures Breakdown**

- **ITAs (Individual Training Accounts):**
  - **Budget:** \$167,719
  - **Actuals/Obligations:** \$62,510
  - **Percentage Spend:** 37%
- **Pre-Vocational:**
  - **Budget:** \$35,000
  - **Actuals/Obligations:** \$45,762
  - **Percentage Spend:** 131%
- **Support Services:**
  - **Budget:** \$5,000
  - **Actuals/Obligations:** \$1,797
  - **Percentage Spend:** 36%
- **Work Experience (WE):**
  - **Budget:** \$365,461
  - **Actuals/Obligations:** \$114,208
  - **Percentage Spend:** 31%
- **Total Youth Expenditures:**
  - **Budget:** \$573,180
  - **Actuals/Obligations:** \$224,277
  - **Percentage Spend:** 39%

### **Adult Expenditures Breakdown**

- **ITAs:**
  - **Budget:** \$434,590
  - **Actuals/Obligations:** \$369,844
  - **Percentage Spend:** 85%
- **OJT (On-the-Job Training):**

- **Budget:** \$39,600
- **Actuals/Obligations:** \$52,500
- **Percentage Spend:** 132%
- **Support Services:**
  - **Budget:** \$30,000
  - **Actuals/Obligations:** \$750
  - **Percentage Spend:** 3%
- **Work Experience (WE):**
  - **Budget:** \$110,000
  - **Actuals/Obligations:** \$141,648
  - **Percentage Spend:** 129%
- **Total Adult Expenditures:**
  - **Budget:** \$604,590
  - **Actuals/Obligations:** \$551,842
  - **Percentage Spend:** 91%

#### **Dislocated Worker Expenditures Breakdown**

- **ITAs:**
  - **Budget:** \$349,738
  - **Actuals/Obligations:** \$304,351
  - **Percentage Spend:** 87%
- **OJT:**
  - **Budget:** \$64,800
  - **Actuals/Obligations:** \$60,000
  - **Percentage Spend:** 93%
- **Support Services:**
  - **Budget:** \$18,000
  - **Actuals/Obligations:** \$2,547
  - **Percentage Spend:** 14%
- **Work Experience (WE):**
  - **Budget:** \$70,000
  - **Actuals/Obligations:** \$30,000
  - **Percentage Spend:** 43%
- **Incumbent Worker Training (IWT):**
  - **Budget:** \$372,609
  - **Actuals/Obligations:** \$159,305
  - **Percentage Spend:** 43%
- **Total Dislocated Worker Expenditures:**
  - **Budget:** \$920,347
  - **Actuals/Obligations:** \$531,004
  - **Percentage Spend:** 58%

- **Non-Formulary Funding Expense Reporting – through September 2023**

The following information was shared;

#### **Breakdown by Category**

- **ITAs (Individual Training Accounts)**
  - **Budget:** \$651,843
  - **Actuals/Accruals:** \$419,708
  - **Obligations:** \$102,448
  - **Total Spend:** \$522,156
  - **Remaining Funds:** \$129,687
- **Support Services**
  - **Budget:** \$166,000

- **Actuals/Accruals:** \$84,214
- **Obligations:** \$4,500
- **Total Spend:** \$88,714
- **Remaining Funds:** \$77,286
- **Work Experience (WE)**
  - **Budget:** \$3,681,656
  - **Actuals/Accruals:** \$1,661,781
  - **Obligations:** \$979,907
  - **Total Spend:** \$2,641,688
  - **Remaining Funds:** \$1,039,968

Budget and Funding Strategies were discussed after reviewing expenditures and obligations. Two topics were discussed among committee members;

1. **Investments**

The committee discussed investments that have made processes efficient, effective, proactive, and timely, such as DocuSign, virtual information sessions, WIOA Requirement Lab/Assistance, and partnerships with CLC for mass testing.

2. **Funding Streams**

The committee discussed leveraging and maximizing funding streams including ARPA, Quest'23, and 1E Emergency Grant. They also discussed utilizing remaining funds from PY22 and leveraging partnerships with CLC for grant referrals and workforce services.

**IV. Upcoming Board & Committee Meetings**

Board of Directors Meeting - Thursday, November 16, 2023

Operations Committee – Friday, November 17, 2023

Equity Task Force – Friday, November 17<sup>th</sup>, 2023

**V. Adjournment**

**The meeting was adjourned at 9:05 am.**