



Finance and Compliance Committee Meeting Minutes

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

Wednesday, June 21, 2024
8:00 AM

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

Absent: None

I. Meeting Opening

1. Call to Order.....
Andrew Warrington, Chairman
The meeting was called to order at 8:03AM
2. Public Comment
No Pubic comments were made
3. Chairman’s Report Andrew Warrington, Chairman
No chair report was given

II. Action Items

- Approve November 2023 Minutes
The November 2023 minutes were reviewed and approved unanimously without amendments.

III. New Business

- Review and approve PY’24 Formula Grant Budget Strategies
The committee reviewed and approved the PY’24 budget allocations:
 - *WIOA Admin Budget: \$684,786*
 - *Youth In-School Budget: \$466,876*
 - *Youth Out of School Budget: \$1,400,628*
 - *WIOA Adult Budget: \$1,740,882*
 - *WIOA Dislocated Worker Budget: \$2,554,701*

The budget strategies included initiatives to enhance industry sector programs, expand work-based learning, and increase ITAs and work experiences.

Th motion was approved unanimously.

IV. Updates

Compliance Updates

Updates were provided regarding the upcoming Job Center recertification, MOU revisions, and board certification requirements.

- **Job Center Certification and Local & Regional Plan Updates**

The committee reviewed updates to ensure the alignment of local and regional plans with workforce strategies.

- **Technology Investments**

Discussed new technology acquisitions to support workforce initiatives:

- *Virtual Reality technology, additional kiosks, Pocketaalk devices, and English proficiency software.*
- *Approximate recurring technology costs: \$200,000.*

IV. Budget and Communication Plans

- **Board Budget Overview**

The approved board budget included:

- *Communications contract with Pat Davis Design: ~\$50,000.*
- *Meeting food provisions: ~\$1,200.*
- *Membership fees: ~\$5,908.*
- *Board travel and conferences: ~\$10,000.*
- *DEI-related keynote speakers and event funding.*

- **Strategic Communication Plan**

The committee discussed the ARPA-funded strategic communication plan, noting the need for additional support and a potential marketing intern to assist with implementation.

V. Updates

- **CEJA Grant Discussion**

Reviewed the allocation of the CEJA grant totaling \$2,052,138:

- *Participant stipends and work-based learning: \$930,000.*
- *Barrier reduction services: \$500,000.*
- *Staffing plan: 6.5 FTEs, including dedicated roles such as transition coordinators and account executives.*

V. Adjournment

The meeting was adjourned at 9:25am